

Remenham Parish Council

TELEPHONE-INTERNET BANKING POLICY

RPC has two accounts with NatWest Bank in Henley-on-Thames:

- a *Current* Account with telephone-internet banking, and
- a *Reserve* Account that accrues interest.

Telephone-internet banking has now been provided for RPC by NatWest from Jan 2020. Remote payments at any time reaching recipient's account within 2 working days, without the need for a cheque, should save time. The Clerk (the Responsible Finance Officer or RFO) will continue to make payments by cheque (as at present) when necessary.

POLICY

To ensure security, the RFO will:

- (i) seek authorisation from RPC at one of its regular meetings for a payment, banking transfer, BACS or CHAPS, standing order or direct debit payment from RPC's current account (at the same time providing Councillors with access to the current account on-line and a Cashbook).
- (ii) undertake agreed payments
- (iii) at the next meeting provide Councillors with access to the current account on-line and a Cashbook)
- (iv) ensure ITQED keeps anti-virus, anti-spyware and firewall security software on the RPC laptop up-to-date
- (v) ensure that the no PIN numbers or passwords are divulged.