Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 14th July 2022

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 20th July 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 18th May 2022

# Updates re Bank Accounts

1. **Financial Reports -** To consider the financial reports for July 2022 covering the period 1st to 30th June 2022 and the 1st Quarter financial summary
2. **Accounts for payment** To authorise payments of the accounts as shown below

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1120 | Payroll 1 | Wages | £714.13 |  | £714.13 | Contractual |
| BACS1121 | Payroll 2 | Wages | £1353.22 |  | £1353.22 | Contractual |
| BACS1122 | Carham Garden Mntnce | Gardening Services | £368.00 |  | £368.00 | Contractual |
| BACS1123 | Wild About Gardens | Gardening Services | £1066.00 |  | £1066.00 | Contractual |
| BACS1124 | HMRC | PAYE | £625.69 |  | £625.69 | Legal |
| BACS1125 | Wild About Gardens | Right of Way work (cross charge to DCC) | £185.00 |  | £185.00 | Finance Regs |
| BACS1126 | EDF Energy | Electricity | £11.21 | £0.56 | £11.77 | Contractual |
| BACS1127 | MPS | Annual ROSPA Inspection (playgrounds) | £295.00 | £59.00 | £354.00 | Finance Regs |
| BACS1128 | C. Wrigley | Timber & hardware | £74.24 | £18.56 | £92.80 | Finance Regs |
| BACS1129 | Comm Heartbeat | Annual Support Contract | £135.00 | £27.00 | £162.00 | Contractual |
| BACS1130 | AEM Barker | Play equipment accessories | £9.76 | £1.95 | £11.71 | Finance Regs |
| BACS1131 | AEM Barker | Play equipment accessories | £9.99 | £2.00 | £11.99 | Finance Regs |
| BACS1132 | St Matthews Church | Jubilee refreshments | £11.95 |  | £11.95 | Minute 0322/18 |
| BACS1133 | Ryans DIY | Grass Seed and misc materials | £47.69 | £9.53 | £57.22 | Finance Regs |
| BACS1134 | C. Wrigley | Tool accessories | £10.41 | £2.08 | £12.49 | Finance Regs |
| BACS1135 | Senior Building Supplies | Sand & cement | £12.03 | £2.41 | £14.44 | Finance Regs |
| BACS1136 | AK Peartree Print | Jubilee flyers | £150.00 |  | £150.00 | Minute 0322/18 |
| BACS1137 | Comm Heartbeat | Postage Defib Pads | £4.00 | £0.80 | £4.80 | Finance Regs |
| BACS1138 | C. Wrigley | Power Tool Accessories | £16.63 | £3.33 | £19.96 | Finance Regs |
| BACS1139 | Hazel Accountancy | Payroll services | £15.00 |  | £15.00 | Contractual |
| BACS1140 | St Johns Church | S137 donation – Flower Festival | £150.00 |  | £150.00 | Minute 0722/17 |
| BACS1141 | AEM Barker | Power Tools | £216.64 | £43.33 | £259.97 | Finance Regs |
| BACS1142 | DG Ross | Plants etc | £23.15 | £4.21 | £23.15 | Finance Regs |

**\* 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** |
| \*BACS1143 | J Mellor | Drainage pipe LH | £25.00 |  | £25.00 | 0622/17 |
| \*BACS1144 | C Wrigey | Tool accessory & masks | £15.48 | £3.10 | £18.58 | Finance Regs |
| \*BACS1145 | AEM Barker | Tool Boxes | £47.48 | £9.50 | £56.98 | Finance Regs |
| \*BACS1146 | AEM Barker | Tool Case | £25.33 | £5,66 | £30.99 | 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