

MINUTES OF FINANCE APPROVAL COMMITTEE MEETING

Members are duly summoned to attend

MONDAY 14 JULY 2025, LAYER VILLAGE HALL, 10:00am

Chair	Councillor Mrs M Holmes	Present
Vice Chair	Councillor Mr P.R. Pyke	Absent
	Councillor Mrs M. A. Hughes MBE	Present
	Councillor Mrs S.E. Hughes	Present
Clerk & RFO	In attendance	

F2526/15 APOLOGIES

- a. **RECEIVE** apologies for absence – Apologies received from Cllr Mr. P Pyke, acceptance proposed by Cllr Mrs. S Hughes, seconded by Cllr Mrs. M Hughes MBE, agreed by all.

F2526/16 DECLARATIONS OF INTEREST

- b. **RECEIVE** declarations of interest relating to the agenda - None

F2526/17 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, proposed by Cllr Mrs. S Hughes, seconded by Cllr Mrs. M Hughes MBE, agreed by all, duly signed by the Chair.

F2526/18 FINANCE

- a. **RECEIVE** and **CONFIRM** bank reconciliation, cashbook and budgets - *for signature by 2 members*. The bank reconciliation, cashbook and budgets were received and signed by two members as being accurate.
- b. **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members*. The accounts for payment were received and checked, signed by two members and approved on digital banking by two authorised signatories.
- c. **RECEIVE** progress report from Clerk and RFO – External Audit and public rights, MultiPay Card Limit update. The Clerk & RFO updated the meeting re progress on the External Audit which has been submitted, queries answered and now awaiting final signoff.
- d. VAT reclaim, Budget changes required as a result of Clerk & RFO hours increase and budget overspend for play equipment maintenance (Recommend to full PC meeting that budget changes be approved). The Clerk and RFO updated the meeting re the submission of a VAT Reclaim for circa £1,000, also noting that the main parish council meeting would be asked to approve a budgets increase paper to cover overspends/overachievements to date.

F2526/019 NEXT MEETING – 11th August 2025 at 10:00.

Close of meeting at 10:30