

# **Reighton & Speeton Parish Council**

Clerk Helen Carter 20 West Garth Gardens, Cayton, Scarborough, YO11 3SF  
Email: reighton\_and\_speetonpc@ymail.com

4<sup>th</sup> December 2018

Dear Councillor

You are summoned to attend an Ordinary meeting of Reighton & Speeton Parish Council in the Village Hall, St Helen's Lane, Reighton on **Monday 10<sup>th</sup> December 2018 at 3pm.**

Members of the public are welcome to attend the meeting and may address the council during the Public Participation period.

*Helen Carter*

Clerk

## **Agenda**

- 1. Notice of meeting – to confirm that Public notice of the meeting has been given in accordance with Schedule 12, para (10)2(b) of the Local Government Act 1972.**
- 2. Apologies -** to receive & note apologies and to consider reasons given for non-attendance.
- 3. Register of interests:** to receive declarations of interests by Parish Councillors and to consider any written applications for dispensations.
- 4. Public Participation Session -** To receive & hear any person who wishes to address the council. The chairman will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public participation at the chairman's discretion.)
- 5. Minutes** to approve and sign the minutes of the meeting held on 29<sup>th</sup> November 2018.
- 6. Bank Reconciliation to 30<sup>th</sup> November 2018** to reconcile the bank statements & the receipts & payments with the Bank Reconciliation.
- 7. To calculate year end balances;** to discuss & decide on the ear marking of funds for future projects & the level of reserves which can be used against the budget 2019/2020.
- 8. Internal Audit** to discuss & decide on the Internal Auditor for year-end 31<sup>st</sup> March 2019.
- 9. Budget 2019/2020** to discuss expenditure to be made during 2019/2020 taking into consideration the matters discussed previously & information provided for the previous 3 years & year to date & to agree the budget amount to be set.
- 10. Precept for 2019/2020** to discuss the level of precept required to be set on the basis of the previous information provided.
- 11. Internal Control Exercise** to agree a date when 2 members of the Parish Council can carry out an Internal Control exercise of the Parish Council records.
- 12. Schedule of payments** to approve the December schedule of payments tabled at the meeting.
- 13. Time & date of the next meeting -** to confirm the time & date of the next meeting as Tuesday 29<sup>th</sup> January 2019.