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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 20th December at the Village Hall, Hayfield.**

**Present:** Cllr D Gouldthorpe (in the chair), Cllr T.Ashton, Cllr K.Dalkin, Cllr A.Feeham.

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

**F1223/01 To receive apologies for absence:** Cllr J.Underwood, Cllr J.Appleton, Cllr D.Toft and Cllr L.Bevins.

**F1223/02 Variation of order of business –** Nil

**F1223/03 Declaration of members interest –** Cllr T.Ashton has a payment to be authorised on the Payment Checklist.

**F1223/04 Minutes –** It was resolved to confirm the draft minutes of the Finance Committee meeting of Wednesday 22nd November 2023.

**F1223/06 Updates re Bank Accounts –** The status of both bank accounts was noted.

On 30th November 2023 bank reconciliation showed a balance of

* Unity Trust Current - £ 22,526.85
* Unity Trust Instant - £113,918.46
* Total - £136,445.31

**F1223/07 Financial reports –** The November 2023 Financial Report covering the period of 1st November to 30th November 2023 was noted by the meeting.

**F1223/08 Account for payments –** It was resolved to authorise the following payments.

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| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1448 | Payroll One | Wage 1 | £1,562.27 |  | £1,562.27 | Contractual |  |
| BACS1449 | Payroll Two | Wage 2 | £848.13 |  | £848.13 | Contractual |  |
| BACS1450 | HMRC | PAYE | £450.48 |  | £450.48 | Legal |  |

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| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1451 | Nest Pension | Employee Pension Contribution - November 2023 | £268.40 |  | £268.40 | Legal |  |
| BACS1452 | Wildaboutgardens | Gardening Services | £675.50 |  | £675.50 | Contractual |  |
| BACS1453 | Carham Gardening Services | Gardening Services | £474.00 |  | £474.00 | Contractual |  |
| BACS1454 | C.Wrigley | Mileage | £35.10 |  | £35.10 | Contractual |  |
| BACS1455 | Nest Pension | Employee Pension Contribution - September 2023 | £224.87 |  | £224.87 | Legal |  |
| BACS1456 | Nest Pension | Employee Pension Contribution - October 2023 | £201.84 |  | £201.84 | Legal |  |
| BACS1457 | AEM Barker | Retainer Service | £300.00 |  | £300.00 | Contractual |  |
| BACS1458 | AEM Barker | Adobe | £16.64 | £3.33 | £19.97 | ICT Equipment |  |
| BACS1459 | HR Mason | Varnish Spray - Nativity Scene | £4.16 | £0.83 | £4.99 | Finance Regs |  |
| BACS1460 | HR Mason | Gloss Paint - Nativity Scene | £15.84 | £3.16 | £19.00 | Finance Regs |  |
| BACS1461 | HR Mason | Gold Paint - Nativity Scene | £4.11 | £0.84 | £4.95 | Finance Regs |  |
| BACS1462 | HR Mason | Sum Up Card Reader | £29.00 | £5.80 | £34.80 | Finance Regs |  |
| BACS1463 | HR Mason | Vodafone Contract - office Mobile Phone | £8.00 |  | £8.00 | Contractual |  |
| BACS1464 | C Wrigley | Cable Ties | £25.90 | £5.18 | £26.59 | Finance Regs |  |
| BACS1465 | C Wrigley | Cable Ties | £5.82 | £1.16 | £6.98 | Finance Regs |  |
| BACS1466 | AEM Barker | Extension Leads - | £31.64 | £6.34 | £36.09 | Finance Regs |  |
| BACS1467 | AEM Barker | Artificial Snow - | £6.30 | £1.27 | £7.57 | Finance Regs |  |
| BACS1468 | Hazel Accountancy | Accountancy Services | £20.00 |  | £20.00 | Contractual |  |
| BACS1469 | EDF | Energy Bill | £34.80 |  | £34.80 | Contractual |  |
| BACS1470 | David G Ross | Compost | £46.20 | £8.40 | £50.40 | Finance Regs |  |
| BACS1471 | Redmoor | Tanalised Timber - Bridge by OSF | £15.55 | £3.11 | £18.66 | Finance Regs |  |
| BACS1472 | T Ashton | LCN Membership Renewal | £116.95 | £23.39 | £140.34 | Contractual |  |
| BACS1473 | M Cramner | Christmas Tree Lights - Little Hayfield | £59.00 |  | £59.00 | Finance Regs |  |
| BACS1474 | C Wrigley | Christmas Tree - Office | £20.00 |  | £20.00 | 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 Regulation Regulations, where there is a specific minuted decision then that will be displayed. \*Any items here will have arisen since the publication of the meeting agenda.

**F1223/09 Short-notice expenditures:**

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| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1475 | DALC | Clerk Training | £60.00 |  | £60.00 | Finance Regs |  |

**F1223/10 Date of next meeting –** The date for the next meeting was proposed for Wednesday 17th January 2024.

**Meeting closed at 17:31**