

Online Payments - CHAPS, BACS, Faster Payments - Protocol (MinFinRegs 6.8-6.10 refer)

Authorised Persons

- RFO & Clerk to PC (Barry Mollett)
- Chairman (Cllr Bill Andrews)
- Vice Chairman (Cllr Richard Taylor)
- Councillor (Cllr Helen Bennett)

Invoice/Request for payment made to/via Clerk/RFO



Requested Payments are listed in meeting Agenda (Item **Finance**) for Council approval



(If required) Clerk/RFO or Authorised Cllr sets up **payee** at PC Business Bank account – checked by Authorised Cllr or Clerk/RFO



Email/phone



Clerk/RFO or Authorised Cllr makes approved **payment** at Bank – checked by Authorised Cllr or Clerk/RFO



Email/phone



Statement checked/Reconciled by Clerk monthly, reported by a “Paid” report column in next Agenda Item **Finance**.