

## **Appendix 1 – Internet banking and Credit Card procedures.**

- (a) The current account with Barclays Bank will at all times have a balance not exceeding £25,000 (TBC)
- (b) The balances of all accounts and credit card purchases will be checked every fortnight by the Chair of Finance & Governance or another Town Councillor who is a cheque signatory if the Chair of Finance & Governance is away and random checks of payments out shall be when the accounts are checked.
- (c) The Town Clerk will produce a sheet of all payments to be made by internet at every Town Council meeting and will make the payments on the day immediately following only if such payments have been approved at a Town Council meeting.
- (d) Purchases by credit card by the Town Clerk must have prior written approval from the Chair of the appropriate Committee
- (e) Internet payments will only be made from Town Council laptops.
- (f) Anti virus protection on Council laptops will be kept up to date.
- (g) The Barclays Bank website will not be saved to favourites on any Council laptop
- (h) A Barclays Bank statement relating to all Town Council bank accounts will be sent to the Chair of Finance & Governance at his or her home address every month for her or him to check
- (i) An increase in Fidelity insurance will be obtained by the Town Council in respect of the increased risk of theft or fraud
- (j) the passwords and pinsentry relating to the current account will be kept by the Town Clerk in a sealed envelope and kept in a container which is locked. If the envelope is opened by an unauthorised person new passwords will be obtained immediately
- (k) a risk assessment of both internet banking and the credit card will be carried out every year.
- (l) in the event of the Town Clerk handing in her notice or if the Chair of Finance & Governance has any concerns whatever whether reasonable or unreasonable about the security of either the internet bank account or the credit card he or she will immediately take possession of the pinsentry, any codes to access internet banking and the credit card