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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 20th September 2023 at the Village Hall, Hayfield.**

Present: Cllrs D Gouldthorpe (in the Chair), T Ashton, L Bevins, M Conway, A Feetham and J Appleton

Also present – Parish Clerk H Mason

**F0823/01 To receive apologies for absence –** Cllr J Underwood.

**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 16th August 2023.

**F0823/05 Resolution 0723/15a Parish Council Banking Review –** It was resolved that the Hayfield Parish Council maximise the use of the Instant Access Account to maximise the potential interest rate available. Precise amounts will be delegated to the clerk and the Chair of Finance Cllr D Gouldthorpe.

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

On 30th August 2023 bank reconciliation showed a balance of

* Unity Trust Current - £55,168.45
* Unity Trust Instant - £74,161.36

**F0823/08 Financial reports –** The August 2023 Financial Report covering the period of 1st August to 30th August 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** |
| BACS1408 | Wildaboutgardens | Contract Gardener | £650.00 |  | £650.00 | Contractual |  |
| BACS1409 | Charles Wrigley | Petrol | £21.15 |  | £21.15 | Contractual |  |
| BACS1410 | AEM Barker | Retainer Fee | £300.00 |  | £300.00 | Contractual |  |
| BACS1411 | Carham Garden Maintenance | Contract Gardener | £144.50 |  | £144.50 | Contractual |  |
| BACS1412 | Ryans DIY | Gardening Supplies | £114.98 | £22.99 | £137.97 | Finance Regs |  |
| BACS1413 | HPBC | Late Document Fee | £36.00 |  | £36.00 | Finance Regs |  |
| BACS1414 | Ryans DIY | Gardening Supplies | £112.85 | £22.57 | £135.42 | Finance Regs |  |
| BACS1415 | Charles Wrigley | Gardening Supplies | £28.89 | £5.78 | £34.67 | Finance Regs |  |
| BACS1416 | EDF | Electricity | £12.10 | £0.61 | £12.71 | Contractual |  |
| BACS1417 | Redmoor | Building Supplies | £90.17 |  | £90.17 | Finance Regs |  |
| BACS1418 | High Peak Borough Council | Contested Election Charge | £3,457.88 |  | £3,457.88 | Legal |  |
| BACS1419 | Heart Beat Community | Annual Cost | £135.00 | £27.00 | £162.00 | Contractual |  |
| BACS1420 | Payroll One | Wages | £747.00 |  | £747.00 | Contractual |  |
| BACS1421 | Payroll Two | Wages | £1,363.35 |  | £1,363.35 | Contractual |  |
| BACS1422 | HMRC | PAYE | £295.63 |  | £295.63 | Legal |  |

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** |
| BACS1423 | Hi-Peak Internet | Domain Renewal | £90.00 |  | £90.00 | Contractual |  |
| BACS1424 | Pennine Fell Runners – Sue Richmond | Deposit payment | £50.00 |  | £50.00 | Finance Regs |  |
| BACS1425 | Hannah Mason | Parish Council Mobile Phone Contract | £8.00 |  | £8.00 | Finance Regs |  |

**F0823/11 Date of next meeting –** The date for the next meeting was proposed as Wednesday 18th October.

Meeting closed at 5:25pm