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**DRAFT – Minutes of Hayfield Parish Council Extraordinary Finance Committee meeting held at 1700hrs on Wednesday 27th November 2024 at the Parish Council Office, Hayfield.**

**Present:** Cllr D.Gouldthorpe (In The Chair), M.Conway and D.Toft.

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

**F1124/01 To receive apologies for absence –** Cllr T.Ashton, K.Dalkin & L.Bevins

# F1124/02 Variations of order of business – Nil.

# F1124/03 Declaration of members' interests – Nil.

# F1124/04 Meeting Minutes – The minutes of the Finance Committee meeting of Wednesday 16th November 2024 were confirmed.

# F1124/05 Updates re Bank Accounts – Clerk gave an update on how the bank accounts stand. Summary of Hayfield Parish Council bank accounts:

**F1124/06** **Financial Reports –** The Financial Report was presented to the council for October 2024 covering the period 1st to 31st October 2024.

**1124/07** It was approved to support ST Matthews Church with the amount of £30.00 for the cost of printing the Order of Service’s used on Remembrance Sunday (Sunday 9th November).

**F1124/08** It was noted the Chair of HPC will be transferred £100.00 of the Chairman Allowance for support to three local charities - Kinder Mountain Rescue, Dove Holes Cat Rescue and Derbyshire Wildlife Trust – Badger Group.

**F1124/09** It was authorised for the council office to switch broadband providers to Daisy Communications at 150Mbps.

**F1124/10** The Payments made on Wednesday 20th November for wages to employees of BACS Numbers BACS1649, BACS1250, BACS1652, BACS1653 and BACS1667 were approved.

**F1124/11** **Accounts for payment** –All payments of the accounts below were authorised.

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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 |

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.

**F1124/12 Short-notice expenditure** – All short-notice expenditures below were authorised for payment.

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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 |
| BACS1668 | HR Mason |  Various Materials and Repair Equipment | £78.27  | £15.73  | £94.00  | Finance Regs |
| BACS1669 | HR Mason | Galvanised D Bracket - OSF Gate Repair | £6.50  |   | £6.50  | Finance Regs |
| BACS1670 | HR Mason | LHAG Replacement Christmas Lights & Batteries | £82.78  | £17.41  | £100.19  | Finance Regs |
| BACS1671 | C.Willetts | CIF Grant Fund Money from HPBC | £100.00  |   | £100.00  | HPBC Councilor Initiative Fund  |
| BACS1672 | C.Wrigley | Various Equipment for Cenotaph Railing Painting | £41.84  | £8.36  | £50.20  | Finance Regs |

**F1125/13 Direct Debit Payments** – All Direct Debit payments below were approved.

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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 |

**F1124/14 Date of next meeting** – The date for the next Finance meeting was confirmed for Wednesday 18th December 2024.

**Meeting Ended at 17:18.**