

MINUTES OF FINANCE APPROVAL COMMITTEE MEETING
MONDAY 10 FEBRUARY 2025, LAYER VILLAGE HALL, 7:00pm

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	Absent

1. APOLOGIES

- a. **RECEIVE** apologies for absence - Cllr Mr. M Salmon resigned with immediate effect during the month and is thus no longer a member of this committee.

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF THE PREVIOUS MEETING

- a. **RESOLVE** to **APPROVE** minutes (previously circulated) of the previous meeting – *for signature by the Chair* It was **RESOLVED** to **APPROVE** the minutes of the previous meeting, proposed by Cllr Mr. P Pyke and seconded by Cllr Mrs. S Hughes, duly signed by the Chair.

4. RECEIVE and APPROVE Notification of Payroll and Expenses, training, resources, working from home allowance, annual leave, pension, working hours, working patterns, acceptable controls (inc. approval of paid extra hours) and monitoring. It was **RESOLVED** to **APPROVE** the pay and expenses, proposed by Cllr Mrs. S Hughes and seconded by Cllr Mr. P Pyke.

5. FINANCE

- a. **RECEIVE** and **CONFIRM** bank reconciliation - *for signature by 2 members*. The bank reconciliation, cash book and budget statements were **RECEIVED, CONFIRMED** and duly signed.
- b. **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members*. The payees for approval were **RECEIVED, APPROVED** and duly signed. All digital payments are authorised by two councillors through the Unity Trust Bank digital login.
- c. **RECEIVE** progress report from Clerk and RFO – including BT direct debit and Internal Audit initial meeting.

The Clerk & RFO updated the meeting that BT are still taking money from the Lloyds account so those accounts have not yet been able to be closed. After many attempts, a new BT direct debit mandate has now been received and signed. It is hoped this can be resolved by the end of the financial year. The latest VAT reclaim is still awaited (going through extra checks due to the change in bank accounts), the invoice to Estuary Housing passing on ground maintenance charges remains unpaid and is being chased.

The Clerk & RFO also informed the meeting that the precept demand for 25/26 had been submitted using the income and expenditure figures previously agreed, also that the second and concluding internal audit meeting is scheduled for April 22nd.

6. CONSIDER and discuss membership of the committee, then formulate any resolution deemed necessary, along with any further actions required.

Following the resignation of Cllr Mr. M Salmon, a discussion was held and it was decided not to change the membership of the committee for now.

7. NEXT MEETING – 10th March 2025, Layer village hall, 19:15.

Close of meeting