

Great Hinton Parish Council

Procedures for making online BACS payments from Parish Council Lloyds bank account Approved at Parish Council meeting xxx Ref:2024/xx

Wherever possible all payments to be made on-line by BACS rather than cheque - including, but not restricted, to those listed below:

- Invoices to be paid - where bank details have been provided
- Clerk salary / allowance / expenses – where bank details have been provided
- Payment of expenses to Councillors - where bank details have been provided
- S137 Grant donations – where bank details have been provided

Procedures for payments to be made, which can be approved at a Parish Council meeting:

1. Payment instructions to be input by the Clerk/RFO* using Lloyds Bank on-line banking facility, with a payment date due two days after the Parish Council meeting. Bank summary printout detailing all the payments to be made, to be printed off and/or saved
2. All the payments on the printout to also be listed on the Parish Council meeting agenda, in readiness for approval during the meeting
3. The two Councillors authorising the payments at the end of the meeting to check the details on the printout, against the relevant invoices / any signed bank details confirmation form, and initial the documents as confirmation. As the payments are not due to be paid until two days later, there is sufficient time for the Clerk/RFO* to make any on-line amendments to the payments if a discrepancy is highlighted during the authorising process
4. Payments are then automatically actioned by Lloyds bank two days later
5. The appointed Councillor will also carry out a further check of the payments made, checking them to the bank statement, as part of their quarterly check of the Parish Council accounts (as per Financial Regulations para. 2.2)

Procedures for payments to be made in-between Parish Council meetings:

1. Authorisation for payment to be sought if required, as per Financial Regulations paras. 1.14, 4.1 and 4.5
2. If the bank account details for the payment are already set-up on the banking system, Clerk* to process payment using option to make 'payment immediately'. Bank summary printout to be printed off and/or saved as detailed above, and details of payment to be reported at next Parish Council meeting for formal approval

Or...

3. If this is a new payment not previously made, Clerk* to process payment with a payment date due in two days' time. Bank summary printout detailing the payment, to be printed off and/or saved. Copy of printout, relevant invoice and any signed bank details confirmation form to be emailed to

the Chairman (or other Councillor in his absence) for checking. If all is in order, payment is then automatically actioned by Lloyds bank two days later. Details of payment to be reported at next Parish Council meeting for formal approval.

* In the interim period until a permanent Clerk is appointed, the Chairman will take on the role of Bank Service Administrator, and be responsible for processing any online payment instructions, with the support of the Acting Clerk, and the Vice-Chairman checking the details as necessary.

Date of meeting at which any review is undertaken or amendment to document is approved	Details