

WASHINGTON PARISH COUNCIL



Clerk to the Council
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Finance Committee Meeting

MINUTES of the Finance Meeting held on Monday 5th June 2023 at 7:15pm at Washington Village Hall (Doré Room).

PRESENT: Cllr S Buddell, Cllr P Heeley (Presiding Chairman), Cllr T. Keech, and Cllr A Lisher

ALSO: Clerk to the Council Ms Z Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: 0

The Meeting was opened by the Presiding Chairman Cllr Heeley at 7:15pm

- F/23/1** To Elect the Chairman of the Committee for the ensuing 2023/24 municipal year
RESOLVED that Cllr Heeley be elected as Chairman of the Finance Committee for 202/24 and he duly accepted.
- F/23/2** To Receive and accept apologies for absence.
All present.
- F/23/3** To Record declarations of interest from members in any item to be discussed
None declared.
- F/23/4** To Approve Minutes of the last Finance Meeting of 5th December 2022
The draft minutes of the Finance Committee Meeting on 5th December 2023 were previously circulated and it was **RESOLVED** they are **ADOPTED** and duly signed by the Chairman.
- F/23/5** To Review the Council's Financial Regulations for quote/estimates
Supporting papers and the Council's adopted Financial Regulations were previously circulated with the Clerk's Briefing. It was reported that the OSRA Committee at its meeting on 22nd May 2023) had recommended that the Finance Committee raises the value threshold in the regulations requiring three quotations to be sought for goods and services. It was noted that the current values were too low as it was increasingly difficult to find more than one

suitable contractor able to quote, resulting in lengthy delays to progress some of the Council's maintenance and projects. Following a discussion, it was **RESOLVED** to recommend that 11.1(h) of the regulations be amended to the values from above £200 to £2,000 and from below £2,000 to below £5,000 for the requirement to obtain three estimates for goods and services. This would make it a requirement to seek three quotations above £5,000 instead of £2,000. Recommendation to be ratified by Full Council at the next meeting.

F/23/6

Banking Arrangements: To Review Direct Debit payments

The Clerk advised that the Council sets up Direct Debits for the following regular annual Council services already approved in the adopted budget. It was noted that most were being paid personally by the Clerk and recovered from the Council through the salary and expenditure invoices.

It was reported that the Council already pays for the quarterly dog bin emptying and monthly staff pension contributions by Direct Debit.

Following a discussion, it was **RESOLVED** to recommend that the following regular payments be set up as Direct Debits:

1. Information Commission Office annual GDPR fee
2. Microsoft 365 annual office annual subscription
3. Anti-virus software annual subscription
4. Zip-filing software annual subscription
5. Tesco Mobile monthly contract
6. HDC litter-bin emptying - quarterly payments
7. Royal Mail – Post Box address annual fee.

To be ratified at the next Council meeting.

F/23/7

To Agree date of Next Meeting

It was agreed the next meeting would be arranged when required.

There being no further business to transact, the meeting was closed at 7:40pm

Signed.....

Dated..... 4 / 9 / 23