

Members are requested to:

- NOTE this report as per Financial Regulations below
- CONSIDER adding Tina Jones to the Bank Mandates
- APPOINT Tina Jones as Service Administrator to the Bank Accounts
- CONSIDER assigning a Debit Card to Tina Jones
- CONSIDER ratifying the adding of Councillor Allsop to the Lloyds account.

Financial Regulations

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency

6.15 Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council in writing before any order is placed

Members are requested to NOTE that it was RESOLVED at Minute Reference 8.21 to add Councillor Allsop as signatory to the bank accounts. Councillor Allsop has been added to Unity but not to Lloyds. Members are therefore requested to RATIFY Councillor Allsop signatory addition to the Lloyds account.

Tina Jones

January 2022