



# BRAMFORD

## PARISH COUNCIL



**Bramford Parish Council, The Parish Room, Ship Lane, Bramford, Suffolk IP8 4AN**  
**Clerk: Locum Clerk Tel: 01473 747433 e-mail: bramfordparishcouncil@btinternet.com**

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### **Banking Policy**

Adopted December 2021

#### 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 2 elected members to sign cheques and other orders for payment.

The removal of this particular legal requirement will enable the Parish Council 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 and proposes an Internet Banking Policy as part of its Financial Regulations.

The Parish Council will review the procedures for undertaking payments using internet banking after an initial period to ensure its effectiveness but also on a regular ongoing basis.

#### Account Details

The Parish Council has 2 Bank accounts:

- A Community Directplus Account at The Co-operative bank with cheque and internet banking facilities for the day to day payment of invoices and receipt of any income.
- A Business Deposit Account at The Ipswich Building Society which pays interest at 0.25% of the Bank of England base rate for the council's reserves.

The signatories to the accounts are:

- Cllr Powell (Co-operative Bank & co-operative on-line)
- Cllr Wolton (Co-operative Bank & co-operative on-line)
- Cllr Brand (Co-operative Bank)
- Cllr Gardiner (Co-operative Bank)
- The Parish Clerk (Co-operative Bank and Ipswich Building Society)

Wherever possible, payments will be made using online banking. The process of operating the online account will be subject to the rules and security authorisation process of the agreed bank. Cheques must be signed by two signatories, online payments must be authorised by two signatories to the account.

### Procedures

- i. All orders for payment will be verified for accuracy by the Parish Clerk.
- ii. 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. The approved schedule will be initialled by the Chair.
- iii. Wherever possible, payments will be made using online banking. The following paragraphs 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 agreed bank.
  - The Parish Clerk will raise requests
  - An authorised Councillor will authorise the payments online.
- iv. Where a payment is to be made by cheque, the cheque will be signed by two authorised Councillors.
- v. Where payments may be required in between meetings the Parish Clerk will email copies of the invoices requiring payment to the authorised signatories before raising a payment request online.
- vi. The Chairman will authorise the monthly bank reconciliation statements.
- vii. Transfers between Co-operative Bank and any Savings Accounts can only be carried out when agreed and minuted at a Parish Council Meeting.