

## Threapwood Parish Council

### Proposed BACS payments

- a) Payment must be authorised by resolution of the Parish Council.
- b) On receipt of the invoice the clerk will email a copy to all cheque signatories.
- c) After the clerk has received by email authorisation from two signatories to pay he will pay by BACS.
- d) The invoice will then be filed along with the two copies of authorisation.
- e) A copy of the bank statement will be available at every ordinary parish council meeting for members to verify transactions.