

Cayton Parish Council

Minutes of Finance Committee meeting held Wednesday 10th January 2024, 10.30 am at The Jubilee Hall, Main Street, Cayton

Present: Cllr Bentley (Chair), Cllr Hall , Cllr Cranston (minute taker)

1. **Notice of Meeting:** It was **RESOLVED** that public notice of the meeting has been given in accordance with Schedule 12, para 10(2) (b) of the Local Government Act 1972.
2. **Apologies:** Cllr Liley
3. **Declaration of interests and dispensations requested:** None
4. **Minutes:** minutes of 5th December 2023 were accepted as a true record and forwarded to Full Council. Update from minutes that budget was accepted at Full Council
5. **To receive verbal reports from Councillors attending if required** – Quote received in relation to building storage cupboards at the hall and boarding out the loft to make safe storage , **RESOLVED** to recommend to Full Council
6. **Bank Reconciliation, Receipts, Payments**
 - a. It was **RESOLVED** to accept the Clerks overtime of 7 hours and payments from the Jan schedule of payments . It is noted that the Clerk did not take any overtime for the Christmas festivities and has donated her time to the Parish Council.
 - b. Bank reconciliation to be provided once access to statements from Barclays is provided

Jan 24 Accounts due for payment				
	Nett	VAT	Gross	
OneCom	£51.83	£10.37	£62.20	DD Telephone internet
Staff costs INC hmrc & NEST	£1,165.00		£1,165.00	net wage paid via BACS, HMRC and NEST paid via d/d. 7 hours o/t
Viking	£95.67	£6.36	£102.03	Stationary including paper and stamps
Viking			£91.38	Christmas tree batteries, wall planner, magnets
Hunmanby Silver Band	£150.00		£150.00	Christmas carols
Jon Carver	£85.00	£17.00	£102.00	Boiler servicing
Walkers and co accountants	£35.00	£7.00	£42.00	payroll quarter
Magical Quests North	£450.00		£450.00	Christmas parties
Unity Trust Bank	£3.72		£3.72	Bank charges
YLCA	£66.80		£66.80	Training Cllr Cranston
SqueekyClean	£280.00		£280.00	Jubilee Hall gutters repair and clean
Jubilee Hall Management Committee	£1,200.00		£1,200.00	Annual office rent
Total	£3,583.02	£40.73	£3,715.13	

7. **Banking** – The Clerk reports that the switch is complete to Unity and that she is awaiting the statements from Barclays to be sent to her. Awaiting the card that is available for the account as it had to be applied for separately
8. **Accounts package update**– The Clerk reports that she is researching the available packages with a view to starting one at the new financial year.
9. **Time and Date of next meeting** – Wednesday 14th February 2024 at 10.30am

Signed Chairman of Finance Committee: _____

Date: _____