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)

**DRAFT – Minutes of Hayfield Parish Council Finance Committee meeting held at 1700hrs on Wednesday 16th October 2024 at the Village Hall, Hayfield.**

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

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

**F1024/01 To receive apologies for absence –** Cllr L.Bevins and K.Dalkin.

# F1024/02 Variations of order of business – Nil.

# F1024/03 Declaration of members' interests – Nil.

# F1024/04 Meeting Minutes – The minutes of the Finance Committee meeting of Wednesday 18th September 2024 were confirmed

# F1024/05 Updates re Bank Accounts – Clerk gave an update on how the bank accounts stand. Summary of Hayfield Parish Council bank accounts:

**1st September 2024 Opening Balances:**

* Unity Trust Current - £2,262.77
* Unity Trust Instant - £134,497.21
* September 2024 Receipts – £31,173.50
* September 2024 Expenditure - £5,076.79
* September 2024 VAT paid - £67.49

**Bank Balances on 30th September 2024:**

* Unity Trust Current - £32,413.67
* Unity Trust Instant – £130,443.02

Total on 30th September 2024 - £162,856.69

**F1024/06** **Financial Reports –** The Financial Report was presented to the council for September 2024 covering the period 1st to 30th September 2024.

**F1024/07** The Second Quarter Budget Spend Predictor was reviewed and analysed. It was authorised for the clerk to look at alternative broadband providers to save money as currently the council will be over budget by the end of the financial year and to investigate if the council requires a landline. All findings to be presented to full council at future meeting.

It was authroised for the clerk to look into the budget line for Upgraded Storage Facility to begin looking in to this for a future full council meeting.

**F1024/08** It was noted that £55.00 was inputted to the Hayfield Parish Council bank account by the Clerk, upon receiving £55.00 in cash from the hire fees of the tennis court.

**F1024/09** In the matter of Vertas Invoice BACS1591 it was authorised for the clerk to contact Vertas and state they are not comfortable paying this invoice, when they have not been told when mowing commenced when queried and also, when queried regarding the 12% increase to price and why no contact was made, no reasonable response was given. The council would agree to paying the same amount as the previous invoice amount plus a 5% increase.

In the matter of Vertas Invoice BACS1592 it was authorised for the clerk to contact Vertas to dispute their list of mows during this period due to external contractors having to be hired to mow the areas.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1627 | Payroll One | Wage 1 | **£1,551.76** |  | **£1,551.76** | Contractual |
| BACS1628 | Payroll Two | Wage 2 | **£619.75** |  | **£619.75** | Contractual |
| BACS1629 | HMRC | PAYE | **£375.34** |  | **£375.34** | Legal |
| BACS1630 | Wildaboutgardens | Gardening Services | £190.00 |  | £190.00 | Contractual |
| BACS1631 | Carham Gardening Services | Gardening Services | £741.00 |  | £741.00 | Contractual |
| BACS1632 | HR Mason | Office Mobile Phone Contract | £8.63 |  | £8.63 | Contractual |
| BACS1633 | C.Wrigley | Mileage | £29.50 |  | £29.50 | Contractual |
| BACS1634 | Sport Surfacing Solutions | Tennis Court Resurfacing Works | £19,910.00 | £3,982.00 | £23,892.00 | Tennis Court Resurfacing |
| BACS1635 | C.Wrigley | Various Maintenance Materials | £12.45 | £2.49 | £14.94 | Finance Regs |
| BACS1636 | C.Wrigley | DeWalt Replacement Vacuum Hose | £25.89 |  | £25.89 | Finance Regs |
| BACS1637 | Bike-Track | Bike-Track Resurfacing | £3,460.00 | £692.00 | £4,152.00 | Minute 0624/24 |
| BACS1638 | David G Ross LTD | Winter Bedding & Planting | £865.85 | £173.17 | £1,039.02 | Finance Regs |
| BACS1639 | PKF | AGAR Cost | £315.00 | £63.00 | £378.00 | Legal |
| BACS1640 | Arundel Tree Surgeons | Emergency Stump Works | £960.00 | £192.00 | £1,152.00 | Tennis Court Resurfacing |
| BACS1641 | Hazel Accountancy | Accountancy Services | £42.00 |  | £42.00 | Contractual |
| BACS1642 | D.Gouldthorpe | Key Copies of Tennis Court Lock | £18.00 |  | £18.00 | Tennis Court Resurfacing |
| BACS1643 | D.Gouldthorpe | Fireworks | £1,058.28 | £211.66 | £1,269.94 | Minute 0924/13 |

**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** – All short-notice expenditures below were authorised for payment.

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| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1644 | Moral Play Services | Playground Inspection | £295.00 | £59.00 | £354.00 | Legal |
| BACS1645 | Hindle Joinery | Slide Repair | £280.00 |  | £280.00 | Finance Regs |
| BACS1646 | HR Mason | Tools & Accessories | £28.30 | £5.67 | £33.97 | Finance Regs |
| BACS1647 | HR Mason | Cable Ties | £20.07 | £4.01 | £24.08 | Finance Regs |
| BACS1648 | HR Mason | Key Safety Boxes | £16.64 | £3.34 | £19.98 | Finance Regs |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD18 | NEST Pension | Employee Pension | £259.06 |  | £259.06 | Contractual |
| DD19 | TalkTalk | Broadband | £64.51 | £12.90 | £77.41 | Contractual |
| DD20 | Valda | Electricity | £1.44 | £0.07 | £1.51 | Contractual |

**F0924/11 Date of next meeting** – The date for the next Finance meeting was confirmed for Wednesday 20th November 2024.

**Meeting Ended at 17:40.**