

**TAVISTOCK TOWN COUNCIL
BUDGET AND POLICY COMMITTEE
TUESDAY 21ST JANUARY 2025**

**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 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:
 - Councillors Mrs A Johnson, A Hutton, P Ward;
 - Officers Town Clerk, Deputy Town Clerk (General Manager), Assistant to the Town Clerk, Financial Administrator.
 - b) Councillor S Hipsey be added to the above list (as Deputy Mayor);
 - c) Councillor B Smith be removed from the former mandate.
- 2.2 The instructions of the Committee and Council are sought.

**ADELE CASSIDY
FINANCIAL ADMINISTRATOR
TAVISTOCK TOWN COUNCIL
JANUARY 2025**