

## **REPORT TO FULL COUNCIL**

### **BACS/BACSTEL-IP Services**

To consider:

- (a) the BACS/BACSTEL-IP Services Application Form (as appropriate);
- (b) BACS/BACSTEL-IP Services Customer Terms and Conditions (Agency Bank);  
and if agreed resolve the decision required as set out at Appendix A of the attached form.

Meeting Date 18th March 2024

#### **Agenda Item: 4**

Released to Council on 12th March 2024

Prepared by Town Clerk

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### **Background**

The Town Council's staff wages, tax & NI and the pension contributions are all paid via Bacs. The existing Bacs facility needs to be transferred over to the Town Council's new bank to ensure that this can continue to happen.

Attached is:

- (i) A copy of the application form (only a blank copy has been circulated for security reasons.)
- (ii) The terms and conditions

Please consider these documents.

### **Decision required**

- (i) That until the transfer is completed the usual Bacs payments can be made directly from the Town Council bank account instead by bank transfer.
- (ii)
  - 1. that the Terms and Conditions be hereby approved and adopted by the Organisation as the terms on which the Organisation shall use the BACS/BACSTEL-IP Services; and
  - 2. that Lydia Housden, Nigel Nutkins and Brian Patterson be and is/are hereby authorised (1) to sign on behalf of the Organisation the BACS/BACSTEL-IP Services Application Form(s) for the BACS/BACSTEL-IP Services ("the Agreement"), a copy of which was produced at the Meeting; and (2) to deliver the Agreement to the Bank together with this Excerpt Board Minute; and (3) from time to time at their discretion to add to or remove from the arrangements covered by the Agreement such accounts of the Organisation as they shall determine; and (4) from time to time to appoint such persons as they shall determine as Primary Security Contacts in addition to or in substitution for the persons referred to in resolution 3 below and also at their discretion to terminate any appointment as a Primary Security Contact; and (5) from time to time and in accordance with and subject to such

directions as the Organisation may from time to time stipulate and on behalf of the Organisation to enter into and to bind the Organisation to such variations of the Agreement or the terms of the BACS/BACSTEL-IP Services or other contracts or documents relating to the BACS/BACSTEL-IP Services as they shall consider appropriate and in the interests of the Organisation provided that the Bank shall be entitled to assume that any such act performed by the persons hereby authorised complies with all the requirements of the Board and this paragraph (4); and

3. that the Organisation permits Lydia Housden and Caroline Murray (the “Primary Security Contacts”) to operate on the Organisation’s Account(s) kept with the Bank to access and to use the BACS/BACSTEL-IP Services; and

4. that the persons named as Primary Security Contacts under or pursuant to these resolutions are each authorised to receive on behalf of the Organisation the security devices referred to in the Terms and Conditions, and

5. that these resolutions do not in any way limit or affect the existing authorities to the Bank for operations on the Organisation’s account(s).