



**St. Anne's on the Sea Town Council  
Approval of Payment for Goods and Services  
by the Council  
Process and Policy**

*Approved by the Town Council on; 10<sup>th</sup> July 2018*

## **BACKGROUND**

Currently the Council has numerous processes and procedures to ensure that any payments made for goods and services is effectively monitored and can demonstrate a full audit trail. To continue to ensure effective and governance and transparency the following process and policy of all payments ensures a further level of audit.

### **1.0 Introduction**

1.1 This policy sets out the Council's arrangements for the approval of all payments by the Town Council.

1.2 This policy covers payments in the following areas;  
Accounting for payments for goods and services  
Payments by cheque/Electronic Banking Payments  
Direct Debits/Standing Orders/BACS/CHAPS  
Use of the Council credit card

1.3 This policy provides the detail behind the overall financial framework as set out in the Council's approved Financial Regulations.

1.4 The Town Clerk/Responsible Finance Officer is ultimately responsible for all systems and procedures in relation to the ordering and payment for goods, services and works provided to the Council.

## **2. Payment of Invoices and Accounting for Expenditure**

2.1 The process of payment of invoices and the subsequent accounting for the expenditure for all creditors is the responsibility of the Town Clerk/Responsible Finance Officer.

2.2 The current process is that all payments that exceed £300 is reported and approved at the regular full meeting of the Town Council. All other payments are approved by at least two nominated Councillors. This policy ensures that the Council has sight of all payments made, including payments less than £100.

2.3 Every month a report is run from the Scribe the Council accounting system detailing all payments made by the Council which includes internet banking, direct debits, standing orders, credit card payments, cheque payments and any other amounts that fall outside these processes. The report will also include the full detail of all salary payments.

2.4 At every Policy and Resources Committee the relevant monthly reports will be on the agenda for approval.

2.5 The relevant monthly reports will be made available to the Council prior to any determination of approval.

2.6 Once these payments are approved the Committee Chairman will provide their signature on all the relevant reports

2.7 The payment report will include information that falls within matters to be considered in private session therefore should consider it appropriate to consider the following resolution should they consider that any discussion would be prejudicial to the public interest as follows:

“That, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding:”

### **3. Records of Reports for Auditing**

3.1 All signed copies of each approved report will be stored as a hard format and electronic format.

3.2 These payments will be made available to the Internal Auditor during any audit process of the Town Council.