

## BUXHALL PARISH COUNCIL

### PROCEDURE FOR DRAW DOWN OF FUNDS ALLOCATED TO BUXHALL VILLAGE HALL MANAGEMENT COMMITTEE

Document Control		
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#### **Proposal for authorising money from the Parish Council towards the Village Hall refurbishment**

Any invoice for payment should have a VHMC minute reference number and wet signatures of at least two committee members who are NOT Councillors.

The invoice/s should be passed to the clerk in physical form.

No Councillor on the VHMC is to authorise any payment from the PC account.

Please confirm the members of the VHMC and provide regular updates when these change.

A copy of this procedure is to be made available to all members of the VHMC.