

Council Offices, Dungeon Brow, Market Street, Hayfield, High Peak, SK22 2EP Tel. 01663 744550. Email: clerk@hayfield-pc.gov.uk

To: The Members of Hayfield Parish Council 9th January 2025

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **6:30pm** on **Wednesday 15th January 2025** at **The Crosby Room, St Matthews Church.**

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 18th December 2024.

# Updates re Bank Accounts.

1. **Financial Reports -** To consider the financial reports covering the period 1st to 31st December 2024.
2. **To Review the 3rd Quarter Budget Spend Predictor.**
3. **To Retrospectively approve BACS1687.**
4. **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** |
| BACS1687 | Payroll One | Wage 1 | £1,375.24  |   | £1,375.24  | Contractual |
| BACS1689 | Payroll Two | Wage 2 | £906.13  |   | £906.13  | Contractual |
| BACS1690 | HMRC | PAYE | £287.16  |   | £287.16  | Legal |
| BACS1691 | Wildaboutgardens | Gardening Services | £340.00  |   | £340.00  | Contractual |
| BACS1692 | Carham Gardening Services | Gardening Services | £418.00  |   | £418.00  | Contractual |
| BACS1693 | HR Mason | Office Mobile Phone Contract | £8.63  |   | £8.63  | Contractual |
| BACS1694 | C.Wrigley | Mileage | £32.40  |   | £32.40  | Contractual |
| BACS1695 | C.Wrigley | Strip Discs | £14.15  | £2.83  | £16.98  | Finance Regs |
| BACS1696 | Flagpole Express | Replacement Flag for Office | £125.76  |   | £125.76  | Finance Regs |
| BACS1697 | PNFS | PNFS Subscription | £30.00  |   | £30.00  | Subscription |
| BACS1698 | Community Heartbeat | Replacement Adult Pads for Dungeon Brow Defib | £121.95  | £24.39  | £146.34  | Finance Regs |
| BACS1699 | HR Mason | Padlock for Old School Field Gate | £13.50  |   | £13.50  | Finance Regs |
| BACS1700 | C.Wrigley | Christmas Lights Postage | £14.99  |   | £14.99  | Finance Regs |

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

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| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD27 | NEST Pension | Employee Pension | £222.70  |   | £222.70  | Contractual |
| DD28 | TalkTalk | Broadband | £64.51  | £12.90  | £77.41  | Contractual |
| DD29 | Valda | Electricity | £69.59  | £3.48  | £73.07  | Contractual |

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