

MINUTES OF FINANCE APPROVAL COMMITTEE MEETING

MONDAY 1 SEPTEMBER 2025, LAYER VILLAGE HALL, 10:00am

Chair	Councillor Mrs M Holmes	Present
Vice Chair	Councillor Mr P.R. Pyke	Present
	Councillor Mrs M. A. Hughes MBE	Present
	Councillor Mrs S.E. Hughes	Available By Phone
Clerk & RFO	Absent – Covid positive	

MINUTES

F2526/20 APOLOGIES

- a. **RECEIVE** apologies for absence – *Apologies were received from the Clerk & RFO due to covid, and Cllr Mrs. S Hughes who was available remotely by phone. Proposed by Cllr Mr. P Pyke, seconded by Cllr Mrs. A Hughes MBE, agreed by all.*

F2526/21 DECLARATIONS OF INTEREST

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

F2526/22 MINUTES OF THE PREVIOUS MEETING

- a. **RESOLVE** to **APPROVE** minutes (previously circulated) of the previous meeting – *for signature by the Chair. It was **RESLOVED** to **APPROVE** the minutes of the previous meeting, proposed by Cllr Mrs. A Hughes MBE, seconded by Cllr Mr. P Pyke, agreed by all.*

F2526/23 FINANCE

- a. **RECEIVE** and **CONFIRM** bank reconciliation, cashbook and budgets - *for signature by 2 members. The bank reconciliation was **RECEIVED** and **CONFIRMED**, duly signed by two members. No cashbook or budgets were presented this meeting due to the need for an A3 print out and the absence of the Clerk & RFO due to covid. As this meeting was being held a week earlier than normal, the reconciliation was also confirmed against month to date figures printed from the bank accounts rather than normal statements which were not yet available.*
- b. **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members. The accounts payable were **RECEIVED** and **CONFIRMED**, duly signed by two members. Payments were approved by 2 members in the Unity Trust Bank app.*
- c. **RESOLVE** to **APPROVE** the removal of the single transaction limit on the corporate MultiPay card. It was **RESOLVED** to **APPROVE** the removal of the single transaction limit to make the Corporate MultiPay Card more useable.
- d. **RECEIVE** progress report from Clerk and RFO – **NONE** due to absence.

F2526/024 NEXT MEETING – 13th October 2025 at 10:00.

Close of meeting at 10:30