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 February 2024

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

# Minutes – To Confirm the minutes of the Finance Committee meeting of Wednesday 17th January 2024.

# Updates re Bank Accounts.

1. **Financial Reports -** To consider the financial reports for January 2024 covering the period 1st to 31st January 2023.
2. **Allotment Deposit Repayment.**
3. **Shudehill Close Planting.**
4. **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** |
| BACS1492 | Payroll One | Wage 1 | £1,579.66 |  | £1,579.66 | Contractual |
| BACS1493 | Payroll Two | Wage 2 | £540.00 |  | £540.00 | Contractual |
| BACS1494 | HMRC | PAYE | £420.65 |  | £420.65 | Legal |
| BACS1495 | Wildaboutgardens | Gardening Services | £190.00 |  | £190.00 | Contractual |
| BACS1496 | Carham Gardening Services | Gardening Services | £399.00 |  | £399.00 | Contractual |
| BACS1497 | C.Wrigley | Mileage | £19.80 |  | £19.80 | Contractual |
| BACS1498 | DALC | Annual Subscription | £1,076.03 |  | £1,076.03 | Contractual |
| BACS1499 | Village Hall | Room Hire | £112.50 |  | £112.50 | Finance Regs |
| BACS1500 | Markovitz | Grit Salt | £371.25 | 74.25 | £445.50 | Minute F0102/08 |
| BACS1501 | Ryan’s DIY | Maintenance / Gardening supplies | £60.93 | £12.18 | £73.11 | Finance Regs |
| BACS1502 | AEM Barker | Adobe Subscription | £16.64 | £3.33 | £19.97 | Subscription |
| BACS1503 | HR Mason | Parish Council Mobile Phone Contract | £8.00 |  | £8.00 | 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.**

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 February 2024.

|  |  |  |
| --- | --- | --- |
| **Payee** | **Description** | **Total** |
| NEST Pension | Employee Pension | 268.4 |
| TalkTalk | Broadband Contract | 71.88 |

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