

SALISBURY CITY COUNCIL

Report

Subject : Formal approval to close a dormant bank account
Committee : Full Council
Date : 14 July 2025
Author : Steve Bishop, Responsible Finance Officer

1. Report Summary

- 1.1. Since being appointed, the Responsible Finance Officer (RFO) has been rectifying legacy problems, one of which is the 'Salisbury City Carnival' bank account.
- 1.2. This is a dormant account which no longer serves any useful purpose. This report seeks approval to close the account.

2. Background

- 2.1 This bank account appears to have been opened by a Council officer over eight years ago. There were at least two authorised signatories, neither of whom are current employees of the Council. The bank mandate is therefore obsolete and no documentation can be found to identify the account number, sort code nor any other authorised signatories.
- 2.2 Lloyds Bank has confirmed that the account is now dormant after several years of inactivity and confirms that there is a balance on the account, although refuses to quantify that balance, or share any other information. Apart from the single signatory who is an ex-employee and addressee on general correspondence still being received from the Bank, it has not been possible to identify other signatories. The RFO has contacted that ex-employee but they have, understandably, got no recollection nor records relating to the bank account.
- 2.3 As there appears to be no active bank mandate and no authorised signatory available to approve a change to the mandate, the Bank insists that the only way it can close the account and transfer any remaining balance to the Council is by way of a formally recorded resolution of the 'Board', equivalent to a minuted Full Council resolution – hence this report

3 Recommendation

- 3.1 The Council is recommended to formally approve the closure of the 'Salisbury City Carnival' Lloyds bank account, with any balance to be transferred to the Council's current HSBC account.

4 Background Papers

None.

5 **Implications:**

- 5.1 . **Financial:** As shown in this report
- 5.2 . **Legal:** The Bank states that this is the only legal option for accessing the account.
- 5.3 . **Personnel:** Nil in relation to this report
- 5.4 . **Environmental Impact:** Nil in relation to this report
- 5.5 . **Equalities Impact Statement:** Nil in relation to this report