



# MINUTES OF FINANCE APPROVAL COMMITTEE MEETING

MONDAY 13 OCTOBER 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      | Present |
| Clerk & RFO |                                 | Present |

## MINUTES

### F2526/25 APOLOGIES

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

### F2526/26 DECLARATIONS OF INTEREST

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

### F2526/27 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. P Pyke, seconded by Cllr Mrs. S Hughes, agreed by all.

### F2526/28 FINANCE

- a. **RECEIVE** and **CONFIRM** bank reconciliation, cashbook and budgets - *for signature by 2 members*. The bank reconciliation, cashbook and budgets update were **RECEIVED** and **CONFIRMED**, duly signed by two members.

- 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.

It was noted that there was a £0.20 discrepancy in the monthly standard salary calculation in favour of the Clerk and RFO. This is being queried with the payroll company and, if necessary, the Clerk & RFO will pay back the £0.20.

It was also noted that the Heatherfields Rental had, without proper explanation, suddenly been declared as £18.09 underpaid despite previously being agreed as up to date. The Clerk and RFO pushed back firmly, demanding a full explanation of the reasons for the sudden discrepancy and copies of all credit notes. This has all been received and the payment of £18.09 made in full and final settlement. The Chair thanked the Clerk and RFO for his due diligence and for ensuring full auditable documentation was received.

- c. **RECEIVE** progress report from Clerk and RFO. The Clerk and RFO reported that the latest VAT 126 reclaim form had been submitted to the value of £565.93. The Clerk and RFO also noted that the initial proposed budget setting for next year would be presented in November for discussion.

### F2526/029 NEXT MEETING – 10<sup>th</sup> November 2025 at 10:00.

Close of meeting

*[Handwritten signature]*  
10/11/25