



GWAUN CAE GURWEN COMMUNITY COUNCIL

COUNCIL AUTHORISATION PROCEDURE

May 2023

1. PAYMENT AUTHORISATION:

- a) Expenditure up to the amounts specified in the approved budget, may be authorised as follows:
 - i. The Clerk with the agreement of the Chair, for items under £500
 - ii. The Finance Committee, for items from £500 but under £5,000
 - iii. The Council, for all items £5,000 and over.
- b) All payments not included in the approved budget must be approved by Council, with the exception of:
 - i. In the event of an emergency the Clerk can authorise payments of up to £500 but will notify the Chair and Council at the earliest opportunity.

2. BANK SIGNATORIES:

- a) There must be at least three members who are signatories on the bank account, this must include the Chair.
- b) The Finance Committee must include at least three members who are also bank signatories.
- c) Bank signatories who are no longer members must be removed as signatories within three months.

3. BANK MANDATE:

- a) All payments by cheque or online transfer must be authorised by two signatories.
- b) If orders are paid for by a council cheque then the counterfoil should be initialled by both signatories.
- c) The corresponding invoices for any payments should be signed by both signatories who authorised the payment.
- d) If orders are paid for by a council debit/credit card then a purchase order must be raised and authorised by two signatories prior to placing the order.
- e) Payments can be made by direct debit for the following:
 - i. Electricity
 - ii. Gas
 - iii. Water
 - iv. Phone & Internet
 - v. Pension Contributions
 - vi. Loan Repayments
 - vii. Non-Domestic Rates
 - viii. Trade Waste
- f) Payment can be made by standing order for the following:
 - i. Staff Salaries



- g) If a signatory has an association or relationship with the recipient of the payment, they should not be one of the two signatories for that payment.

4. SIGNING CONTRACTS & AGREEMENTS:

- a) All contracts and agreements entered into by the council will be signed by:
 - i. Two Councillors
- b) All contracts and agreements entered into by the council will be witnessed by:
 - i. Clerk

5. SIGNING CORRESPONDENCE & DOCUMENTS:

- a) All council correspondence and documents will be signed by:
 - i. Chair and/or Vice-Chair