

Trefriw Community Council - Arrangements for making payments

Cash and bank accounts	
Does the Council operate more than one bank account?	Yes, the Council operates two accounts
If Yes, please provide a description of the accounts operated. Please do not include account numbers at this stage	The accounts are both with the same bank provider. The first being used as a current account and the second a deposit account where the precept and general reserves are predominately held pending expenditure
Does the Council operate petty cash or make any payments by cash?	No
If Yes, what records of cash receipts and payments are kept?	N/A
Payment methods	
Does the Council make payments from its bank accounts by:	
Cheque: If Yes please describe the approval process for signing cheques (approval by council, numbers of signatories etc)	Full Council are provided with a financial record each month as part of the meeting papers which includes a schedule of payments and schedule of receipts to both the current and deposit accounts. The financial report also includes details of any internal transfers made by the Clerk to meet the anticipated expenditure. Council members are invited to review and question any payments that are listed. Formal approval to the schedule of payments is requested and recorded, together with any required action, within the minutes and the Clerk is then directed to make the payments.

	<p>Cheques are signed by two bank signatories - Council have four bank signatories in total.</p>
<p>Debit card: If Yes, please describe the approval process for debit card payments and how these are recorded</p>	<p>N/A</p>
<p>Direct debits and standing orders: If Yes, please describe how the Council approves the setting up of the direct debit/standing order.</p>	<p>There are currently three automated payments - one direct debit and one standing order that are longstanding and predate the current Clerk's tenure. The standing order created during the Clerk's tenure was approved by full Council and minuted. Any alteration to the bank mandate for payments is notified to Council and recorded within the minutes.</p>
<p>Bank transfers; eg direct transfers using internet banking. If Yes please explain how individual payments are made and authorised</p>	<p>No direct payments made, however, a transfer of funds is made between the two accounts to cover expenditure which is paid from the current account. The transfers are completed by the Clerk and reported to full Council via the financial schedule. No monies are expended without prior approval either by full Council or, if urgent payment is required, with the approval of the Clerk, Chair and one other councillor as per Council's agreed form of Financial Regulations.</p>
<p>Reporting payments to the Council</p>	
<p>Please describe how payments made are reported to the Council. For example:</p> <p>Does the clerk present a schedule of payments to the Council for approval before or after payments are made?</p> <p>Does the clerk report to the Council payments made using a debit card and</p>	<p>Payments are reported via a schedule of payments contained within the financial report prepared by the Clerk as part of each month's meeting papers. The majority of payments are made once approval has been given, however, if there are times when payment needs to be made ahead of the next meeting these are included within the schedule with a note confirming the date</p>

payments made via standing order and direct debits?

when payment was made. Any urgent payments that are not routine are authorised by the Clerk, the Chair and another councillor and reported to full Council at the next meeting.

The payments made by standing order and direct debit are included within the schedule of payments which, again, confirms the date when payment is to be made - the only prior payment is the Clerk's salary which is paid on the first working day of the next calendar month by way of the standing order mandate previously created following approval by full Council.

Signed : *Victoria Teasdale*

Victoria Teasdale

Clerk/RFO to Trefriw Community Council

Dated : 08/04/2022