



Paper 18 – Use of BACS for Payments for 2026-2027

Thurston Parish Council

Paper: Paper 18 – Use of BACS

Reason: To approve the usage of BACS for the settlement of council's invoices / requests for payment

Period covered: 1st April 2026 to 31st March 2027

Presented to Council: Full Council Meeting 6th May 2026.

Date: 06.05.2026

Author: Responsible Financial Officer (RFO)

Use of BACS

In accordance with Thurston Financial Regulation FR 7.10, the approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

Council has chosen to undertake its banking arrangements for the settlements of its accounts with Lloyds Bank and Unity Trust. Both banks offer dual authorisation as a security measure that requires two individuals to approve any outgoing payments.

This additional layer of security helps to prevent fraudulent or erroneous transactions, making it a vital feature for the handling of public funds.

The Responsible Financial Officer (RFO) has been appointed as the Administrator, in accordance with council's adopted Financial Regulations. The council has identified five councillors in the Bank Mandate approved as "Signatories" for on-line transfers.

The RFO may 'set-up', but not authorise, beneficiary payment details and payments online. Signatories will only be authorised to 'view and approve' transactions and will have no authority to 'set up' a beneficiary or online payment. All transactions require two Signatories to authorise.

The RFO will list all payments for approval on the agenda for each meeting of the Council. The RFO will continue to provide bank statements and reconciliations showing movement through the account (which will include those payments previously approved) to the monthly council meeting.

New beneficiary details and changes to beneficiary details used for internet banking are supported by hard copy or email notification.

Payment for items made by internet banking transfer will be supported by evidence detailing which members approved the payment.

Recommendation

Council is asked to approve the continued use of BACS for the settlement of its invoices / requests for payments, provided that such payments are authorised by two signatories, and the evidence of such authorisation is retained, and any such payments are reported to council as having been made.

Approved at meeting of: 6th May 2026

Signed..... Chair of Thurston Parish Council

Submitted by..... Responsible Financial Officer