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**Minutes of Hayfield Parish Council Finance Committee meeting held at 17.00hrs. on Wednesday 20th July 2022 at the Village Hall, Hayfield**

**Present:** Cllrs. T Ashton (Chair), M Conway, C Hughes, & J Wilson

**Also present:** A Barker (Clerk)

**F0722/01 To receive apologies for absence** – Cllrs D Gouldthorpe, D Gates, E Lawson, D Toft

**F0722/02 Variations of order of business** – Nil

**F0722/03 Declaration of members' interests** -Nil

**F0722/04 Minutes** – It was resolved to confirm the minutes of the Finance Committee meeting of 15th June 2022

**F0722/06 Updates re Bank Accounts**

The current status of both accounts was noted

On 30th June 2022 bank reconciliation showed a balance of £122,890.32 in the council’s bank accounts.

* Unity Trust Current - £54,844.75
* Unity Trust Instant - £68,045.57

**F0722/07 Financial Reports** – The July 2022 Financial Report covering the period 1st to 30th June 2022 and 1st Quarter Financial Summary were noted.

Cllr Wilson has verified all bank transactions against invoices for the period 1st April to 30th June 2022 and found them to be in order.

1st June 2022 Opening Balance - £142,367.13

* June 2022 Receipts – £58.67 quarterly bank interest
* June 2022 Expenditure - £19,535.48 of note Clerk’s back pay and HMRC tax and national insurance, final two payments for the memorial garden renovation.
* June 2022 VAT paid - £374.93

Balance at 30th June 2022 - £122,890.32

**F0722/08 & F0722/09 Accounts for payment** – It was resolved to authorise the following payments

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance** |
| BACS1120 | Payroll 1 | Wages | £714.13 |  | £714.13 | Contractual |
| BACS1121 | Payroll 2 | Wages | £1353.22 |  | £1353.22 | Contractual |
| BACS1122 | Carham Garden Mntnce | Gardening Services | £368.00 |  | £368.00 | Contractual |
| BACS1123 | Wild About Gardens | Gardening Services | £1066.00 |  | £1066.00 | Contractual |
| BACS1124 | HMRC | PAYE | £625.69 |  | £625.69 | Legal |
| BACS1125 | Wild About Gardens | Right of Way work (cross charge to DCC) | £185.00 |  | £185.00 | Finance Regs |
| BACS1126 | EDF Energy | Electricity | £11.21 | £0.56 | £11.77 | Contractual |
| BACS1127 | MPS | Annual ROSPA Inspection (playgrounds) | £295.00 | £59.00 | £354.00 | Finance Regs |
| BACS1128 | C. Wrigley | Timber & hardware | £74.24 | £18.56 | £92.80 | Finance Regs |
| BACS1129 | Comm Heartbeat | Annual Support Contract | £135.00 | £27.00 | £162.00 | Contractual |
| BACS1130 | AEM Barker | Play equipment accessories | £9.76 | £1.95 | £11.71 | Finance Regs |
| BACS1131 | AEM Barker | Play equipment accessories | £9.99 | £2.00 | £11.99 | Finance Regs |
| BACS1132 | St Matthews Church | Jubilee refreshments | £11.95 |  | £11.95 | Minute 0322/18 |
| BACS1133 | Ryans DIY | Grass Seed and misc materials | £47.69 | £9.53 | £57.22 | Finance Regs |
| BACS1134 | C. Wrigley | Tool accessories | £10.41 | £2.08 | £12.49 | Finance Regs |
| BACS1135 | Senior Building Supplies | Sand & cement | £12.03 | £2.41 | £14.44 | Finance Regs |
| BACS1136 | AK Peartree Print | Jubilee flyers | £150.00 |  | £150.00 | Minute 0322/18 |
| BACS1137 | Comm Heartbeat | Postage Defib Pads | £4.00 | £0.80 | £4.80 | Finance Regs |
| BACS1138 | C. Wrigley | Power Tool Accessories | £16.63 | £3.33 | £19.96 | Finance Regs |
| BACS1139 | Hazel Accountancy | Payroll services | £15.00 |  | £15.00 | Contractual |
| BACS1140 | St Johns Church | S137 donation – Flower Festival | £150.00 |  | £150.00 | Minute 0722/17 |
| BACS1141 | AEM Barker | Power Tools | £216.64 | £43.33 | £259.97 | Finance Regs |
| BACS1142 | DG Ross | Plants etc | £23.15 | £4.21 | £23.15 | Finance Regs |
| \*BACS1143 | J Mellor | Drainage pipe LH | £25.00 |  | £25.00 | 0622/17 |
| \*BACS1144 | C Wrigey | Tool accessory & masks | £15.48 | £3.10 | £18.58 | Finance Regs |
| \*BACS1145 | AEM Barker | Toolboxes | £47.48 | £9.50 | £56.98 | Finance Regs |
| \*BACS1146 | AEM Barker | Tool Case | £25.33 | £5,66 | £30.99 | 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.**

**\*Any items here will have arisen since the publication of the meeting agenda**

**F0722/10 Date of next meeting** the date of the next meeting was agreed as Wednesday 17th August 2022

The meeting closed at 17-26 hrs.