

MINUTES OF FINANCE APPROVAL COMMITTEE MEETING
MONDAY 10 NOVEMBER 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	Absent
Clerk & RFO		Present

F2526/30 APOLOGIES

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

F2526/31 DECLARATIONS OF INTEREST

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

F2526/32 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. M A Hughes MBE, agreed by all.

F2526/33 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. It was noted that there was a £3.00 discrepancy relating to MultiPay Card bank charges that needs to be resolved and brought back to the next meeting.
- 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 the Clerk @ RFO had refunded £0.20 to LDLH PC – this was caused by the occasional variation in the PAYE calculations meaning that the normal standing order can be slightly out.
- c. **RECEIVE** progress report from Clerk and RFO, including budgets update. The Clerk & RFO talked through the draft budgets for 26/27 which will needed to be agreed by the December full PC meeting.

F2526/034 NEXT MEETING – 8th December 2025 at 10:00.

Close of meeting at 10:30

 8/12/25