Hayfield Parish Council Logo

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To: The Members of Hayfield Parish Council 9th February 2023

You are summoned to attend the meeting of Hayfield Parish Council’s Finance Committee to be held at **5pm** on **Wednesday 15th February 2023** 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 – As the January 2023 Finance meeting was changed to a full Parish Council meeting these minutes will be subject to approval at the March 2023 Hayfield Parish Council meeting

# Updates re Bank Accounts

1. **Financial Reports -** To consider the financial reports for February 2023 covering the period 1st to 31st January 2023
2. **Accounts for payment** -To authorise payments of the accounts as shown below

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Payee** | **Description** | **Net cost** | **VAT** | **Total** | **Provenance Authority** |
| BACS1289 | Payroll One | Wages | £544.73 |  | £544.73 | Contractual |
| BACS1290 | Payroll Two | Wages | £1224.64 |  | £1224.64 | Contractual |
| BACS1291 | HMRC | PAYE | £509.76 |  | £509.76 | Legal |
| BACS1292 | Wildaboutgardens | Gardening Services | £1354.25 |  | £1354.25 | Contractual |
| BACS1293 | Carham Gdn Mntnce | Gardening Services | £371.49 |  | £371.49 | Contractual |
| BACS1294 | Carham Gdn Mntnce | Replacement Trolley Wheel | £19.16 | £3.83 | £22.99 | Finance Regs |
| BACS1295 | Hayfield Village Hall | Room Hire | £93.75 |  | £93.75 | Contractual |
| BACS1296 | Senior Building Supplies | Building Materials | £313.91 | £62.77 | £376.68 | Finance Regs |
| BACS1297 | Tomlinson Parbans | Wood for playground repairs | £346.74 | £69.35 | £416.09 | Finance Regs |
| BACS1298 | Broxap Ltd | Dual waste bin | £596.95 | £119.39 | £716.34 | Minute 1022/11 |
| BACS1299 | AEM Barker | Dropbox annual subscription | £79.90 | £15.98 | £95.88 | 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** |
| \*BACS1300 | DALC | Annual Subscription | £981.16 |  | £981.16 | Contractual |
| \*BACS1301 | Arundel Tree Surgeons | St Matthews Tree Works | £1100.00 | £220.00 | £1320.00 | Minute F1122/05 |

\*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