

**EAST DUNBARTONSHIRE
LEISURE AND CULTURE
TRUST**

23rd October 2019

EDLCT 79/19/MK

COMPANY SECRETARY

CONTACT OFFICER:

COMPANY SECRETARY (TELEPHONE 0141 777 3147)

SUBJECT TITLE:

BANKING ISSUES

1.0 PURPOSE

1.1 EDLCT's banking facilities need renewed annually. This requires authorisation by at least one director and another witness. Covering memo from bank is dated 29th August 2019 and advises that authorisation will renew the facilities till August 2020.

1.2

2.0 THE FACILITY LETTER

EDLCT currently has a BACS facility up to the limit of £1,450,000 which can only be used for payment of suppliers, wages and salaries. Further, EDLCT has access to a business card which is only used for payments where no purchase order is possible eg internet payment.

3.0 OBLIGATIONS OF EDLCT UNDER THE FACILITY LETTER

- EDLCT has an obligation to deliver to the Bank: (i) a copy of its audited financial statements within 270 days of its financial year end; and (ii) on request, such information about EDLCT or the business, operations, assets, financial condition or prospects of EDLCT as the Bank may reasonably require.
- EDLCT has an obligation that it will at all times: maintain appropriate and adequate insurance.
- EDLCT may use this Facility up to the limit of £1,450,000 which can only be used for payment of suppliers, wages and salaries. This Facility will be made available

in accordance with the rules of operation issued by the Bank, and subject to any additional documentation required by the Bank, in respect of the Bank's BACS from time to time. The Borrower will pay the Bank's charges in respect of this Facility in accordance with the tariff issued by the Bank from time to time.

- EDLCT may use the Business Card Facility up to a limit of £2,000. This facility will be made available subject to the published terms and conditions applicable to, and any additional documentation required by the Bank in connection with, the Bank's business card facilities from time to time. The Borrower will pay the Bank's charges in respect of this Facility in accordance with the tariff issued by the Bank from time to time.

3.0 RECOMMENDATION

- It is recommended that 2 directors sign the facility letter renewal which will extend our banking facilities till the next renewal in August 2020.