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**DRAFT - Minutes of Hayfield Parish Council Finance Committee meeting held at 17.00hrs. on Wednesday 16th February 2022 at the Village Hall, Hayfield**

**Present:** Cllrs. D Gouldthorpe (Chair), T Ashton, C Hughes & M Conway

Plus, Parish Clerk A Barker,

**F0222/01 To receive apologies for absence** – Cllrs. L Bevins, E Lawson, D Toft, J underwood & J Wilson

**F0222/02 Variations of order of business** -Nil

**F0222/03 Declaration of members' interests** -Nil

**F0222/04 Minutes** – It was resolved to confirm the minutes of the Finance Committee meeting of 19th January 2022

**F0222/05 Multi Pay Credit Card** – It was resolved to recommend to the March 2022 Hayfield Parish Council meeting the ‘Acceptable Use’ policy presented by Cllr Gouldthorpe subject to single purchase limits of £250 (Clerk authorisation) and £500 (Chair & Clerk authorisation) and that only one card be applied for.

**F0222/06 2022 Pension Re-enrolment** – It was resolved to recommend to the March 2022 Hayfield Parish Council meeting that Hayfield Parish Council register with the ‘Nest’ pension scheme with a 10% employer contribution and a 5% employee contribution

**F0222/07 Dual Waste Bin Valley Road Recreation Area** – It was resolved to purchase a dual waste bin to replace the current one placed near the young children’s enclosed play area.

**F0222/08 Updates re Bank Accounts**

The Clerk reported that the 31st January 2022 bank reconciliation showed a balance of £123,603.75 in the council’s bank accounts.

Santander - £174.01

Unity Trust Current - £55,583.66

Unity Trust Instant - £67,846.06

**F0221/09 Financial Reports** – The Clerk presented the February 2022 Financial Report covering the period 1st to 31st January 2022.

1st January 2022 Opening Balance - £126,751.07

* January 2022 Receipts – £144.00 (allotment rents)
* January 2022 Expenditure - £3,291.34
* January 2022 VAT paid - £45.72

Balance at 31st January 2022 - £123,603.73

**F0222/10 & F0222/11 Accounts for payment** – It was resolved to authorise the following payments

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1015 | Payroll 1 | Wages | £458.00 |  | £458.00 | Contractual |
| BACS1016 | Payroll 2 | Wages | £1311.48 |  | £1311.48 | Contractual |
| BACS1017 | HMRC | PAYE | £621.56 |  | £621.56 | Legal |
| BACS1018 | Carham Gdn Mntnce | Gardening Services | £390.50 |  | £390.50 | Contractual |
| BACS1019 | Wildaboutgardens | Gardening Services | £976.00 |  | £976.00 | Contractual |
| BACS1020 | Hayfield Village Hall | Room Hire | £37.50 |  | £37.50 | Contractual |
| BACS1021 | Markovitz Building | Grit | £332.50 | £66.50 | £399.00 | Finance Regs |
| BACS1022 | Senior Building Supplies | Building materials | £66.90 | £13.38 | £80.28 | Finance Regs |
| BACS1023 | C.Wrigley | Hardware for Xmas decorations | £37.33 | £7.47 | £44.80 | Finance Regs |
| BACS1024 | St Matthews Church | Bank Vale Lease | £1.00 |  | £1.00 | Contractual |
| BACS1025 | Firework Crazy | BACS934 Underpayment | £0.01 |  | £0.01 | Finance Regs |
| BACS1026 | Non-Ecclesiastical Charity | Donation | £250.00 |  | £250.00 | Minute 0222/12 |
| \*BACS1027 | DALC | Climate Training x 2 | £80.00 |  | £80.00 | F0122/05 |
| \*BACS1028 | DALC | Tree Inspection Training | £125.00 |  | £125.00 | Finance Regs |
| \*BACS1029 | EDF | Electricity | £35.63 | £1.78 | £37.41 | Contractual |
| \*BAC1030 | HAGS | Playground equip repair/mntnce | £675.00 | £135.00 | £810.00 | 1021/09 – H&S |

**\* 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**

**F0222/12 Date of next meeting** the date of the next meeting was confirmed as Wednesday 16th March 2022

The meeting closed at 17-42 hrs.