

LEDBURY TOWN COUNCIL

ANNUAL MEETING	25 JUNE 2020	AGENDA ITEM: 22
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Report Author – Angie Price, Town Clerk

TO DETERMINE THE COUNCIL’S CHEQUE SIGNATORIES FOR 2020/21

Purpose of Report

The purpose of this report is to ask Members to determine the Council’s Cheque Signatories for the 2020/21 Municipal year.

Detailed Information

Cheque signatories

The Council’s current cheque signatories are Councillor Andrew Manns, Councillor Nick Morris, the Clerk to the Council and the Deputy Clerk. It was agreed at the Annual Meeting in May 2019 that the following Members would be cheque signatories:

Councillors Eakin, Harvey, Howells and Manns

However, due to issues with the wrong bank mandates being provided and delays in getting some signatures on the correct forms the cheque signatories have not been changed.

The Council’s Standing Orders require that each cheque must be signed by three signatories (two Councillors and either the Clerk or Deputy Clerk) and it is good practice to have a pool of signatories to ensure availability.

BACS Payments

The list of payments made via BACS would be presented for inspection at a meeting of the Finance, Policy & General Purposes Committee together with bank statements and reconciliation reports which will be verified by the Committee Chair.

Recommendation

That Members determine the cheque signatories for 2020/21.