

 <i>"Stronger together"</i>	Grantham Town Council The Parlour The Guildhall St Peter's Hill Grantham NG31 6PY
Tel: e-mail:	(01476) 847817 admin@granthamtowncouncil.org

GRANTHAM TOWN COUNCIL

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Grantham Town Council at its meeting held on
18 October 2024

1. GENERAL

- 1.1 Any reference in these Financial Regulations to "Council" may refer to either Full Council or where applicable to a committee or to the Clerk or Responsible Financial Officer (RFO), with delegated powers to deal with the matters outlined.
- 1.2 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 governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.3 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.
- 1.4 The Council's accounting control systems must include measures:
 - a. For the timely production of accounts.
 - b. That provides for the safe and efficient safeguarding of public money.
 - c. To prevent and detect inaccuracy and fraud; and
 - d. Identifying the duties of officers.
- 1.5 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.6 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.
- 1.7 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.8 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.
- 1.9 The Responsible Financial Officer (RFO) will hold a statutory office to be appointed by the Council. The Town Clerk has been appointed as temporary RFO for this Council until funding for an RFO is secured and ratified and a new position created, regulations will apply accordingly. In the absence of the Clerk, his/her deputy will also deputise as RFO.
- 1.10 Clerk or Responsible Financial Officer (RFO).
 - a. Acts under the policy direction of the Council.
 - b. Administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - c. Determines on behalf of the Council its accounting records and accounting control systems.
 - d. Ensures the accounting control systems are observed.

- e. Maintains the accounting records of the Council up to date in accordance with proper practices.
 - f. Assists the Council to secure economy, efficiency and effectiveness in the use of its resources.
 - g. Produces financial management information as required by the Council.
- 1.11 The accounting records determined by the Clerk or Responsible Financial Officer (RFO) shall be sufficient to show and explain the Council's transactions and to enable the Clerk or Responsible Financial Officer (RFO) to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.12 The accounting records determined by the Clerk or Responsible Financial Officer (RFO) shall contain:
- a. 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 or receipts and payments account relate.
 - b. A record of the assets and liabilities of the Council; and
 - c. 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.
- 1.13 The accounting control systems determined by the Clerk or Responsible Financial Officer (RFO) shall include:
- a. Procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
 - c. Procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
 - d. Identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
 - e. 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 Clerk or Responsible Financial Officer (RFO) and that the approvals are shown in the accounting records.
 - f. Measures to ensure that risk is properly managed.
- 1.14 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. Any decision regarding:
- a. Setting the final budget or the precept (Council Tax Requirement).
 - b. Approving accounting statements.
 - c. Borrowing.
 - d. Writing off bad debts.
 - e. Declaring eligibility for the power of well-being.

- f. Addressing recommendations in any report from any internal or external auditors, shall be a matter for the full Council only.

1.15 In addition, the Council must:

- a. Determine and keep under regular review the bank mandate for all Council bank accounts.
- b. In respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

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, and then 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).

2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1 All accounting procedures and financial records of the Council shall be determined by the Clerk or Responsible Financial Officer (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 Chairman (or a mandated signatory) shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk or Responsible Financial Officer (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 Council (or duly authorised Committee).

2.3 The Clerk or Responsible Financial Officer (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 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 Clerk or Responsible Financial Officer (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 by 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:

- a. Be competent and independent of the financial operations of the Council.
- b. Report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.

- c. To demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships.
 - d. Is not involved in the financial decision making, management or control of the Council.
- 2.7 Internal or external auditors may not under any circumstances:
 - a. Perform any operational duties for the Council.
 - b. Initiate or approve accounting transactions.
 - c. 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 Clerk or Responsible Financial Officer (RFO) shall plan 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, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The Clerk or Responsible Financial Officer (RFO) shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors (unless the correspondence is of a purely administrative matter).

3 ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 Each November, each standing Committee with budgetary responsibility will review draft budget proposals for the following financial year and make recommendations back to the Finance Committee, no later than January. At its January meeting, the Finance Committee will consider draft budget proposals from Committee recommendations and will consider recommending to Council approval of a draft budget.
- 3.2 The Clerk or Responsible Financial Officer (RFO) must each year, by no later than November, 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 relevant committee and the Council.
- 3.3 The Council shall consider annual budget proposals in relation to the Council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The Clerk or Responsible Financial Officer (RFO) shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. 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. During the budget year and with the approval of Council (or duly delegated committee) having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.2 The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk or Responsible Financial Officer (RFO) and the Chairman of Council or relevant committee. The Clerk or Responsible Financial Officer (RFO) will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.3 In cases of extreme risk to the delivery of Council services, the Clerk or Responsible Financial Officer (RFO) may authorise revenue expenditure on behalf of the Council which in the Clerk or Responsible Financial Officer (RFO) judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether there is any budgetary provision for the expenditure subject to a limit of £2,500. The Clerk or Responsible Financial Officer (RFO) shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.4 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.5 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.6 The Clerk or Responsible Financial Officer (RFO) shall quarterly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.
- 4.7 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The Council's banking arrangements shall be made by the Clerk or Responsible Financial Officer (RFO) and approved by the Council or Finance Committee. They shall be regularly reviewed for safety and efficiency. The Clerk or Responsible Financial Officer (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 Council (or the Finance Committee). The Council/committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council (or Finance Committee). The approved schedule shall be signed in accordance with the bank mandate. 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.

- 5.2 All invoices for payment shall be examined, verified and certified by the Clerk or Responsible Financial Officer (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.
- 5.3 The Clerk or Responsible Financial Officer (RFO) shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Clerk or Responsible Financial Officer (RFO) shall take all steps to pay all invoices submitted, and which are in order, once signed in accordance with the bank mandate.
- 5.4 The Clerk or Responsible Financial Officer (RFO) shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) 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 or Responsible Financial Officer (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 appropriate meeting of Council.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council (or Finance committee).
 - c) Fund transfers within the Council's banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of Council (or finance committee).
- 5.5 For each financial year the Clerk or Responsible Financial Officer (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, Superannuation Fund and regular maintenance contracts and the like for which Council (or the Finance 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 Council (or duly authorised Committee).
- 5.6 A record of regular payments made under 5.5 above shall be drawn up and be signed by two members on each occasion when payment is authorised- thus controlling the risk of duplicated payments being authorised and/or made.
- 5.7 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.
- 5.8 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.

6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.

- 6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or the Clerk or Responsible Financial Officer (RFO) shall give instruction that a payment shall be made.
- 6.3 Where delegated authority is granted to the Clerk or Responsible Financial Officer (RFO) by Council / Finance Committee to authorise expenditure, all payments shall be affected in accordance with the bank mandate.
- 6.4 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 in accordance with the bank mandate and payments are reported to Council as made.
- 6.5 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 and any payments are reported to Council as made.
- 6.6 If thought appropriate by the Council payment for certain items may be made by internet banking transfer.
- 6.7 Where a computer system is required to access the Council's financial records, the authorised users will undertake to ensure the security of any passwords, in accordance with the Town Council's I.T. and Data Protection Committee Terms of Reference.
- 6.8 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. Where banking arrangements are made with any bank, the Clerk or Responsible Financial Officer (RFO) shall be appointed as the Service Administrator.
- 6.9 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.
- 6.10 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and checked by telephone by a member of the Finance team.
- 6.11 The Clerk or Responsible Financial Officer (RFO) may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk or Responsible Financial Officer (RFO) with a claim for reimbursement.
- a. The Clerk or Responsible Financial Officer (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 substantiating 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 5.2 above.

7 PAYMENT OF SALARIES

- 7.1 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 Council, or duly delegated committee.
- 7.2 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. The payment of all salaries and wages shall be directly to employees' personal bank accounts and shall be calculated and made by the payroll provider via BACS, as agent for the Town Council.
- 7.3 The Clerk or Responsible Financial Officer (RFO) shall maintain records detailing all payments made by the payroll provider as agent for the Town Council.
- 7.4 All timesheets shall be certified as to accuracy by the Chairman/Vice Chairman and retained by the Clerk or Responsible Financial Officer (RFO).
- 7.5 Each 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. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than: a) by the internal auditor; b) by the external auditor; or c) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.6 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 been paid.
- 7.7 An effective system of personal performance management should be maintained for the senior officers.
- 7.8 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.9 Before employing interim staff the Council (or duly delegated committee) must consider a full business case.

8 LOANS AND INVESTMENTS

- 8.1 All borrowings shall be affected 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.
- 8.2 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.
- 8.3 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.

- 8.4 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.
- 8.5 All investments of money under the control of the Council shall be in the name of the Council.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk or Responsible Financial Officer (RFO).
- 8.7 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 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Clerk or Responsible Financial Officer (RFO).
- 9.2 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 Clerk or Responsible Financial Officer (RFO) and the Clerk or Responsible Financial Officer (RFO) shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges at least annually, following a report of the Clerk or Responsible Financial Officer (RFO).
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the Clerk or Responsible Financial Officer (RFO). In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the Clerk or Responsible Financial Officer (RFO) considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The Clerk or Responsible Financial Officer (RFO) shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the Clerk or Responsible Financial Officer (RFO) shall take such steps as are agreed by the Finance Committee 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.
- 9.10 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 16 below).

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 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.
- 10.2 Order books shall be controlled by the Clerk or Responsible Financial Officer (RFO).
- 10.3 All members and Officers are responsible for always obtaining value for money. 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 two or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (1) below.
- 10.4 A member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The Clerk or Responsible Financial Officer (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 Clerk or Responsible Financial Officer (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.

11 CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. For the supply of gas, electricity, water, sewerage and telephone services.
 - ii. For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants
 - iii. For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant
 - iv. For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council
 - v. For additional audit work of the external Auditor up to an estimated value of £250 (more than this sum, the Clerk or Responsible Financial Officer (RFO) shall act after consultation with the Chairman and Vice Chairman of the Finance Committee responsible for audit).
 - vi. For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
 - b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or Responsible Financial Officer (RFO) shall obtain a minimum of quotations (priced descriptions of the proposed supply); where the value is below £2500 and above £1000 the Clerk or Responsible Financial Officer (RFO) shall strive to obtain 2 estimates. Otherwise, Regulation 10 (3)

above shall apply. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken. Where appropriate, the Town Council may choose to procure goods, materials or services through a "buying consortium" or "purchasing organisation". This may be a public sector owned buying organisation. Procurement through a framework such as this may offer reduced costs and tendering times, achieving best value for money while ensuring compliance with relevant procurement legislation.

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk or Responsible Financial Officer (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).
- 12.2 Where contracts provide for payment by instalments the Clerk or Responsible Financial Officer (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.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk or Responsible Financial Officer (RFO) to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The Clerk or Responsible Financial Officer (RFO) shall be responsible for periodic checks of stocks and stores at least annually.

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk or Responsible Financial Officer (RFO) shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk or Responsible Financial Officer (RFO) shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2 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 £2000.
- 14.3 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).
- 14.4 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).
- 14.5 Subject only to the limit set in Reg. 14.2 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.
- 14.6 The Clerk or Responsible Financial Officer (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.

15 INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the Clerk or Responsible Financial Officer (RFO) should liaise in respect of affecting all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Clerk or Responsible Financial Officer (RFO) should liaise about all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The Clerk or Responsible Financial Officer (RFO) shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The Clerk or Responsible Financial Officer (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.
- 15.5 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.

16 RISK MANAGEMENT

- 16.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk or Responsible Financial Officer (RFO) shall prepare, 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 Council at least annually.

- 16.2 Any new activity undertaken by the Council will be added to the Risk Register upon commencement, or during the annual review of the Risk Register.

17 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk or Responsible Financial Officer (RFO) shall plan to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 17.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council (or duly delegated committee), 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.

Date	Purpose	Officer	Date	Committee	Adopted / Approved	Review Date
April 2024	First Draft for the new Parish Council	AE	14.05.24	Town Council	Adopted in principle	
Oct 2024	Review	AE	02.09.24	Governance	Approved	
Oct 2024	For adoption	AE	18.10.24	Town Council	18.10.24	May 2025