



## Scheme of Delegation Adopted 25<sup>th</sup> of March 2025

The procedure for making cheque payments prior to approval at a PC meeting will be as follows:-

Where a payment needs to be made prior to a meeting, other than previously agreed standing orders and statutory yearly or monthly payments, all three cheque signatories will be required to give verbal or written assent. A paper record of such payments will be kept by the clerk / acting clerk, which must be signed and dated by all cheque signatories.

Where payments have to be made to cheque signatories for personal payment of PC invoices, the cheque must be signed by the other two signatories.

Signatories are not permitted to sign cheques made payable to themselves.