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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 21st February 2024 at the Village Hall, Hayfield.**

**Present:** Cllr D Gouldthorpe (in the chair), Cllr T.Ashton, M.Conway, K.Dalkin, L.Bevins.

**Also Present:** Parish Clerk H.Mason and one member of the public.

**F0224/01 To receive apologies for absence:** Cllr A.Feetham.

**F0224/02 Variation of order of business:** Nil.

**F0224/03 Declaration of member’s interest:** Nil.

**F0224/04 Minutes:** It was resolved to confirm the draft minutes of the Finance Committee meeting of Wednesday 17th January 2024.

**F0224/05 Updates re Bank Accounts:** The status of both bank accounts was noted.

On 31st January 2024 bank reconciliation showed a balance of

* Unity Trust Current - £14,765.47
* Unity Trust Instant - £114,488.36
* Total - £129,253.83

**F0224/06 Financial reports:** The January 2024 Financial Report covering the period of 1st January to 31st January 2024 was noted by the meeting.

**F0224/07 Allotment Deposit Repayment:** It was resolved to repay deposits at £10.00 per quarter plot and £20.00 for half plots.

**F0224/08 Shudehill Close Planting:**It was resolved for Hayfield Parish Council to buy plants on behalf of the High Peak Borough Council for Shudehill Close and the Council will be reimbursed through the High Peak Borough Councillor grant fund.

**F0224/09 Account for payments –** It was resolved to authorise the following payments.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 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.

**F0224/10 Short-notice expenditures:** Nil.

**F0224/11 Direct Debit Payments** – It was resolved to authorise the below Direct Debit payments.

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

**F0224/12 Date of next meeting:** The date for the next meeting was proposed for Wednesday 20th March.

**Meeting closed at – 17:23**