Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 12th September 2024

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 18th September 2024.**

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.

# Meeting Minutes – To Confirm the minutes of the Finance Committee meeting of Wednesday 21st August 2024.

# Updates re Bank Accounts.

1. **Financial Reports -** To consider the financial reports for August 2024 covering the period 1st to 31st 2024.
2. **To Authorised BACS1613 payment to Hindle & Brown.**
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** |
| BACS1614 | Payroll One | Wage 1 | £1,517.75 |  | £1,517.75 | Contractual |
| BACS1615 | Payroll Two | Wage 2 | £540.00 |  | £540.00 | Contractual |
| BACS1616 | HMRC | PAYE | £354.43 |  | £354.43 | Legal |
| BACS1617 | Wildaboutgardens | Gardening Services | £475.00 |  | £475.00 | Contractual |
| BACS1618 | Carham Gardening Services | Gardening Services | £698.25 |  | £698.25 | Contractual |
| BACS1619 | HR Mason | Office Mobile Phone Contract | £8.63 |  | £8.63 | Contractual |
| BACS1620 | C.Wrigley | Mileage |  |  |  | Contractual |
| BACS1621 | EDF | Electricity | £75.04 | £3.75 | ££78.79 | Contractual |
| BACS1622 | Broadhurst Gardening | Tree Work for Tennis Court | £780.00 |  | £780.00 | Minute 0824/19a |
| BACS1623 | P.B. Skips | Skip for office pipe work | £190.00 |  | £190.00 | Finance Regs |
| BACS1624 | Grass Mats LTD | Grass Mats - Table Tennis Table | £93.00 | £18.60 | £111.60 | Finance Regs |
| BACS1625 | Ryans DIY | Maintenance & Repair Materials | £106.12 | £21.22 | £127.34 | Finance Regs |
| BACS1626 | Valda Energy | Electricity | £20.65 | £1.03 | £21.68 | Contractual |
| BACS1627 | AEM Barker | Adobe Subscription - June | £16.64 | £3.33 | £19.97 | £19.97 |
| BACS1628 | AEM Barker | Adobe Subscription – July | £16.64 | £3.33 | £19.97 | £19.97 |
| BACS1629 | AEM Barker | Adobe Subscription - August | £16.64 | £3.33 | £19.97 | £19.97 |

**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 July 2024.

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| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD15 | NEST Pension | Employee Pension |  |  |  | Contractual |
| DD16 | TalkTalk | Broadband | £64.51 | £12.90 | £77.41 | Contractual |

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