Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 10th February 2022

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 16th February 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 19th January 2022
3. **Multi Pay Credit Card** – In respect of resolutions 0222/14 & F0122/08 to determine ‘internal controls’ to be recommended to the March 2022 Parish Council Meeting
4. **2022 Pensions Re-enrolment** – To review Hayfield Parish Council’s adherence to its legal duties and where necessary make recommendations to the March 2022 Hayfield Parish Council meeting and in particular registration with a pension provider.
5. **Dual Waste Bin Valley Road Recreation Area** – To authorise the purchase of an additional dual waste bin for Valley Road recreation area

# Updates re Bank Accounts

1. **Financial Reports -** To consider the financial reports for February 2022 covering the period 1st to 31st January 2022.
2. **Accounts for payment** To authorise payments of the accounts as shown below

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1015 | Payroll 1 | Wages | £458.00 |  | £458.00 | Contractual |
| BACS1016 | Payroll 2 | Wages | £1311.48 |  | £1311.48 | Contractual |
| BACS1017 | HMRC | PAYE | £621.56 |  | £621.56 | Legal |
| BACS1018 | Carham Gdn Mntnce | Gardening Services | £390.50 |  | £390.50 | Contractual |
| BACS1019 | Wildaboutgardens | Gardening Services | £976.00 |  | £976.00 | Contractual |
| BACS1020 | Hayfield Village Hall | Room Hire | £37.50 |  | £37.50 | Contractual |
| BACS1021 | Markovitz Building | Grit | £332.50 | £66.50 | £399.00 | Finance Regs |
| BACS1022 | Senior Building Supplies | Building materials | £66.90 | £13.38 | £80.28 | Finance Regs |
| BACS1023 | C.Wrigley | Hardware for Xmas decorations | £37.33 | £7.47 | £44.80 | Finance Regs |
| BACS1024 | St Matthews Church | Bank Vale Lease | £1.00 |  | £1.00 | Contractual |
| BACS1025 | Firework Crazy | BACS934 Underpayment | £0.01 |  | £0.01 | Finance Regs |
| BACS1026 | Non-Ecclesiastical Charity | Donation | £250.00 |  | £250.00 | Minute 0222/12 |

**\* 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** |
| \*BACS1027 | DALC | Climate Training x 2 | £80.00 |  | £80.00 | F0122/05 |
| \*BACS1028 | DALC | Tree Inspection Training | £125.00 |  | £125.00 | Finance Regs |
| \*BACS1029 | EDF | Electricity | £35.63 | £1.78 | £37.41 | Contractual |
| \*BAC1030 | HAGS | Playground equip repair/mntnce | £675.00 | £135.00 | £810.00 | 1021/09 – H&S |

\*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