

Lyminge Parish Council

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

Present: Cllrs Harrison, Baldwin, Pottage and King.

In attendance: Chani Sanger (Clerk)

06.01 Apologies: Cllr King

Declarations of interest: None

06.02 Minutes:

Council resolved to approve the minutes of 5 May 2025 as accurate.

06.03 Monthly accounts:

06.03.1 The circulated documents were discussed and councillors noted that some costs under the subscription cost code are annual and others are monthly. This impacts the reporting on Scribe. Clerk to amend Scribe reporting to note when payments are expected to be made, this should improve the reporting on Scribe. It was also noted that payroll reports should be produced and approved in conjunction with the Personnel Committee. This would include a breakdown of overtime, National Insurance, pension contributions etc.

It was noted that £60 from the Chair's Allowance cost code had been used towards VE Day wreaths. Clerk gave a brief update on timings expected regarding receipt of interest payments.

06.03.2 It was noted that Scribe login information should be made available for committee members. Clerk to action.

06.04 Chair's finance report:

It was noted that all audit information had been sent to the external auditor and that the notice of public rights had been set (3rd June to 14th July).

06.05 Update on committee terms of reference:

Following amendments made to the committee terms of reference, councillors discussed how the changes influence the remit of the committee. The following topics were discussed:

- Bench types needed deciding on so that replacements could take place.
- LVH oversight will fall to the committee and a meeting with the VH management group should be organised. It was noted that Cllr Pottage is meeting with the previous Chair of the LVH charity to get passwords and finalise the handover.
- How the committee can improve the oversight of the expenditure of other committees. Clerk to add committee members to community event spreadsheet and liaise with chair of community engagement on how to better report on the finances of the committee, especially at Full Council.

06.06 Correspondence/information: None

06.07 Date of next meeting: 1 July

Meeting closed at 19:35

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