Wigmore Group Parish Council Online Banking Policy

Background

Wigmore Group Parish council has been banking with Unity Trust Bank since November 2024 enabling online payment of invoices conditional upon authorisation by 2 councilors as signatories to the account.

Prior to online banking, all payments were made by cheque also requiring 2 councillors as signatories. When signing cheques, signatories had access to documents and endorsed both these and the cheque counterfoil at the time of signing the cheque.

Payment methods

Wherever possible payments are to be made by internet banking method. Payment by cheque is still possible if the payee expresses a clear preference for payment by cheque or payment by internet banking is not possible within a reasonable period.

In all circumstances payments will be made to the payee only and not to a third party.

Internet banking arrangements.

Current Account:
The clerk/RFO is the administrator of the account. They may set up payments for authorisation but *not* authorise payments. Signatories may authorise payments and set up payments in the prolonged absence of the clerk.

Instant Access Deposit account:
The clerk/RFO is the administrator of the account. Transfers between accounts are actioned by the Responsible Financial Officer. Sufficient funds are transferred before bank payments are set up.

Wigmore Group Parish Council Internet Banking Policy

Payments to regular payees. Payee bank details to be checked against the bank by Finance Group at least annually. This is to check the clerk/RFO has entered correct details.

Payments to new payees. Evidence of payee bank details to be checked against the bank prior to authorisation by signatories. This is to check the clerk/RFO has entered correct details.

Payments after Parish Council meetings. After resolution to make payments listed on the Agenda, the clerk/RFO will set up payments, and email at least 2 signatories requesting authorisation.

Payments made between meetings. After resolution to make payments *between meetings*, and upon receipt of relevant invoice, the clerk/RFO will set up payment, email at least 2 signatories requesting authorisation, and attach a copy of the invoice. Signatories will check payment details on the invoice against the bank.

In the event that a signatory is not satisfied with the documentation they are to notify the clerk/RFO, copy to all other signatories of the requirement for further information.

After authorisation. The clerk/RFO will save a pdf version of the authorisation. This will be filed with the invoice, providing evidence of which members approved the payment. This in lieu of the signature that would have been accompanying cheque payment.

Adopted 10 March 2025 Review Date: 2027 or before if required.