Hayfield Parish Council Logo

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

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

# Meeting Minutes – To Confirm the minutes of the Finance Committee meeting of Wednesday 19th June 2024

# Updates re Bank Accounts.

1. **Financial Reports -** To consider the financial reports for June 2024 covering the period 1st to 30th July 2024.
2. **To Review the First Quarter Budget Spend Predictor.**
3. **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** |
| BACS1572 | Payroll One | Wage 1 | £1,326.53 |  | £1,326.53 | Contractual |
| BACS1573 | Payroll Two | Wage 2 | £540.00 |  | £540.00 | Contractual |
| BACS1574 | HMRC | PAYE | £252.80 |  | £252.80 | Legal |
| BACS1575 | WildAboutGardens | Gardening Services | £1,141.00 |  | £1,141.00 | Contractual |
| BACS1576 | Carham Gardening Services | Gardening Services | £1,054.50 |  | £1,054.50 | Contractual |
| BACS1577 | HRMason | Office Mobile Phone Contract | £7.20 | £1.16 | £8.63 | Contractual |
| BACS1578 | AEM Barker | Audit Consultation & Advice Services | £350.00 |  | £350.00 | Minute 0424/14 |
| BACS1579 | EDF | Electricity | £88.07 | £4.40 | £92.47 | Contractual |
| BACS1580 | C.Wrigley | Barrier Tape | £8.21 | £1.64 | £9.85 | Finance Regulations |
| BACS1581 | C.Wrigley | Work Safety Boots | £93.50 |  | £93.50 | Finance Regulations |
| BACS1582 | Hazel Accountancy | Accountancy Services | £42.00 |  | £42.00 | Contractual |
| BACS1583 | G Turner Accountancy | Internal Audit Services | £200.00 |  | £200.00 | Legal |
| BACS1584 | Online Playgrounds | Basketball Chain Net | £33.00 | £6.60 | £39.60 | Finance Regulations |
| BACS1585 | Naughty Dog Creative Framing | Pro-Loco Art Competition Framing of Winning Piece. | £65.00 |  | £65.00 | Finance Regulations |
| BACS1586 | Community Heart Beat | Annual Support | £135.00 | £27.00 | £162.00 | Subscription |

**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** |
| BACS1587 | Just Rackets | Basketball Backboard | £129.16 | £25.83 | £154.99 | Finance Regulations |
| BACS1588 | C.Wrigley | Mileage | £18.00 |  | £18.00 | Contractual |
| BACS1589 | Vertas | Contract Mowing | £1596.15 | £319.23 | £1915.38 | Contractual |
| BACS1590 | Vertas | Contract Mowing | £1661.59 | £332.32 | £1993.91 | Contractual |
| BACS1591 | Vertas | Contract Mowing | £1860.98 | £372.20 | £2233.18 | Contractual |
| BACS1592 | Vertas | Contract Mowing | £1023.54 | £204.71 | 1228.25 | Contractual |
| BACS1593 | H.A.Society | Payment made to HPC in error. | £5.00 |  | £5.00 | Finance Regulations |
| BACS1594 | Mower Magic | Sheen X500 Flame Gun | £238.50 | £47.70 | £286.20 | Finance Regulations |
| BACS1595 | C.Wrigley | Maintenance Materials | £116.15 | £23.23 | £139.38 | Finance Regulations |
| BACS1596 | C.Wrigley | Bench Repair Equipment | £48.49 |  | £48.49 | Finance Regulations |
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1. **Direct Debit Payments** – Direct Debit payments to come out of the Hayfield Parish Council bank in July 2024.

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| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD11 | NEST Pension | Employee Pension | £153.37 |  | £153.37 | Contractual |
| DD12 | TalkTalk | Broadband | £64.51 | £12.90 | £77.41 | Contractual |

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