

# **BADINGHAM PARISH COUNCIL (BPC)**

## **on behalf of the Badingham Village Hall Management Committee (BVHMC)**

### **STATEMENT IN REGARD TO INTERNET BANKING FOR THE VILLAGE HALL**

Since the removal in 2014 of section 150(5) from the Local Government Act 1972, local councils have been able to make use of modern methods of making payments, such as internet banking.

However, it is imperative that proper processes are in place to ensure safe and efficient methods of payment for goods and services and the following guidelines are followed:-

- Any application to open an internet banking account in the name of the Council **MUST** be approved by resolution and the application form signed by at least two existing cheque signatories.
- The Bank must be instructed that overdraft facilities are not authorised.
- Forms or letters of authorisation to transfer sums to the internet account are to be signed by any two existing cheque signatories.
- The Council appoints two Councillors to verify the schedule of payments made from the internet banking account against the invoices at regular meetings of the BPC as these do not coincide with the BVHMC meeting schedule.
- The internet banking access codes and passwords are retained securely by the Clerk/RFO acting as Treasurer on behalf of the BVHMC, and that no internet banking is undertaken on a computer to which the public have access. Codes are also retained by the authorised Councillor signatories for which there are 2 authorised signatories wherever possible, plus the Clerk.

Payments are set up by the Clerk as RFO, on the internet banking site, and a nominated Councillor approves the payment which is a 2-user authentication process.

- The Council installs, and keeps updated, anti-virus software on all computers used for Internet Banking.
- The Council advises its insurers and introduces such further safeguards, such as increased fidelity insurance, as may be required by the Insurers.
- Hard copies of the bank statements are produced at Council meetings for inspection by Council. The bank reconciliation is verified by the Chair or acting Chair at each meeting.

Where cheques are still used, signatures of two members are still required.