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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 17th July 2024 at the Village Hall, Hayfield.**

**Present:** Cllr D.Gouldthorpe (In The Chair), M.Conway, D.Toft, T.Ashton and K.Dalkin

**Also Present:** H.Mason HPC Clerk.

**F0724/01 To receive apologies for absence –** Cllr A.Feetham.

# F0724/02 Variations of order of business – Nil.

# F0724/03 Declaration of members' interests – Nil.

# F0724/04 Meeting Minutes – The minutes of the Finance Committee meeting of Wednesday 19th June 2024 were confirmed

# F0724/05 Updates re Bank Accounts – Clerk gave an update on how the bank accounts stand. Summary of Hayfield Parish Council bank accounts:

**1st June 2024 Opening Balances:**

* Unity Trust Current - £6,501.32
* Unity Trust Instant - £148,816.66
* June 2024 Receipts – £9,523.35
* June 2024 Expenditure - £6,664.82
* June 2024 VAT paid - £339.17

**Bank Balances on 30th June 2024:**

* Unity Trust Current - £9,946.50
* Unity Trust Instant – £148,230.01

**Total on 30th June 2024 - £158,176.51**

**F0724/06** **Financial Reports –** The Financial Report was presented to the council for June 2024 covering the period 1st to 30th June 2024.

**F0724/07 To Review the First Quarter Budget Spend Predictor –** The First Quarter Budget Spend Predictor was presented and reviewed at the meeting. Clerk to look into areas of the budget which predict an over spend by the year end, to investigate other possible solutions.

**F0724/08** **Accounts for payment** –All payments of the accounts below were authorised.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1572 | Payroll One | Wage 1 | £1,326.53  |   | £1,326.53  | Contractual |
| BACS1573 | Payroll Two | Wage 2 | £540.00  |   | £540.00  | Contractual |
| BACS1574 | HMRC | PAYE | £252.80  |   | £252.80  | Legal |
| BACS1575 | WildAboutGardens | Gardening Services | £1,141.00  |   | £1,141.00  | Contractual |
| BACS1576 | Carham Gardening Services | Gardening Services | £1,054.50  |   | £1,054.50  | Contractual |
| BACS1577 | HRMason | Office Mobile Phone Contract | £7.20  | £1.16  | £8.63 | Contractual |
| BACS1578 | AEM Barker | Audit Consultation & Advice Services | £350.00  |   | £350.00  |  Minute 0424/14 |
| BACS1579 | EDF | Electricity | £88.07  | £4.40  | £92.47  | Contractual |
| BACS1580 | C.Wrigley | Barrier Tape | £8.21  | £1.64  | £9.85  | Finance Regulations |
| BACS1581 | C.Wrigley | Work Safety Boots | £93.50  |   | £93.50  | Finance Regulations |
| BACS1582 | Hazel Accountancy | Accountancy Services | £42.00  |   | £42.00  | Contractual |
| BACS1583 | G Turner Accountancy | Internal Audit Services | £200.00  |   | £200.00  | Legal |
| BACS1584 | Online Playgrounds | Basketball Chain Net | £33.00  | £6.60  | £39.60  | Finance Regulations |
| BACS1585 | Naughty Dog Creative Framing | Pro-Loco Art Competition Framing of Winning Piece. | £65.00  |   | £65.00  | Finance Regulations |
| BACS1586 | Community Heart Beat | Annual Support  | £135.00  | £27.00  | £162.00  | Subscription |

**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.**

**F0724/09 Short-notice expenditure** – All short-notice payment on the accounts below were authorised.

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| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1587 | Just Rackets | Basketball Backboard | £129.16 | £25.83 | £154.99 | Finance Regulations |
| BACS1588 | C.Wrigley | Mileage | £18.00 |  | £18.00 | Contractual |
| BACS1589 | Vertas | Contract Mowing | £1596.15 | £319.23 | £1915.38 | Contractual |
| BACS1590 | Vertas | Contract Mowing | £1661.59 | £332.32 | £1993.91 | Contractual |
| BACS1593 | H.A.Society | Payment made to HPC in error. | £5.00 |  | £5.00 | Finance Regulations |
| BACS1594 | Mower Magic | Sheen X500 Flame Gun  | £238.50 | £47.70 | £286.20 | Finance Regulations |
| BACS1595 | C.Wrigley | Maintenance Materials | £116.15  | £23.23  | £139.38  | Finance Regulations |
| BACS1596 | C.Wrigley | Bench Repair Equipment | £48.49  |   | £48.49  | Finance Regulations |

**F0525/10 Direct Debit Payments** – All Direct Debit payments below were approved.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD7 | NEST Pension | Employee Pension | £153.37  |   | £153.37  | Contractual |
| DD8 | TalkTalk | Broadband | £64.51  | £12.90  | £77.41  | Contractual |

**F0524/11 Date of next meeting** – The date for the next Finance meeting was confirmed for Wednesday 21st August 2024.

**Meeting Ended at 17:34.**