Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 10th August 2023

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 16th August 2023** in the **Village Hall, Hayfield**

Hannah Mason, Clerk to the Council and Responsible Financial Officer

# AGENDA

1. **To receive apologies for absence.**

# Variations of order of business

# Declaration of members' interests

# Minutes – To Confirm the minutes of the Finance Committee meeting of 19th July 2023

# Resolution 0723/15a Parish Council Banking Review – Following deferment by the full Parish Council to the Finance Committee decide on investment of Parish Council funds to maximise interest and ensure financial protection. To be discussed further after a further deferment from July 2023 Finance Meeting.

# Updates re Bank Accounts

1. **Financial Reports -** To consider the financial reports for August 2023 covering the period 1st to 31st July 2023
2. **Accounts for payment** -To authorise payments of the accounts as shown below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1387 | Payroll One | Wages | £506.00 |  | £506.00 | Contractual |  |
| BACS1388 | Payroll Two | Wages | £1,258.13 |  | £1,258.13 | Contractual |  |
| BACS1389 | Payroll Three | Wages | £258.60 |  | £258.60 | Contractual |  |
| BACS1390 | HMRC | PAYE | £284.78 |  | £284.78 | Legal |  |
| BACS1391 | Wildaboutgardens | Gardening Services | £722.00 |  | £722.00 | Contractual |  |
| BACS1392 | EDF Energy | Electricity Supply | £26.96 |  | £26.96 | Contractual |  |
| BACS1393 | A Ashton | Office Mobile Phone | £353.00 |  | £353.00 | Finance Regs |  |
| BACS1394 | AEM Barker | Office Supplies | £114.88 | £22.98 | £137.86 | Finance Regs |  |
| BACS1395 | Tomlinson Parbans | Various Gardening Tools | £57.37 | £11.47 | £68.84 | Finance Regs |  |
| BACS1396 | DALC | Staff Training | £55.00 |  | £55.00§ | Training |  |
| BACS1397 | DALC | Staff Training | £80.00 |  | £80.00 | Training |  |
| \*BACS1398 | Hayfield Village Hall | Village Hall Hire | £93.75 |  | £93.79 | Room Hire |  |
| \*BACS1399 | Parish Online | Digital Mapping | £136.00 | £27.20 | £163.20 |  |  |
| \*BACS1400 | P. B. Skips | Skip – Old School Field | £190.00 |  | £190.00 |  |  |
| \*BACS1401 | Adobe | Acrobat Pro Software | £16.64 | £3.33 | £19.97 | Office expenses/consumables |  |
| \*BACS1402 | Lisa Edwards | Lisa the Designer – Coronation Crown Making | £367.50 |  | £367.50 | **Coronation** |  |
| \*BACS1403 | A Ashton | Pen for AEM Barker Leaving Present | £41.20 | £8.24 | £49.44 | Chairs Allowance |  |
| \*BACS1404 | Carham Garden Maintenance | Gardening Services | £382.50 |  | £382.50 | Contractual |  |
| \*BACS1405 | A Ashton | Office Mobile Phone Case |  |  | £12.97 | Finance Regs |  |
| \*BACS1406 | NEST Pension | Clerk Pension | £57.67 |  | £57.67 | 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.**

1. **Short-notice expenditure** To authorise further payments arising since publication of the above list

\*Any items here will have arisen since the publication of the meeting agenda

1. A donation of £75.00 to be paid to CRY Charity on behalf of the Hayfield Parish Council for Paul Senior -
2. **Date of next meeting** - to confirm the date of the next Finance Committee meeting.