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

**Present:** Cllr D Gouldthorpe (in the chair), Cllr M.Conway, Cllr D.Toft, Cllr K.Dalkin.

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

**F0124/01 To receive apologies for absence:** Cllr T.Ashton, Cllr J.Underwood, Cllr J.Appleton, Cllr A.Feetham, and Cllr L.Bevins.

**F0124/02 Variation of order of business –** Nil.

**F0124/03 Declaration of members interest –** Nil.

**F0124/04 Minutes –** It was resolved to confirm the draft minutes of the Finance Committee meeting of Wednesday 20th December 2023.

**F0124/05 Updates re Bank Accounts –** The status of both bank accounts was noted.

On 31st December 2023 bank reconciliation showed a balance of

* Unity Trust Current - £18,141.35
* Unity Trust Instant - £114,488.36
* Total - £132,629.71

The Clerk updated the council of the credit interest Hayfield Parish Council have received since the authorisation of transferring £40,000.00 to the Unity Trust Instant Account.

During the 2022/23 Financial Year the council received a total of £739.16 in interest.

So far in 2023/24 the council has received £1,660.38 in interest, with another payment still to be received by the end of the financial year.

**F0124/06 Financial reports –** The December 2023 Financial Report covering the period of 1st December to 31st December 2023 was noted by the meeting.

The Clerk presented the Third Quarter 2023/24 Year End Spend Predictor.

**F0124/07 Account for payments –** It was resolved to authorise the following payments.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ref. | Payee | Description | Net cost | VAT | Total | Provenance Authority |
| BACS1476 | Payroll One | Wage 1 | £1,326.73 |  | £1,326.73 | Contractual |
| BACS1477 | Payroll Two | Wage 2 | £666.88 |  | £666.88 | Contractual |
| BACS1478 | HMRC | PAYE | £252.60 |  | £252.60 | Legal |
| BACS1479 | Nest Pension | Employee Pension | £214.72 |  | £214.72 | Legal |
| BACS1480 | Wildaboutgardens | Gardening Services | £152.00 |  | £152.00 | Contractual |
| BACS1481 | Carham Gardening | Gardening Services | £247.00 |  | £247.00 | Contractual |
| BACS1482 | C.Wrigley | Mileage | £30.60 |  | £30.60 | Contractual |
| BACS1483 | AEM Barker | Retainer Service | £150.00 |  | £150.00 | Contractual |
| BACS1484 | HR Mason | Council Office Mobile Phone Contract | £8.00 |  | £8.00 | Contractual |
| BACS1485 | EDF | Electricity | £76.55 |  | £76.55 | Contractual |
| BACS1486 | AEM Barker | Adobe | £16.64 | £3.33 | £19.97 | ICT Equipment |
| BACS1487 | Markovitz | Salt Grit | £371.25 | £74.25 | £445.50 | Finance Regs |
| BACS1488 | Senior Building Supplies Ltd | Bridge work | £7.78 | £1.56 | £9.34 | Finance Regs |
| BACS1489 | HR Mason | Office Wall Calendar | £8.95 |  | £8.95 | Finance Regs |
| BACS1490 | Thornsett Band | Little Hayfield Christmas Light Switch On Performance | £150.00 |  | £150.00 | Minute 1023/11 |

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.

**F0124/08 Short-notice expenditures:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1491 | AEM Barker | Dropbox Subscription | £79.99 | £15.98 | £95.88 | Subscription |

* It was authorised to purchase another order of salt grit for the grit bins within the Parish.

**F0124/09 Date of next meeting –** The date for the next meeting was proposed for Wednesday 21st February.

**Meeting closed at 17:15.**