

**NOTICE OF FINANCE APPROVAL COMMITTEE MEETING**

Members are duly summoned to attend

MONDAY 9 DECEMBER 2024, LAYER VILLAGE HALL, 7:15pm

Clerk and Responsible Financial Officer: Mark Large

AGENDA

- 1. APOLOGIES**
 - a. **RECEIVE** apologies for absence
- 2. DECLARATIONS OF INTEREST**
 - a. **RECEIVE** declarations of interest relating to the agenda
- 3. MINUTES OF THE PREVIOUS MEETING**
 - a. **RESOLVE** to **APPROVE** minutes (previously circulated) of the previous meeting – *for signature by the Chair*
- 4. REVIEW ACTION TRACKER**
- 5. FINANCE**
 - a. **RECEIVE** and **CONFIRM** bank reconciliation - *for signature by 2 members.*
 - b. **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members.*
 - c. **RECEIVE** progress report from Clerk and RFO – including BT digital switch over, VAT issue
- 6. BANKING PROVIDER**
 - a. **RECEIVE** update from Clerk & RFO regarding switch of bank
- 7. NEXT MEETING – 9th December 2024, Layer village hall, 19:15.**

Close of meeting