



### **Online Banking Payment Procedure**

The Clerk will receive the invoices and include them for the relevant month and the payment sheet ready for that month's meeting to be authorised.

The Clerk will prepare the payments using the Lloyds Bank online banking facility. The payments will be set up for the date of the meeting.

At the end of the meeting, the Signatories will sign the hard copies of the invoices against the payment sheet. Then the next day the Councillors who can authorise the payment will do this on the online system.

The Council will consider the payments at a Parish Council meeting in the usual way.

If there is an anomaly at any stage, the Councillor must reject the payment, and inform the Clerk of the reason so that it can be rectified.