Once payments have been authorised by two Councillors the individual bank signatories signing the cheques need to be recorded on the schedule. This may be done by initials as listed:
SC – Sarah Clare (Clerk), BS – Brian Smallcombe (Chair), JP – Juliet Pierce (Vice-Chair)
AS – Adrian Smith (Councillor), CG – Carol Garrett (Councillor)

<table>
<thead>
<tr>
<th>Date of Cheque</th>
<th>Cheque No.</th>
<th>Signed by (1)</th>
<th>Signed by (2)</th>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/06/19</td>
<td>100549</td>
<td>BS</td>
<td>CG</td>
<td>Clerk’s Salary (£241.20) &amp; Expenses (£57.85)</td>
<td>£ 299.05</td>
</tr>
</tbody>
</table>

**TOTAL** £ 299.05

Payments authorised by:

BS
(print)
(sign)

CG
(print)
(sign)

Date: 17/07/19
Date: 17/07/19