Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 14th December 2023

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 20th December** in the **Village Hall, Hayfield**

Hannah Mason, Clerk to the Council and Responsible Financial Officer

# AGENDA

1. **To receive apologies for absence.**

# Variations of order of business

# Declaration of members' interests

# Minutes – To Confirm the minutes of the Finance Committee meeting of Wednesday 15th November 2023

# Updates re Bank Accounts

1. **Financial Reports -** To consider the financial reports for November 2023 covering the period 1st to 30th November 2023.

1. **Accounts for payment** -To authorise payments of the accounts as shown below.

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| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1448 | Payroll One | Wage 1 | £1,562.27 |  | £1,562.27 | Contractual |  |
| BACS1449 | Payroll Two | Wage 2 | £848.13 |  | £848.13 | Contractual |  |
| BACS1450 | HMRC | PAYE | £450.48 |  | £450.48 | Legal |  |

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| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1451 | Nest Pension | Employee Pension Contribution - November 2023 | £268.40 |  | £268.40 | Legal |  |
| BACS1452 | Wildaboutgardens | Gardening Services | £675.50 |  | £675.50 | Contractual |  |
| BACS1453 | Carham Gardening Services | Gardening Services | £474.00 |  | £474.00 | Contractual |  |
| BACS1454 | C.Wrigley | Mileage | £35.10 |  | £35.10 | Contractual |  |
| BACS1455 | Nest Pension | Employee Pension Contribution - September 2023 | £224.87 |  | £224.87 | Legal |  |
| BACS1456 | Nest Pension | Employee Pension Contribution - October 2023 | £201.84 |  | £201.84 | Legal |  |
| BACS1457 | AEM Barker | Retainer Service | £300.00 |  | £300.00 | Contractual |  |
| BACS1458 | AEM Barker | Adobe | £16.64 | £3.33 | £19.97 | ICT Equipment |  |
| BACS1459 | HR Mason | Varnish Spray - Nativity Scene | £4.16 | £0.83 | £4.99 | Finance Regs |  |
| BACS1460 | HR Mason | Gloss Paint - Nativity Scene | £15.84 | £3.16 | £19.00 | Finance Regs |  |
| BACS1461 | HR Mason | Gold Paint - Nativity Scene | £4.11 | £0.84 | £4.95 | Finance Regs |  |
| BACS1462 | HR Mason | Sum Up Card Reader | £29.00 | £5.80 | £34.80 | Finance Regs |  |
| BACS1463 | HR Mason | Vodafone Contract - office Mobile Phone | £8.00 |  | £8.00 | Contractual |  |
| BACS1464 | C Wrigley | Cable Ties | £25.90 | £5.18 | £31.08 | Finance Regs |  |
| BACS1465 | C Wrigley | Cable Ties | £5.82 | £1.16 | £6.98 | Finance Regs |  |
| BACS1466 | AEM Barker | Extension Leads - | £31.64 | £6.34 | £36.09 | Finance Regs |  |
| BACS1467 | AEM Barker | Artificial Snow - | £6.30 | £1.27 | £7.57 | Finance Regs |  |
| BACS1468 | Hazel Accountancy | Accountancy Services | £20.00 |  | £20.00 | Contractual |  |
| BACS1469 | EDF | Energy Bill | £34.80 |  | £34.80 | Contractual |  |
| BACS1470 | David G Ross | Compost | £46.20 | £8.40 | £54.60 | Finance Regs |  |
| BACS1471 | Redmoor | Tanalised Timber - Bridge by OSF | £15.55 | £3.11 | £18.66 | Finance Regs |  |
| BACS1472 | T Ashton | LCN Membership Renewal | £116.95 | £23.39 | £140.34 | Contractual |  |
| BACS1473 | M Cramner | Christmas Tree Lights - Little Hayfield | £59.00 |  | £59.00 | Finance Regs |  |
| BACS1474 | C Wrigley | Christmas Tree - Office | £20.00 |  | £20.00 | 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.**

1. **Short-notice expenditure** To authorise further payments arising since publication of the above list

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

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| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1475 | DALC | Clerk Training | £60.00 |  | £60.00 | Finance Regs |  |

1. **Date of next meeting** - to confirm the date of the next Finance Committee meeting.