



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Ms Beccy Anderson  
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**Minutes of the Westhampnett Parish Council Finance Committee Meeting  
held at 7pm on Wednesday 14<sup>th</sup> August 2024 at Westhampnett Community  
Hall, Hadrian Drive, Westhampnett, PO18 0FP**

**Present:**

Parish Councillors: Cllr David Plummer (Chair) Cllr W Holden, Cllr S James, Cllr C McLeish & Cllr T Ashcroft (for Community Hall Committee)

The meeting was Clerked by Beccy Anderson.

Minute No.	Item
1	<b><u>OPEN MEETING &amp; TAKE APOLOGIES</u></b> Cllr Plummer opened meeting at 7.05pm. Apologies accepted from Cllr S Burborough
2	<b><u>DISCLOSURE OF INTERESTS</u></b> None registered.
3	<b><u>BANK SIGNATORIES</u></b> - Councillors were updated regarding:-  (i) Lloyds Bank – Community Hall Account – The Clerk (BA), Cllr T Ashcroft, Cllr W Holden, signed the bank mandate. The Clerk will arrange for A Oakley to sign and will then send completed bank mandate form to Lloyds Bank. (ii) Barclays – Parish Council account – Cllr McLeish informed councillors she had called Barclays mandate team who could not locate all the correct sign forms. The Clerk reported she had sent a copy of all the paperwork (1 <sup>st</sup> classed signed for) on 14/08/2024. (iii) NSI – Parish Council account. The Clerk agreed to send the NSI bank account details to Cllr McLeish who will contact NSI to set up the 3 additional signatories of BA, WH and DP, remove LL and change address/contact details. (iv) The Clerk was asked to investigate alternate online banking services available for a Parish Council (v) The Clerk was instructed to formally complain to both Barclays and Lloyds Bank for failing to process the bank mandate variation instructions.
4	<b><u>PAYMENT APPROVAL</u></b> (i) August 2024 Chq payments were approved by councillors
5	<b><u>QTR 1 BUDGET REPORT</u></b> (i) Councillors reviewed the Qtr 1 Budget report and the Clerk was instructed to note comments/amendments and then circulate to councillors (ii) Councillors reviewed the Qtr1 Budget report for the Community Hall and the Clerk was instructed to note comments/amendments and then circulate to councillors (iii) Councillors noted the current arrangement for budget monitoring i.e. recording Community Hall expenditure in the PC Barclays account and transferring the expenditure cost from the Community Hall bank account to the PC Barclays account at year end.
6	<b><u>DATE OF NEXT FINANCE COMMITTEE MEETING:</u></b> TBA – Once arranged with councillors
7	<b><u>CLOSE MEETING</u></b> The Chair closed the meeting at 08:37pm.

