

Hoxne Parish Council

Internet Banking Policy

The purpose of this policy is to formalise the detailed procedures for the making of on-line payments.

The Parish Council has resolved to make payments via online banking via Unity Trust Bank.

1. Payments to be authorised are listed on the agenda for the monthly Parish Council meetings.
2. Councillors are required to approve payments and this is recorded in the minutes as a decision of the Council.
3. The Clerk has the authority to initialise the payments on the online banking system
4. A Councillor (as appointed annually as a bank signatory) authorises the payments; both online and by signing and dating the corresponding paperwork.
5. All documentation is retained to show date, amount and payee.
6. If the payee is unable to accept payment via online banking a cheque will be issued. This will be written by the Clerk and signed by the Clerk and one Councillor (as appointed annually as a bank signatory)

The Parish Council's Financial Regulations reflect this policy.