

**TAVISTOCK TOWN COUNCIL  
BUDGET AND POLICY COMMITTEE  
WEDNESDAY 12<sup>TH</sup> JULY, 2023**

**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 recent Local Government elections, it is necessary to revisit/renew bank mandates.

**2. RECOMMENDATION**

- 2.1 That the following Councillors and staff 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:
  - Councillors Mrs A Johnson, A Hutton, P Ward, B Smith;
  - Officers Town Clerk, Deputy Town Clerk (General Manager), Assistant to the Town Clerk, Financial Administrator.
- 2.2 Any other prior signatories (former Councillors) be removed from the mandate.
- 2.3 The instructions of the Committee and Council are sought.

**CARL HEARN  
TOWN CLERK & RFO  
TAVISTOCK TOWN COUNCIL  
JULY 2023**