



Cayton Parish Council

Jubilee Hall, Main Street, Cayton, Scarborough, YO11 3TF

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22nd March 2022

To all Members of the Parish Council, Borough & County Councillors, Public & Local Press.

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held on **Tuesday 17th May 2021** commencing at 6.30pm at The Jubilee Hall , Main Street , Cayton

Yours faithfully

Gill Armstrong

Clerk to Cayton Parish Council

- 1. To Elect a Chairman of the Council for 2022/2023**
- 2. To receive the Chairman's declaration of acceptance of the office.**
- 3. To appoint a Vice Chairman for 2022/2023.**
- 4. Notice of meeting** - To confirm that public notice of the meeting has been given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act, 1972.
- 5. Declarations of Interests** – Members are reminded of the need to consider whether they have a disclosable pecuniary interest or personal interest (as detailed in Appendix A and Appendix B of the Parish Council's Code of Conduct to declare in any of the items on this agenda. If so, the nature of the interest must be declared at the start of the meeting.
- 6. Apologies** - to receive apologies and approve reasons for absence.
- 7. To appoint members to the standing committees:-** Finance, Recreation & Amenities, Village Maintenance & Planning
- 8. To appoint members to other committees:-** Disciplinary & Grievance, Staffing
- 9. To appoint members to the working groups:-** Cayton News, Grants, Snow Plan, Neighbourhood Development Plan
- 10. To appoint representatives for outside committees, groups and organisations:**
 - Flood Group;
 - Jubilee Hall Management Committee;
 - Village Hall Management Committee;
 - Cayton Playing Field Association
 - Yorkshire Local Councils Association
 - YLCA Branch meetings
- 11. Standing Orders:-** to approve & adopt standing orders
- 12. Financial Regulations:-** to approve & adopt
- 13. Financial Risk Assessment:-** annual review
- 14. Yorkshire Local Councils Association:-** to discuss need for councillor training
- 15.** To confirm the dates of Full council meetings as the 3rd Tuesday each month except for December when it will be held on the 2nd Tuesday: all meeting to commence at 7.00pm unless otherwise agreed.