

[Lyminge Parish Council](#)

DRAFT Minutes of Lyminge Parish Council Finance and Administration Committee Meeting.
Held on Monday 3rd March 2025 in Lyminge Village Hall

Present: Cllrs King, Hall and Harrison.

In attendance: Chani Sanger (Clerk) and three members of the public.

03.01 Apologies: Cllr Arnold

Declarations of interest: None

03.02 Minutes:

[Motion - To approve the minutes of 2 February 2025.](#)

Proposed: Cllr Hall | Seconded: Cllr Harrison | Motion passed.

03.03 Monthly accounts:

03.03.1 The following documents are usually circulated, for information only, ahead of the meeting:

- Current account bank reconciliation, savings account reconciliation, all bank accounts reconciliation, banking summary report, itemised payments and itemised receipts.
- Questions were raised regarding cost code 14 (Subscriptions) as this is over budget, it was noted that subscriptions such as Scribe, WorkNest etc were the costs that made up subscriptions. Many of these had been taken on during the year and as such were not budgeted for, however the 25/26 budget has an increased amount to cover active subscriptions.

03.04 Project costs:

03.04.1 Bollards: Quotes given of £192 each for Court Lodge Green and for Jubilee Field are in budget. Aiming to have bollards installed in the next two or so weeks in line with the handyman's availability and delivery time.

[Motion - To approve the bollard project as quoted.](#)

Proposed: Cllr Harrison | Seconded: Cllr Hall | Motion passed.

03.04.2 Rhodes Minnis Bus Shelter: Quote given of £170 is in budget. It was noted that there is a lot of maintenance work to be done and there will be ongoing quotes akin to this.

[Motion - To approve the RM bus shelter project as quoted.](#)

Proposed: Cllr Harrison | Seconded: Cllr Hall | Motion passed.

03.05 Correspondence: The Clerk noted that the internal auditor is being booked in to complete the council's internal audit. The Clerk noted that a date in May or before would be ideal.

03.06 Date of next meeting: 7th April

Meeting closed at 18:51

Signed: _____ Chair (Date __/__/25)