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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 18th December 2024 at Hayfield Village Hall.**

**Present:** Cllr D.Gouldthorpe (In The Chair), M.Conway, K.Dalkin and S.Nyland

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

**F1224/01 To receive apologies for absence –** Cllr T.Ashton, L.Bevins & D.Toft.

# F1224/02 Variations of order of business – Nil.

# F1224/03 Declaration of members' interests – Nil.

# F1224/04 Meeting Minutes – The minutes of the Finance Committee meeting of Wednesday 20th November and the Extraordinary Financial Committee meeting of Wednesday 27th November 2024 were confirmed.

# F1224/05 Updates re Bank Accounts – Clerk gave an update on how the bank accounts stand. Summary of Hayfield Parish Council bank accounts:

**1st November 2024 Opening Balances:**

* Unity Trust Current - £11,288.55
* Unity Trust Instant - £115,443.02
* November 2024 Receipts – £790.96
* November 2024 Expenditure - £16,983.53
* November 2024 VAT paid - £1,805.22

**Bank Balances on 30th November 2024:**

* Unity Trust Current - £11,095.98
* Unity Trust Instant – £99,443.02

**Total on 30th November 2024 - £110,539.00**

**F1224/06** **Financial Reports –** The Financial Report was presented to the council for November 2024 covering the period 1st to 30th November 2024.

**F1224/07 To Review Vertas Invoice BACS1592 -** In regard to Vertas invoice BACS1592 it was approved to not pay the invoice and contact Vertas to say due to the lack of evidence of work completed the council will not pay the invoice.

**F1224/08** **Accounts for payment** –All payments of the accounts below were authorised.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1668 | Payroll One | Wage 1 | £1,375.24 |  | £1,375.24 | Contractual |
| BACS1669 | Payroll Two | Wage 2 | £949.63 |  | £949.63 | Contractual |
| BACS1670 | HMRC | PAYE | £293.16 |  | £293.16 | Legal |
| BACS1671 | Wildaboutgardens | Gardening Services | £551.00 |  | £551.00 | Contractual |
| BACS1672 | Carham Gardening Services | Gardening Services | £924.51 |  | £924.51 | Contractual |
| BACS1673 | HR Mason | Office Mobile Phone Contract | £8.63 |  | £8.63 | Contractual |
| BACS1674 | C.Wrigley | Mileage | £45.45 |  | £45.45 | Contractual |
| BACS1675 | Hazel Accountancy | Accountancy Services | £42.00 |  | £42.00 | Contractual |
| BACS1676 | Village Hall | Christmas Trees | £80.60 |  | £80.60 | Contractual |
| BACS1677 | DALC | Chair Skill Training | £100.00 |  | £100.00 | Finance Regs |
| BACS1678 | Carham Gardening Services | Carriage Bolt Nuts for Nativity Scene | £12.51 |  | £12.51 | Finance Regs |
| BACS1679 | Senior Building Supplies Ltd | Maintenance and Repairs Equipment | £20.55 | £4.11 | £24.66 | Finance Regs |
| BACS1680 | Markovitz | Rock Salt | £346.50 | £69.30 | £415.80 | Finance Regs |
| BACS1681 | C.Wrigley | Work Gloves | £8.97 |  | £8.97 | Finance Regs |
| BACS1682 | C.Wrigley | Starter Cable - Christmas Lights | £35.81 | £7.16 | £42.97 | Finance Regs |
| BACS1683 | C.Wrigley | Paraffin - Maintenance | £36.63 | £7.33 | £43.96 | Finance Regs |
| BACS1684 | C.Wrigley | Replacement Christmas Lights | £92.47 | £18.50 | £110.97 | Finance Regs |
| BACS1685 | Hayfield Cricket Club | Grant Donation | £300.00 |  | £300.00 | Minute - 1224/16 |
| BACS1686 | AEM Barker | Adobe Subscription | £49.92 | £9.99 | £59.91 | Contractual |
| BACS1591 | Vertas | Contract Mowing | £1,744.68 | £348.94 | £2,093.62 | Minute - F1024/09 |

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.

**F1224/09 Short-notice expenditure** – There were no short-notice expenditures to pay during this meeting.

**F1225/10 Direct Debit Payments** – All Direct Debit payments below were approved.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD24 | NEST Pension | Employee Pension | £222.70 |  | £222.70 | Contractual |
| DD25 | TalkTalk | Broadband | £64.51 | £12.90 | £77.41 | Contractual |
| DD26 | Valda | Electricity | £51.46 | £2.57 | £54.03 | Contractual |

**F1224/11 Date of next meeting** – The date for the next Finance meeting was confirmed for Wednesday 15th January at 18:45.

**Meeting Ended at 17:18.**