Banking Arrangements

It is good practise for the Council to review its banking arrangements on an annual basis.
The Council's current banking arrangement is with **Unity Trust Bank PLC.**

The authorised signatories for the Councils bank accounts are as follows:

- **Councillor Roseanne Steedman**
- **Councillor Robert Buller-Barker**
- **Councillor Adam Lindsay-Smith**
- **Councillor Simon Patel-Brown**

The primary administrator for the Councils bank account is:

- **Mrs Sarah Smith - The Parish Clerk/ Responsible Financial Officer**

The process is as follows:

- The Clerk is the account administrator and can view everything to do with the account and set up the payments for authorisation
- Once invoices have been submitted by the Clerk, the system will then send an alert (email) to those Councillors who are signatories
- These Councillors will log on to the account online, with their own credentials, and authorise the payments (after having checked them against emailed copy invoices)
- Once the required number of Councillors (two) have authorised the payments, the money physically leaves the account
- Councillors can view everything to do with the account but cannot set up payments, only authorise them
- It is physically impossible for an individual to act alone and move money.

The individuals identified above as authorised signatories may, in accordance with the signing rules, sign cheques and give instructions for Standing Orders, Direct Debits, Electronic Payments, Bankers Drafts and other payments on the account.

The council's preferred payment method for all expenses is through bank transfer via Internet Banking. The Responsible Financial Officer will have full authorisation to process the payments provided that the instructions for each payment are signed, or otherwise evidenced, by the Chair and resolution by the Council at the monthly meeting.

Any two authorised signatories may give other instructions or requests for information to the Bank in relation to the accounts: opening accounts with the same signing rules and authorised signatories; closing accounts; or other banking services or products.

The Bank Mandate will continue until the Parish Council provides the bank a replacement mandate.

Direct Debits/ Standing Orders shall be in place for any repeating and regular payments. Direct Debits/ Standing Orders shall be proposed by the Responsible Financial Officer and approved by the Council and properly noted in the minute book.

Internal controls shall be put in place to monitor and check systems and ensure activities are conducted in a secure and well-ordered manner, to prevent fraud and corruption. These include verification of invoices and the required two signatures required to authorise payments. Checks are carried out of systems and accounts by the Parish Councils appointed Auditors. Councillors can also ask to see invoices at any time.