Hayfield Parish Council Logo

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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 17th April 2024 at the Village Hall, Hayfield.**

# Present: D.Gouldthorpe (in the chair), T.Ashton, M.Conway and K.Dalkin.

# Also Present: H.Mason HPC Clerk.

**F0424/01 To receive apologies for absence –** Nil.

# F0424/02 Variations of order of business – Nil.

# F0424/03 Declaration of members' interests – Nil.

# F0424/04 Minutes – The meeting minutes of Wednesday 20th March 2024 were confirmed.

# F0424/05 Updates re Bank Accounts – Clerk gave update on the bank accounts on 1st March and 31st March:

**Summary**

**1st March 2024 Opening Balances:**

* Unity Trust Current - £10,486.44
* Unity Trust Instant - £113,736.84
* March 2024 Receipts – £944.51
* March 2024 Expenditure - £5,212.76
* March 2024 VAT paid - £14.91

**Bank Balances on 31st March 2024:**

* Unity Trust Current - £5,744.97
* Unity Trust Instant – £114,246.06

Total on 31st March 2024 - £119,991,03

**F0424/06 Financial Reports –** Clerk spoke on the end of the financial year and April 2024 is the beginning of the new financial year which will start the new budget the council approved.

**F0424/07 Accounts for payment** –All payments of the accounts below were authorised.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1517 | Payroll One | Wage 1 | £1,336.44 |  | £1,336.44 | Contractual |
| BACS1518 | Payroll Two | Wage 2 | £579.88 |  | £579.88 | Contractual |
| BACS1519 | HMRC | PAYE | £242.89 |  | £242.89 | Legal |
| BACS1520 | Wildaboutgardens | Gardening Services | £190.00 |  | £190.00 | Contractual |
| BACS1521 | Carham Gardening Services | Gardening Services | £280.00 |  | £280.00 | Contractual |
| BACS1522 | C.Wrigley | Mileage | £21.60 |  | £21.60 | Contractual |
| BACS1523 | HRMason | Office Mobile Phone Contract | £8.63 |  | £8.63 | Contractual |
| BACS1524 | C Wrigley | Maintenance Supplies | £29.11 |  | £29.11 | Finance Regs |
| BACS1525 | HPBC | Waste Collection | £1,002.61 |  | £1,002.61 | Legal |
| BACS1526 | DALC | Allotment Training | £40.00 |  | £40.00 | Finance Regs |
| BACS1527 | DALC | Budget & Precept Training | £10.00 |  | £10.00 | Finance Regs |
| BACS1528 | C Wrigley | Yellow Paint - Step | £8.96 | £1.79 | £10.75 | Finance Regs |
| BACS1529 | C Wrigley | Grinder Flange Angle Wrench | £3.32 | £0.67 | £3.99 | Finance Regs |
| BACS1530 | C Wrigley | Pegs for Football Nets | £11.66 | £2.33 | £13.99 | Finance Regs |
| BACS1531 | EDF | Electricity | £100.77 | £4.54 | £105.31 | Contractual |
| BACS1532 | AEM Barker | Adobe | £16.64 | £3.33 | £19.97 | Subscription |

**Provenance/Justification – ‘Contractual = existing contract legally obliged to pay, ‘Legal’ = Statutory requirement e.g., payment of taxes, ‘Finance Regs’ = the activity is in the budget and payment can be authorised by the Clerk and/or the Chair under the Parish Councils Financial Regulations, where there is a specific minuted decision then that will be displayed.**

**F0424/08 Short-notice expenditure** – Nil.

**F0424/09 Direct Debit Payments** – All Direct Debit payments to come of the Hayfield Parish Council bank in April 2024 were approved:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD5 | NEST Pension | Employee Pension | £214.72 |  | £214.72 | Contractual |
| DD6 | TalkTalk | Broadband | £77.41 |  | £77.41 | Contractual |

**F0424/10 Date of next meeting** – It was confirmed the next Hayfield Parish Council Financial Committee meeting will be held on Wednesday 15th May 2024.

**Meeting Ended at 17:28.**