Eastville, Midville and New Leake Parish Council

Online Banking Policy

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 This Legislative Reform order repealed the statutory requirement for two elected members to sign cheques and other orders for payment.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

Eastville, Midville and New Leake Parish Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system and the Internet Banking Policy will form part of its Financial Regulations. Account details Online payments refer to the Council's current Community Account held at Lloyds with cheque and internet banking facilities for the day-to-day payment of invoices and receipt of any income. Cheques must be signed by two signatories, and online payments must be authorised by two signatories to the account.

Procedures

1. All orders for payment will be verified for accuracy by the Clerk/RFO
2. A schedule of all payments will be prepared by the Clerk/RFO using the Scribe Accountancy Package.
3. The schedule of payments and all corresponding invoices will be sent to two councillors using docuseal for verifying and initialling. Payments must match the approved payment schedule exactly. Any concerns should be raised with the Clerk/RFO before authorisation.
4. Once approved documents must be retained in line with the council's retention schedule.
5. Where payments are required in between meetings the Clerk/RFO will email copies of the invoices and payments list to the authorised signatories for approval before raising a payment online.
6. **Once the Clerk has set up a payment, authorisation must be completed by two Councillors within two working days.** If authorisation cannot be completed within this timeframe, the Clerk/RFO must be notified so that payment arrangements can be adjusted or rescheduled if necessary.
7. The payment approval schedule will then be agreed at the full council meeting and will be included in the meeting papers and minutes.
8. All councillors on the bank mandate will also receive read-only access to scribe. This enables councillors to check invoices, payment schedules, bank reconciliation and budgeting tools online. Access will be updated whenever

councillors join or leave the bank mandate. The Clerk/RFO will ensure permissions are removed immediately when no longer required.

9. An annual direct debit schedule will be presented at the April meeting. Two councillors will sign the schedule to confirm approval for the forthcoming financial year. The signed schedule will be stored on OneDrive. Direct debits will not need monthly re-approval unless: The amount changes, a new direct debit is added, or an existing direct debit is cancelled. Any change must be reported at the next council meeting for approval and signature.
10. Variable monthly direct debits, including payments to HMRC, will be detailed on the payment schedule for review, facilitating transparency and precise financial monitoring.

Adopted March 2026