Hayfield Parish Council Logo

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

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 18th December 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 20th November 2024.

# Updates re Bank Accounts.

1. **Financial Reports -** To consider the financial reports for October 2024 covering the period 1st to 30th November 2024.
2. **To Review Vertas Invoice BACS1592.**
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** |
| BACS1668 | Payroll One | Wage 1 | £1,375.24 |  | £1,375.24 | Contractual |
| BACS1669 | Payroll Two | Wage 2 | £949.63 |  | £949.63 | Contractual |
| BACS1670 | HMRC | PAYE | £293.16 |  | £293.16 | Legal |
| BACS1671 | Wildaboutgardens | Gardening Services | £551.00 |  | £551.00 | Contractual |
| BACS1672 | Carham Gardening Services | Gardening Services | £924.51 |  | £924.51 | Contractual |
| BACS1673 | HR Mason | Office Mobile Phone Contract | £8.63 |  | £8.63 | Contractual |
| BACS1674 | C.Wrigley | Mileage | £45.45 |  | £45.45 | Contractual |
| BACS1675 | Hazel Accountancy | Accountancy Services | £42.00 |  | £42.00 | Contractual |
| BACS1676 | Village Hall | Room Hire | £80.60 |  | £80.60 | Contractual |
| BACS1677 | DALC | Chair Skill Training | £100.00 |  | £100.00 | Finance Regs |
| BACS1678 | Carham Gardening Services | Carriage Bolt Nuts for Nativity Scene | £12.51 |  | £12.51 | Finance Regs |
| BACS1679 | Senior Building Supplies Ltd | Maintenance and Repairs Equipment | £20.55 | £4.11 | £24.66 | Finance Regs |
| BACS1680 | Markovitz | Rock Salt | £346.50 | £69.30 | £415.80 | Finance Regs |
| BACS1681 | C.Wrigley | Work Gloves | £8.97 |  | £8.97 | Finance Regs |
| BACS1682 | C.Wrigley | Starter Cable - Christmas Lights | £35.81 | £7.16 | £42.97 | Finance Regs |
| BACS1683 | C.Wrigley | Paraffin - Maintenance | £36.63 | £7.33 | £43.96 | Finance Regs |
| BACS1684 | C.Wrigley | Replacement Christmas Lights | £92.47 | £18.50 | £110.97 | Finance Regs |
| BACS1685 | Hayfield Cricket Club | Grant Donation | £300.00 |  | £300.00 | Minute - 1224/16 |
| BACS1686 | AEM Barker | Adobe Subscription | £49.92 | £9.99 | £59.91 | Contractual |
| BACS1591 | Vertas | Contract Mowing | £1,744.68 | £348.94 | £2,093.62 | Minute - F1024/09 |

**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** |
| DD24 | NEST Pension | Employee Pension | £222.70 |  | £222.70 | Contractual |
| DD25 | TalkTalk | Broadband | £64.51 | £12.90 | £77.41 | Contractual |
| DD26 | Valda | Electricity | £51.46 | £2.57 | £54.03 | Contractual |

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