INTERNET BANKING POLICY

Date Adopted/Amended:	Minute Ref:	Review Cycle:
18/05/26	26/08	**Annually**

1. Background

1.1 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 will enable Parish Councils to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

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

2. Account details

2.1 The Parish Council banks with Barclays Bank. Ordinary account for transactions and a deposit, interest bearing account. The accounts are organised with the bank to require internet payments to be 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 councillor".

3. Account signatories

3.1 The signatories on the account are reviewed at the AMPC in May. This review will include the internet access status of each signatory and will be Minuted.

3.2 The Clerk will have access to view the accounts, and set up payments, but not to authorise payments.

4. Internet Banking Procedure

4.1 Payments will be made by internet banking where possible. The following sentences (a – g) 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:

a. The Council's Financial Regulations (6 to 7) will be adhered to for internet banking

b. All orders for payment will be verified for accuracy by the Parish Clerk

c. 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 of the meeting. Where meetings are being held on an internet platform if permitted by regulations, the schedule and invoices will be delivered to the Chairman in advance of the meeting

d. Once the payments have been authorised, the Parish Clerk will set up the payments and inform the authorised Councillor signatories by email.

e. On receipt of the email the Councillor will authorise the payment, cross referencing with the schedule which was agreed at the meeting (Point (a) above) to ensure there are no discrepancies.

f. Where payments may be required in between meetings the Parish Clerk will email copies of the invoices requiring payment to one of the Councillor signatories with internet access before raising a payment request online. The Councillor will then authorise the payment as in (e) above.

g. All payments authorised between meetings will be done so in accordance with the Council's Financial Regulations. If such a payment requires authorisation by the chair (Financial Regulation), the email from the chair containing the authorisation will be forwarded to the councillor authorising.