

**TAVISTOCK TOWN COUNCIL  
BUDGET AND POLICY COMMITTEE  
TUESDAY 26<sup>TH</sup> MAY 2026  
BRIEFING NOTE  
BANK SIGNATORIES/MANDATE**

**1. INTRODUCTION**

- 1.1 The Council periodically authorises designated staff and Councillors as signatories to its Bank accounts, in order to enable the routine financial affairs of the Council to be conducted in accordance with the applicable regulatory frameworks.
- 1.2 Following the new Mayoral term, it was/is necessary to revisit/renew bank mandates.

**2. RECOMMENDATION**

- 2.1 It is therefore recommended that:
  - a) the following Councillors and staff continue to be authorised, with the Council's Bank((s) as applicable), to exercise the Banking Mandate on its behalf in accordance with its Financial Regulations, and other applicable requirements:
    - Mayor and Deputy Mayor (as elected at the Annual Meeting on the 19<sup>th</sup> May 2026);
    - Councillors S Hipsey, Mrs A Johnson, P Ward;
    - Officers Town Clerk, Deputy Town Clerk (General Manager), Office & Finance Manager, Assistant to the Town Clerk, Financial Administrator (when appointed).
- 2.2 Any other prior signatories (former Councillors) be removed from the mandate.
- 2.3 The instructions of the Committee and Council are sought.

**ADELE CASSIDY  
OFFICE & FINANCE MANAGER  
TAVISTOCK TOWN COUNCIL  
MAY 2026**