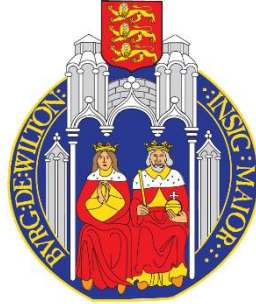


**WILTON TOWN COUNCIL**

***Ancient Capital of Wessex***



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# **WILTON TOWN COUNCIL**

## **Online Banking Payment Policy**

**Adopted on 5<sup>th</sup> July 2022**

**Minute reference 121/22**

**Review date July 2024.**

## **Statement of Policy**

This policy covers all payments made online.

For payments made by cheque, the signing of the cheque will take place at the same time the invoice is checked.

## **Procedure**

The Clerk will receive the invoices (which will include the appropriate payment details) and will list them on the next payment schedule which will be circulated to all Councillors with meeting documents.

The Clerk will prepare the invoices for payment in the usual way.

The Council will consider the invoices at a Town Council (or Committee) meeting in the usual way.

Following approval of the payments, the Clerk will enter each payment using the Lloyds bank online banking facility. Once uploaded, the Clerk will notify the Authorised Signatories requesting they login and authorise each payment (Councillors should refer to the payment schedule that was approved at the meeting).

Following the meeting, two of the Councillors responsible for approval 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.

Councillors authorising the payments should initial the payment schedule and pass this sheet to the Clerk.

Within 7 working days, the Councillors who approved the payments will initial the hard copies of the invoices.