

Haselbury Plucknett Internet Banking Policy

Account details The Parish Council has an account with Lloyds Bank. This account is organised with the bank to require internet payments to be authorised by two signatories. This is in accordance with the guidance on page 14 of the document "The Good Councillor's Guide to Finance and Transparency where it states – "Where electronic banking is used, arrangements should ensure that at least two people are involved in any transaction, one of whom must be a councillor".

Account signatories

The following are signatories on the account:

Cllr J Farrant
Cllr H Williams
Cllr R Bourne
Clerk L Gibbons

Internet Banking

Procedure Payments will be made by internet banking where possible. The following sentences (a – g) set out the principles and procedures of operation of the online account with particular attention to the raising of payment requests and their authorisation. The actual process of operating the online account will be the subject to the rules and security authorisation process of the bank:

- a. The Council's Financial Regulations will be adhered to for internet banking
- b. All orders for payment will be verified for accuracy by the Parish Clerk
- c. A schedule of all payments shall be prepared by the Parish Clerk and presented to each meeting of the Council together with any supporting invoices or other documentation for approval.
- d. Once the payments have been authorised, the Parish Clerk will set up the payments and inform Councillor signatories with internet access by email
- e. On receipt of the email the Councillor will authorise the payment, cross referencing with the schedule which was agreed at the meeting (Point (a) above) to ensure there are no discrepancies.
- f. Where payments may be required in between meetings the Parish Clerk will email copies of the invoices requiring payment to one of the Councillor signatories with internet access before raising a payment request online. The Councillor will then authorise the payment as in (e) above.
- g. All payments authorised between meetings will be done so in accordance with the Council's Financial Regulations.