LAYER DE LA HAYE PARISH COUNCIL

MINUTES OF FINANCE APPROVAL COMMITTEE MEETING

MONDAY 8 JUN 2026, LAYER VILLAGE HALL, 14:00

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

F2627/12 APOLOGIES

a. **RECEIVE** apologies for absence *Apologies received from Cllr Mrs. M Holmes. It was **RESOLVED** to **APPROVE** the apologies proposed by Cllr Mrs. S Hughes, seconded by Cllr Mr. B Turner, agreed by all.*
b. *The Chair being absent, Cllr Mr. P Pyke chaired the meeting.*

F2627/13 DECLARATIONS OF INTEREST

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

F2627/14 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. S Hughes, agreed by all.*

F2627/15 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 Clerk & RFO advised the meeting that the external audit had been submitted to PKF Littlejohn at the earliest opportunity and that the public rights information had been placed on the noticeboard and website ahead of the designated time.*
d. **RESOLVE** to **RECOMMEND to PC** set up of a Post Office Redirect for postal mail addressed to Layer de la Haye Parish Council to capture mail and redirect to Clerk & RFO address – requires a budget change which would need to be passed at the main PC meeting. *It was **RESOLVED** to not recommend this motion given the cost and other options. It was decided to recommend to the full PC meeting that a mailbox be purchased ASAP for fixing to the outside wall of the hall near the main entrance. The mail that still goes to Mill Pightle will be received by the Clerk & RFO and every organisation informed of the new address. This would be at a cost of between £100 and £200 instead of £500.*
e. **RESOLVE** to **APPROVE** the extension of Page Computers services for Microsoft licenses and support for 3 years at a fixed price of £218.04 (20% increase but fixed price for 3 years). Page Computers have held the price up to now but cannot avoid passing on price increases, including Microsoft increases in license fees. . *It was **RESOLVED** to **APPROVE** this motion, proposed by Cllr Mr. B Turner, seconded by Cllr Mrs. S Hughes, agreed by all.*

f. Discuss Community360 fee increase from £50 per journey to £80 per journey - This *topic was discussed and deemed to difficult for the Finance Approval Committee to recommend a solution. This will be discussed at the full PC meeting.*

F2627/16 NEXT MEETING – 13th July 2026 at 14:00**.**

Close of meeting at 15:00