

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	23rd October 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	9.3 Signatory Review		
Background	<p>In accordance with our Financial Regulations 7.1:</p> <p><i>7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a minimum of 6 councillors who will be authorised to approve transactions on those accounts, and a minimum of two people will be involved in any online approval process.</i></p> <p>Payments must be approved by 2 Councillors. At the last Annual Meeting, the signatories agreed as below:</p> <p>Cheque Signatories 6: Mayor (Cllr Brittain), Cllrs Douglas, Brown, Martin, Firkin and Moreton</p>		
Update	<p>Due to Councillor commitments and at times availability on the days the payment list is required to be approved, in order to prevent delays, it would be beneficial to have further signatories to call on to approve the weekly payment list.</p>		
Details	<p>We must have the payment approved by 2 Councillors to adhere to our Regulations. Payments are made on a weekly basis due to the volume of invoices received. The payments can be approved in person or via email; in person is the preferred method, but both are acceptable in accordance with our Financial Regulations. I am asking for approval for two Councillors, adding to the current list.</p>		
Financial	None for decision.		
Environmental	None for decision.		
Equality and Diversity	None for decision.		
Decision Request	<p>That the Council approve:</p> <ul style="list-style-type: none">• Cllr Kay Wesley is reinstated as a signatory.• Cllr Russell Chadwick added as a signatory.		