

**MARSTOW PARISH COUNCIL**  
**FINANCE REGULATIONS / PROCEDURES**

Marstow Parish Council is a small council of 5 members meeting every 2 months. The bank statement and balance flow including expected expenditure / income is reviewed by the Clerk at each parish meeting.

Bank statements and balance flow are available to view at each public council meeting.

Payments are made by cheque with 2 signatures required – reference the bank mandate. When payments are required with no meeting available (due to the meeting sequence) the signatures meet with the Clerk together with relevant paperwork to authorise payment.

The accounts and all respective papers are audited by an internal audit and a government appointed external audit each year.

Relevant accounts documents are available on the parish council website together with account detail and explanations.

Budget papers and explanations for precept consideration / resolution are also on the website.

June 2025