



CHALFORD PARISH COUNCIL

FINANCIAL REGULATIONS

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CHALFORD PARISH COUNCIL FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council on 4 March 2021.

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and employees. Financial regulations must be observed in conjunction with the Council's Standing Orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of employees.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;

- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists and advises the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances or management information, prepared for the Council from time to time, comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13 The Finance and Management Committee will recommend to Full Council decisions concerning the following:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;

- addressing recommendations in any report from the internal or external auditors.

1.14 In addition, the Finance and Management Committee must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- refer any grant or a single commitment in excess of £5,000 to Full Council.

1.15 In respect of the annual salary for any employee, have regard to the National Joint Council for Local Government Services' recommendations

1.16 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998 or any superseding legislation in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and Management Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Finance and Management Committee and Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

- 2.5. The internal auditor shall be appointed and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Audit Commission Act 1998, the Local Audit and Accountability Act 2014 or any superseding legislation, and the Accounts and Audit Regulations 2015.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following year to the Finance and Management Committee not later than the end of October each year including any proposals for revising the forecast.

- 3.1. The RFO must each year, by no later than September, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Management Committee.
- 3.2. The Finance and Management Committee shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

- 3.3. The Finance and Management Committee will make its precept recommendations to Full Council not later than the December Full Council meeting. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - each spending committee up to the limits under the headings of that committee's approved budget;
 - the Council for non contractual items over £10k;
 - the Finance and Management Committee for Earmarked Reserves and General Fund and up to the limits under the headings of its budget.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chair.

Contracts may not be separated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee.
- 4.3. During the budget year:
 - the Finance and Management Committee can approve the transfer (virement) of funds between headings in a committee budget at the request of the relevant spending committee.
 - In the case of movement between different committee budgets, approval by the Council on the recommendation of the Finance and Management Committee.
- 4.4. Unspent provisions in the revenue or reserve budgets for completed projects shall not be carried forward to a subsequent year.
- 4.5. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the RFO and the Chair of the Finance and Management Committee. The RFO will inform the Chair of the Finance and Management Committee of any changes impacting on this budget requirement for the coming year in good time.
- 4.6. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

- 4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving reserve expenditure unless the Finance and Management Committee is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.8. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.
- 4.9. The RFO shall regularly provide the Council with a statement of Income and Expenditure to date under each budget heading, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.
- 4.10. Changes in earmarked reserves shall be approved by the Finance and Management Committee as part of the budgetary control process.
- 4.11. The RFO shall ensure that all payments are legal and within the powers of the Council.

5. GENERAL FUND

- 5.1 The general fund shall be administered by the RFO under the guidance of the Finance and Management Committee.
- 5.2. Any transfer of resources to or from the General Fund shall be subject to the approval of the Council.
- 5.3. Revenue or capital resources which remain un-used at the year end, with the exception of any contributions to earmarked reserve, shall be transferred to the General Fund.
- 5.4. Any use of resources from the General Fund shall be subject to the following provisions:
 - 5.4.1 A spending committee may in exceptional circumstances request the Finance and Management Committee to allocate resources from the General Fund for the use of that committee.
 - 5.4.2 After consideration of the need and the overall financial position of the Council the Finance and Management Committee may recommend acceptance of the request to the Council.
 - 5.4.3 If the Council approves the request then,
 - The required resources shall be transferred to an appropriate budget heading, and
 - The annual Spending Budget will be recalculated.

6. EARMARKED RESERVES

- 6.1. Financial resources may be earmarked for specific purposes by the Finance and Management Committee and held in accumulating funds. A spending committee

may request the Finance and Management Committee to establish a fund for a specified purpose.

- 6.2. Funds shall be held under the control of the Finance and Management Committee and shall be invested so as to obtain the best practical return in interest.

6.2.1 Interest earned on the resources of a fund shall be added to that fund.

6.2.2 If resources of more than one fund are invested in a common investment account the interest earned shall be allotted at the yearend by simple proportion based on the balances of those funds before any other end of year additions.

- 6.3 Subject to subsection 6.3.1 below resources in a fund shall be used only for the specified purpose of that fund.

6.3.1 The Council may decide to borrow resources from a fund subject to the following provisions:

- The borrowing shall be treated as a normal loan and appropriate interest paid to the fund.
- The term of borrowing shall be equivalent to that of a similar loan from other sources.
- The loan shall be repaid to the fund if and when resources are required for the purpose of the fund.

- 6.4. Contributions may be made to a fund in any of the following ways:

6.4.1 For inclusion in the calculation of the annual precept.

6.4.2 The Finance and Management Committee may decide to transfer resources which are unused at the end of the financial year from equivalent budget headings to a fund.

6.4.3 A spending committee may request the Finance and Management Committee to take action in accordance with 6.4.2. above.

- 6.5. When a requirement arises to incur expenditure within the specified purpose of a fund the appropriate spending committee shall request the Finance and Management Committee to allocate resources from the fund and specify the costs involved in the proposed expenditure.

- 6.6. If the purpose of a fund ceases to be a valid requirement the fund shall be dissolved and the resources in the fund offset against the budget requirement for one or more subsequent years when calculating the precept for those years.

- 6.7. Accumulating funds shall be administered in all respects in accordance with the Local Government Act 1972, as amended.

6.7.1 The RFO shall maintain a separate accounting for each fund recording the transactions in relation to that fund.

6.7.2 A summary of the financial position of each fund shall be inserted into the notes to the annual accounts of the Council.

7. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 7.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Finance and Management Committee; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 7.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Finance and Management Committee or Council. The Council/Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Committee or Council. The approved schedule shall be ruled off and initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 7.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 7.4. The RFO shall examine invoices for accuracy and post them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Committee or Council Meeting.
- 7.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - 7.5.1. If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next Finance and Management Committee meeting or Council meeting.
 - 7.5.2. An expenditure item authorised under 7.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Management Committee or Council or
 - 7.5.3. fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next Finance and Management Committee meeting or Council meeting.
- 7.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such

as but not exclusively, salaries, PAYE and NI, pension and regular maintenance contracts and the like for which the Finance and Management Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Management Committee.

- 7.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or reserve Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 7.8. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 7.9. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

8. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 8.1. The Council will make safe and efficient arrangements for the making of its payments.
- 8.2. Following authorisation under Financial Regulation 7 above, the Council, a duly delegated committee or, if so delegated, the Clerk/RFO shall give instruction that a payment shall be made.
- 8.3. All payments shall be made by cheque, credit card, direct debit or bank transfer in accordance with a resolution of the Finance and Management Committee or Council.
- 8.4. Cheques or orders for payments drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 8.5. To indicate agreement of the details shown on the cheque, direct debit or bank transfer the cheque counterfoil, the invoice or similar documentation must be initialled by the signatories.
- 8.6. Cheques or orders for payment shall not normally be presented for signature other than at the Finance and Management Committee or Council meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance and Management Committee or Council at the next convenient meeting.
- 8.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments

are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

- 8.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by Bank Transfer provided that the instructions are signed, or otherwise evidenced, by two members and any payments are reported to Council as made. The approval of the use of a Bank Transfer shall be renewed by resolution of the Council at least every two years.
- 8.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 8.10 All password/pin details to be placed in the office safe. The Chair of the Council will be made aware of the safe security number. Two councillors (to include the Chair) must be present when opening the safe.
- 8.11 After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 8.12 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 8.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 8.14 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 8.15 Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify the Councillors who will be authorised to approve transactions on those accounts.
- 8.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 8.17 Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or Finance Committee in writing before any order is placed.

- 8.18 Any corporate cash back credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end. The limit of each credit card purchase is £100. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 8.19 The RFO may provide petty cash to Councillors/employees for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 7.2 above.

9. EXPENSES

- 9.1 Expenses incurred by Councillors and employees in the course of their official duties shall be reimbursed against a claim substantiated by receipts or other vouchers.
- 9.2. Where a Councillor carries out administrative tasks at the behest of the Council or of a committee and uses personal stationery or other office materials, or incurs telephone or similar charges, reimbursement may be made in cash or in kind.

The expenses shall be substantiated in an appropriate way with either receipts or the work done is clearly such as to facilitate the carrying out of the functions of the Council and is of the nature of assistance to the Clerk or other employee.

10. PAYMENT OF SALARIES

- 10.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the Finance and Management Committee.
- 10.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 10.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Finance and Management Committee.
- 10.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential

record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

10.5 The total of such payments in each calendar month shall be reported with all other payments as made, as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

10.6 An effective system of personal performance management should be maintained for the Clerks and Groundsman.

10.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

10.8 Before employing interim staff the Council must consider a full business case.

11. LOANS AND INVESTMENTS

11.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by Full Council.

11.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

11.3 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

11.4 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

11.5 All investments of money under the control of the Council shall be in the name of the Council.

11.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

11.7 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 7 (Authorisation of Payments) and Regulation 8 (Instructions for Payments).

12. INCOME

- 12.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 12.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 12.3 The Council will review all fees and charges at least annually, following a report of the Clerk.
- 12.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 12.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 12.6 The origin of each receipt shall be entered on the paying-in slip.
- 12.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 12.8 The RFO shall promptly at the end of each quarter complete any VAT return that is required in accordance with VAT Act 1994 section 33.
- 12.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 12.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 21 below)

13. **ORDERS FOR WORK, GOODS AND SERVICES**

- 13.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 13.2 Order books shall be controlled by the RFO.
- 13.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 15 below.
- 13.4 A Councillor may not issue an official order or make any contract on behalf of the Council.

- 13.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

14. CONTRACTS

- 14.1 There are three levels of contract and procedure:

- 1.1. Purchases up to £3000.
- 1.2. Purchases between £3000 and £25000
- 1.3. Purchases of £25000 plus.

- 14.2 All matters relating to contracts shall conform to the Council's Standing Orders on contracts.

- 14.3 Substantial Contracts shall be the subject of a separate procedure prior to the placing of a contract as detailed in 14.9 below.

- 14.4. All contracts shall be approved by the Council.

- 14.5 Any extension or variation to a contract shall be in writing and approved by the body that approved the original contract.

- 14.6 Contract documents for all contracts are formal legal contracts signed by two Councillors.

14.7 Purchases up to £3000

- 14.7.1 The authority for placing an order up to £3000 shall be the minuted decision of the relevant spending committee.

- 14.7.2 The Committee will ensure that there are sufficient funds in the relevant budget.

- 14.7.3 Where applicable and to ensure best practice, three quotations should be obtained and the chosen contractor will be the best for the work required.

- 14.7.4 Fixed quotations are not required, but estimates may be desirable for the following:

- Supplies of standard services such as electricity, telephone or water.
- Professional services such as solicitors, accountants, surveyors or consultants.
- Proprietary articles or items such as computer software which are on general sale at competitive street prices.
- Repairs or spare parts for existing machinery or equipment.
- Supplies which are in connection with an extension to an existing contract and the benefits of continuity outweigh other financial considerations.
- Supplies required as a matter of genuine urgency.
- Goods which are standard "off-the-shelf" items requiring no modification and which may be subject to competitive commercial discounts.

14.8 Purchases between £3000 and £25000

- 14.8.1 To ensure absolute fairness in the treatment of all prospective suppliers and to avoid suspicion of bias or anything else which might unfairly influence the selection of a supplier, the following procedure must be adhered to. Best value for money should always be the aim but should take account of on-going costs during the useful life of machinery and equipment.
- 14.8.2 Three written quotations shall be obtained by the RFO on the instructions of the relevant spending Committee.
- 14.8.3 This Committee will agree a list of suppliers to whom a request for quotation will be made.
- 14.8.4 A technical specification/description of the works or supplies required will be drawn up by the relevant Committee, using professional advice where appropriate, for forwarding with the requested quotation.
- 14.8.5 On receipt of the quotations, the Committee will consider and minute the preferred supplier taking 14.8.1 into consideration.
- 14.8.6 The Committee's recommendation will be referred to the Finance and Management Committee for ratification.

14.9 Purchases of £25,000 plus - Substantial Contracts

The interested Committee or individual Councillor shall bring to the Full Council an outline of the proposed project and request the implementation of the "Substantial Contract Procedure". If agreed, the following action will be implemented.

Project Planning

- 14.9.1 The Full Council will identify the appropriate Committee under whose remit the project falls.
- 14.9.2 The identified Committee shall appoint a Project Management Working Party which should consist of two Councillors and appropriate expert(s) who can bring particular expertise to the group. The Working Party shall elect a Councillor as Chairperson who will act as the Liaison Person with any contractors and Clerk.
- 14.9.3 The Working Party shall: -
 - 14.9.3.1 Define the purpose and scope of the Project and the various elements involved.
 - 14.9.3.2 Establish an outline budget.
 - 14.9.3.3 Report back to the identified Committee.
- 14.9.4 The Committee shall present the initial findings to the Finance and Management Committee for approval of the budget and permission to proceed.
- 14.9.5 Having received permission to proceed, the Working Party shall: -

- 14.9.5.1 Request the Clerk to draw up a full and detailed specification to obtain quotations from suppliers. All quotations must be passed via the Clerk.
- 14.9.5.2 Obtain quotations (at least three) together with time scales.
- 14.9.5.3 Prepare full Project proposal with costs and time plan based on the quotations.
- 14.9.5.4 Submit to the identified Committee.

14.9.6 The Committee, having approved the detailed proposal, refer to F&M Committee and Full Council for final approval of the spend involved.

14.9.7 The Clerk will be responsible for raising the contract once approval has been obtained through Full Council.

14.9.8 The Liaison person will monitor progress throughout the project.

14.9.9 The Project Management Working Party will make regular reports to the Committee under whose remit the project falls.

15. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

15.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

15.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

15.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

16. GRANTS

16.1 Grants to outside bodies shall be at the recommendation of the Finance and Management Committee.

16.2 All grants to outside bodies shall be approved by Full Council on the recommendation of the Finance and Management Committee.

16.3. Grants are awarded according to the Council's Grant Rules.

17. EXPENDITURE UNDER SECTION 137

The RFO shall maintain a separate record of all expenditure approved under S137 of the Local Government Act 1972. Details of such expenditure shall be inserted into the notes to the annual accounts.

18. PARISH CENTRE/CEMETERY WORKSHOP

- 18.1 The Clerk or Groundsman in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 18.2 Delivery Notes shall be obtained in respect of all goods received into the Parish Centre or Workshop and goods must be checked as to order and quality at the time delivery is made.
- 18.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 18.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

19. ASSETS, PROPERTIES AND ESTATES

- 19.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location of the documents and purpose for which held in accordance with Accounts and Audit Regulations.
- 19.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 19.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 19.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 19.5 Subject only to the limit set in Reg. 19.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 19.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

20. INSURANCE

- 20.1 Following the annual risk assessment (Financial Regulation 22), the RFO shall ensure that all insurances are current and correct and notify the insurance companies of any changes.
- 20.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 20.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 20.4 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

21. CHARITIES

Where the Council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk/RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

22. RISK MANAGEMENT

- 22.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare in conjunction with the relevant Committee, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Finance and Management/Works Committee/Council at least annually.
- 22.2 When considering any new activity, the Clerk/RFO shall prepare in conjunction with the relevant committee, a draft risk assessment including risk management proposals for consideration and adoption by the Council.

23. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 23.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 23.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

