

CAVERSFIELD PARISH COUNCIL

Online Payment Procedure – for review March 2024

The Clerk will receive the invoices (which will include the appropriate payment details) and will include them in a special, non-public, area of the website with the payment sheet.

Before the meeting, the Clerk will prepare the invoices for one of the Councillors to authorise using the Co-op online banking set for the date of the meeting. The Approval Queue of the payments which gives details of the payee (Beneficiary Name) and account number together with the amount will be downloaded for Councillor scrutiny.

The Council will consider the invoices at a Parish Council meeting in the usual way.

Following the meeting, one of the Councillors responsible for approval 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.

The Councillor who approved the payments will initial the hard copies of the invoices and the payment sheet.

This procedure was agreed at a meeting on 16 March 2022 (Minute Reference 16/3/22 11. c. i.), to be reviewed in two years or sooner should legislation dictate.