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Haydon Wick Parish Council

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Meeting	Finance & Policy Committee
Date	18th October 2022
Report Title	Cost Savings
Agenda Reference	9
Author	Jodie Smart, Finance Officer & Deputy RFO

Officer's Recommendations:

1. **To return the franking machine to the hire company.**
2. **To note the two-year financial impact of the return.**

Franking Machine Hire

The franking machine is currently on hire. The defined contract period has now ended and is on a rolling monthly contract.

The largest use of the machine is for the annual allotment letters which are now being sent via email wherever possible. In total, this year 56 invoices were sent via the postal system. There are occasional ad hoc letters, maximum 30 per year as most written communication is done via email.

Financial Implication

Most letters are sent second class which on the franking machine costs 51p. A second class stamp costs 68p. The rental of the franking machine costs £351.32 per annum. Considering the rental and postage for the average 86 letters posted per annum the per letter cost is £4.60. Apposed to bulk buying postage stamps at £0.68 per letter.

Budgetary Impact

Returning the franking machine will reduce the budget requirement by the rental charge each year.

Financial Year	Net precept increase/decrease	% change	£ per Band D Change
2023/24	-351.32	-0.03%	-£0.04
2024/25	-351.32	-0.03%	-£0.04

Impact Summary

Due to the low usage required from the franking machine it is more efficient to use postage stamps. The franking machine requires rebooting each time it is used due to the very occasional use.

Financial Year	Budget Code	Reduced expenditure for Franking Machine Return	Increase in precept %	Increase in precept £ (per annum)
2023/24	Postage Stamps (4019/101)	-£351.32	-0.03%	-£0.04
	Cumulative Budget impact of all additions/amendments in 2022/23	-£351.32	0.00%	£0.00
2024/25	Postage Stamps (4019/101)	-£351.32	-0.03%	-£0.04
	Cumulative Budget impact of all additions/amendments in 2022/23	-£351.32	0.00%	£0.00

Climate Change Impact: There is no impact within the service delivery. The Council is developing its carbon footprint in line with its strategy.
Risk Assessment: N/A
Operational Considerations: Improved staff efficiency.