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**DRAFT - Minutes of Hayfield Parish Council Finance Committee meeting held at 17.00hrs. on Wednesday 15th February 2023 at the Village Hall, Hayfield**

**Present:** Cllrs. D Gouldthorpe (Chair), T Ashton, E Lawson, J Wilson

**F0223/01 To receive apologies for absence** – Nil

**F0223/02 Variations of order of business** – Nil

**F0223/03 Declaration of members' interests** -Nil

**F0223/04 Minutes** – As the January 2023 Finance meeting was changed to a full Parish Council Meeting these minutes will be considered for approval at the March 2023 Parish Council Meeting

**F0223/05 Updates re Bank Accounts**

The current status of both accounts was noted

On 31st January 2023 bank reconciliation showed a balance of £119,532.34 in the council’s bank accounts

* Unity Trust Current - £46,130.76
* Unity Trust Instant - £73,401.58

**F0223/06 Financial Reports** – The February 2023 Financial Report covering the period 1st to 31st January 2023 was noted

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

1st January 2023 Opening Balance - £122,424.81

* January 2023 Receipts – £135.00 (Allotment rents)
* January 2023 Expenditure - £3,027.47
* January 2023 VAT paid - £17.87

Balance at 31st January 2023 - £119,532.34

**F0223/07 & F0223/08 Accounts for payment** – It was resolved to authorise the following payments

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1289 | Payroll One | Wages | £544.73 |  | £544.73 | Contractual |
| BACS1290 | Payroll Two | Wages | £1224.64 |  | £1224.64 | Contractual |
| BACS1291 | HMRC | PAYE | £509.76 |  | £509.76 | Legal |
| BACS1292 | Wildaboutgardens | Gardening Services | £1354.25 |  | £1354.25 | Contractual |
| BACS1293 | Carham Gdn Mntnce | Gardening Services | £371.49 |  | £371.49 | Contractual |
| BACS1294 | Carham Gdn Mntnce | Replacement Trolley Wheel | £19.16 | £3.83 | £22.99 | Finance Regs |
| BACS1295 | Hayfield Village Hall | Room Hire | £93.75 |  | £93.75 | Contractual |
| BACS1296 | Senior Building Supplies | Building Materials | £313.91 | £62.77 | £376.68 | Finance Regs |
| BACS1297 | Tomlinson Parbans | Wood for playground repairs | £346.74 | £69.35 | £416.09 | Finance Regs |
| BACS1298 | Broxap Ltd | Dual waste bin | £596.95 | £119.39 | £716.34 | Minute 1022/11 |
| BACS1299 | AEM Barker | Dropbox annual subscription | £79.90 | £15.98 | £95.88 | Contractual |
| \*BACS1300 | DALC | Annual Subscription | £981.16 |  | £981.16 | Contractual |
| \*BACS1301 | Arundel Tree Surgeons | St Matthews Tree Works | £1100.00 | £220.00 | £1320.00 | Minute F1122/05 |

**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**

**F0223/09 Date of next meeting** the date of the next meeting was proposed as Wednesday 15th March 2023

The meeting closed at 17-12 hrs.