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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 15th January 2024 at The Crosby Room, St Matthews Church.**

**Present:** Cllr D.Gouldthorpe (In The Chair), M.Conway, E.Lawson, K.Dalkin & D.Cantor.

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

**F0125/01 To receive apologies for absence –** Cllr T.Ashton, L.Bevins, D.Toft & S.Nyland.

# F0125/02 Variations of order of business – Nil.

# F0125/03 Declaration of members' interests – Nil.

# F0125/04 Meeting Minutes – The minutes of the Finance Committee meeting of Wednesday 18th December were confirmed.

# F0125/05 Updates re Bank Accounts – Clerk gave an update on how the bank accounts stand. Summary of Hayfield Parish Council bank accounts:

**1st December 2024 Opening Balances:**

* Unity Trust Current - £11,095.98
* Unity Trust Instant - £99,443.02
* December 2024 Receipts – £1,411.74
* December 2024 Expenditure - £8,935.48
* December 2024 VAT paid - £480.80

**Bank Balances on 31st December 2024:**

* Unity Trust Current - £4,000.99
* Unity Trust Instant – £99,014.27

**Total on 31st December 2024 - £103,015.26**

**F0125/06** **Financial Reports –** The Financial Report was presented to the council for December 2024 covering the period 1st to 31st December 2024.

**F0125/07 To Review the 3rd Quarter Budget Spend Predictor –** The Third Quarter Spend Predictor was presented to the council and reviewed.

**F0125/08 To Retrospectively approve BACS1687 –** BACS1687 was retrospectively approved.

**F0125/09** **Accounts for payment** –All payments of the accounts below were authorised.

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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 | £304.00 |  | £304.00 | 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.

**F0125/10 Short-notice expenditure** – There were no short-notice expenditures to pay during this meeting.

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| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1701 | Ryans DIY Ltd | General Maintenance Equipment | £89.42 | £17.88 | £107.30 | Finance Regs |

**F0125/11 Direct Debit Payments** – All Direct Debit payments below were approved.

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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 |

**F1224/11 Date of next meeting** – The date for the next Finance meeting was confirmed for Wednesday 5th February.

**Meeting Ended at 17:50.**