Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 13th June 2024

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 19th June 2024.**

Hannah Mason, Clerk to the Council and Responsible Financial Officer

# AGENDA

1. **Appoint a Chairman of the Finance Committee.**
2. **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 15th May 2024.

# Updates re Bank Accounts.

1. **Financial Reports -** To consider the financial reports for May 2024 covering the period 1st to 31st May 2024.
2. **To note the donation from J.Kemp Butchers for 2023 Bonfire Night of £100.00.**
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** |
| BACS1557 | Payroll One | Wage 1 | £1,506.29 |  | £1,506.29 | Contractual |
| BACS1558 | Payroll Two | Wage 2 | $540.00 |  | £540.00 | Contractual |
| BACS1559 | HMRC | PAYE | £347.59 |  | £347.59 | Legal |
| BACS1560 | Wildaboutgardens | Gardening Services | £513.00 |  | £513.00 | Contractual |
| BACS1561 | Carham Gardening Services | Gardening Services | £950.00 |  | £950.00 | Contractual |
| BACS1562 | C.Wrigley | Mileage | £23.40 |  | £23.40 | Contractual |
| BACS1563 | HRMason | Office Mobile Phone Contract | £8.63 |  | £8.63 | Contractual |
| BACS1564 | AEM Barker | Adobe Subscription | £16.64 | £3.33 | £19.97 | Contractual |
| BACS1565 | EDF | Electricity | £81.02 | £4.05 | £85.07 | Subscription |
| BACS1566 | R Brennand | Little Hayfield Mow | £100.00 | £20.00 | £120.00 | Finance Regulations |
| BACS1567 | David G Ross | Flowers and bedding | £1,494.45 | £298.89 | £1,793.34 | Flower & Planting |
| BACS1568 | St Matthews Church | Hire of Hall | £15.00 |  | £15.00 | Room Hire |
| BACS1569 | D.Gouldthorpe | Planting supplies | £118.88 |  | £118.88 | Finance Regulations |
| BACS1570 | L.Iredale | OSF Hire & Deposit Refund | £180.00 |  | £180.00 | Finance Regulations |

**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.
2. **Direct Debit Payments** – Direct Debit payments to come out of the Hayfield Parish Council bank in April 2024.

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| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD7 | NEST Pension | Employee Pension | £249.72 |  | £249.72 | Contractual |
| DD8 | TalkTalk | Broadband | £64.51 | £12.90 | £77.41 | Contractual |

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