

- 5.1.1 Implement online authorisations with two signatories required for BACS payments. Cheques will no longer be used.
- 5.1.2 Rialtas quote
 - Purchase of Software £670.00
 - 1st Year Annual Support and Maintenance Single User Licence £192.00
- 5.1.3 Establish an HMRC account for pension and tax purposes following correct procedures. Salaries will subsequently be paid via standing order through the bank.
- 5.2.1 It is essential to use an official government website to display, standard documents, contacts, notices, audit publications, minutes and agendas. Regular updates should also be provided.

The Clerk should have a generic .gov email address All Councillors should have their own .gov email address when acting in their official capacity.
- 5.3.1 Cost of up to £500.00.
- 5.3.2 Refurb phone cost £140.00 - Monthly bill £5.00.
- 5.4.1 To enhance access to the Parish Rooms by providing a code to users when the hall is hired. Cost £ To be confirmed