Hayfield Parish Council Logo

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

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 16th October 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 18th September 2024.

# Updates re Bank Accounts.

1. **Financial Reports -** To consider the financial reports for September 2024 covering the period 1st to 30th 2024.
2. **To Review the Second Quarter Budget Spend Predictor.**
3. **To Note £55.00 inputted to the bank from cash collection of Tennis Court Bookings**
4. **To Review the Vertas Invoices BACS1591 And BACS1592.**
5. **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** |
| BACS1627 | Payroll One | Wage 1 | **£1,551.76** |  | **£1,551.76** | Contractual |
| BACS1628 | Payroll Two | Wage 2 | **£619.75** |  | **£619.75** | Contractual |
| BACS1629 | HMRC | PAYE | **£375.34** |  | **£375.34** | Legal |
| BACS1630 | Wildaboutgardens | Gardening Services | £190.00 |  | £190.00 | Contractual |
| BACS1631 | Carham Gardening Services | Gardening Services | £741.00 |  | £741.00 | Contractual |
| BACS1632 | HR Mason | Office Mobile Phone Contract | £8.63 |  | £8.63 | Contractual |
| BACS1633 | C.Wrigley | Mileage | £29.50 |  | £29.50 | Contractual |
| BACS1634 | Sport Surfacing Solutions | Tennis Court Resurfacing Works | £19,910.00 | £5,325.00 | £25,235.00 | Tennis Court Resurfacing |
| BACS1635 | C.Wrigley | Various Maintenance Materials | £12.45 | £2.49 | £14.94 | Finance Regs |
| BACS1636 | C.Wrigley | DeWalt Replacement Vacuum Hose | £25.89 |  | £25.89 | Finance Regs |
| BACS1637 | Bike-Track | Bike-Track Resurfacing | £3,460.00 | £692.00 | £4,152.00 |  |
| BACS1638 | David G Ross LTD | Winter Bedding & Planting | £865.85 | £173.17 | £1125.60 | Finance Regs |
| BACS1639 | PKF | AGAR Cost | £315.00 | £63.00 | £378.00 | Legal |
| BACS1640 | Arundel Tree Surgeons | Emergency Stump Works | £960.00 | £192.00 | £1,152.00 | Tennis Court Resurfacing |
| BACS1641 | Hazel Accountancy | Accountancy Services | £42.00 |  | £42.00 | Contractual |
| BACS1642 | D.Gouldthorpe | Key Copies of Tennis Court Lock | £18.00 |  | £18.00 | Tennis Court Resurfacing |
| BACS1643 | D.Gouldthorpe | Fireworks | £1,058.28 | £211.66 | £1,269.94 |  |

**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 October 2024.

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| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| DD18 | NEST Pension | Employee Pension | £259.06 |  | £259.06 | Contractual |
| DD19 | TalkTalk | Broadband | £64.51 | £12.90 | £77.41 | Contractual |
| DD20 | Valda | Electricity | £1.44 | £0.07 | £1.51 | Contractual |

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