

Position Paper on changes to NPC Financial Regulations

Item 13 on Monday 6th October 2025

1. Newchurch Parish Council is in the course of making arrangements for electronic transactions, on computer and mobile devices. Eventually this method of payment will supersede cheques with 2 signatories. Such cheques are mentioned in the current Financial Regulations, adopted January 2025.
2. The following textual changes are therefore proposed, in order to align the Regulations with future practice.
3. Clerk, RFO and Councillors must have due regard to the current text of the Regulations. Proper Practices, audit and assurances to grant-making bodies are crucial to the sound running of the Parish Council's finances.

In para 6.2, add 'single-user mobile authorisation at a Council meeting using the dedicated app'

In para 7.6 change 'two authorised signatories' to 'one authorised signatory'.

In para 7.9 change 'two authorised signatories' to 'one authorised signatory'.

In para 7.10 change 'two authorised members' to 'one authorised signatory'.

In para 8.1 change 'shall be signed by two members' to 'may be signed by one or two members'

Notes - the Parish Council's current banking provider does not offer two-signatory online banking facilities - these might be available from an alternative provider

The Council's Financial Risk Register must be updated, and debated, once any Financial Regs changes are agreed. The safeguards offered by single-authorised online systems may not match those available with two-signatory cheques. In particular, transfers between Current and Deposit accounts can now only be actioned online or by telephone banking.

M Sharpe, Responsible Financial Officer, Newchurch Parish Council (Kent)

September 30th 2025