

LAVERSTOCK & FORD PARISH COUNCIL

Report for Agenda Item 24.065 Review of Bank Mandates

Subject: Approval of Bank Mandates
Date: 20th May 2024
Author: Andrew Prince, RFO

1. Report Summary.

- 1.1 This report records the current mandate with the two financial organisations with which the Council holds funds and confirms the councillors and officers who hold authority to operate and authorise transactions on those accounts.

2. Background.

- 2.1 The Council's Financial Regulations, Sections 5 and 6, specify the Banking Arrangements and the authorisation and making of payments. The Regulations shall be made by the RFO and approved by Council.
- 2.2 The regulations comply with The Accounts and Audit Regulations 2015 and follow the guidance contained in JPAG's Practitioners' Guide.

3. Primary Bank Mandate.

- 3.1 Lloyds Bank are the primary bankers for the Council. The mandate described in 3.2, 3.3 and 3.4 below applies to the Council's main Trustee or current account. Any change to the mandate must have the prior approval of the Council.
- 3.2 The current mandate states that payments made in writing, including cheques, shall be approved by a minimum of three approved signatories. This includes Direct Debit instructions. Signatories can have either Full or Limited powers according to Lloyds. A request to change the mandate by adding or deleting signatories must be approved by two Full Power signatories. All Councillors, who are signatories, shall have Full Powers. The Full power signatories are currently Cllr Baker, Cllr McDonald, Cllr Schneider and Cllr Waller. Ex-councillor Tucker will be removed at the next mandate change.
- 3.3 Internet access at Lloyds is controlled by their Online for Business process. All current Full Power signatories have Online for Business access and are designated Full Access Users. Full Access Users can both create and authorise online payments. The Clerk and RFO, who both hold a council Debit Card, are also Full Access Users of Online for Business.
- 3.4 Financial Regulations 6.4 and 6.12 state that the Clerk and the RFO shall be appointed as Service Administrators for internet banking and that only they shall create an online payment. They can also authorise the payment which shall be further authorised by two Full Access councillors. Exceptionally a payment can be authorised by the Clerk, RFO and one councillor.

- 3.5 The Council may hold a variety of Deposit accounts with its primary bankers. The Clerk and RFO have the authority to move funds of up to £1,000,000 between accounts but must report their actions to the Council.

4. Other Funds Mandate.

- 4.1 The Council also hold funds in the CCLA Public Sector Deposit Fund. These are held in accordance with the Council's Annual Investment Strategy.
- 4.2 The mandate held and approved by CCLA was signed by three councillors in June 2022 at the time of the application to invest in the Public Sector Deposit Fund. The mandate authorises either the Clerk, Trudi Deane, or the RFO, Andrew Prince to operate the account. Only one signature is required. The mandate permits a signatory to authorise either a new investment in the PSDF or a withdrawal. There are no limits on the investments or withdrawals. Withdrawals can only be made to the Council's Trustee account at Lloyds Bank.

5. Recommendation.

- 5.1 That the Council approves the mandates at Lloyds Bank and CCLA including the named officers and councillors.