Spelsbury Parish Council
Internet Banking Payment Procedure

Adopted by Spelsbury Parish Council on 06 January 2026

Overview
Spelsbury Parish Council generally makes payments via internet banking. Only rarely are cheques used.
Two councillors are required to approve the payments.

Procedure
Invoices and other payments to be approved by Council are entered onto a payments sheet.

The payments sheet is presented at the Council meeting, and is approved for payment by Council.
The invoices and other payment documents are kept with the payments sheet.
The invoice and payment documents are initialled by two councillors after approval.

The Clerk enters the payments which need to be paid via internet banking onto the banking system.
The Clerk checks that the bank sort code and account number stored on the system are the same as those on the invoice/payment request.

If the bank sort code and/or the account number are different, the Clerk will contact the supplier to confirm which details are correct. The Clerk will confirm new bank details via a phone call to a known phone number.

The Clerk confirms that the list of payments on the banking system matches the internet banking payments sheet.

The Clerk informs the authorising Councillors that the payments are on the internet banking system ready for approval.

The Councillors inform the Clerk when they have completed the authorisation process.

If there is an anomaly the Councillors contact the Clerk to resolve the issue and/or reject the payment, whichever is appropriate.

If the Clerk is unavailable to enter the payments onto the banking system, the Council will select one of the councillors with internet banking authority to enter the payments. This will be minuted.