LAYER DE LA HAYE **PARISH COUNCIL**

MINUTES OF FINANCE APPROVAL COMMITTEE MEETING

MONDAY 13 APRIL 2026, LAYER VILLAGE HALL, 10:00am

Chair	Councillor Mrs M Holmes	Present
Vice Chair	Councillor Mr P.R. Pyke	Absent
	Councillor Mrs M. A. Hughes MBE	Present
	Councillor Mrs S.E. Hughes	Present
	Councillor Mr B Turner	Absent
Clerk & RFO		Present

F2627/01 APOLOGIES

a. **RECEIVE** apologies for absence Apologies received from Cllr Mr. B. Turner and Cllr Mr. P Pyke. It was **RESOLVED** to **APPROVE** the apologies proposed by Cllr Mrs. S Hughes, seconded by Cllr Mrs. M A Hughes MBE, agreed by all.

F2627/02 DECLARATIONS OF INTEREST

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

F2627/03 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. B Turner, seconded by Cllr Mrs. M A Hughes MBE, agreed by all.

F2627/04 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. **RECEIVE** progress report from Clerk and RFO, including budgets update, audit, VAT *The cashbook, budgets and reserves were reviewed and duly signed by two members. It was noted that the last VAT reclaim for 25 to 26 was completed and submitted. It was also noted that the internal audit was taking place on 16th April 26.*

d. **RECEIVE** Annual Financial Statement (to be signed in main PC meeting), DRAFT AGAR pre internal audit *The Annual Financial Statement was discussed and noted. Signing will be recommend at the full Parish Council meeting.*

e. **RESOLVE** to **APPROVE** the selection of BAA Groundcare for grass cutting 26 to 27 following a procurement process of quotes requested from local area companies. *Quotes were received from three companies – BAA Groundcare £2,976 inc VAT, Ark Landscaping - £3,912.00 and Arbworld Trees and Lawns £8,750. It was **RESOLVED** to **APPROVE** the selection of BAA Groundcare for grass cutting in the year 26/27,* proposed by Cllr Mrs. S Hughes, seconded by Cllr Mrs. M A Hughes MBE, agreed by all.

f. **RESOLVE** to **APPROVE** continuation of existing direct debits and standing orders *It was **RESOLVED** to **APPROVE** the continuance of the existing standing orders and direct debits* proposed by Cllr Mrs. S Hughes, seconded by Cllr Mrs. M A Hughes MBE, agreed by all.

F2627/05 GOVERNANCE

a. Review Terms of Reference – **RESOLVE** to **APPROVE** any amendments *It was **RESOLVED** to **APPROVE** the revised terms and conditions with a minor modification – rather than holding the meeting on the same day as the PC meeting, wording to change to allow meeting to take place in advance of the PC meeting – i.e. doesn't have to be the same day.* Proposed by Cllr Mrs. S Hughes, seconded by Cllr Mrs. M A Hughes MBE, agreed by all.

F2627/06 NEXT MEETING – 11th May 2026 at 10:00**.**

Close of meeting at 10:30