

Over Stowey Parish Council

Procedures for Payments including Online Banking

1. Payments

- 1.1. When invoices are received the Clerk will check that costs charged are as expected
- 1.2. If there is the option to pay by bank transfer, this will be used whenever possible
- 1.3. All payments due will be listed on the agenda for the next Parish Council meeting
- 1.4. Approval for the payment will be sought from the Parish Council before payment
- 1.5. If the payment is urgent and needs to be paid before the next meeting, the Clerk will refer to the Financial Regulations and take the appropriate course of action, which will then be reported and documented at the next Parish Council meeting

2. Second Authorisation for Online Payments

- 2.1. Once approval is gained from the Parish Council to make a payment online Cllr Barrow will authorise all payments once actioned by the Clerk *

3. Payment by Cheque

- 3.1 Where there is no option to pay by bank transfer, payment will be made by cheque in line with the Financial Regulations

4. Payment of Salary/Overtime/Expenses

- 4.1 The Clerks salary will be paid monthly by bank transfer and will be adjusted in line with national pay rises once approved by the Parish Council
- 4.2 The Clerk will receive a homeworking allowance of £26.00 per month
- 4.3 Expenses invoices must be presented at a Parish Council meeting for approval for payment. Once authorised, payment can be made by bank transfer and evidence retained of the authorisation
- 4.4 Overtime payments – as 4.3 above

These procedures will be reviewed on an annual basis.

Adopted by Over Stowey Parish Council (Date tbc at the April 2023 meeting).

*NatWest are not currently offering the Bankline for Communities account which includes the secondary authorisation option and have opened a NatWest Online Business Account. Whilst the transfer to the Bankline for Communities account is on hold, the Clerk will email PDF documents detailing transactions since the previous meeting. Additionally, councillors will message the Clerk on an ad-hoc basis to request an update of the accounts to ensure no fraudulent activity has taken place.

Updated June 2023. Reviewed and approved at the June 21st 2023 meeting.