

## **5. Banking arrangements and authorisation of payments**

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a summary of the schedules of payments being received by Council, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or the Policy, Resources and Personnel Committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall receive the schedule. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment schedule was received. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the appropriate senior management team officer to confirm that the work, goods or services to which each invoice relates has been received, carried out, and examined.

5.4 The RFO or ~~Deputy Clerk~~ **Assistant Clerk** shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading and sign them off for inclusion in a payment schedule.

5.5 The payment schedule will be prepared on a weekly basis and will be available for ~~inspection and verification by two councillors~~ **inspection and spot check verification by a nominated councillor**. The RFO shall take all steps to pay all invoices submitted, ~~and which have been verified,~~ within 2 weeks of receipt of invoice.

5.6. The RFO shall have delegated authority to authorise fund transfers within the councils banking arrangements up to £150,000, with a list of such transfers submitted to the next appropriate meeting

5.7. For each financial year the RFO shall draw up for authorisation by Council a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to.

5.8. A record of regular payments made under 5.7 above shall be drawn up and ~~be signed by two members on each and every occasion when payment is verified~~ **entered into the schedule of payments process as per 5.5** - thus controlling the risk of duplicated payments being authorised and / or made.

5.9. In respect of grants council shall consider all applications and approve expenditure within any policy statement.

5.10. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. Instructions for the making of payments**

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, RFO or Deputy Clerk Assistant Clerk shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque, debit/credit card, internet banking transfer or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the RFO/~~Deputy Clerk~~, **Assistant Clerk** in accordance with these Financial Regulations. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.7. Salaries payments ~~will be verified by two councillors~~ **will be handled as per arrangements of 5.5** and included on the summary of payments schedule that is received by Council or Policy, Resources and Personnel Committee. ~~Due to the nature of the business of the Council, and the time constraints of payroll, the verification may be undertaken post payment.~~

6.8. If thought appropriate by the council payment for certain items may be made by internet banking transfer, provided evidence is retained showing which officer or councillor approved the payment.