LAUNTON PARISH COUNCIL

Online Banking Payment Procedure - DRAFT

The Clerk will receive the invoices (which will include the appropriate payment details) and will include them in the Councillor Dropbox file for the relevant month together with the payment sheet.

The Clerk will prepare the invoices for payment using the Co-op online banking facility for the date of the meeting and will download the Approval Queue of the payments which gives details of the payee (Beneficiary Name) and account number together with the amount for Councillor scrutiny.

The Council will consider the invoices at a Parish Council meeting (whether virtual or in person) in the usual way.

Following the meeting, one of the Councillors responsible for approval [to be agreed] will check the invoices against the payment sheet and the online bank details to ensure that there are no input errors and then authorise the payments.

At a convenient time, the Councillor who approved the payments will initial the hard copies of the invoices and the payment sheet.

This procedure was considered and adopted at a meeting on xxx (Minute Reference xx) and will be reviewed in two years or when legislation dictates.

22 July 2021