Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 13th July 2023

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 19th July 2023** in the **Village Hall, Hayfield**

A.E.M.Barker

Andrew Barker, 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 21st June 2023

# Resolution 0723/15a Parish Council Banking Review – Following deferment by the full Parish Council to the Finance Committee decide on investment of Parish Council funds to maximise interest and ensure financial protection.

# Office Mobile Phone – Consider options and authorise purchase of a mobile phone council use.

# Updates re Bank Accounts

1. **Financial Reports -** To consider the financial reports for July 2023 covering the period 1st to 30th June 2023
2. **Accounts for payment** -To authorise payments of the accounts as shown below

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1372 | Payroll One | Wages | £524.00 |  | £524.00 | Contractual |
| BACS1373 | Payroll Two | Wages | £1004.82 |  | £1004.82 | Contractual |
| BACS1374 | Payroll Three | Wages | £685.92 |  | £685.92 | Contractual |
| BACS1375 | HMRC | PAYE | £277.58 |  | £277.58 | Legal |
| BACS1376 | Wildaboutgardens | Gardening Services | £984.00 |  | £984.00 | Contractual |
| BACS1377 | Carham Gdn Mntnce | Gardening Services | £238.00 |  | £238.00 | Contractual |
| BACS1378 | AEM Barker | Laptop | £415.83 | £83.17 | £499.00 | Finance Regs |
| BACS1379 | BHIB Ins Brokers | Allmnt Annal Insurance | £306.02 |  | £306.02 | Legal |
| BACS1380 | St Johns Church | S137 Flower Festival | £250.00 |  | £250.00 | Minute EM0723/11 |
| BACS1381 | AEM Barker | Paint Roller | £10.82 | £2.17 | £12.99 | Finance Regs |
| BACS1382 | AEM Barker | Paint Roller | £10.82 | £2.17 | £12.99 | 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.**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| \*BACS1383 | Info Commissioner | Annual Fee | £40.00 |  | £40.00 | Legal |
| \*BACS1384 | C Wrigley | Saw Blades | £5.83 | £1.16 | £6.99 | Finance Regs |
| \*BACS1385 | Lantern Pike Public House | Xmas Lights 2022 refreshments | £70.00 |  | £70.00 | Finance Regs |
| \*BACS1386 | AEM Barker | Tel Kiosk glazing kits | £545.00 | £109.00 | £654.00 | DCC Grant |

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

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