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 14th March 2024

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

# Updates re Bank Accounts.

1. **Financial Reports -** To consider the financial reports for February 2024 covering the period 1st to 29th February 2024.
2. **Confirm Current Bank Mandate.**
3. **Employee Pension.**
4. **Direct Debit Payment Checklist.**
5. **Payroll Services –** Proposal to stay with the current payroll service supplier with increase to their services due to service received and a review of other possible suppliers has shown price is competitive.
6. **Accounts for payment** -To authorise payments of the accounts as shown below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1504 | Payroll One | Wage 1 | £1,326.53 |  | £1,326.53 | Contractual |
| BACS1505 | Payroll Two | Wage 2 | £540.00 |  | £540.00 | Contractual |
| BACS1506 | HMRC | PAYE | £252.80 |  | £252.80 | Legal |
| BACS1507 | Wildaboutgardens | Gardening Services | £437.00 |  | £437.00 | Contractual |
| BACS1508 | Carham Gardening Services | Gardening Services | £399.00 |  | £399.00 | Contractual |
| BACS1509 | C.Wrigley | Mileage | £26.55 |  | £26.55 | Contractual |
| BACS1510 | Hazel Accountancy | Accountant | £20.00 |  | £20.00 | Contractual |
| BACS1511 | HRMason | Office Mobile Phone Contract | £8.00 |  | £8.00 | Contractual |
| BACS1512 | EDF | Electricity | £259.78 |  | £259.78 | Contractual |
| BACS1513 | WaterPlus | Water Supply | £221.95 |  | £221.95 | Contractual |
| BACS1514 | Redmoor | Sheathing Ply | £57.90 | £11.58 | £69.48 | Finance Regs |
| BACS1515 | AEM Barker | Adobe Subscription | £16.64 | £3.33 | £19.97 | Contractual |
| BACS1516 | ACS Consulting | Tree Survey | £1,022.50 | £204.50 | £1,227.00 | Meeting Minute  1223/14 |

**\* 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 March 2024.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD3 | NEST Pension | Employee Pension | £214.72 |  | £214.72 | Contractual |
| DD4 | TalkTalk | Broadband | £64.51 | £12.90 | £77.41 | Contractual |

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