Hayfield Parish Council Logo

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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 15th May 2024 at the Village Hall, Hayfield.**

**Present:** Cllr D.Gouldthorpe (In The Chair), K.Dalkin and L.Bevins.

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

**F0524/01 Appoint a Chairman of the Finance Committee –** Deferred for Full Council Meeting.

**F0524/02 To receive apologies for absence –** Cllr D.Toft, A.Feetham, T.Ashton and M.Conway.

# F0524/03 Variations of order of business – Nil.

# F0524/04 Declaration of members' interests – Nil.

# F0524/05 Meeting Minutes – To Confirm the minutes of the Finance Committee meeting of Wednesday 17th April 2024.

# F0524/06 Updates re Bank Accounts – Clerk gave an update on how the bank accounts stand after the first month of the new financial year.

**1st April 2024 Opening Balances:**

* Unity Trust Current - £14,829.47
* Unity Trust Instant - £114,246.06
* April 2024 Receipts – £50,890.40
* April 2024 Expenditure - £3,972.58
* April 2024 VAT paid - £12.66

**Bank Balances on 30th April 2024:**

* Unity Trust Current - £57,662.79
* Unity Trust Instant – £109,246.06

Total on 30th April 2024 - £166,908.85

F0524/07 **Financial Reports –** The Financial Report was presented to the council for April 2024 covering the period 1st to 30th April 2024.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1534 | Payroll One | Wage 1 | £1,336.44 |  | £1,336.44 | Contractual |
| BACS1535 | Payroll Two | Wage 2 | £685.00 |  | £685.00 | Contractual |
| BACS1536 | HMRC | PAYE | £242.89 |  | £242.89 | Legal |
| BACS1537 | Wildaboutgardens | Gardening Services | £855.00 |  | £855.00 | Contractual |
| BACS1538 | Carham Gardening Services | Gardening Services | £69.00 |  | £69.00 | Contractual |
| BACS1539 | Carham Gardening Services | Gardening Services | £627.00 |  | £627.00 | Contractual |
| BACS1540 | C.Wrigley | Mileage | £25.20 |  | £25.20 | Contractual |
| BACS1541 | HRMason | Office Mobile Phone | £8.63 |  | £8.63 | Contractual |
| BACS1542 | AEM Barker | Adobe Subscription | £16.64 | £3.33 | £19.97 | Subscription |
| BACS1543 | AEM Barker | Microsoft 365 Personal Annual Fee | £59.99 |  | £59.99 | Subscription |
| BACS1544 | DALC | Procurement & Budgeting Training | £60.00 |  | £60.00 | Training |
| BACS1545 | DALC | The Role of the Internal Auditor Training | £30.00 |  | £30.00 | Training |
| BACS1546 | Village Hall | Room Hire | £112.50 |  | £112.50 | Finance regs |
| BACS1547 | HPBC | Election Cost | £4,580.18 |  | £4,580.18 | Contractual |
| BACS1548 | Peak Park Parishes Forum | Annual Subscription | £12.00 |  | £12.00 | Subscription |
| BACS1549 | Clear Councils | Annual Insurance | £1,647.68 |  | £1,647.68 | Legal |
| BACS1550 | Redmoor | Pipe Work Material | £125.58 | £25.12 | £150.70 | Finance Regs |
| BACS1551 | Markovitz | Pipe Work Material | £106.48 | £21.30 | £127.78 | Finance Regs |

**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.**

**F0524/10 Short-notice expenditure** - All payments of the accounts below were authorised.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1552 | EDF | Electricity | £80.00 | £4.00 | £84.00 | Contractual |
| BACS1553 | Susan Brisley | Fishers Bridge Plants | £11.75 | £2.35 | £14.10 | Finance Regs |
| BACS1554 | Susan Brisley | Fishers Bridge Plants | £11.00 |  | £11.00 | Finance Regs |
| BACS1555 | Hayfield Civic Trust | Donation: Pro Loco Art Competition | £250.00 |  | £250.00 | Minute Authority: 0524/13a |
| BACS1556 | Sustainable Hayfield | Donation: Hayfield Community Interest Group – project Royal | £300.00 |  | £300.00 | Minute Authority 0524/13b |

**Direct Debit Payments** – All Direct Debit payments below were approved.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD7 | NEST Pension | Employee Pension | £214.72 |  | £214.72 | Contractual |
| DD8 | TalkTalk | Broadband | £77.41 |  | £77.41 | Contractual |

**Date of next meeting** – The date for the next Finance meeting was confirmed for Wednesday 19th June 2024.

**Meeting Ended at 17:13.**