

Lyminge Parish Council

DRAFT Minutes of Lyminge Parish Council Finance and Administration Committee Meeting.
Held on Monday 5th May 2025 in Lyminge Village Hall

Present: Cllrs Harrison, Cllr Arnold, Cllr Baldwin, Cllr Pottage

In attendance: Chani Sanger (Clerk)

05.01 Apologies: Cllr King

Declarations of interest: None

05.02 Minutes:

[Motion - To approve the minutes of 7 April 2025.](#)

Proposed: Cllr Baldwin | Seconded: Cllr Pottage | Motion passed.

05.03 Monthly accounts:

05.03.1 The circulated documents were discussed and councillors noted that they appreciated the addition of a screenshot of the accounts. Clerk to continue to include this in future. It was noted that there was an increased salary amount due to the Clerk's back pay dated to April 2024. Councillors asked whether the payroll company could provide a further breakdown of the employer's overview for pay showing tax, NI overtime etc.

05.03.2 The Clerk noted that read-only access to Scribe will be arranged for the committee to review.

05.04 Update on 24/25 audit:

It was noted that further research had been undertaken regarding Lyminge Village Hall, it was also noted that several parts of the handover had still not been completed by the outgoing trustees. The key point relating to the audit was noted as being the previous trustee not being removed in the 24/25 financial year as the changes were not made with the Charity Commission until April 2025.

[Motion - To leave the AGAR forms as previously answered by Full Council in April.](#)

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

05.05 Lyminge Village Hall:

Discussion around a draft tender took place and it was noted that councillors wanted someone who could see the project from inception through to completion. The contractor could be an individual or a company and would approach the project in stages, for example: concepts, design, planning etc.

Several options would need to be drawn up, including prices.

[Motion - To take the draft tender to Full Council for approval, subject to minor amendments being made by the Clerk in consultation with Cllr Pottage.](#)

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

Clerk to organise Village Hall 'walk around' with Cllr Pottage and the Handyman.

05.06 Date of next meeting: TBC

Meeting closed at 19:57

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