

**ALCESTER TOWN COUNCIL**  
**INTERNET BANKING PROCEDURE**

1. The Town Council has a current account with Lloyds Bank.
2. Payments are made by internet banking where possible.
3. The Town Council's Financial Regulations will be adhered to for internet banking.
4. All orders for payment will be verified for accuracy by the Town Clerk.
5. When payments are required, a schedule will be prepared by the Town Clerk and emailed to two councillors who are bank signatories.
6. The two councillors will check the schedule and raise any queries with the Town Clerk. If they are content, they will email the Town Clerk to approve the expenditure.
7. Once payments have been authorised, the Town Clerk will set up payment via the internet banking procedure.
8. If any payment is made to a new payee, the Town Clerk will double-check the details by phoning the payee direct and record this action on the appropriate form.
9. Lloyds Bank internet banking procedures provide an automatic check that the details and the name match before processing new payees.
10. All payments authorised during the month are scheduled and presented at Full Council.
11. The minutes of each Full Council meeting detail the proposer and seconder for approval of the payment schedule and record the agreement of Full Council to the payments.

Approved at Finance and General Purposes Committee – 2<sup>nd</sup> April 2024