



## EVESHAM TOWN COUNCIL



Finance and General Purposes Committee meeting **MONDAY 7<sup>TH</sup> NOVEMBER 2022** at 6.30 p.m. in the Council Chamber at the Town Hall

### **Item 4 – Bank Signatory**

The council would benefit from an additional bank signatory to aid the smooth running of council financial operations.

#### **Information**

- i. One signatory is required.
- ii. Nowadays, this mostly requires logging on via a personal login to the council's bank account with Unity Bank and authorising payments as required.
- iii. Occasionally it may be necessary to visit the office to sign a cheque.
- iv. The signatory is asked to look out for emails requesting that they log and authorise payments pending.
- v. Whoever takes on the task must be confident with operating the account online; there are few occasions that need cheques.
- vi. A form is required to be filled in that is then circulated to two other councillors, who are existing signatories, to authorise.
- vii. In due course, the signatory may be required to be added to the mandate of the council's accounts with the Co-operative bank.
- viii. It is desirable for the signatory to be available in daytimes.

**Councillors are asked to put themselves forward to become a signatory for the council's accounts.**

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**Town Clerk**

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