Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 11th May 2023

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 17th May 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 19th April 2023

# Updates re Bank Accounts

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1335 | Payroll One | Wages | £668.75 |  | £668.75 | Contractual |
| BACS1336 | Payroll Two | Wages | £1004.82 |  | £1004.82 | Contractual |
| BACS1337 | HMRC | PAYE | £361.78 |  | £361.78 | Legal |
| BACS1338 | Wildaboutgardens | Gardening Services | £153.00 |  | £153.00 | Contractual |
| BACS1339 | Carham Gdn Mntnce | Gardening Services | £459.00 |  | £459.00 | Contractual |
| BACS1340 | St Matthews Church | Room Hire | £15.00 |  | £15.00 | Contractual |
| BACS1341 | AEM Barker | Ladder Brackets | £14.69 | £2.94 | £17.63 | Finance Regs |
| BACS1342 | EDF Energy | Electricity | £11.04 | £0.55 | £11.59 | Contractual |
| BACS1343 | AEM Barker | Microsoft Office Annual Subscription | £49.99 | £10.00 | £59.99 | Finance Regs |
| BACS1344 | Redmoor Building | Bulk Sand | £19.04 | £3.81 | £22.85 | Minute 0223/13 |
| BACS1345 | Wildaboutgardens | PA Hire & Live Music | £200.00 |  | £200.00 | Minute 0423/14 |
| BACS1346 | Weightmans Solicitors | Advice re Royal Hotel | £496.20 | £99.24 | £595.44 | Minute 0423/11 |
| BACS1347 | AEM Barker | Hailo – Combination Ladders | £333.33 | £66.67 | £400.00 | Finance Regs |
| BACS1348 | BHIB Insurance | Annual HPC Insurance | £1502.55 |  | £1502.55 | Minute 0522/17 |
| BACS1349 | AEM Barker | Ladder accessory | £17.01 | £3.40 | £20.41 | Finance Regs |
| BACS1350 | AEM Barker | Ladder accessory | £22.91 | £4.58 | £27.91 | Finance Regs |
| BACS1351 | Hayfield Village Hall | Room Hire | £112.50 |  | £112.50 | Contractual |

**\* 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** |
| \*BACS1352 | Rosie Locks | Coronation – Facepainting | £150.00 |  | £150.00 | Minute 0423/14 |
| \*BACS1353 | Hayfield Cricket Club | S137 App Coaching | £350.00 |  | £350.00 | Minute 0523/15 |

\*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