

INTERNET BANKING PROCEDURE

1. No charges
2. All signatories will have their own log on details to authorise payments
3. Clerk will have complete access to all accounts
4. Batch payments can be sent out for authorisation
5. Security procedure: Clerk plus two Councillors to authorise before payments made, Clerk authorises payments first followed by two Councillors, when second Councillor has authorised payments will immediately go.
6. Lynda Sandford to have log-on facility independently to enable her to check bank statements etc.

Assistant Liaison Manager, Lloyds Bank: Zoe Winter