



Brightwell Cum Sotwell Parish Council

Finance Regulations supporting Procedures

Version	Release Date	Distribution	Notes	Reviewed Date	Date Adopted
BCSPC Finance Regulations and Supporting Procedures	May 2023			May 2023	May 2023

Document Sign Off & Adoption

This document was distributed to Councillors prior to the 18th April 2023 Parish Council Meeting. The Policy was discussed at the meeting. No revisions were required and the Policy was formally adopted (Ref: 5c of the minutes of that meeting).

Adoption Witnessed by the Clerk to Brightwell Cum Sotwell Parish Council

Name: _____ Gabrielle McEvoy _____

Signature: _____ *G. U. McEvoy* _____

Date: _____ 16/05/23 _____

Banking and Payments Mandate

- The Council's banking arrangements shall be recommended by the Clerk and approved by the Council.
- A schedule of the payment and receipt of monies and end of month bank balances shall be prepared by the Clerk and together with the relevant invoices etc, presented at each monthly meeting of the Council for information.
- Two approved members of the Council shall sign cheques drawn on the bank account. The cheque stub shall be initialled by all signatories to the cheque.



Document Reference – BCSPC POL 4

- Bank mandates for setting up of standing orders or direct debits will be signed by two Councillors who are registered signatories and only following resolution of the Council to set up such mandates.
- The Clerk should have access to the Council's bank accounts via the Internet.
- All transfers from one bank account to another should be recorded and included in the Clerks finance report to the Council.
- Any payments made online shall be approved by two authorised and recorded Councillors before payment can be made

Regular Payments

Monthly

Clerks Salary

Talk Talk Internet

6 Monthly –

Parish Office Room Hire

April – October –

Grass Cutting /Verge Cutting

Annually

Dog bins