

Draft minutes of Lyminge Parish Council Finance and Administration Committee Meeting.  
Held on Monday 2nd September 2024 in Lyminge Methodist Church

**09.01 Present:** Cllrs Fuller, Arnold and Rising and King.

**In attendance:** Chani Sanger (Clerk), and two members of the public.

**Apologies:** Cllrs Trayner.

**Declarations of interest:** None

**09.02 Chair's report:** It was noted that:

- An action tracker had been produced to keep track of actions to take and actions taken.
- CIL funds had not yet been received and that the Clerk would send an email copying in the leader of the District Council and the Chief Executive Officer. A weekly 'chase up' email should be sent until funds are received<sup>1</sup>.
- A donation of £10,000, for the Meriden Play Park refurbishment, had been received from the Paul Tory Foundation. Clerk to send a thank you and mention in the newsletter.
- Cllrs Martin and Hollingsbee were asked to email the Clerk with funding opportunities that may be appropriate for the council - Clerk to chase.

**09.03 Minutes:**

[Motion - To approve the minutes of 5 August 2024.](#)

Proposed: Cllr Fuller | Seconded: Cllr Arnold | Motion passed.

**09.04 Monthly accounts:**

**09.04.1** The following documents were circulated ahead of the meeting:

- Current account bank reconciliation, savings account reconciliation, all bank accounts reconciliation, banking summary report, itemised payments and itemised receipts.

**09.04.2** It was noted that the original bank statements for July and August had been brought to the meeting and were compared against the bank reconciliation circulated. The documents were reconciled and the statements were signed by Cllr Fuller.

**09.05 Correspondence:** None - *cheque received from Paul Tory Foundation mentioned under item 09.02.*

**09.06 Date of next meeting:** 7th October

Meeting closed at 18:48

Signed: \_\_\_\_\_ Chair (Date \_\_/\_\_/24)

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<sup>1</sup> Councillor King arrived.