Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 11th January 2024

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 17th January 2024.**

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 20th December 2023.

# Updates re Bank Accounts.

1. **Financial Reports -** To consider the financial reports for December 2023 covering the period 1st to 31st December 2023.
2. **Accounts for payment** -To authorise payments of the accounts as shown below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ref. | Payee | Description | Net cost | VAT | Total | Provenance Authority |
| BACS1476 | Payroll One | Wage 1 | £1,326.73 |  | £1,326.73 | Contractual |
| BACS1477 | Payroll Two | Wage 2 | £666.88 |  | £666.88 | Contractual |
| BACS1478 | HMRC | PAYE | £252.60 |  | £252.60 | Legal |
| BACS1479 | Nest Pension | Employee Pension | £214.72 |  | £214.72 | Legal |
| BACS1480 | Wildaboutgardens | Gardening Services | £152.00 |  | £152.00 | Contractual |
| BACS1481 | Carham Gardening Services | Gardening Services | £247.00 |  | £247.00 | Contractual |
| BACS1482 | C.Wrigley | Mileage | £30.60 |  | £30.60 | Contractual |
| BACS1483 | AEM Barker | Retainer Service | £150.00 |  | £150.00 | Contractual |
| BACS1484 | HR Mason | Council Office Mobile Phone Contract | £8.00 |  | £8.00 | Contractual |
| BACS1485 | EDF | Electricity | £76.55 |  | £76.55 | Contractual |
| BACS1486 | AEM Barker | Adobe | £16.64 | £3.33 | £19.97 | ICT Equipment |
| BACS1487 | Markovitz | Salt Grit | £371.25 | £74.25 | £445.50 | Finance Regs |
| BACS1488 | Senior Building Supplies Ltd | Bridge work | £7.78 | £1.56 | £9.34 | Finance Regs |
| BACS1489 | HR Mason | Office Wall Calendar | £8.95 |  | £8.95 | Finance Regs |
| BACS1490 | Thornsett Band | Little Hayfield Christmas Light Switch On Performance | £150.00 |  | £150.00 | Minute 1023/11 |

**\* 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.

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| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1491 | AEM Barker | Dropbox Subscription | £79.99 | £15.98 | £95.88 | Subscription |
|  |  |  |  |  |  |  |

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