Hayfield Parish Council Logo

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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 20th March 2024 at the Village Hall, Hayfield.**

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

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

**F0324/01 To receive apologies for absence –** Cllrs T.Ashton and A.Feetham.

# F0324/02 Variations of order of business – Nil.

# F0324/03 Declaration of members' interests – Nil.

# F0324/04 Minutes – The meeting minutes of Wednesday 21st February 2024 were approved with an amendment to F0224/08 Shudehill Close Planting, as follows “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 Councilor grant fund.”

# F0324/05 Updates re Bank Accounts – Clerk spoke on the bank accounts and how the figures are looking healthy currently for this time of year and how in April the council will receive their first installment of the Precept from High Peak Borough Council.

**F0324/06 Financial Reports –** The cash donations received from the 2023 Bonfire Night and the cash from tennis court hires have been transferred into the Parish Council bank account.

**Summary from bank balances:**

**1st February 2024 Opening Balances:**

* Unity Trust Current - £14,765.47
* Unity Trust Instant - £114,488.36
* January 2024 Receipts – £677.07
* January 2024 Expenditure - £5,707.62
* January 2024 VAT paid - £89.76

**Bank Balances on 29th February 2024:**

* Unity Trust Current - £10,486.44
* Unity Trust Instant – £113,736.84

Total on 29th February 2024 - **£124,223.28**

**F0324/07 Confirm Current Bank Mandate -** Spoke on bringing required changes to the mandate to the full council meeting and spoke on organising some workshops to support councilors in using the banking system.

**F0324/08 Employee Pension –** The clerk updated the meeting, the Nest Pension setup is complete and up to date, a spreadsheet has been created to document all employee and employer contributions each month, the amounts inputted into Nest Pension and documenting all outgoings from the bank by Nest Pension.

**F0324/09 Direct Debit Payment Checklist –** The clerk spoke on the updates made to how the council can monitor Direct Debits being paid each month, Direct Debits will now be included in the agenda and will be brought to each Finance Committee Meetings for approval.

**F0324/10 Payroll Services –** After reviewing the current Payroll Services the Parish Council use and a review of other possible services in comparison, it was approved to stay with the current payroll service supplier with the increase to their services.

**F0324/11 Accounts for payment** –All payments of the accounts below were approved:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 | Payroll Services | £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.**

**F0324/12 Short-notice expenditure** – Nil.

**F0324/13 Direct Debit Payments** – The Direct Debit payments to come out of the Hayfield Parish Council bank in March 2024 were approved:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

**F0324/14 Date of next meeting** – It was confirmed the next Hayfield Parish Council Financial Committee meeting will be held on Wednesday 17th April 2024.

**Meeting Ended at 17:21**