

CLAPHAM PARISH COUNCIL



INTERNET BANKING POLICY

First adopted 29 March 2022 - Minute reference: 108 (iv)

Background

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement for two elected members to sign cheques and other orders for payment. The removal of this particular legal requirement has allowed Parish Councils to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

The Parish Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system.

Account details

The Parish Council has two accounts with Unity Trust Bank: a current account and a savings account.

The current account with Unity Trust Bank requires internet payments to be set up by one user and 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 member".

Account signatories

- The Clerk has power to view the account and submit payments and standing orders for authorisation.
- Nominated Councillors have powers to view the accounts and authorise transactions submitted by the Clerk. Two authorisers are required to progress a transaction.

Re-adopted 31.8.23 - Review at least annually August 2024.

Internet Banking Procedure

Payments will be made by internet banking where possible. The following sentences 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:

- The Council's Financial Regulations 6.10 - 6.17 will be adhered to for internet banking
- All orders for payment will be verified for accuracy by the Parish Clerk/RFO
- Once an invoice is received, the Parish Clerk/RFO will set up the payment and inform the Councillor signatories by email providing a copy of the relevant invoice and bank account details.
- On receipt of the email the Councillors will authorise the payment, cross referencing it to the invoice to ensure there are no discrepancies.
- The Parish Clerk/RFO will maintain a record of the authorisers.
- A list of all payments will be prepared by the Parish Clerk/RFO and presented to each meeting of the Council.
- The list will be checked against the invoices and bank statement by at least one Councillor and signed off.