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Date: 6th June 2025 To: All Councillors From: Parish Clerk

Report to Council: **Proposal to Close HSBC Community Account**

**Purpose**

To recommend that the Council close the HSBC Community Account to reduce costs, improve financial management, and ease administrative burden.

**Background**

The Council currently operates two current accounts: one with HSBC and one with Lloyds Bank. The HSBC account is primarily used for Village Hall transactions. However, maintaining two accounts has led to inefficiencies and unnecessary costs. The HSBC account incurs a monthly fee of £8.00, totalling £90.00 per year. In comparison, the Lloyds account has a lower monthly fee of £4.25. Consolidating all transactions into one account is more cost effective and would save the Council this extra cost each year.

Managing two separate bank accounts also significantly increases the Clerk's workload. It complicates routine bookkeeping, reconciliation and audit preparation, especially when using the accounting software Scribe. As Scribe allows for clear analysis of budgeted spend, and splitting transactions between accounts makes this process more difficult and time-consuming.

The Lloyds account allows cheque payments to be made directly through the mobile app, which offers a more flexible and convenient way to issue payments. HSBC does not offer this feature, making Lloyds more suitable for the Council's ongoing needs.

There is no clear operational advantage to maintaining a separate account for Village Hall income and expenditure. Scribe can manage and report on these budgets within a single account structure. Keeping them separate only adds unnecessary complexity.

Combining all Council income and expenditure through one account will simplify cash flow management and provide a clearer overview of financial activity at any given time for clearer scrutiny.

**Recommendation**  
That the Council resolves to close the HSBC Community Account and transfer any remaining funds into the existing Lloyds current account. All future income and expenditure, including that relating to the Village Hall, will all be managed through the Lloyds account but financially managed by Scribe.