



Cayton Parish Council

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

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09/05/24

To Members of Cayton Parish Council Finance Committee,

You are hereby summoned to attend a Finance Committee meeting to be held on Wednesday 15th May 2024 at 10.30 am The Jubilee Hall, Main Street , Cayton

Gill Armstrong
Parish Clerk

AGENDA

1. **Notice of meeting-** to confirm that the **Public notice of the meeting has been be given in accordance with schedule 12, para (10) 2 (b) of the Local Government Act 1972.**
2. **Apologies** -To note apologies and approve the reasons for absence.
3. **Declaration of Interests** -To note declarations of interest not declared under Code of Conduct or members Register of disclosable pecuniary interests.
 - b. To approve dispensation requests.
4. **Minutes:-** To approve the minutes held on 10th April 2024 for signing at Full Council.
 - b. To note any update from the minutes.
5. **To receive verbal reports** from Committee where necessary in relation to finance matters only
6. **To review the Financial Regulations** – updated document to follow
7. **To review the Financial Risk Assessment** - updated document to follow
8. **Audit 2024** – To review any documents as required by the RFO
9. **To receive the Bank Reconciliation, Receipts and Payments** for the period ending 31st April 2024 and action taken.
 - b. To approve the May Schedule of payments (to be available at the meeting) including any overtime incurred by staff
10. **Time and Date of the Next Meeting:-**Wednesday 12th June 2024 time to be confirmed