

## **Pakenham Parish Council**

### **On line Payments Procedure**

**Approved: February 2026**

1. The invoices are collected by the Clerk each month for payment. These are received by email or post.
2. A schedule of payments is prepared and sent to all Councillors prior to the meeting.
3. A copy of the schedule and all the invoices are placed in a folder and taken to the meeting.
4. At the meeting, a non-signatory will check these invoices against the schedule and to raise any queries. The folder is then available for all Councillors to look over. These payments are minuted.
5. Once the payments have been agreed the Clerk will add these payments to Santander Bank, usually the following day. They are gathered in a list of schedule payments on Santander requiring authorisation by 2 signatories to process any further.
6. Once this has been done by the Clerk, she informs both signatories that these are ready for payment. A signatory will check the list of schedule payments on Santander against the schedule issued at the meeting and if all ok, he notifies the 2<sup>nd</sup> signatory who will then make the payments.
7. Once the payments have been made during the month the Clerk will check against the bank and is reconciled against the bank statement.