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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 19th July 2023 at the Village Hall, Hayfield.**

Present: Cllrs D Gouldthorpe (in the Chair), T Ashton & M Conway

Also present – Parish Clerks A Barker & H Mason

**F0723/01 To receive apologies for absence –** Cllrs Toft, Appleton, Bevins, Feetham and Lawson.

**F0723/02 Variation of order of business –** Nil.

**F0723/03 Declaration of members interest –** Nil.

**F0723/04 Minutes –** It was resolved to confirm the draft minutes of the Finance Committee meeting of 21st June 2023.

**F0723/05 Resolution 0723/15a Parish Council Banking Review –** It was resolved that the Clerk research whether Unity Trust ‘s 12 month Fixed Term deposit account is a viable alternative to the current ‘instant access account’. If so an account will be opened with a sum of £74,161.36.

It was resolved for Councillors to carry out further research into available business accounts in order to maximise interest payments and ensure financial protection whilst aligning with the Parish Councils Environmental Sustainability Policy.

**F0723/06 Office mobile phone –** It was resolved to authorise the purchase of an ‘office’ mobile telephone up to a value of £400.

**F0723/07 Updates re Bank Accounts –** The current status of both bank accounts was noted.

On 30th June 2023 bank reconciliation showed a balance of £139,609.84.

* Unity Trust Current - £65,448.48
* Unity Trust Instant - ££74,161.36

**F0723/08 Financial reports –** The June 2023 Financial Report covering the period of 1st June to 30th June 2023 was noted by the meeting.

**F0723/09 & F0723/10 Account for payments –** It was resolved to authorise the following payments.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1372 | Payroll One | Wages | £524.00 |  | £524.00 | Contractual |
| BACS1373 | Payroll Two | Wages | £1004.82 |  | £1004.82 | Contractual |
| BACS1374 | Payroll Three | Wages | £685.92 |  | £685.92 | Contractual |
| BACS1375 | HMRC | PAYE | £277.58 |  | £277.58 | Legal |
| BACS1376 | Wildaboutgardens | Gardening Services | £984.00 |  | £984.00 | Contractual |
| BACS1377 | Carham Gdn Mntnce | Gardening Services | £238.00 |  | £238.00 | Contractual |
| BACS1378 | AEM Barker | Laptop | £415.83 | £83.17 | £499.00 | Finance Regs |
| BACS1379 | BHIB Ins Brokers | Allmnt Annal Insurance | £306.02 |  | £306.02 | Legal |
| BACS1380 | St Johns Church | S137 Flower Festival | £250.00 |  | £250.00 | Minute EM0723/11 |
| BACS1381 | AEM Barker | Paint Roller | £10.82 | £2.17 | £12.99 | Finance Regs |
| BACS1382 | AEM Barker | Paint Roller | £10.82 | £2.17 | £12.99 | Finance Regs |
| \*BACS1383 | Info Commissioner | Annual Fee | £40.00 |  | £40.00 | Legal |
| \*BACS1384 | C Wrigley | Saw Blades | £5.83 | £1.16 | £6.99 | Finance Regs |
| \*BACS1385 | Lantern Pike Public House | Xmas Lights 2022 refreshments | £70.00 |  | £70.00 | Finance Regs |
| \*BACS1386 | AEM Barker | Tel Kiosk glazing kits | £545.00 | £109.00 | £654.00 | DCC Grant |

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.

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**F0723/11 Date of next meeting –** The date for the next meeting was proposed as Wednesday 16th August 2023.

Meeting closed at 5:39pm