



Payments Policy

Background

As a public authority, West Bletchley Council should adopt best practice, and be seen to be setting a good example, in the way that it pays suppliers who provide goods or services to the council.

In addition, the Public Contracts Regulations 2015 place a duty on the council to make prompt payments; in particular:

- any payment due, is to be made no later than the end of a period of 30 days from the date on which the relevant invoice is regarded as valid and undisputed
- any invoices for payment are considered and verified by the council in a timely fashion, and that undue delay in doing so is not to be sufficient justification for failing to regard an invoice as valid and undisputed
- any sub-contract awarded by a supplier includes requirements to the same effect as those above; and

Payments Procedure

1. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services **to which each invoice relates has** been received, carried out, examined and represents expenditure previously approved by the council (regulation 5.3)
2. The RFO will refer back to the supplier any disputed invoices, or to the council as thought appropriate.
3. A schedule of payments due to be made shall be prepared fortnightly for approval by two signatories from the approved list of signatories.
4. Once the schedule of payments has been approved, all verified and undisputed invoices will then be paid as soon as practical in accordance with the following preferred payment methods.
 - (i) Direct Debit arrangements will be established with all suppliers that offer that facility (regulation 6.7)
 - (ii) Internet banking transfer utilising the double authorisation policy of our bank (regulation 6.10)
 - (iii) Cheque drawn on the council's bank account (regulation 6.4)
 - (iv) Petty cash (only to be used for minor amounts).
5. A schedule of payments made each month shall be presented to the Finance and General Purposes Committee for review (regulation 5.2).

6. Approval of payments will be subject to the following limits:

- Officers – for sums of up to £10,000;
- Committees – for sums above £10,000 up to £60,000;
- Full Council – for sums above £60,000.

Adopted – June 2019

Amended – June 2021

Reviewed - June 2023