

# Wisborough Green Parish Council

## Payments and Internet Banking Policy

- 1. Background:** The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12<sup>th</sup> March 2014. This Order repealed the statutory requirement for two elected members to sign cheques and other orders for payment.

The removal of this particular legal requirement will enable the Parish Council to taking advantage of modern payment methods, such as online banking.

- 2. Account Details:** The Parish Council currently has three bank accounts, the use of which will be reviewed from time to time in accordance with the Parish Council's Investment Policy.

Natwest Current Account for cheque payments and authorised Direct Debit payments.  
Natwest Deposit Account for reserve funds, with transfer only to Natwest Current Account.  
Barclays Current Account set up in February 2017, for day-to-day cheque, Direct Debit and online banking facility.

- 3. Payment Authorisation:** Cheques must be signed by two signatories, online payments must be authorised by one signatory and Direct Debits/Standing Orders authorised at full Council Meetings.

The signatories for the Natwest Current Account are:

Cllr P Drummond  
Cllr A Jackson  
Cllr H True  
Cllr A Burbridge  
Mrs L Davies, Parish Clerk (Emergency signatory)

The signatories for the Barclays Current Account are:

Cllr P Drummond  
Cllr A Jackson  
Mrs L Davies, Parish Clerk (to view details to assist with financial management and to raise payment requests only)

- 4. Payment Procedure:** These procedures will be followed to provide financial controls to protect Parish Council funds.
  - a. All invoices for payment will be verified for accuracy by the Parish Clerk.

- b. A schedule of all payments shall be prepared by the Parish Clerk and presented at each Parish Council meeting; the payment method will be specified. The approved schedule and invoices will be checked and signed by the Chair (or Meeting Chair in his absence).
- c. Wherever possible, payments will be made using online banking. This procedure will be followed for online payments, which will also be subject to the bank's rules and security authorisation process:
- The Parish Clerk will raise requests and initial on the approved payment schedule.
  - An authorised Councillor will confirm the payment online by referencing the approved payment schedule and initialling accordingly.
  - Where online payments may be required between meetings, the Parish Clerk will email a copy of the invoice requiring payment to the authorised signatory before raising a payment request online. This payment will be included on the payment schedule for the next Parish Council meeting and authorised accordingly.
  - Any reference numbers provided by the bank should be recorded on the payment schedule.
- d. Cheque payments will be signed by two authorised councillors who shall also initial the cheque counterfoil and corresponding invoice. Where cheque payments may be required between meetings, the Parish Clerk will make the necessary signing arrangements and include on the payment schedule for the next Parish Council meeting.
- e. A nominated Councillor will check the monthly bank reconciliation statements; this will be minuted at each Parish Council meeting.