Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 9th November 2023

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 15th November 2023** in the **Village Hall, Hayfield**

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

# Minutes – To Confirm the minutes of the Finance Committee meeting of Wednesday 18th October 2023

# Hayfield Parish Council Bonfire Night: Clerk to give update on how much money was raised at the event.

# Updates re Bank Accounts

1. **Financial Reports -** To consider the financial reports for October 2023 covering the period 1st to 31st October 2023.

1. **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** | **Checked** |
| BACS1446 | Payroll One | Wage 1 | £1,525.87 |  | £1,525.87 | Contractual |  |
| BACS1447 | Payroll Two | Wage 2 | £840.88 |  | £840.88 | Contractual |  |
| BACS1448 | HMRC | PAYE | £423.39 |  | £423.39 | Legal |  |
| BACS1449 | Wildaboutgardens | Gardening Services | £920.00 |  | £920.00 | Contractual |  |
| BACS1450 | Carham Gardening Services | Gardening Services | £399.50 |  | £399.50 | Contractual |  |
| BACS1451 | Carham Gardening Services | Gardening Services OF DCC LAND | £68.00 |  | £68.00 | Finance Regs |  |
| BACS1452 | AEM BARKER | Retainer Service Fee & Back Payment | £550.00 |  | £550.00 | Contractual |  |
| BACS1453 | HR Mason | Council Mobile Phone Contract | £8.00 |  | £8.00 | Finance Regs |  |
| BACS1454 | C Wrigley | Mileage | £35.10 |  | £35.10 | Contractual |  |
| BACS1455 | AEM Barker | Acrobat Pro Software | £16.64 | £3.33 | £19.97 | Finance Regs |  |
| BACS1456 | C Wrigley | Cable Ties - Remembrance Poppies | £6.60 |  | £6.60 | Finance Regs |  |
| BACS1457 | C Wrigley | Roof Sealent Waterprrof Tape | £7.59 |  | £7.59 | Finance Regs |  |
| BACS1458 | C Wrigley | Swirl Cover Drainage Guard | £25.64 |  | £25.64 | Finance Regs |  |
| BACS1459 | C Wrigley | Cable Ties - Remembrance Poppies, Bonfire Night, etc | £20.21 |  | £20.21 | Finance Regs |  |
| BACAS1460 | EDF | Electricity | £18.02 |  | £18.02 | Contractual |  |
| BACS1461 | Village Hall | Room Hire | £112.50 |  | £112.50 | Room Hire |  |
| BACS1462 | Janet Taylor | Wreath (To be paid via cheque) | £25.00 |  | £25.00 | 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

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1463 | Carham Gardening Services | Gas Butane & Parafin | £14.40 |  | £14.40 | Bonfire & Fireworks |  |
| BACS1464 | PB Skips LTD | Skip for Bonfire clear up | £120.00 |  | £120.00 | Bonfire & Fireworks |  |
| BACS1465 | HR Mason | Paint & Paint Brushes for Nativity Scene | £13.75 |  | £13.75 | Christmas |  |
| BACS1466 | HR Mason | Wallpaper for Nativity Scene | £23.78 |  | £23.78 | Christmas |  |
| BACS1467 | HR Mason | Flag | £3.28 |  | £3.28 | Maintenance / repairs |  |

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