Hayfield Parish Council Logo

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)

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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.