

CAVERSFIELD PARISH COUNCIL

DRAFT Online Payment Procedure

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.

The Clerk will prepare the invoices for payment using the Co-op online banking for the date of the meeting and will download the Approval Queue of the payments which gives details of the payee (Beneficiary Name) and account number together with the amount for Councillor scrutiny.

The Council will consider the invoices at a Parish Council meeting (whether virtual or in person) in the usual way.

Following the meeting, one of the Councillors responsible for approval (currently Councillors Booth-Davey, Sutcliffe and Williams) 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.

At a later, convenient, time, the Councillor who approved the payments will initial the hard copies of the invoices and the payment sheet.

4 May 2020