

MINUTES OF FINANCE APPROVAL COMMITTEE MEETING
MONDAY 13 JANUARY 2025, LAYER VILLAGE HALL, 7:15pm

1. Chair	Councillor Mrs M Holmes	Present
	Councillor Mr P.R. Pyke	Present
	Councillor Mrs M. A. Hughes MBE	Present
	Councillor Mrs S.E. Hughes	Present
	Councillor Mr M Salmon	Present

2. APOLOGIES

- a. **RECEIVE** apologies for absence - **NONE**

3. DECLARATIONS OF INTEREST

- a. **RECEIVE** declarations of interest relating to the agenda - **NONE**

4. MINUTES OF THE PREVIOUS MEETING

- a. **RESOLVE** to **APPROVE** minutes (previously circulated) of the previous meeting – *for signature by the Chair*

The minutes of the previous meeting were **APPROVED** and duly signed by the Chair, proposed by Cllr Mr. M Salmon, seconded by Cllr Mr. P Pyke.

5. FINANCE

- a. **RECEIVE** and **CONFIRM** bank reconciliation - *for signature by 2 members.*

The bank conciliation was **RECEIVED, CONFIRMED** and duly signed. The cashbook and budget statement were also reviewed and signed.

- b. **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members.*

The payments for approval were **RECEIVED, APPROVED** and duly signed. All payments are authorised by two councillors through the Unity Trust Bank digital login.

- c. **RECEIVE** progress report from Clerk and RFO – including BT digital switch over, VAT issue

The Clerk and RFO updated the meeting regarding various topics:

- Lloyds Bank – BT are still using the old accounts to take payments. The old Lloyds accounts are otherwise dormant
- VAT issue reported last meeting – the corrections discussed have been submitted and accepted by the VAT126 team so this issue is now closed.
- Awaiting income - £1,504.82 VAT reclaim and Estuary Housing £1,244.00

6. NEXT MEETING – 10th February 2025, Layer village hall, 19:15.

Close of meeting – 19:30