LAYER DE LA HAYE **PARISH COUNCIL**

NOTICE OF FINANCE APPROVAL COMMITTEE MEETING

Members are duly summoned to attend

MONDAY 10 FEBRUARY 2025, LAYER VILLAGE HALL, 7:00pm

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. **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.
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 direct debit and Internal Audit initial meeting
6. **CONSIDER** and discuss membership of the committee, then formulate any resolution deemed necessary, along with any further actions required
7. **NEXT MEETING – 10th March 2025, Layer village hall, 19:15.**

Close of meeting