Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 9th May 2024

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 15th May 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 17th April 2024.

# Updates re Bank Accounts.

1. **Financial Reports -** To consider the financial reports for April 2024 covering the period 1st to 30th April 2024.
2. **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** |
| BACS1534 | Payroll One | Wage 1 | £1,336.44 |  | £1,336.44 | Contractual |
| BACS1535 | Payroll Two | Wage 2 | £685.00 |  | £685.00 | Contractual |
| BACS1536 | HMRC | PAYE | £242.89 |  | £242.89 | Legal |
| BACS1537 | Wildaboutgardens | Gardening Services | £855.00 |  | £855.00 | Contractual |
| BACS1538 | Carham Gardening Services | Gardening Services | £69.00 |  | £69.00 | Contractual |
| BACS1539 | Carham Gardening Services | Gardening Services | £627.00 |  | £627.00 | Contractual |
| BACS1540 | C.Wrigley | Mileage | £25.20 |  | £25.20 | Contractual |
| BACS1541 | HRMason | Office Mobile Phone | £8.63 |  | £8.63 | Contractual |
| BACS1542 | AEM Barker | Adobe Subscription | £16.64 | £3.33 | £19.97 | Subscription |
| BACS1543 | AEM Barker | Microsoft 365 Personal Annual Fee | £59.99 |  | £59.99 | Subscription |
| BACS1544 | DALC | Procurement & Budgeting Training | £60.00 |  | £60.00 | Training |
| BACS1545 | DALC | The Role of the Internal Auditor Training | £30.00 |  | £30.00 | Training |
| BACS1546 | Village Hall | Room Hire | £112.50 |  | £112.50 | Finance regs |
| BACS1547 | HPBC | Election Cost | £4,580.18 |  | £4,580.18 | Contractual |
| BACS1548 | Peak Park Parishes Forum | Annual Subscription | £12.00 |  | £12.00 | Subscription |
| BACS1549 | Clear Councils | Annual Insurance | £1,647.68 |  | £1,647.68 | Legal |
| BACS1550 | Redmoor | Pipe Work Material | £125.58 | £25.12 | £150.70 | Finance Regs |
| BACS1551 | Markovitz | Pipe Work Material | £106.48 | £21.30 | £127.78 | 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.

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| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1552 | EDF | Electricity | £80.00 | £4.00 | £84.00 | Contractual |
| BACS1553 | Susan Brisley | Fishers Bridge Plants | £11.75 | £2.35 | £14.10 | Finance Regs |
| BACS1554 | Susan Brisley | Fishers Bridge Plants | £11.00 |  | £11.00 | Finance Regs |
| BACS1555 | Hayfield Civic Trust | Donation: Pro Loco Art Competition | £250.00 |  | £250.00 | Minute Authority: 0524/13a |
| BACS1556 | Sustainable Hayfield | Donation: Hayfield Community Interest Group – project Royal | £300.00 |  | £300.00 | Minute Authority 0524/13b |

1. **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 | £214.72 |  | £214.72 | Contractual |
| DD8 | TalkTalk | Broadband | £77.41 |  | £77.41 | Contractual |

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