GISLINGHAM PARISH COUNCIL

Internet Banking Policy

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 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 approved the use of internet banking with Co-Operative Bank at its meeting on the 16th March 2020.

Account Details

The Parish Council has 2 accounts with Co-Operative Bank:

- A Current Account with cheque and internet banking facilities for the day-to-day payment of invoices and receipt of any income.
- A Deposit Account for any reserve funds that the Council might hold.

Internet Banking Policy

Where possible, payments will be made by BACS. In the event that a BACS payment is not possible, cheques will be issued. All cheques must be signed by two authorised signatories. Online payments must be approved either at a council meeting or, where necessary, between meetings by a quorate number of councillors.

Procedures

a. All orders for payment will be verified for accuracy by the RFO.

b. A schedule of all payments shall be prepared in the agenda by the RFO and presented to each meeting of the Council together with

any supporting invoices or other documentation for approval in the meeting.

c. Wherever possible, payments will be made by BACS. The following bulleted sentences 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 RFO will raise requests
- Where a payment is to be made by BACS, the RFO will set up the payment and it will be duly authorised by a councillor.
- Where a payment is to be made by cheque, the cheque will be signed by two authorised Councillors who shall also initial the counterfoil.
- Where payments may be required in between meetings, they should only be in an emergency situation. The RFO will email copies of the invoices requiring payment to all Councillors for email approval by a quorate number, before payment is made by cheque, as per Financial Regulations 6.4. Any such approved payments will be minuted at the next Parish Council meeting.

Signed: *CTranter* **Chair**

Approved by Gislingham Parish Council on 19th January 2026

Date of next review June 2027