

LAVERSTOCK & FORD PARISH COUNCIL

Report for Agenda Item 24.127 (1) Amendment of Bank Mandate

Subject: Amendment of Bank Mandate – changes to signatories.
Date: 14 September 2024
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1. Report Summary.

- 1.1 This report presents recent and forthcoming changes to signatories on the council's bank and investment accounts for the approval of full council.

2. Background.

- 2.1 In accordance with Financial Regulations all changes to the bank mandate including the names of signatories on accounts must be approved and minuted at a meeting of full council.

3. Report

- 3.1 Cllr Tucker resigned from the Council in May 2024. He was removed as a full power signatory on the bank account in July 2024.
- 3.2 Cllr Barker was elected chair of the Communications and Community Engagement Working Group in May 2024 and joined the Finance and General Purposes Committee. She was approved as a full power signatory and authoriser on the bank account in July 2024.
- 3.3 Dr Gale Pettifer in her role as Clerk was approved as a full power signatory and authoriser on the bank account in August 2024. She has been approved for the issue of a debit card, which is in progress.
- 3.4 The RFO and the previous Clerk (Deane) are signatories on the council's account with the CCLA Public Sector Deposit Fund (PSDF). The new Clerk (Pettifer) will be added as a signatory and Deane will be removed.

4. Recommendation.

- 4.1 To approve the deletion of ex-Cllr Tucker and the addition of the Cllr Barker and the Clerk as full power signatories on the bank account.
- 4.2 To approve the issue of a Debit Card to the Clerk.
- 4.3 To approve the addition of the Clerk and the removal of Deane as a signatory on the CCLA PSDF account.