Hayfield Parish Council Logo

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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 19th June 2024 at the Village Hall, Hayfield.**

**Present:** Cllr D.Gouldthorpe (In The Chair), M.Conway and T.Ashton.

**Also Present:** H.Mason HPC Clerk.

**F0624/01 To receive apologies for absence –** Cllr D.Toft, K.Dalkin and L.Bevins.

# F0624/02 Variations of order of business – Nil.

# F0624/03 Declaration of members' interests – Nil.

# F0624/04 Meeting Minutes – The minutes of the Finance Committee meeting of Wednesday 15th May 2024 were deferred for approval to the next full council meeting due to members of the May Finance Committee meeting being absent.

# F0624/05 Updates re Bank Accounts – Clerk gave an update on how the bank accounts stand after the second month of the new financial year.

**1st May 2024 Opening Balances:**

* Unity Trust Current - £57,662.79
* Unity Trust Instant - £109,246.06
* May 2024 Receipts – £225.00
* May 2024 Expenditure - £11,812.17
* May 2024 VAT paid - £68.76

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

* Unity Trust Current - £6,501.32
* Unity Trust Instant – £148,816.66

Total on 31st May 2024 - £155,317.98

**F0624/06** **Financial Reports –** The Financial Report was presented to the council for May 2024 covering the period 1st to 31st May 2024.

**F0624/07** The donation from J.Kemp Butchers for 2023 Bonfire Night of £100.00 was noted.

**F0524/08** **Accounts for payment** –All payments of the accounts below were authorised.

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| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1557 | Payroll One | Wage 1 | £1,506.29 |  | £1,506.29 | Contractual |
| BACS1558 | Payroll Two | Wage 2 | $540.00 |  | £540.00 | Contractual |
| BACS1559 | HMRC | PAYE | £347.59 |  | £347.59 | Legal |
| BACS1560 | Wildaboutgardens | Gardening Services | £513.00 |  | £513.00 | Contractual |
| BACS1561 | Carham Gardening Services | Gardening Services | £950.00 |  | £950.00 | Contractual |
| BACS1562 | C.Wrigley | Mileage | £23.40 |  | £23.40 | Contractual |
| BACS1563 | HRMason | Office Mobile Phone Contract | £8.63 |  | £8.63 | Contractual |
| BACS1564 | AEM Barker | Adobe Subscription | £16.64 | £3.33 | £19.97 | Contractual |
| BACS1565 | EDF | Electricity | £81.02 | £4.05 | £85.07 | Subscription |
| BACS1566 | R Brennand | Little Hayfield Mow | £100.00 | £20.00 | £120.00 | Finance Regulations |
| BACS1567 | David G Ross | Flowers and bedding | £1,494.45 | £298.89 | £1,793.34 | Flower & Planting |
| BACS1568 | St Matthews Church | Hire of Hall | £15.00 |  | £15.00 | Room Hire |
| BACS1569 | D.Gouldthorpe | Planting supplies | £118.88 |  | £118.88 | Finance Regulations |
| BACS1570 | L.Iredale | OSF Hire &  Deposit Refund | £180.00 |  | £180.00 | Finance Regulations |

**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.**

**F0524/09 Short-notice expenditure** – There were no short-notice expenditures to be paid.

**F0525/10 Direct Debit Payments** – All Direct Debit payments below were approved.

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| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD7 | NEST Pension | Employee Pension | £249.72 |  | £249.72 | Contractual |
| DD8 | TalkTalk | Broadband | £64.51 | £12.90 | £77.41 | Contractual |

**F0524/11 Date of next meeting** – The date for the next Finance meeting was confirmed for Wednesday 18th July 2024.

**Meeting Ended at 17:18.**