



Brightwell Cum Sotwell Parish Council
Finance Regulations supporting Procedures
BCSPC- POL 5



Version	Release Date	Distribution	Notes	Reviewed Date	Date Adopted
BCSPC Finance Regulations and Supporting Procedures	May 2023			June 2026	June 2026

Document Sign Off & Adoption

This document was distributed to Councillors prior to the 16th June 2026 Parish Council Meeting. The Policy was discussed at the meeting. No revisions were required and the Policy was formally adopted (Ref: 5c of the minutes of that meeting).

Adoption Witnessed by the Clerk to Brightwell Cum Sotwell Parish Council

Name: *Cllr. James Davys*

Signature: *J Davys*

Date: 16/6/2026

Banking and Payments Mandate

- The Council's banking arrangements shall be recommended by the Clerk and approved by the Council.
- A schedule of the payment and receipt of monies and end of month bank balances shall be prepared by the Clerk and together with the relevant invoices etc, presented at each monthly meeting of the Council for information.
- Bank mandates for setting up of standing orders or direct debits will be signed by two Councillors who are registered signatories and only following resolution of the Council to set up such mandates.
- The Clerk should have access to the Council's bank accounts via the Internet.



Document Reference – BCSPC POL 4

- All transfers from one bank account to another should be recorded and included in the Clerks finance report to the Council.
- Any payments made online shall be approved by two authorised and recorded Councillors before payment can be made

Regular Payments

Monthly

Clerks Salary

Clerk's Pension

Talk Talk Internet

Scribe accounting software

Bank charges

Village hall -Parish Council meetings

Quarterly

HMRC NIC & PAYE

6 Monthly

Parish Office Room Hire

April – October

Grass Cutting /Verge Cutting

Bi-Annually

Dog bins

Yearly

OLAC subscription

SLCC subscription

RoSPA

Reviewed Cllr J Harding and Re-Adopted 16 /6/26