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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 16th August 2023 at the Village Hall, Hayfield.**

Present: Cllrs T Ashton (in the Chair), L Bevins & M Conway

Also present – Parish Clerk H Mason

**F0823/01 To receive apologies for absence –** Cllr D Gouldthorpe.

**F0823/02 Variation of order of business –** Nil.

**F0823/03 Declaration of members interest –** Nil.

**F023/04 Minutes –** It was resolved to confirm the draft minutes of the Finance Committee meeting of Wednesday 19th July 2023.

**F0823/05 Resolution 0723/15a Parish Council Banking Review –** It was resolved to defer this Agenda item to the next Finance Committee on Wednesday 20th September due to the absence of the Chair of the Finance Committee D Gouldthorpe.

**F0823/06 Updates re Bank Accounts –** The current status of both bank accounts was noted.

On 31st July 2023 bank reconciliation showed a balance of

* Unity Trust Current - £60,167.63
* Unity Trust Instant - £74,161.36

**F0823/08 Financial reports –** The July 2023 Financial Report covering the period of 1st July to 31st July 2023 was noted by the meeting.

**F0823/08 Account for payments –** It was resolved to authorise the following payments.

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| **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 | Training |  |
| \*BACS1398 | Hayfield Village Hall | Village Hall Hire | £93.75 |  | £93.75 | Room Hire |  |
| \*BACS1400 | P. B. Skips | Skip – Old School Field | £190.00 |  | £190.00 |  |  |
| \*BACS1401 | AEM Barker | 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 Regulation Regulations, where there is a specific minuted decision then that will be displayed. \*Any items here will have arisen since the publication of the meeting agenda.

**F08/09 Short-notice expenditures**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1407 | T Ashton | Charity Donation to Cardiac Risk in the Young | £75.00 |  | £75.00 | Chairs Allowance |  |
| BACS1408 | HAGS | Replacement Zipline seat for park | £361.00 |  | £361.00 | Finance Regs |  |

**F0823/11 Date of next meeting –** The date for the next meeting was proposed as Wednesday 20th September.

Meeting closed at 5:38pm