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**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 18th September 2024 at the Village Hall, Hayfield.**

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

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

**F0924/01 To receive apologies for absence –** Cllr L.Bevins, T.Ashton and D.Toft.

# F0924/02 Variations of order of business – Nil.

# F0924/03 Declaration of members' interests – Nil.

# F0924/04 Meeting Minutes – The minutes of the Finance Committee meeting of Wednesday 21st August 2024 were confirmed

# F0924/05 Updates re Bank Accounts – Clerk gave an update on how the bank accounts stand. Summary of Hayfield Parish Council bank accounts:

**1st August 2024 Opening Balances:**

* Unity Trust Current - £12,801.86
* Unity Trust Instant - £135,230.01
* August 2024 Receipts – £200.00
* August 2024 Expenditure - £11,471.89
* August 2024 VAT paid - £111.43

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

* Unity Trust Current - £2,262.77
* Unity Trust Instant – £134,497.27

Total on 31st August 2024 - £136,759.98

The Clerk also updated the council on the changes Unity Trust Bank are making to the interest rate on the Instant Access Account, the interest rate will decrease by 0.15%.

**F0924/06** **Financial Reports –** The Financial Report was presented to the council for August 2024 covering the period 1st to 31st August 2024.

**F0924/07** It was resolved to approve the payment BACS1613 to Hindle & Brown made on Thursday 22nd August in retrospect.

**F0924/08** **Accounts for payment** –All payments of the accounts below were authorised.

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| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1614 | Payroll One | Wage 1 | £1,517.75  |   | £1,517.75  | Contractual |
| BACS1615 | Payroll Two | Wage 2 | £540.00  |   | £540.00  | Contractual |
| BACS1616 | HMRC | PAYE | £354.43  |   | £354.43  | Legal |
| BACS1617 | Wildaboutgardens | Gardening Services | £475.00  |   | £475.00  | Contractual |
| BACS1618 | Carham Gardening Services | Gardening Services | £698.25  |   | £698.25  | Contractual |
| BACS1619 | HR Mason | Office Mobile Phone Contract | £8.63  |   | £8.63  | Contractual |
| BACS1620 | C.Wrigley | Mileage | £18.00 |  | £18.00 | Contractual |
| BACS1621 | EDF | Electricity | £75.04  | £3.75  | ££78.79 | Contractual |
| BACS1622 | Broadhurst Gardening | Tree Work for Tennis Court | £780.00  |   | £780.00  | Minute 0824/19a |
| BACS1623 | P.B. Skips | Skip for office pipe work | £190.00  |   | £190.00  | Finance Regs |
| BACS1624 | Grass Mats LTD | Grass Mats - Table Tennis Table | £93.00  | £18.60  | £111.60  | Finance Regs |
| BACS1625 | Ryans DIY | Maintenance & Repair Materials | £106.12  | £21.22  | £127.34  | Finance Regs |
| BACS1626 | AEM Barker | Adobe Subscription: June - August | £49.92  | £9.99  | £59.91  | Contractual |

**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.**

**F0924/09 Short-notice expenditure** – Nil.

**F0925/10 Direct Debit Payments** – All Direct Debit payments below were approved.

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| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD15 | NEST Pension | Employee Pension | £252.06 |  | £252.06 | Contractual |
| DD16 | TalkTalk | Broadband | £64.51 | £12.90 | £77.41 | Contractual |
| DD17 | Valda | Electricity | £20.65  | £1.03  | £21.68  | Contractual |

**F0924/11 Date of next meeting** – The date for the next Finance meeting was confirmed for Wednesday 17th October 2024.

**Meeting Ended at 17:09**