Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 13th January 2022

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 19th January 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 17th November 2021
3. **Training Course Authorisation** - To authorise Councillor’s attendance on DALC training Course – ‘Sustainability and Climate Change : Adaption measures for your Local Council’ cost £40 per attendee.
4. **Credit Card Application** – To consider the setting up of a Parish Council credit card account

# Updates re Bank Accounts

1. **Financial Reports -** To consider the financial reports for January 2022 covering the period 1st to 31st December 2021, monthly bank reconciliation and third quarter annual spend monitor.
2. **Accounts for payment** To authorise payments of the accounts as shown below

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1004 | Payroll 1 | Wages | £488.00 |  | £488.00 | Contractual |
| BACS1005 | Payroll 2 | Wages | £1311.48 |  | £1311.48 | Contractual |
| BACS1006 | HMRC | PAYE | £621.56 |  | £621.56 | Contractual |
| BACS1007 | Carham Gdn Mntnce | Gardening Services | £165.00 |  | £165.00 | Contractual |
| BACS1008 | Wildaboutgardens | Gardening Services | £390.00 |  | £390.00 | Contractual |
| BACS1009 | Hazel Accountancy | Payroll | £15.00 |  | £15.00 | Contractual |
| BACS1010 | AEM Barker | Tree Pruner | £28.77 | £5.76 | £34.53 | Minute 1121/21 |
| BACS1011 | AEM Barker | Tree Pruner | £28.77 | £5.76 | £34.53 | Minute 1121/21 |
| BACS1012 | AEM Barker | Stationary | £32.47 | £6.49 | £38.96 | Finance Regs |
| BACS1013 | EDF Energy | Electricity Supply | £34.72 | £1.74 | £36.46 | Contractual |

**\* 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** |
| \*BACS1014 | AEM Barker | Dropbox Ann. Subscription | £79.90 | £15.98 | £95.88 | Contractual |

\*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