

## Completed move to internet banking for the Parish.

The clerk has now completed a manual transfer of funds to Unity Trust Bank, and accounts with the parish's former bank have now been formally closed (n.b. this does not include the banking arrangements for the allotments).

Payments from the new Unity Trust account are easy to process, and the Clerk can access statements and information on outstanding transactions quickly and in a timely manner. In accordance with the parish council's remote decision in March (Min. 20.04. refers, the clerk has transferred the value of the earmarked reserves from the Current account to the Instant Savings Account (£10,640.90 at 31<sup>st</sup> March 2020).

It is recommended that following the co-option of Cllr Janet Elnaugh to the Parish Council, the authorised signatories are updated to include her (View and authorise payments).

Until now, the clerk has purchased items required for the parish using her own charge card, and then applied to the council for a refund of the expenditure. On some occasions, these expenses can be quite high, and the refund can fall outside the clerk's interest free repayment window.

Unity Trust Bank has partnered with Lloyds bank to offer a Unity Corporate MultiPay Card – a charge card designed for Unity Trust Bank customers.

Benefits include:

- Improved control of spend and day-to-day purchases
- Tailor cardholder spend on goods and services to suit the requirements of your business or organisation, as well as individual cardholders
- Set single transaction, as well as monthly, spending limits for a greater level of control
- Optional merchant category blocking available, at company and cardholder level
- Greater visibility of spend across all cardholders

There is a single online account management tool, allowing the administrator to

- Amend individual card limits
- Update cardholder addresses and other personal details
- Easily extract transaction data
- View online statements
- Manage on the move, access via URL
- Control access for audit purposes

The parish council's financial regulations sets out its obligations in respect of credit and debit card arrangements, as below:

- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council. (not available)
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

By moving to a Corporate credit card through Unity Trust Bank, the Parish Council can ensure that:

- The council is able to comply with its adopted Financial Regulations
- Clerk expenses should in future be limited to mileage and subsistence claims
- Office items (e.g. stationery, print toner, replacement equipment), subscriptions (e.g. Microsoft, Adobe), and any items identified for purchase by the parish council or its estates committee are charged directly to the parish account, in accordance with the councils financial regulations.

#### **Recommendation :**

**To authorise the addition of Cllr Elnaugh to the Parish Council's authorised signatories for Unity Trust bank (View & Authorise).**

**The parish council apply for a Unity Corporate Multi-pay Card from Unity Trust Bank and set a single transaction maximum value of £500 (unless authorized by the council in writing before any order is placed).**