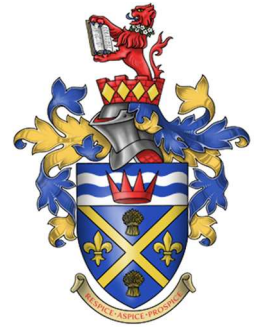


Report to: Finance Committee

Report Ref: F1913
Meeting Date: 21st January
Agenda Item: 7
Prepared By: Town Clerk



Subject: Online Banking Users

1.0 INTRODUCTION

The Council's Financial Regulation sets out three classes of user for online banking, designed to combine efficient administration with maximum security:

- CLASS A - user rights only to view balances and create payments.
- CLASS B - user rights only to view balances and authorise release of payments.
- CLASS C - user rights only to view balances.

Following the adoption of a revised staffing structure, it is necessary to amend the general and express authorisation of officer user classes.

2.0 RECOMMENDATION

It is recommended that Annex 2 of Financial Regulations is amended to specify the following authorisations:

- The Town Clerk and Planning and Facilities Officer shall be CLASS A users.
- The Events Officer, Town Centre and Marketing Officer, Civic Events Officer and Administration and Support Officers shall be CLASS C users.

This ensures that two officers are able to create payments, providing cover during holiday and sickness and that other officers can access the banking system to monitor receipts/payments relevant to their workstreams.