

MINUTES OF FINANCE APPROVAL COMMITTEE MEETING

MONDAY 8 DECEMBER 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

F2526/35 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.

F2526/36 DECLARATIONS OF INTEREST

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

F2526/37 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.

F2526/38 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** correction to paperwork from November meeting regarding Lloyds Bank Multipay Card statement. It was noted at the last meeting that there was a £3.00 discrepancy between the cash book and the Lloyds Bank Multipay Card information presented. After reviewing, the Clerk & RFO had presented a printout of account transaction to date rather than the official bank statement. The proper document was presented this month and signed. It was **RESOLVED** to **APPROVE** this correction, and a note was added to the signed papers from last month confirming that the issue had been resolved, signed by the Chair.
- c. **RESOLVE** to **APPROVE** membership of CountyWise – cost £150, budget available on training budget line. It was **RESOLVED** to **APPROVE** the member ship of CountyWise, proposed by Cllr Mr. P Pyke, seconded by Cllr Mrs M A Hughes MBE, agreed by all.
- d. **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members.* The accounts payable were **RECEIVED** and **APPROVED**, duly signed by two members. Payments were approved by 2 members in the Unity Trust Bank app.
- e. **RECEIVE** progress report from Clerk and RFO, including budgets update, changes to bank charges. The Clerk & RFO presented the budget proposal and precept proposal for FY26/27 to the committee. This was for discussion only as approval of the full parish council is required – this to be discussed and approved at the meeting this evening (8/12/25 @ 19:30). The normal sheet was presented along with a word document “Budget Setting Key Lines of Questioning” – a guide for those councillors less familiar with excel. The Chair thanked the Clerk & RFO for his hard work on producing and presenting the information in an accessible manner for all. It was also noted that Unity Trust bank charges are increasing by £1 a month.

F2526/039 NEXT MEETING – 12th January 2026 at 10:00.

Close of meeting at 10:45