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**Minutes of the East Clandon Parish Council Extraordinary Virtual Meeting held via ZOOM on
Wednesday 1st October 2020 at 7pm.**

Present Sibylla Tindale (Chair), James Eves, Al Mundy, Matt Pitt, , Ian Peacock

In Attendance: Diana Thornhill (Clerk)

20/51 | **Apologies for Absence** – Clare Goodall

20/52 | **Online Banking – Bankline for Communities** – The meeting was convened to discuss and agree the ECPC having an On-line banking capability. The meeting followed the guidance of the NatWest Application Checklist. This account is to work alongside our normal banking account and is a free online account with Nat West’s pilot scheme for unincorporated organisations such as ECPC.

The Agenda for this meeting was

- Agree to have an online account
- Agree who will have access to the account and what their user roles would be.
- Agree who the two signatories are for any payment transactions
- Agree another two Councillors to have payment capabilities.

The motion was carried (AM proposer, JE seconder) that ECPC would proceed with an application for Bankline for Communities.

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Account Leaders: Can raise payments and authorise payments raised by other users and to add, edit and remove users.

A motion was carried for Sibylla Tindale (Chair) and Diana Thornhill (Clerk and Finance Officer) to be Account Leaders (MP Proposer, JE Seconder)

Payment Controllers: Can raise payments and authorise payments raised by other users.

A motion was carried for James Eves (Vice Chair) and Matt Pitt to be Payment Controllers (AM Proposer, ST Seconder)

Account Viewers: Can view an account balance and transactions but not make any payments.

A motion was carried for Clare, Ian and Al to be Account Viewers (ST Proposer, AM Seconder)

It was therefore resolved that:

- The Authorised Signatories for the current mandate, for the East Clandon Parish Nat West Account, needed to be altered in accordance with these motions and the restrictions of the new Online Banking mandate and to enable the ECPC to complete the new mandate form which limits us to four signatories, two signatories as Account Leaders, two signatories as Payment Controllers and others to become Account Viewers.

This means that three signatories on the 'paper/ current bank mandate' need to be removed. These are Ian Peacock, Clare Goodall and Al Mundy. On the new banking arrangements, these latter three names will become the Account Viewers on the Online Banking Mandate. Matt Pitt who is not a signatory on the current, 'paper' account, will then become a Payment Controller on the new online account.

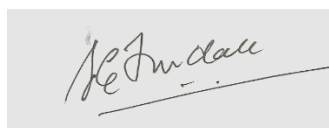
These changes will enable the application for a Bankline for Communities online account to proceed and at which point Matt Pitt is added online to the mandate as an authorised signatory, and specifically as a Payment Controller (as agreed above).

Signed



Parish Clerk

Signed



Chair

The meeting closed at 7.20pm.

Diana Thornhill - East Clandon Parish Clerk - 2020