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

Present: Cllr D Gouldthorpe (in the chair), T Ashton, M.Conway, J.Appleton, D.Toft.

Also present – Parish Clerk H Mason

**F1123/01 To receive apologies for absence –** Cllr Feetham & Cllr Bevins

**F1123/02 Variation of order of business –** Nil

**F1123/03 Declaration of members interest –** Nil

**F1123/04 Minutes –** It was resolved to confirm the draft minutes of the Finance Committee meeting of Wednesday 18th October 2023

**F1123/05 Hayfield Parish Council Bonfire Night –** Clerk reported the total donation collection from the event was: £460.07 and provided a breakdown:

£20 notes: £40.00

£10 notes: £70.00

£5.00 notes: £70.00

£2 coins: £30.00

£1 coins: £164.00

50p coins: £45.00

20p coins: £25.80

10p coins: £9.70

5p coins: £3.10

2p coins: £1.40

1p coins: £1.07

**TOTAL raised: £460.07**

**F1123/06 Updates re Bank Accounts –** The status of both bank accounts was noted.

On 31st October 2023 bank reconciliation showed a balance of

* Unity Trust Current - £27,930.23
* Unity Trust Instant - £114,665.05
* Total - £142,595.28

**F1123/07 Financial reports –** The October 2023 Financial Report covering the period of 1st October to 31st October 2023 was noted by the meeting.

**F1023/08 Account for payments –** It was resolved to authorise the following payments.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1446 | Payroll One | Wage 1 | £1,525.87 |  | £1,525.87 | Contractual |  |
| BACS1447 | Payroll Two | Wage 2 | £840.88 |  | £840.88 | Contractual |  |
| BACS1448 | HMRC | PAYE | £423.39 |  | £423.39 | Legal |  |
| BACS1449 | Wildaboutgardens | Gardening Services | £920.00 |  | £920.00 | Contractual |  |
| BACS1450 | Carham Gardening Services | Gardening Services | £399.50 |  | £399.50 | Contractual |  |
| BACS1451 | Carham Gardening Services | Gardening Services OF DCC LAND | £68.00 |  | £68.00 | Finance Regs |  |
| BACS1452 | AEM BARKER | Retainer Service Fee & Back Payment | £550.00 |  | £550.00 | Contractual |  |
| BACS1453 | HR Mason | Council Mobile Phone Contract | £8.00 |  | £8.00 | Finance Regs |  |
| BACS1454 | C Wrigley | Mileage | £35.10 |  | £35.10 | Contractual |  |
| BACS1455 | AEM Barker | Acrobat Pro Software | £16.64 | £3.33 | £19.97 | Finance Regs |  |
| BACS1456 | C Wrigley | Cable Ties - Remembrance Poppies | £6.60 |  | £6.60 | Finance Regs |  |
| BACS1457 | C Wrigley | Roof Sealent Waterprrof Tape | £7.59 |  | £7.59 | Finance Regs |  |
| BACS1458 | C Wrigley | Swirl Cover Drainage Guard | £25.64 |  | £25.64 | Finance Regs |  |
| BACS1459 | C Wrigley | Cable Ties - Remembrance Poppies, Bonfire Night, etc | £20.21 |  | £20.21 | Finance Regs |  |
| BACAS1460 | EDF | Electricity | £18.02 |  | £18.02 | Contractual |  |
| BACS1461 | Village Hall | Room Hire | £112.50 |  | £112.50 | Room Hire |  |
| BACS1462 | T Ashton | Wreath | £25.00 |  | £25.00 | 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.

**F1023/09 Short-notice expenditures:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1463 | Carham Gardening Services | Gas Butane & Parafin | £14.40 |  | £14.40 | Bonfire & Fireworks |  |
| BACS1464 | PB Skips LTD | Skip for Bonfire clear up | £120.00 |  | £120.00 | Bonfire & Fireworks |  |
| BACS1465 | HR Mason | Paint & Paint Brushes for Nativity Scene | £13.75 |  | £13.75 | Christmas |  |
| BACS1466 | HR Mason | Wallpaper for Nativity Scene | £23.78 |  | £23.78 | Christmas |  |
| BACS1467 | HR Mason | Flag | £3.28 |  | £3.28 | Maintenance / repairs |  |
| BACS1468 | Village Hall | Christmas Trees x2 | £85.00 |  | £85.00 | Christmas |  |

**11023/10 Date of next meeting –** The date for the next meeting was proposed for Wednesday 20th December 2023.

**Meeting closed at 5:27pm**