

WESTERLEIGH PARISH COUNCIL

UPDATE TO STANDING ORDERS & FINANCIAL REGULATIONS DUE TO THE COVID-19 SITUATION

MARCH 23RD 2020

At the meeting of the WPC F & GP Committee meeting on March 23rd 2020 the following update was approved in Minute 219 and therefore forms an addendum to the current Standing Orders and Financial Regulations.

219.

The Committee approved the following to form an addendum to the current Standing Orders and Financial Regulations of the Parish Council:

- a) The Clerk has approval to pay for any expenditure planned and covered in the annual Parish Council budgets for 2019/20 or 2020/21. This includes, but is not limited to salary, PAYE, expenses, pension payments, contractors bills, play equipment maintenance, play inspections, planned equipment purchases, Council Tax, Chalet demolition charges and so on.
- b) Any additional requests requiring authorisation should be emailed to each Parish Councillor and email approval required from a majority. This will include grant applications and planning applications.
- c) As covered by current Financial Regulations when any face-to-face meeting does happen payment confirmations will be checked by at least 2 Councillors to match invoices.
- d) The Clerk will send monthly Bank Reconciliations, copies of Bank Statements , and updated Income/Expenditure v Budgets, by email to Parish Councillors.
- e) The Clerk will send draft copies of the Annual Governance & Accountability Return when prepared in April/May.

These powers will remain in force until a full meeting of the Parish Council when they will be reviewed/ended/extended.