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**DRAFT - Minutes of Hayfield Parish Council Finance Committee meeting held at 17.00hrs. on Wednesday March 2023 at the Village Hall, Hayfield**

**Present:** Cllrs. D Gouldthorpe (Chair), T Ashton, J Wilson & J Underwood

**F0323/01 To receive apologies for absence** – Cllr Lawson

**F0323/02 Variations of order of business** – Nil

**F0323/03 Declaration of members' interests** -Nil

**F0323/04 Minutes** – It was resolved to confirm the draft minutes of the Finance Committee meeting of 9th February 2023

**F0323/05 Coronation** – It was resolved that Cllrs Bevins & Underwood provide a breakdown of estimated entertainment costs (band, children’s entertainer and hall hour) by 20th March 2023 to facilitate a grant bid to High Peak Borough Council. It was resolved that full cost estimates be presented to the April 2023 Parish Council meeting for consideration of approval (maximum £1,500.00)

**F0323/06 Updates re Bank Accounts**

The current status of both accounts was noted.

On 28th February 2023 bank reconciliation showed a balance of £111,936.64 in the council’s bank accounts

* Unity Trust Current - £38,535.06
* Unity Trust Instant - £73,401.58

Total at 28th February 2023 - £111,936.64

**F0323/07 Financial Reports** – The March 2023 Financial Report covering the period 1st to 28th February 2023 was noted.

Cllr Goldthorpe verified all bank transactions against invoices for February 2023 and found them to be in order.

 1st February 2023 Opening Balance - £119,532.34

* February 2023 Receipts – £495.00 (£435 Allotment rents, £60 OSF hire)
* February 2023 Expenditure - £8,090.70
* February 2023 VAT paid - £501.81

Balance at 28th February 2023 - £111,936.64

**F0323/08 & F0323/09 Accounts for payment** – It was resolved to authorise the following payments.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1302 | Payroll One | Wages | £481.60 |  | £481.60 | Contractual |
| BACS1303 | Payroll Two | Wages | £1004.82 |  | £1004.82 | Contractual |
| BACS1304 | HMRC | PAYE | £361.78 |  | £361.78 | Legal |
| BACS1305 | Wildaboutgardens | Gardening Services | £606.25 |  | £606.25 | Contractual |
| BACS1306 | Carham Gdn Mntnce | Gardening Services | £425.00 |  | £425.00 | Contractual |
| BACS1307 | Senior building supplies | Building materials | £27.63 | £5.53 | £33.16 | Finance Regs |
| BACS1308 | EDF Energy | Electricity | £33.74 | £1.69 | £35.43 | Contractual |
| BACS1309 | AK Peartree Print | Newsletter Printing | £150.00 |  | £150.00 | Minute 0223/15 |
| BACS1310 | AEM Barker | Stationary | £7.46 | £1.49 | £8.95 | Finance Regs |
| BACS1311 | AEM Barker | Cork Roll (public noticeboard) | £76.66 | £15.33 | £91.99 | Finance Regs |
| \*BACS1312 | PPPF | Subscription | £12.00 |  | £12.00 | 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 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**

**F0323/10 Date of next meeting** the date of the next meeting was proposed as Wednesday 19th April 2023

The meeting closed at 17-20 hrs.