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

**Present:** Cllrs. T Ashton (Chair), C Hughes & J Underwood

Plus, Parish Clerk A Barker,

**F0322/01 To receive apologies for absence** – Cllrs. M Conway, D Gates, D Gouldthorpe, E Lawson, D Toft & J Wilson

**F0322/02 Variations of order of business** -Nil

**F0322/03 Declaration of members' interests** -Nil

**F0322/04 Minutes** – It was resolved to confirm the minutes of the Finance Committee meeting of 16th February 2022

**F0322/05 Updates re Bank Accounts**

The Clerk reported that the 28th February31st 2022 bank reconciliation showed a balance of £118,431.25 in the council’s bank accounts.

Santander - £174.01

Unity Trust Current - £50,323.18

Unity Trust Instant - £67,934.06

The Santander Account is still open despite a signed mandate having been sent. The Clerk will request existing signatories contact the bank directly to expedite closure

**F0322/06 Financial Reports** – The Clerk presented the March 2022 Financial Report covering the period 1st to 28th February 2022.

1st February 2022 Opening Balance - £123,603.73

* February 2022 Receipts – £510.00 (allotment rents & £350 from HPBC councillors initiative fund earmarked for Little Hayfield Platinum Jubilee)
* February 2022 Expenditure - £5,682.48
* February 2022 VAT paid - £234.12

Balance at 28th February 2022 - £118,431.25

**F0322/07 & F0322/08 Accounts for payment** – It was resolved to authorise the following payments

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1031 | Payroll 1 | Wages | £498.00 |  | £498.00 | Contractual |
| BACS1032 | Payroll 2 | Wages | £1311.48 |  | £1311.48 | Contractual |
| BACS1033 | HMRC | PAYE | £621.56 |  | £621.56 | Legal |
| BACS1034 | Carham Gdn Mntnce | Gardening Services | £352.50 |  | £352.60 | Contractual |
| BACS1035 | Wildaboutgardens | Gardening Services | £600.00 |  | £600.00 | Contractual |
| BACS1036 | HPBC | Annual Commercial Waste Collections | £946.96 |  | £946.96 | Contractual |
| BACS1037 | DALC | Annual Subscription | £950.03 |  | £950.03 | Contractual |
| BACS1038 | Hayfield Civic Trust | Donation Pro Loco Competition | £250.00 |  | £250.00 | Minute 0322/11 |
| BACS1039 | Chapel Tool Hire | Plant Hire | £190.00 | £34.25 | £224.25 | Finance Regs |
| BACS1040 | Lantern Pike Pub. Hse. | Christmas Lights Refreshment LH | £60.00 |  | £60.00 | Minute 1021/15 |
| BACS1041 | EDF Energy | Electricity | £17.23 | £0.86 | £18.09 | Contractual |
| \*BACS1042 | PPPF | Annual Subscription | £12.00 |  | £12.00 | Contractual |

**\* 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**

**F0322/09 Date of next meeting** the date of the next meeting was confirmed as Wednesday 20th April 2022

The meeting closed at 17-44 hrs.