Hayfield Parish Council Logo

Council Offices, Dungeon Brow, Market Street, Hayfield, High Peak, SK22 2EP Tel. 01663 744550. Email: [clerk@hayfield-pc.gov.uk](mailto:clerk@hayfield-pc.gov.uk)

To: The Members of Hayfield Parish Council 15th August 2024

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 21st August 2024.**

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.

# Meeting Minutes – To Confirm the minutes of the Finance Committee meeting of Wednesday 3rd July 2024

# Updates re Bank Accounts.

1. **Financial Reports -** To consider the financial reports for July 2024 covering the period 1st to 31st July 2024.
2. **To Review the Energy Provider for the HPC Office.**
3. **Accounts for payment** -To authorise payments of the accounts as shown below.

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| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1597 | Payroll One | Wage 1 | £1,597.04 |  | £1,597.04 | Contractual |
| BACS1598 | Payroll Two | Wage 2 | £1,074.22 |  | £1,074.22 | Contractual |
| BACS1599 | HMRC | PAYE | £449.50 |  | £449.50 | Legal |
| BACS1600 | Wildaboutgardens | Gardening Services | £581.00 |  | £581.00 | Contractual |
| BACS1601 | Carham Gardening Services | Gardening Services | £665.00 |  | £665.00 | Contractual |
| BACS1602 | HR Mason | Office Mobile Phone Contract | £8.63 |  | £8.63 | Contractual |
| BACS1603 | C.Wrigley | Mileage | £47.25 |  | £47.25 | Contractual |
| BACS1604 | EDF | Electricity | £47.19 | £2.36 | £49.55 | Contractual |
| BACS1605 | Village Hall | Room Hire | £127.50 |  | £127.50 | Contractual |
| BACS1606 | Parish Online | Website Services | £420.00 | £84.00 | £504.00 | Minute 0724/12 |
| BACS1607 | Grass Mats LTD | Grass Mats for Table Tennis | £46.50 | £9.30 | £55.80 | Finance Regs |
| BACS1608 | Outdoor Play Solutions | Packaging for delivery | £33.60 |  | £33.60 | Finance Regs |
| BACS1609 | Redmoor | Maintenance Materials | £78.82 | £15.77 | £94.59 | Finance Regs |
| BACS1610 | High Peak Borough Council | Commercial waste fee | £36.00 |  | £36.00 | Legal |
| BACS1611 | Hayfield Allotment Society | Grant Donation for Summer Show | £70.00 |  | £70.00 | Sec 137 / Minute 0824/14 |
| BACS1612 | Carham Gardening Services | DoE Participants equipment | £48.00 |  | £48.00 | Finance Regs |

**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.
2. **Direct Debit Payments** – Direct Debit payments to come out of the Hayfield Parish Council bank in July 2024.

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| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD13 | NEST Pension | Employee Pension | £268.40 |  | £268.40 | Contractual |
| DD14 | TalkTalk | Broadband | £64.51 | £12.90 | £77.41 | Contractual |

1. **Date of next meeting** - To confirm the date of the next Finance Committee meeting.