

**Sevenoaks Town Council**  
**Minutes of the Extra Ordinary Town Council Meeting held on Monday 26<sup>th</sup> March 2018**  
**In the Council Chamber.**

**Meeting Commenced:** 8.10 p.m.

**Meeting Concluded:** 8.15 p.m.

**Present:** Cllr S Arnold, Cllr N Busvine OBE, Cllr M Canet, Cllr A Eyre, Cllr R. Hogarth Deputy Mayor, Cllr R Parry, Cllr S Raikes, Cllr O Schneider, Cllr P Towell, Cllr E Waite, Cllr Mrs P Walshe,

The Deputy Mayor Chaired the meeting. There were no members of the public present.

**555. Apologies for Absence**

**RESOLVED:** To accept the following apologies for absence from Cllr M Chakowa Mayor, Cllr A Clayton, Cllr Mrs R Parry, Cllr E Parson, Cllr R Piper

**556. Requests for Dispensations**

There were no requests for dispensations.

**557. Declaration of Interests**

There were no Declarations of Interest

**558. HSBC Bank Mandate**

A copy of the HSBC bank mandate had been circulated with the agenda it was noted that the bank required an up to date set of minutes (previously agreed in 2011) in order to provide documentation for the council's audit.

It was also noted that the Town Council's procedure was that any individual payment exceeding £5,000 required authorisation by two town councillors. Authorised staff could move funds between bank accounts to enable the effective operation of the organisation.

**RESOLVED:** as requested by HSBC Bank plc to update the following 2011 Resolution:

- (i) That a bank account continues to be operated with HSBC Bank plc (the 'Bank') and the Bank is authorised to:
  - (a) pay all cheques and act on other instructions for payment signed on behalf of the Council by any two of the following signatories:
    - Cllr Piper
    - Cllr Eyre
    - Cllr Parry
    - Cllr Raikes
    - Linda Larter
    - Ann White
    - Hugh D'Alton
    - Ade Ogun
    - Mark Babbage

The 'Signatories'

- (b) deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt or instructions of any two Signatories.
  - (c) accept any two Signatories as fully empowered to act on behalf of the Council in any other transaction with the Bank.
  - (d) accept the Responsible Finance Officer and/or the Finance Officer as fully empowered on behalf of the Council to enter into at any time(s) any agreement(s) for or relating to electronic and/or telephone banking services of any kind whatsoever ('Services'), and to delegate (including the power to sub delegate) the operation of the Services as set out in the terms and conditions governing the Services and the Council acknowledges that the Bank shall be entitled to act upon all instructions received in respect of the Services until notified otherwise in writing by the Council.
- (ii) That the Council agrees that any debit incurred to the Bank under this authority shall in the absence of written agreement with the Bank to the contrary be repayable on demand.
  - (iii) That the Responsible Finance Officer (the 'Proper Officer') is authorised to supply the Bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the Council, and that the Bank may rely upon such lists.
  - (iv) That these resolutions be communicated to the Bank and remain in force until changed by a resolution of the Council and a copy, certified by the Chief Executive and the Proper Officer, is received by the Bank.

There being no further business the Chairman closed the meeting.

Signed .....  
Chairman

Dated .....