

Council Offices, Dungeon Brow, Market Street, Hayfield, High Peak, SK22 2EP

Tel. 01663 744550. Email: [clerk@hayfield-pc.gov.uk](mailto:clerk@hayfield-pc.gov.uk)

**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 18th October 2023 at the Village Hall, Hayfield.**

Present: Cllr D Gouldthorpe (in the chair), T Ashton, J.Underwood

Also present – Parish Clerk H Mason

**F1023/01 To receive apologies for absence –** Cllr Conway & Cllr Bevins

**F1023/02 Variation of order of business –** Nil

**F1023/03 Declaration of members interest –** Nil

**F1023/04 Minutes –** It was resolved to confirm the draft minutes of the Finance Committee meeting of Wednesday 20th September.

**F1023/05 Resolution 0723/15a Parish Council Banking Review –** Clerk reported the Chair of the Finance Committee and Clerk agreed to a figure and that £40,000 was transferred from the Unity Trust Current account into the Unity Trust Instant Account to build interest on an additional £40,000.00.

**F1023/06 Updates re Bank Accounts –** The status of both bank accounts was noted.

On 30th September 2023 bank reconciliation showed a balance of

* Unity Trust Current - £75,192.12
* Unity Trust Instant - £74,665.05
* Total - £149,857.17

**F1023/07 Financial reports –** The September 2023 Financial Report covering the period of 1st September to 30th September 2023 was noted by the meeting.

**F1023/08 Account for payments –** It was resolved to authorise the following payments.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1426 | Payroll One | Wage 1 | £1,258.13 |  | £1,258.13 | Contractual |  |
| BACS1427 | Payroll Two | Wage 2 | £569.00 |  | £569.00 | Contractual |  |
| BACS1428 | HMRC | PAYE | £220.18 |  | £220.18 | Legal |  |
| BACS1429 | Wildaboutgardens | Gardening Services | £695.00 |  | £695.00 | Contractual |  |
| BACS1430 | Graham | Gardening Services | £569.50 |  | £569.50 | Contractual |  |
| BACS1431 | EDF | Electricity | £11.64 | £0.58 | £12.22 | Contractual |  |
| BACS1432 | Thornsett Band | Band Hire for Christmas Light Switch-On | £150.00 |  | £150.00 | Minute 1023/11 |  |
| BACS1433 | PKF | Annual Governance & Accountability Return Charges | £315.00 | £63.00 | £378.00 | Finance Regs |  |
| BACS1434 | LCN | Renewal | £116.95 | £23.39 | £140.34 | Contractual |  |
| BACS1435 | DALC | Training Course Fee | £80.00 |  | £80.00 | Contractual |  |
| BACS1436 | Hazel Accountancy Services | Accounting Services - processing payroll | £20.00 |  | £20.00 | Finance Regs |  |
| BACS1437 | Hi-Peak Internet | Annual IT Support | £120.00 |  | £120.00 | Contractual |  |
| BACS1438 | HAGS | Zipline seat | £361.00 | £72.20 | £433.20 | Finance Regs |  |
| BACS1439 | Tony Ashton | Firweworks | £1,083.34 | £216.66 | £1,300.00 | Minute 0923/11 |  |
| BACS1440 | David G Ross Ltd | Hanging basket flowers | £935.77 | £170.14 | £1020.84 | Flower baskets / plants |  |
| BACS1441 | A E M Barker | Retainer Fee | £300.00 |  | £300.00 | Finance Regs |  |
| BACS1442 | A E M Barker | Adobe Acrobat Pro (16.Sept.23 - 15.Oct.23) | £19.97 |  | £19.97 | Finance Regs |  |
| BACS1443 | A E M Barker | Adobe Acrobat Pro (16.Aug.23-15.Sept.23) | £19.97 |  | £19.97 | Finance Regs |  |
| BACS1444 | C Wrigley | Mileage | £18.00 |  | £18.00 | Contractual |  |
| BACS1445 | M Peacock | Defib Battery Pack | £251.00 |  | £251.00 | Finance Regs |  |

BACS1440 – Altered payment from £1,105.91 to £1,020.84 as surcharge was deducted as it will be paid on time.

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.

**F1023/09 Short-notice expenditures:** Nil

**F1023/10 Date of next meeting –** The date for the next meeting was proposed for Wednesday 15th November.

**Meeting closed at 5:21pm**