



WHEATLEY PARISH COUNCIL REPORT – 15.05.2023

ITEM 18III –REQUEST TO BECOME CASHLESS

Author:	Clerk – Michelle Legg
Strategic Goal:	Goal 4 -Develop the Council to enable it to deliver its functions effectively and to instil effective leadership
Strategic Aim:	4.2 Provide excellent communications and transparency
Summary:	To receive information on the council's Banking Standing Orders and Direct Debits

1.Introduction

WPC were notified earlier in the year, that the agreement between Unity bank and the Post Office, enabling the paying in of cash would cease in May 2023. We have recently been informed that this will be extended until July 2023, however this still creates an issue for the council in paying in any cash received beyond July and we have taken the opportunity to review our payment options.

2. Cash payments

We have actively been reducing the number of cash transactions, with only two newsletter advertisers and two allotment holders paying with cash, during 22-23. We have continued to remind these customers that BACS payments are preferred.

Currently these are paid into the Post Office, a short walk from the office.

Cheque payments would continue to be accepted.

3. Options

1. Continue to take cash – however this will involve officers travelling to/from Oxford, Abingdon or Aylesbury (nearest Barclays branch). This could take between 1-2 hours depending on traffic/buses and could mean that cash is held on the premises longer than previously.
2. Request to go cashless – no longer take cash payments at all. Alternative methods of payments offered (cheque or BACS)
3. An onsite payment machine could be an option, but officers felt that this was not necessary, at this time. This could be reviewed in the future.

4. Resources

To continue to accept cash payments, will have an impact on officer's time away from the office and will increase the costs involved in processing cash payments.

5. Recommendation

To approve going cashless from May 2023.