

At Selby Town Council the role of Town Clerk also includes the role of Responsible Finance Officer (RFO).

Where delegation is granted to the Clerk, that delegation extends to the relevant Manager in the extended absence of the Town Clerk, upon approval by Council.

In practice many duties referred to in these Financial Regulations are carried out by an Officer of the Council under the direction of the Town Clerk.

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1. General

1.1 These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2 Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4 In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*.
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5 The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Town Clerk has been appointed RFO, and these regulations apply accordingly. 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 control systems;

- Ensures the accounting control systems are observed;
- Ensures the accounting records are kept up to date;
- Seeks economy, efficiency and effectiveness in the use of council resources; and
- Produces financial management information as required by the council.

1.6 The council must not delegate any decision regarding:

- **setting the final budget or the precept;**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7 In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts; and
- authorise any grant or single commitment in excess of £5,000

2. Risk Management and Internal Control

2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2 The Town Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3 When considering any new activity, the Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5 The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and ensure division of responsibilities.**

2.6 At least once in each quarter, and at each financial year end, the Deputy Clerk undertakes bank reconciliations for all accounts produced by the Town Council. The Town Clerk shall verify the bank reconciliations and both the Town Clerk and Deputy Clerk sign and date the reconciliations and the original bank statements, or similar documents, as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7 Regular back-up copies shall be made of the records on any council computer and stored either on-line or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3 Accounts and Audit

3.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2 The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council.**

3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them, with any related documents, to the council, within the timescales required by the Accounts and Audit Regulations.

3.5 The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.6 Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of 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.

3.7 The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8 The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future 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.

3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11 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 documents

required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and Precept

4.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of the council. The RFO will inform council of any salary implications before they consider their draft budgets.

4.3 No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent budgets for partially completed projects may only be carried forward, by placing them in an earmarked reserve, with the formal approval of full council.

4.5 The draft budget and three-year forecast, including any recommendations for the use of accumulation of reserves, shall be considered by the council.

4.6 Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.

4.7 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1922 and must disclose at the start of the meeting that Section 106 applies to them.

4.8 The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.9 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.10 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

5.1 **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3 Every contract shall comply with the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency or as provided for in 19.2 or 19.3.

5.4 **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement Regulations 2024 or any superseding legislation, "the legislation", must be followed in respect of the tendering, award and notification of that contract.**

5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6 For contracts estimated to exceed £60,000 including VAT, the Town Clerk shall seek formal tenders from at least three suppliers OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding publication of invitations and notices.

5.8 For contracts greater than £3,000 excluding VAT the Town Clerk shall seek at least 3 fixed-price quotes. (Appendix 2).

5.9 Where the value is between £1,000 and £3,000 excluding VAT, the Town Clerk shall try to obtain 3 estimates, which might include evidence of online prices, or recent prices from regular suppliers.

5.10 For smaller purchase, up to £1,000, the clerk shall seek to achieve value for money.

5.11 Contracts must not be split to avoid compliance with these rules.

5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods, or services that are only available from one supplier or are sold at a fixed price.

5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

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

5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Town Clerk, under delegated authority, for any items below £1,500 excluding VAT.
- The Town Clerk, in consultation with the Chair of the Council, the Leader of the Council and the Chair of Finance and Staffing, for any items below £3,000 excluding VAT.
- The council for all items over £3,000

- The Town Clerk, under delegated authority, for a single performance fee for the Town Hall Arts Centre up to £2,500 or £3,000 with the approval of the Chair of the Town Hall Management Committee.

Such authorisation must be supported by a minute (in the case of council or in consultation with the Chairs and Leader) or other auditable evidence trail.

5.16 No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19 No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available, and that where a loan is required, Government borrowing approval has been obtained first.

5.20 An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21 Any ordering system can be misused and access to them shall be controlled by the RFO.

6 Banking and Payments

6.1 The council's banking arrangements, including bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing as per the Bank Mandate. Even when a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow funds to leave the council's bank.

6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5 All payments shall be made by online banking / cheque / credit card or cash, in accordance with a resolution of the council, or a delegated decision by the clerk, unless the council resolves to use a different payment method.

6.6 The RFO shall have delegated authority to authorise payments in the following circumstances, provided that a list of such payments shall be submitted to the next appropriate meeting of the council:

- i. Any payments of up to £1,500 excluding VAT, within an agreed budget.
- ii. Payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. Any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 (or to comply with contractual terms), where the due date for payment is before the next scheduled meeting of the council, where the RFO certifies 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 the council.
- iv. Fund transfers within the councils banking arrangements up to the sum of £10,000.
- v. Where the Town Clerk certifies that there is no dispute or other reason to delay payment, and it is for the payment of any of the following:
 - a. Salaries and relevant deductions from salaries
 - b. One-off expenditure, where the expenditure or the committed expenditure, has been agreed by the Town Council with a minute recorded

- c. Ongoing expenditure where the Council is contractually obliged to pay, and the current contract has previously been approved by Council
- d. Non contractual expenditure that the council is legally obliged to pay statutory bodies (such as National Insurance Contributions / Income Tax / Business and Non-Domestic Rates)
- e. Payments over the Town Clerk's delegated authority which need to be settled before the next Council meeting, provided that approval has been obtained from the Chair of Council, Leader of the Council and Chair of Finance and Staffing Committee. Such approval shall be in writing (e.g. email).

6.7 The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

6.8 A person having a family or business arrangement with the beneficiary of a payment shall not, under normal circumstances, be a signatory or authoriser to that payment.

7 Electronic Payments

7.1 Where internet banking arrangements are made with any bank, the RFO, Deputy Clerk and Admin Officer shall be appointed as Service Administrators. A minimum of two people will be involved in any online approval process. No signatory should be involved in approving any payment to themselves.

7.2 No employee shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.3 A Service Administrator shall set up all items due for payment online. One of the other Service Administrator's shall check the payment details against the invoices before approving each payment using the online banking system.

7.4 Evidence shall be retained showing which persons approved the payment online.

7.5 A full list of payments made in a month shall be provided to the next council meeting and appended to the minutes.

7.6 With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions, HMRC payments and any other by prior approval) may be made by variable direct debit, provided that the instructions are detailed on the approved direct debit / standing order list. The direct debit / standing order list should be reviewed by Finance & Staffing Committee quarterly.

7.7 Account details for suppliers may only be changed upon written notification by the supplier and verified by two of the Service Administrators. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.8 Payment may be made by BACS (Salaries) or CHAPS (for items of value over the approved bank expenditure limit), provided that each payment is approved by two bank signatories, evidence is retained, and any payments are reported to council at the next meeting.

7.9 Officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.10 Remembered password facilities, other than secure password stores requiring separate identity verification, should not be used on any computer used for council banking.

8 Cheque Payments

8.1 Cheques or orders for payment shall be signed in accordance with these Financial Regulations and the bank mandate.

8.2 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.3 A full list of payments made in a month shall be provided to the next council meeting and appended to the minutes.

9 Payment Cards

9.1 The corporate credit card should be set at an agreed limit approved by the council and paid off in full each month.

9.2 A Payment Card Authorisation Form should be completed for each transaction.

9.3 The corporate credit card will be specifically restricted to use by the Town Clerk, Deputy Clerk, Facilities Manager, Arts Officer and Market/Events Manager.

9.4 Any member of staff using a trade card shall be issued with an order number first. The statement must be reconciled with the order book before making payment.

9.5 A full list of payments made in a month shall be provided to the next full council meeting and appended to the minutes.

10 Petty Cash

10.1 The RFO shall maintain a petty cash account of £500 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

10.2 Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

10.3 A full list of payments made in a month shall be provided to the next full council meeting and appended to the minutes.

10.4 The RFO shall maintain a cash float for use in carrying out the Council's function of providing an Arts Centre and operation of markets. The value of that should not exceed £340.

11 Payment of Salaries and Allowances

11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2 Councillors allowances, where paid, are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3 Salary rates shall be agreed by the council. No changes shall be made to any employee's gross pay, emoluments, or terms of conditions of employment without the prior consent of the council.

11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded on a separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by an authorised councillor to ensure that the correct payments have been made.

11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8 Before employing interim staff, the council must consider a full business case.

12. Loans and Investments

12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State, such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year, must be authorised by full council, following a written report on the value for money of the proposed transaction.

12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4 All investment of money under the control of the council shall be in the name of the council.

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

12.6 Payments in respect of short-term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12.7 The Council's Investment shall be reviewed on a regular basis (at least annually).

13 Income

13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2 The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget setting process, following a report of the RFO. The RFO shall be responsible for the collection of all amounts due to the council.

13.3 Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall be clearly recorded on the paying-in slip or other record.

13.5 Personal cheques shall not be cashed out of money held on behalf of the council.

13.6 The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted through the accounting software by the due date. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly.

14 Payments under Contracts for Building or other Construction Works

14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2 The RFO may agree variations of, additions to, or omissions from a contract up to the limit of 10% or £100 (whichever is the greater) unless a different amount has been agreed by Council. Any variation, addition or omission exceeding this limit must be referred to Council for a decision.

14.3 Any variation, addition to or omission from a contract must be authorised by the RFO to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15 Stores and Equipment

15.1 The officer in charge of each department, shall be responsible for the care and custody of stores and equipment in their department.

15.2 Delivery notes shall be obtained in respect of goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4 The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16 Assets, Properties and Estates

16.1 The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates held by the council.

16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3 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.

16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any consents required by law. In each case a written report 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 where required by law).

16.5 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. In each case a written report shall be provided to council with a full business case. However, these requirements do not apply

- For purchase or acquisitions where the value of any one item is £1,000 or lower
- For selling or disposal where the estimated value of any one item is £250 or lower

17 Insurance

17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2 The RFO shall give prompt notification to the Insurer of all new risks, properties or vehicles which require to be insured and any alterations affecting existing insurances.

17.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4 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.

18 Charities

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

19 Suspension and Revision of Financial Regulations

19.1 The council shall review these Financial Regulations annually and following any change of Town Clerk or RFO. The Town Clerk shall monitor

changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2 The council may, by resolution 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 presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, and local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 – Tender Process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with specific instructions for addressing the return envelope in which the tender is sealed, and the returned tender will remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of a least one member of council.
- 4) Where an electronic tendering process is used, the council shall use the admin email address to ensure that nobody involved in the awarding of the tender has access to the tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 14.6 & 14.8 and shall refer to the terms of the Bribery Act 2010.
- 6) Tenders submitted are to be opened, after the stated closing date and time by the Town Clerk and at least one Member of Council who shall sign the tender opening sheet
- 7) Tenders are then to be assessed on a value for money basis and reported to the appropriate meeting of Council or Committee together with the signed tender opening sheet, for a decision to be made
- 8) If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 9) Where the council does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later quote who was present when the original decision-making process was being undertaken.

Appendix 2 – Fixed Price Quotes Process

- 1) Where a postal process is used, quotations are to be returned in a sealed, marked envelope, to the Town Clerk by a stated date and time.
- 2) Where an electronic process is used, the council shall use the admin email address to ensure that nobody involved in the awarding of the contract has access to the quote before the expiry of the deadline for submission.
- 3) Quotations shall be assessed on a value for money basis and reported to the appropriate meeting of Council or Committee together with the signed quote opening sheet, for a decision to be made.



Appendix 3 – Additional Reporting Requirements

- 1) The RFO shall at the end of each financial quarter provide the Finance and Staffing Committee with a statement of receipts and payments to date under each heading of the budgets, comparing actual expenditure against that planned and shall show explanations of any variances in excess of £100 or 15% of the budget whichever is the lesser.
- 2) The RFO shall inform Council and Committees of any changes impacting on their budget requirement for the coming year
- 3) Before any decision is taken which affects income the Town Clerk shall inform the Council if such a decision is likely to result in a reduction of income.

Date of Approval	19 May 2025
Latest date of formal Review	May 2026
Cross Reference Documents	Town Council Standing Order and Scheme of Delegation