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BRIXWORTH PARISH COUNCIL

Council's Banking Arrangements

It is good practise for the Council to review its banking arrangements on a regular basis. (At least annually)

To ensure a continuity of the existing levels of service and support it is recommended that the Council **resolve** to maintain its existing banking arrangement with the National Westminster Bank plc.

1. The authorised signatories for the Councils Bank accounts:

- Councillor Parker
- Councillor James
- Further signatory required
- Mr Peter Rowbotham (Responsible Financial Officer)

2. The account is a 'one to sign' account with any one signature for unlimited amounts. (This enables the Council to pay by BACS)

3. The individuals identified above as authorised signatories may, in accordance with the signing rules, sign cheques and give instructions for Standing Orders, Direct Debits, Electronic Payments, Bankers Drafts and other payments on the account even if it causes the account to be overdrawn or exceed any limit.

4. Any authorised signatory may give other instructions or requests for information to the Bank in relation to the accounts: opening accounts with the same signing rules and authorised signatories; closing accounts; or other banking services or products.

5. The Bank may accept instructions that do not have an original written authorised signature provided that the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions.

6. The Parish Council will provide, upon request, the Bank a copy of its constitution and any amendment to the constitution, as certified by the Parish Clerk and Chairman.

7. The Bank Mandate will continue until the Parish Council provides the Bank a replacement Mandate.

8. Direct Debits/ Standing Orders be in place for the following organisations:

- EON – utilities
- Anglian Water - water
- DVLC – van road tax
- Information Commissioner – Data Protection
- DM Wood – Annual legal agreement fee for The Pound (5p)

- EE & T Mobile – Mobile telephone
- Talk Talk – Broadband & telephone service

9. The Parish Clerk holds a debit card which is used for internet purchases only.

Councillors are reminded of the internal controls in place which monitor and check systems to ensure that activities are conducted in a secure and well-ordered manner, to prevent fraud and corruption. These include verification of invoices and two signatures to authorise payments. Internal checks are carried out on systems in addition to the annual internal and external audit. Councillors can also ask to see invoices at any time.

Recommendation

1. That the Council **resolve** to maintain its existing banking arrangement with the National Westminster Bank plc.
2. A further signatory be added to the mandate