CINDERFORD TOWN COUNCIL
Internet Banking Policy

The Town Council acknowledges the need to maintain robust controls on payments as part of its overall financial controls and this Internet Banking Policy forms part of its Financial Regulations.

Where possible and to save officer time and banking charges, supplier payments will be made using online banking. The procedure for processing invoices will remain as before (as Financial Regulations).

Councillors appointed as users will be authorised to use the service at the level agreed. Councillors who are account signatories will be appointed as a 'Full Access (Account Signatory) User'. Officers (who are not account signatories) will be appointed as 'Full Access (Delegate) User' and be able to create payments only.

Every payment requires three users to participate in the control process, one user creates the payment instruction (the Clerk), and two users (two Councillors) authorise the payment before Lloyds will act upon it.

User obligations:
- You must not allow anyone else to operate the service on your behalf.
- Your id and password are unique to you and must not be shared. Users must not record their password information in any form recognisable by others or disclose it to anyone else, including other users, members of staff, members of their family, bank staff or members of Lloyds telephone helpdesk.
- If a breach of security is suspected passwords must be changed immediately and the Lloyds helpdesk informed. Lloyds Bank will never telephone or e-mail you and ask for your user id, password, or the details from your security device.
- Any computer which is used for online banking must be protected by virus protection software and updated regularly.
- Any computer must not be left unattended whilst logged in to the banking service.

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