

Internal Regulations

Cyngor Cymuned Abergwyngregyn

**Cheque Signatories**

2 councillors to sign cheques.

Named Signatories:

Dewi Roberts  
Ann Pennell  
Liz McSweeney

The 2 councillors who sign the cheques to also initial the cheque stamp.

**Regular Review of Financial Account and Bank Statements**

Clerk to prepare a financial report for each quarterly meeting. Chairman and Clerk sign report after it has been agreed as correct by all councillors. The bank statement also cross checked and signed by Chair, Clerk and one other councillor. Clerk also to keep a financial account book up to date.

**Minutes of Meetings**

Minutes typed and each item numbered. Minutes of the previous meeting read out by Chairman and signed by Chair and Clerk if all present are in agreement that they are correct. Payments made are noted at the end of each meeting. Cheque number, payee and amount noted.

**Adequate Insurance**

Insurance cover provided by ~~BHIB Insurance Brokers~~. Clerk and Chairman to ensure that adequate cover is provided in the policy.

*Insurance provided by Zurich Parish.  
since June 2025.*

**Review Clerk's Work**

Chairman / one other councillor to regularly ask the Clerk if everything is up to date. Clerk's contract to be reviewed periodically.

*Dewi Roberts*

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