Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 12th April 2022

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 20th April 2022** in the **Village Hall, Hayfield**.

A.E.M.Barker

Andrew Barker, Clerk to the Council and Responsible Financial Officer

# AGENDA

1. **To receive apologies for absence.**

# Variations of order of business

1. **Declaration of members' interests**
2. **Minutes** - To confirm the minutes of the Finance Committee meeting of 16th March 2022
3. **Village Clean Up Hall Hire** - To authorise cost of St Matthews Church Hall hire to facilitate village ‘Clean up’

# Updates re Bank Accounts

1. **Financial Reports -** To consider the financial reports for April 2022 covering the period 1st to 31st March 2022 and pre audit year end account summary.
2. **Accounts for payment** To authorise payments of the accounts as shown below

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1048 | AEM Barker | Reciprocating saw & blades | £127.75 | £25.54 | £153.29 | Finance Regs |
| BACS1050 | Payroll 1 | Wages | £538.00 |  | £538.00 | Contractual |
| BACS1051 | Payroll 2 | Wages | £1594.26 |  | £1594.26 | Contractual |
| BACS1052 | HMRC | PAYE | £851.29 |  | £851.29 | Legal |
| BACS1053 | Carham Garden Mntnce. | Gardening services | £450.00 |  | £450.00 | Contractual |
| BACS1054 | Wild About Gardens | Gardening Services | £327.50 |  | £327.50 | Contractual |
| BACS1055 | PNFS | Annual Subscription | £22.50 |  | £22.50 | Contractual |
| BACS1056 | AK Peartree Print | Jubilee Leaflets | £140.00 |  | £140.00 | Minute 0322/18 |
| BACS1057 | Waterplus | Annual Water supply/waste | £130.11 |  | £130.11 | Contractual |
| BACS1058 | AEM Barker | Impact Driver | £49.96 | £9.99 | £59.95 | Finance Regs |
| BACS1059 | Bankswood Tree Care | Tree felling & Crown lift | £1,400 | £280.00 | £1680.00 | Minute 1221/12 |
| BACS1060 | C Wrigley | Grass Seed | £10.98 |  | £10.98 | Finance Regs |
| BACS1061 | St Matthews Church | Hall Hire | £10.00 |  | £10.00 | Minute F0422/05 |

**\* 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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| \*BACS1062 | Senior Building Supplies | Building materials | £133.43 | £26.69 | £160.12 | Finance Regs |

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

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