

Briefing for Wickham Market Parish Council

Proposal for a WMPC Debit Card

Agenda Item: FC23:75

1. Background

- 1.1. In order to get the best prices and reduce collection costs, more items are being purchased online which require immediate payment.
- 1.2. In 2023-24 to date, the Clerk has spent in excess of £5k online which includes items such as gazebos, office fitting costs, newsletter delivery costs.
- 1.3. All costs are preauthorised in line with Financial Regulation 4.1

2. Options

- 2.1. A PayPal account was considered by the Finance and General Purpose committee but a Debit card was recommended as it is more flexible.

3. Financial Control

- 3.1. Finance regulation 6.17 covers the controls required to use a debit card.
- 3.2. All purchases must be preauthorised per Financial Regulation 4.1.
- 3.3. A statement of purchases will be presented to the bimonthly council meetings as part of the payments schedule.
- 3.4. All purchases will be supported by a VAT invoice in the name of WMPC for the purposes of record keeping and VAT reclaim.

4. Recommendation

- 4.1. WMPC authorise the Clerk to apply for one debit card for the purposed of purchasing goods or services for the council where payment is required before delivery as recommended by the Finance and General Purpose Committee.