Hayfield Parish Council Logo

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

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 19th October 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

# Declaration of members' interests

# Minutes - To confirm the minutes of the Finance Committee meeting of 26th September 2022

# Updates re Bank Accounts

1. **Financial Reports -** To consider the financial reports for October 2022 covering the period 1st to 30th September 2022 and the half yearly spend update
2. **Accounts for payment** To authorise payments of the accounts as shown below

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1171 | Payroll One | Wages | £691.40 |  | £691.40 | Contractual |
| BACS1172 | Payroll Two | Wages | £948.36 |  | £948.36 | Contractual |
| BACS1173 | HMRC | PAYE | £332.89 |  | £332.89 | Legal |
| BACS1174 | Wildaboutgardens | Gardening Services | £1023.00 |  | £1023.00 | Contractual |
| BACS1175 | Carham Gdn Mntnce | Gardening Services | £400.00 |  | £400.00 | Contractual |
| BACS1176 | Hazel Accountancy | Payroll services | £15.00 |  | £15.00 | Contractual |
| BACS1177 | Hi-Peak Internet | IT Services | £120.00 |  | £120.00 | Contractual |
| BACS1178 | EDF Energy | Electricity | £15.74 | £0.79 | £16.53 | Contractual |
| BACS1179 | Senior Building | Building supplies | £52.74 | £10.55 | £63.29 | Finance Regs |
| BACS1180 | Stand up to racism | S137 Donation Film Weekend | £150.00 |  | £150.00 | Minute 1022/13 |
| BACS1181 | AEM Barker | Timber & Fittings (Mem Garden) | £61.30 | £12.26 | £73.56 | Minute 0422/16 |
| BACS1182 | AEM Barker | Display Boards | £104.00 | £20.80 | £124.80 | 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** |
| \*BACS1183 | AEM Barker | Wood Stain and accessories | £77.71 | £15.54 | £93.25 | Minute 0422/16 |
| \*BACS1184 | DG Ross | Winter Plants | £849.00 | £169.80 | £1018.80 | Finance Regs |
| \*BACS1185 | HMRC | PAYE underpayment | £228.89 |  | £228.89 | Legal |

\*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