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**DRAFT - Minutes of Hayfield Parish Council Finance Committee meeting held at**

**17.00hrs on Wednesday 17th May 2023 at the Village Hall, Hayfield**

**Present:** Cllrs. D Gouldthorpe (Chair), T Ashton, A Feetham, P Senior, J underwood

**Plus:** Parish Clerk A Barker

**F0523/01 To receive apologies for absence** – Cllrs Bevins & Toft

**F0523/02 Variations of order of business** – Nil

**F0523/03 Declaration of members' interests** -Nil

**F0523/04 Minutes** – It was resolved to confirm the draft minutes of the Finance Committee meeting of 19th April 2023

**F0523/05 Updates re Bank Accounts**

The current status of both accounts was noted.

On 30th April 2023 bank reconciliation showed a balance of £151,496.88 in the council’s bank accounts

* Unity Trust Current - £77,750.82
* Unity Trust Instant - £73,746.06

Total at 30th April 2023 - £151,496.88

The committee decided that cash/finance management be placed on the agenda of the June full Parish Council meeting and in particular maximising interest on monies held, a corporate credit/debit card, alternative bank accounts and sweeping arrangements between accounts.

**F0523/06 Financial Reports** – The May 2023 Financial Report covering the period 1st to 30th April 2023 was presented by the Clerk and noted by the meeting.

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

**F0523/07 & F0523/08 Accounts for payment** – It was resolved to authorise the following payments.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1335 | Payroll One | Wages | £668.75 |  | £668.75 | Contractual |
| BACS1336 | Payroll Two | Wages | £1004.82 |  | £1004.82 | Contractual |
| BACS1337 | HMRC | PAYE | £361.78 |  | £361.78 | Legal |
| BACS1338 | Wildaboutgardens | Gardening Services | £153.00 |  | £153.00 | Contractual |
| BACS1339 | Carham Gdn Mntnce | Gardening Services | £459.00 |  | £459.00 | Contractual |
| BACS1340 | St Matthews Church | Room Hire | £15.00 |  | £15.00 | Contractual |
| BACS1341 | AEM Barker | Ladder Brackets | £14.69 | £2.94 | £17.63 | Finance Regs |
| BACS1342 | EDF Energy | Electricity | £11.04 | £0.55 | £11.59 | Contractual |
| BACS1343 | AEM Barker | Microsoft Office Annual Subscription | £49.99 | £10.00 | £59.99 | Finance Regs |
| BACS1344 | Redmoor Building  | Bulk Sand | £19.04 | £3.81 | £22.85 | Minute 0223/13 |
| BACS1345 | Wildaboutgardens | PA Hire & Live Music | £200.00 |  | £200.00 | Minute 0423/14 |
| BACS1346 | Weightmans Solicitors | Advice re Royal Hotel | £496.20 | £99.24 | £595.44 | Minute 0423/11 |
| BACS1347 | AEM Barker | Hailo – Combination Ladders | £333.33 | £66.67 | £400.00 | Finance Regs |
| BACS1348 | BHIB Insurance | Annual HPC Insurance | £1502.55 |  | £1502.55 | Minute 0522/17 |
| BACS1349 | AEM Barker | Ladder accessory | £17.01 | £3.40 | £20.41 | Finance Regs |
| BACS1350 | AEM Barker | Ladder accessory | £22.91 | £4.58 | £27.91 | Finance Regs |
| BACS1351 | Hayfield Village Hall | Room Hire | £112.50 |  | £112.50 | Contractual |
| \*BACS1352 | Rosie Locks | Coronation – Facepainting | £150.00 |  | £150.00 | Minute 0423/14 |
| \*BACS1353 | Hayfield Cricket Club | S137 App Coaching | £350.00 |  | £350.00 | Minute 0523/15 |

 **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**

**F0523/09 Date of next meeting** the date of the next meeting was proposed as Wednesday 21st June 2023

The meeting closed at 17-26 hrs.