

Council Offices, Dungeon Brow, Market Street, Hayfield, High Peak, SK22 2EP

Tel. 01663 744550. Email: clerk@hayfield-pc.gov.uk

**Minutes of Hayfield Parish Council Finance Committee meeting held at 17.00hrs. on Wednesday 15th June 2022 at the Village Hall, Hayfield**

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

**F0622/01 To receive apologies for absence** – Cllr E Lawson

**F0622/02 Variations of order of business** – It was resolved to consider agenda item 0622/07 BACS1091 & BACS 1095 in part two of the meeting as they related to employee and Councillor personal related transactions.

**F0622/03 Declaration of members' interests** -Nil

**F0622/04 Minutes** – It was resolved to confirm the minutes of the Finance Committee meeting of 18th May 2022

**F0622/06 Updates re Bank Accounts**

The current status of both accounts was noted

On 30th May2022 bank reconciliation showed a balance of £142,367.13 in the council’s bank accounts.

* Unity Trust Current - £74,380.23
* Unity Trust Instant - £67,986.90

**F0622/07 Financial Reports** – The June 2022 Financial Report covering the period 1st to 31st May 2022 was noted.

1st May 2022 Opening Balance - £154,501.46

* May 2022 Receipts – £608.01 (DCC Jubilee Street Party grant (£550), Electricity N West Wayleave (£54.29) and Lloyd’s share dividend (£3.72)
* May 2022 Expenditure - £12,742.34 (of note first payment for Memorial Garden Renovation (£4,950.00)
* May 2022 VAT paid - £134.47

Balance at 31st May 2022 - £142,367.13

**F0622/08 & F0622/09 Accounts for payment** – It was resolved to authorise the following payments

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| --- | --- | --- | --- | --- | --- | --- |
| Ref. | Payee | Description | Net cost | VAT | Total | Provenance/Authority  |
| BACS1090 | Payroll 1 | Wages | £659.45 |  | £659.45 | Contractual |
| BACS1091 | Payroll 2 | Wages (including underpayments) | £5,518.48 |  | £5,518.48 | Contractual |
| BACS1092 | Carham Garden Mntnce | Gardening Services | £456.00 |  | £456.00 | Contractual |
| BACS1093 | Wild About Gardens | Gardening Services | £888.00 |  | £888.00 | Contractual |
| BACS1094 | HMRC | PAYE | £3,102.73 |  | £3102.73 | Legal |
| BACS1096 | C Wrigley | Dust Sheet | £9.24 | £1.85 | £11.09 | Finance Regs |
| BACS1097 | P Webb | Allotment Society Works Materials | £55.68 | £11.14 | £66.82 | Minute 0522/14 |
| BACS1098 | P Webb | Allotment Society Works Materials | £62.00 | £12.40 | £74.40 | Minute 0522/14 |
| BACS1099 | P Webb | Allotment Society Works Materials | £12.72 | £2.54 | £15.26 | Minute 0522/14 |
| BACS1100 | A Fox | Replacement Plants | £24.75 | £2.47 | £29.70 | Finance Regs |
| BACS1101 | Info Commissioner | GDPRS renewal fee | £40.00 |  | £40.00 | Legal |
| BACS1102 | G Turner Accountancy | Internal Audit Fee | £200.00 |  | £200.00 | Minute 0422/15 |
| BACS1103 | DG Ross | Summer Plants | £260.00 | £52.00 | £312.00 | Minute 0522/13 |
| BACS1104 | DG Ross | Summer Plants | £799.20 | £159.84 | £959.04 | Minute 0522/13 |
| BACS1105 | DG Ross | Summer Plants | £197.50 | £39.50 | £256.75 | Minute 0522/13 |
| BACS1106 | The Landlady  | Memorial Garden Renovation | £2,500.00 |  | £2,500.00 | Minute 0422/16 |
| BACS1107 | L Bevins | Jubilee craft supplies | £24.58 | £4.92 | £29.50 | Minute 0322/18 |
| BACS1108 | L Bevins | Jubilee bunting | £65.87 |  | £65.87 | Minute 0322/18 |
| BACS1109 | L Bevins | Jubilee craft supplies | £11.25 | £2.25 | £13.50 | Minute 0322/18 |
| BACS1110 | L Bevins | Jubilee craft supplies | £32.86 |  | £32.86 | Minute 0322/18 |
| BACS1111 | AEM Barker | Play Sand (Little Hayfield) | £390.00 | £78.00 | £468.00 | Minute 0622/17 |
| BACS1112 | AEM Barker | Turf OSF | £190.00 |  | £190.00 | Finance Regs |
| BACS1114 | EDF Energy | Electricity | £29.41 | £1.47 | £30.88 | Contractual |
| BACS1115 | Wildaboutgardens | Jubilee Band | £200.00 |  | £200.00 | Minute 0322/18 |
| BACS1116 | Wildaboutgardens | Jubilee Pianist | £80.00 |  | £80.00 | Minute 0322/18 |
| BACS1117 | Wildaboutgardens | Plant feed | £35.00 |  | £35.00 | 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**

**F0622/10 Date of next meeting** the date of the next meeting was agreed as Wednesday 20th July 2022

**Part Two**

**F0622/08 Accounts for payment** –

BACS1095 Hayfield Village Hall – Room Hire (Jubilee) – It was resolved that the Clerk verify booking arrangements in respective of this invoice prior to payment being authorised.

BACS1113 EDF Energy Supply – Electricity - It was resolved to not authorise this invoice as it was superseded by BACS1114 after EDF had adjusted the tariff

The meeting closed at 18-15 hrs.