Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 14th November 2024

You are summoned to attend the Extraordinary Financial Meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 27th November** at the Parish Council Office.

Hannah Mason, Clerk to the Council and Responsible Financial Officer

# AGENDA

1. **To receive apologies for absence.**

# Variations of order of business.

# Declaration of members' interests.

# Meeting Minutes – To Confirm the minutes of the Finance Committee meeting of Wednesday 16th October 2024.

# Updates re Bank Accounts.

1. **Financial Reports -** To consider the financial reports for October 2024 covering the period 1st to 31st 2024.
2. **Proposal of financial contribution to St Matthews Church for the cost of printing the Order of Service’s used on Remembrance Sunday (Sunday 9th November).**
3. **To Note £100.00 of the Chairmans allowance will be used to support three local charities – Kinder Mountain Rescue, Dove Holes Cat Rescue and Derbyshire Wildlife Trust – Badger Group.**
4. **To Review alternative Broadband Providers.**
5. **To authorise the payments of employees on Wednesday 20th November retrospectively due to none quorate meeting.**
6. **Accounts for payment** -To authorise payments of the accounts as shown below.

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| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1649 | Payroll One | Wage 1 | £2,137.89 |  | £2,137.89 | Contractual |
| BACS1650 | Payroll Two | Wage 2 | £895.25 |  | £895.25 | Contractual |
| BACS1651 | HMRC | PAYE | £827.44 |  | £827.44 | Legal |
| BACS1652 | Wildaboutgardens | Gardening Services | £570.00 |  | £570.00 | Contractual |
| BACS1653 | Carham Gardening Services | Gardening Services | £1,197.00 |  | £1,197.00 | Contractual |
| BACS1654 | HR Mason | Office Mobile Phone Contract | £7.20 | £1.43 | £8.63 | Contractual |
| BACS1655 | Sport Surfacing Solutions | Tennis Court Resurfacing Works | £6,715.00 | £1,343.00 | £8,058.00 | Tennis Court Resurfacing |
| BACS1656 | D.Gouldthorpe | Gatepost for OSF for gate reinstalment | £30.50 | £6.10 | £36.60 | Finance Regs |
| BACS1657 | C.Wrigley | Barrier Tape | £13.50 |  | £13.50 | Finance Regs |
| BACS1658 | Bike-Track | Bike Track Monthly Maintenance | 302.92 | £60.58 | £363.50 | Minute 0624/24 |
| BACS1659 | L.Bevins | Cost of Road Closure Application Fee | £65.00 |  | £65.00 | Finance Regs |
| BACS1660 | Village Hall | Room Hire | £127.50 |  | £127.50 | Legal |
| BACS1661 | Redmoor | Various Maintenance Equipment & Material | £124.70 | £24.93 | £149.63 | Finance Regs |
| BACS1662 | Leisure Bench | Tennis Court Bench | £601.50 | £120.30 | £721.80 | Tennis Court Project |
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**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.**

1. **Short-notice expenditure** - To authorise further payments arising since publication of the above list.

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| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1663 | Information Commissioners Office | Data Protection Fee | £40.00 |  | £40.00 | Legal |
| BACS1664 | X2 Connect Ltd | Materials for Telephone Kiosk Maintenance | £951.00 | £190.20 | £1,141.20 | Minute 1124/11 |
| BACS1665 | HR Mason | Office Materials - Paper | £19.92 | £3.98 | £23.90 | Finance Regs |
| BACS1666 | D.Gouldthorpe | Chairs Allowance | £100.00 |  | £100.00 | Chairs Allowance |
| BACS1667 | C.Wrigley | Mileage | £36.00 |  | £36.00 | Contractual |

1. **Direct Debit Payments** – Direct Debit payments to come out of the Hayfield Parish Council bank in October 2024.

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| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD21 | NEST Pension | Employee Pension | £389.02 |  | £389.02 | Contractual |
| DD22 | TalkTalk | Broadband | £64.51 | £12.90 | £77.41 | Contractual |
| DD23 | Valda | Electricity | 34.66 | £1.73 | 36.39 | Contractual |

1. **Date of next meeting** - To confirm the date of the next Finance Committee meeting.