

**Model Financial Regulations**

**Adopted by Langstone Community Council**

**At a meeting held:**

# **Langstone Community Council Financial Regulations**

These Regulations are based upon model Regulations published by One Voice Wales in 2019.

Note: The Clerk to Langstone Community Council is also the Council's Proper Officer and Responsible Financial Officer (RFO). For convenience, these Regulations simply describe the person exercising these roles as "the Clerk."

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## **APPENDIX**

Summary of Delegations: Authority to Spend

### **1. General**

1.1. These Regulations govern the conduct of financial management by Langstone Community Council ("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. They 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 the public
- To prevent and detect inaccuracy and fraud
- That identify the duty of relevant officers of the Council

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. Any wilful breach of these Regulations by an employee will be considered to be an act of gross misconduct.

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 may bring the office of Councillor into disrepute and may constitute a breach of the Code of Conduct.

1.8. The Clerk is the Council's Responsible Financial Officer, holds a statutory office to be appointed by the Council. The Clerk has been appointed as Responsible Financial Officer for this Council and these Regulations will apply accordingly.

1.9. The Clerk;

- 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 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 record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the council from time to time.

1.11. The accounting records determined by the Clerk 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 or receipts and payments 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.
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1.12. The accounting control systems determined by the Clerk 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 Clerk and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- 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 Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £500 and
- 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.

1.15. In these financial Regulations, references to the Accounts and Audit (Wales) Regulations or 'the Regulations' shall mean the Regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, 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 in Wales - A Practitioners' Guide jointly published by One Voice Wales and the Society of Local Council Clerks.

## **2. Accounting & Audit (Internal & External)**

2.1. All accounting procedures and financial records of the Council shall be determined by the Clerk in accordance with the Accounts and Audit (Wales) 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 cheque signatory] appointed by the Council shall verify bank reconciliations for all accounts produced by the Clerk. 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's Finance Committee.

2.3. The Clerk 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 (Wales) 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, 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:

- 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 Clerk 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 Public Audit (Wales) Act 2004 or any superseding legislation and the Accounts and Audit (Wales) Regulations.

2.10. The Clerk 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**

3.1 Detailed estimates of all income and expenditure for the forthcoming financial year shall be prepared each year by the Clerk, taking into account known and anticipated pressures.

3.2 Each Committee responsible for formulating estimates shall submit proposals to the Council in respect of revenue and capital costs for the following financial year, normally not later than mid-December each year based on the estimates prepared by the Clerk.

3.3 The Council shall review the estimates in relation to the Council's three year forecast of revenue and capital receipts and payments, including any recommendations for the use of reserves and sources of funding no later than the end of January each year and shall agree the budget and fix the Precept to be levied for the ensuing financial year.

3.4 The Clerk shall issue the Precept to the billing authority and supply each member with a copy of the approved budgets.

3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

### **Budgetary Control & 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:

- the Council for all items over £1,000.
- the Clerk for any items below £1,000 (along with the Chair of the Council or Chair of Policy and Finance Committee. Any such expenditure shall be included within the regular monthly statements of receipts and payments and reported to the Policy & Finance Committee at the earliest opportunity.
- Contracts may not be disaggregated 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. During the budget year and with the approval of Council 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').

4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4 All budgets, including salaries, are to be reviewed at least annually for the following financial year and shall be reported to the appropriate Council Committee and Full Council as part of the preparation of the Council's Revenue Estimates. The Clerk will inform committees of any changes impacting on their budget requirement for the coming year as soon as is reasonably practicable.

4.5 In cases of extreme risk to the delivery of Council services or Programme of Events, 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 £2,000. The Clerk shall report such action to the Full or the Council's Policy & Finance Committee as soon as possible thereafter.

4.6 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 any requisite borrowing approval has been obtained.

4.7 All capital works shall be administered in accordance with the Council's Standing Orders and Standing Orders relating to contracts.

4.8 At meetings of the Council's Finance Committee, the Clerk shall provide members with a statement of recently made receipts and payments. The statement shall be checked, signed and dated by the Clerk prior to circulation to confirm its accuracy. It shall be available for public inspection and include:

- (i) The amount of each receipt or payment
- (ii) A reference number for each receipt or payment
- (iii) The date of each receipt or payment
- (iv) The method of payment
- (v) The budget heading ("code") to which each receipt or payment relates
- (vi) Details of the payee or payer as appropriate and a short description of each transaction
- (vii) Nett values, VAT and gross values
- (viii) The cumulative impact of each receipt or payment on overall expenditure and income levels.

The Clerk will also make supporting documentation in relation to each receipt or payment available at the meeting to which the above statement is reported, to allow members to scrutinise the transactions in more detail, should they wish.

For the period to which the above statement relates, the Clerk will also submit to the committee, a bank reconciliation report, including details of any unpresented cheques. This report shall be checked, signed and dated by the Clerk prior to circulation to confirm its accuracy. It shall be available for public inspection.

4.9 The Clerk shall regularly provide the Council with a statement 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 any material variances, where appropriate. For this purpose "material" shall be in excess of £100 and vary by more than 15% of the budget.



4.10 Any 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, including the bank mandate, shall be made by the Clerk and approved by the Council. Banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2 Budgetary Control and Authority to Spend shall be in accordance with Regulation 4 above.

5.3 Prior to payment, all invoices for payment shall be examined, verified and certified by the Clerk to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents approved expenditure.

5.4 The Clerk shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.

5.5 The Clerk shall have delegated authority to authorise the payment of items 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 and 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 [or finance committee];

b) fund transfers within the Council's banking arrangements up to the sum of £30,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Policy & Finance Committee.

5.6 In respect of grants duly authorised, the Council shall approve expenditure in accordance with any Policy statement approved by the Council. All Revenue or Capital Grants shall before payment, be subject to ratification by resolution of the Council.

5.7 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.

5.8 The Council will rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.9 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **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 4 above, the Clerk shall arrange payment for goods, works or services in one of the following ways:

### **(a) Payment by Cheque**

(i) Cheques shall be signed by two of the four members appointed as signatories by the Council. 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.

(ii) To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

(iii) To ensure prompt payment and accurate monitoring of the Council's finances, cheques will be presented for signature at the earliest possible opportunity.

(iv) Details of all payments made by cheque shall be reported to the earliest possible meeting of the Council's Policy & Finance Committee in accordance with Regulation 4 above to ensure appropriate review of payments by all Members.

### **(b) Direct Debt**

(i) Payment for may be made by variable Direct Debit. The Council considers this to be appropriate.

(ii) Details of all payments made by Direct Debit shall be reported to the earliest possible meeting of the Council's Policy & Finance Committee in accordance with Regulation 4 above to ensure appropriate review of payments by all Members.

### **(c) Standing Order**

(i) Payment for certain items (principally but not exclusively Salaries) may be made by Banker's Standing Order. The Council considers this to be appropriate.

(ii) Details of all payments made by Standing Order shall be reported to the earliest possible meeting of the Council's Policy & Finance Committee in accordance with Regulation 4 above to ensure appropriate review of payments by all Members.

(d) BACS/CHAPS

- (i) Payment may be made by BACS or CHAPS methods. The Council considers this to be appropriate.
- (ii) Details of all payments made by BACS or CHAPS shall be reported to the earliest possible meeting of the Council's Policy & Finance Committee in accordance with Regulation 4 above to ensure appropriate review of payments by all Members.

(e) Internet Banking

- (j) Payment may be made by internet banking transfer. The Council considers this to be appropriate.
- (ii) Details of all payments made by Internet Banking will be reported to the earliest possible meeting of the Council's Policy & Finance Committee in accordance with Regulation 4 above to ensure appropriate review of payments by all Members.

(f) Debit Card

- (i) Payment may also be made by use of the Council's Debit Card. The Council considers this to be appropriate. Such payments may only be made by the Clerk or Administrative Officer, in accordance with the resolution of the Council dated 21 November 2012. (PF12/38), or other officer duly appointed.
- (ii) Details of all payments made by Debit Card will be reported to the earliest possible meeting of the Council's Policy & Finance Committee in accordance with Regulation 4 above to ensure appropriate review of payments by all Members.
- (iii) Details of all payments made by Debit Card shall also be recorded on a separate record maintained by the Clerk and Administrative Officer and shall be available for inspection by any member of the Council.

(g) Petty Cash

- (i) The Clerk 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 with a claim for reimbursement.
- (ii) The Clerk shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- (iii) Any income received shall not be paid into the petty cash float but must be separately banked, as provided elsewhere in these Regulations.
- (iv) Payments to maintain the petty cash float will be reported to the earliest possible meeting of the Council's Policy & Finance Committee in accordance with Regulation 4 above to ensure appropriate review of payments by all Members.

(note: all reports to all meetings of the Council's Finance Committee will be distributed to all Members of the Council.)

6.3 Where any payment requires use of a personal identification number (PIN) or other password(s), details of the PIN number or password shall be held by the Clerk and the Chair of the Council.

6.4 No employee or member 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.

6.5 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.

6.6 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.

6.7 Where internet banking arrangements are made with any bank, the Clerk or Administrative Officer shall be appointed as the Service Administrator.

6.8 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 and appropriate action will be taken including the use of the Council's disciplinary procedure in the case of employees.

6.9 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 supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.

6.10 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk, Chair, Chair of Policy and Finance Committee or any other person authorised by the council, and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances. Details of all payments made by Debit Card will be reported to the earliest possible meeting of the Council's Policy & Finance Committee in accordance with Regulation 4 above.

(Note: At the date of approval of these Financial Regulations the Council does not have a corporate credit card or trade card account.).

6.10 (a) a limit of £500 shall be applied by bank

## **7 Payment of Salaries/Employee Matters**

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, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

7.4 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:

- by any Councillor who can demonstrate a need to know;
- by the internal auditor;
- by the external auditor.
- by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.

7.5 The total of such payments in each calendar month shall be reported with all other payments as made to the Council or designated Committee to ensure that only payments due for the period have actually been paid.

7.6 An effective system of personal performance management should be maintained for the senior officers.

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

## **8. Loans & Investments**

8.1 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.

8.2 Any financial arrangement which does not require formal Borrowing Approval from the Welsh Government (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.

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.

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 and the Clerk 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.

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. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as Clerk 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 shall arrange for prompt completion of 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 shall take such steps as are agreed by the Council to ensure that, as far as is reasonably practical, 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.

## **10. Orders for Work, Goods & Services**

10.1 An official order, letter or e-mail shall usually be issued for all work, goods and services unless a formal contract is to be prepared. Copies of orders shall be retained.

10.2 Order books shall be controlled by the Clerk.

10.3 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, if necessary by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions below.

10.4 A member may not issue an official order or make any contract on behalf of the Council, Unless specifically directed by the council.

10.5 The Clerk shall establish the lawful nature of any proposed purchase before the issue of any order.

## **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 other than permitted in items (i) to (v) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- 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 goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b. The full requirements of The Public Contracts Regulations 2015 ("the Regulations"), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public

Contracts Directive 2014/24/EU (which may change from time to time)<sup>1</sup>.

c. When applications are made to waive Financial Regulations or Standing Orders relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

d. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least two member of Council who shall be appointed for this role by the Council.



f. Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders and shall refer to the terms of the Bribery Act 2010.

g. 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 shall obtain 3 quotations (priced descriptions of the proposed supply, unless financial standing regulation suspended by formal resolution of the full council); where the value is below £3,000 the Clerk will strive to obtain value for money at all times.

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

i. 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.

11.2 The Clerk shall maintain a register of personal interests, in respect of both members and senior staff.

a. Members and staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

## **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 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 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 to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

### **13. Stores & Equipment**

13.1 The Chair shall be responsible for ensuring the care and custody of stores and equipment.

13.2 Wherever possible, 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 shall be responsible for arranging periodic checks of stocks and stores at least annually.

### **14. Assets, Properties & Estates**

14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk 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 they are held in accordance with the Accounts and Audit (Wales) 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 £750.

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 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.

## **15. Insurance**

15.1 Following the annual risk assessment the Clerk shall effect all insurances and negotiate all claims on the Council's insurers.

15.2 The Clerk shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.3 The Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim.

15.4 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover a maximum risk exposure as determined by the Council.

## **16. Charities**

16.1 Where the Council is sole managing trustee of a charitable body the Clerk 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, or as determined by the Charity Commission. The Clerk shall arrange for any Audit or Independent Examination as may be required.

## **17. Risk Management**

17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk 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.

17.2 When considering any significant new activity, the Clerk shall prepare a risk assessment.

## **18. Suspension & Revision of Financial Regulations**

18.1 It shall be the duty of the Council to review these Financial Regulations 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.

18.2 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.

## **APPENDIX**

### Summary of Delegations:

Authority to Spend for items included for that class of expenditure in the approved budget.

- The Council for all items over £1,000. (Regulation 4.1)
- The Clerk for any items below £1,000. (Regulation 4.1)
- The Clerk shall report such expenditure to the Council's Policy Finance Committee.
- In cases of extreme risk to the services or Events, the Clerk may authorise revenue expenditure up to £2,000. The Clerk shall report such action to the Council's Policy and Finance Committee as soon as possible thereafter. (Regulation 4.5)
- Goods or materials in excess of £25,000 shall be procured by way of invitation of tenders.  
(Standing Orders relating to Contracts)

Goods or materials below £25,000 shall be obtained in accordance with Financial Regulation 11 above (three quotations)

Where the value is below £3,000 the Clerk shall strive to obtain value for money and the invitation of three quotations is not specifically required.