Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 13th October 2023

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 18th October 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 20th September 2023.

# Resolution 0723/15a Parish Council Banking Review – Clerk to give update on the actions taken.

# Updates re Bank Accounts

1. **Financial Reports -** To consider the financial reports for September 2023 covering the period 1st to 30th September 2023.
2. To consider the 2nd Quarter 2323 Year End Spend Predictor.
3. **Accounts for payment** -To authorise payments of the accounts as shown below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** | **Checked** |
| BACS1426 | Payroll One | Wage 1 | £1,258.13 |  | £1,258.13 | Contractual |  |
| BACS1427 | Payroll Two | Wage 2 | £569.00 |  | £569.00 | Contractual |  |
| BACS1428 | HMRC | PAYE | £220.18 |  | £220.18 | Legal |  |
| BACS1429 | Wildaboutgardens | Gardening Services | £695.00 |  | £695.00 | Contractual |  |
| BACS1430 | Graham | Gardening Services | £569.50 |  | £569.50 | Contractual |  |
| BACS1431 | EDF | Electricity | £11.64 | £0.58 | £12.22 | Contractual |  |
| BACS1432 | Thornsett Band | Band Hire for Christmas Light Switch-On | £150.00 |  | £150.00 | Minute 1023/11 |  |
| BACS1433 | PKF | Annual Governance & Accountability Return Charges | £315.00 | £63.00 | £378.00 | Finance Regs |  |
| BACS1434 | LCN | Renewal | £116.95 | £23.39 | £140.34 | Contractual |  |
| BACS1435 | DALC | Training Course Fee | £80.00 |  | £80.00 | Contractual |  |
| BACS1436 | Hazel Accountancy Services | Accounting Services - processing payroll | £20.00 |  | £20.00 | Finance Regs |  |
| BACS1437 | Hi-Peak Internet | Annual IT Support | £120.00 |  | £120.00 | Contractual |  |
| BACS1438 | HAGS | Zipline seat | £361.00 | £72.20 | £433.20 | Finance Regs |  |
| BACS1439 | Tony Ashton | Firweworks | £1,083.34 | £216.66 | £1,300.00 | Minute 0923/11 |  |
| BACS1441 | A E M Barker | Retainer Fee | £300.00 |  | £300.00 | Finance Regs |  |
| BACS1442 | A E M Barker | Adobe Acrobat Pro (16.Sept.23 - 15.Oct.23) | £19.97 |  | £19.97 | Finance Regs |  |
| BACS1443 | A E M Barker | Adobe Acrobat Pro (16.Aug.23-15.Sept.23) | £19.97 |  | £19.97 | Finance Regs |  |
| BACS1444 | C Wrigley | Petrol | £18.00 |  | £18.00 | Contractual |  |
| BACS1445 | M Peacock | Defib Battery Pack | £251.00 |  | £251.00 | 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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| BACS1440 | David G Ross Ltd | Hanging basket flowers | £935.77 | £170.14 | £1,105.91 | Flower baskets / plants |  |

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