



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 24 February 2026

Agenda Item: 13

Subject:	Council Bank Account Bank Mandate
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To review the current bank mandate for the Council.
Background:	<p>The Council must comply with Regulation 6 of the Accounts and Audit Regulations 2015 and support Assertions 2 and 6 of the Annual Governance and Accountability Return (AGAR).</p> <p>Council should be in a position to confirm it has correctly undertaken the annual review of Internal Controls. This includes reviewing its Bank mandate.</p>
Key Points:	<p>The following members are listed as Bank Signatories:</p> <ul style="list-style-type: none"> • Cllr David Budd • Cllr Keith Critchley • Cllr Zoe Gover <p>Both the Town Clerk & RFO and Deputy Clerk are signatories for the purposes of carrying out full operational banking operations, and the administrative officer is an online delegated access user to enable payments to be made.</p> <p>It is recommended that the Mayor always be made a signatory, and at least 3 signatories in total.</p> <p>Lloyds have been notoriously poor at actioning both removing and adding of signatories in the past, and this function is now done entirely online.</p>
Implications:	<p>Failure to review a bank mandate exposes a Council to:</p> <ul style="list-style-type: none"> • Fraud risk • Audit criticism • Governance failure • Legal non-compliance • Operational disruption • Reputational damage
Recommendation:	That the Council review the bank mandate and authorised signatories and confirm that they remain accurate and compliant with the Council’s Financial Regulations.