LONG NEWTON PARISH COUNCIL

CHEQUE SIGNING POLICY

The Parish Council have adopted the following policy regarding the signing of cheques to pay invoices.

Where possible all cheques will be issued and signed by two signatories at the Parish Council Meeting.

The exceptions are:-

August The Parish Council does not meet in August therefore cheques will be issued and signed for any invoices which must be paid before the September meeting. The Clerk will e mail Councillors with details of the invoice and then arrange to have the cheques signed.

Meeting cancelled If for any reason a Parish Council meeting is cancelled and the invoice needs to be paid before the next meeting is held the Clerk will e mail Councillors with details of the invoice and then arrange to have the cheques signed.

Signed.....

Chairman

Signed.....

Responsible Financial Officer

Date 9/9/14