

**MINUTES OF FINANCE APPROVAL COMMITTEE MEETING
MONDAY 9 FEBRUARY 2026, LAYER VILLAGE HALL, 10:00am**

MINUTES

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

F2526/45 APOLOGIES

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

F2526/46 DECLARATIONS OF INTEREST

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

F2526/47 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.

F2526/48 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 **APPROVED**, duly signed by two members. Payments were approved by 2 members in the Unity Trust Bank app.
- c. Printer toner cartridges update and noting approval given outside meeting to proceed The Clerk & RFO informed the meeting that the purchase of printer toner cartridges had been approved by Cllr Mrs. M Holmes and Cllr Mrs. M A Hughes MBE outside of the normal meetings due to the current cartridges running low. The payment was made using the Lloyds Bank multi pay card and is shown on the payments for approval this month (signed off in b above). The Clerk & RFO also showed the capacity of the toner cartridges supplied with the new printer, versus the standard sized cartridges versus the high capacity cartridges. All agreed that the right choice had been made – the high capacity toner cartridges which will last circa 4 years based on current usage (roughly £140 per year averaged out).
- d. **RECEIVE** progress report from Clerk and RFO, including budgets update The Clerk & RFO noted that Jan Stobart had been asked to perform the internal audit at the end of the year.

A discussion was held regarding the quotes received for the emergency clean of the multi sports courts (Risk 29). This will be presented and approved at the full PC meeting on the 9th Feb 26 as it involves a budget change. It was noted that the quotes are for a single full clean only, and that a separate tender process is required for an ongoing maintenance contract.

F2526/049 NEXT MEETING – 9th March 2026 at 10:00.

Close of meeting