**ORGREAVE PARISH COUNCIL FINANCIAL REGULATIONS**

Adopted May 2024

Next Review – May 2025

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1. General

1.1. These financial regulations govern the conduct of financial management by the council

and may only be amended or varied by resolution of the council. Financial regulations are

one of the council’s three governing policy documents providing procedural guidance for

members and officers. Financial regulations must be observed in conjunction with the

council’s standing orders and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate

and effective, and that the council has a sound system of internal control which facilitates the

effective exercise of the council’s functions, including arrangements for the management of

risk.

1.3. The council’s accounting control systems must include measures:

 for the timely production of accounts.

 that provide for the safe and efficient safeguarding of public money.

 to prevent and detect inaccuracy and fraud; and

 identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities

and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council

must review the effectiveness of its system of internal control which shall be in accordance

with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to

disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and

not to entice employees to breach them. Failure to follow instructions within these

Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the

council. The Clerk has been appointed as RFO for this council and these regulations will

apply accordingly.

1.9. The RFO;

 acts under the policy direction of the council;

 administers the council's financial affairs in accordance with all Acts, Regulations and

proper practices;

 determines on behalf of the council its accounting records and accounting control

systems;

 ensures the accounting control systems are observed;

 maintains the accounting records of the council up to date in accordance with proper

practices;

 assists 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 and additional

information, as the case may be, or management information prepared for the council from

time to time comply with the Accounts and Audit Regulations.

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

 entries from day to day of all sums of money received and expended by the council

and the matters to which the income and expenditure 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.

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

 procedures to ensure that the financial transactions of the council are recorded as

soon as reasonably practicable and as accurately and reasonably as possible;

 procedures to enable the prevention and detection of inaccuracies and fraud and the

ability to reconstruct any lost records;

 identification of the duties of officers dealing with financial transactions and division of

responsibilities of those officers in relation to significant transactions;

 procedures to ensure that uncollectable amounts, including any bad debts are not

submitted to the council for approval to be written off except with the approval of the

RFO and that the approvals are shown in the accounting records; and

 measures to ensure that risk is properly managed.

1.13. The 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;

 declaring eligibility for the General Power of Competence; and

 addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

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 £500.00; and

 in respect of the annual salary for any employee have regard to recommendations or

resolutions 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 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), available from the

websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by

the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and

proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a

member other than the Chairman or a cheque signatory shall be appointed to verify bank

reconciliations (for all accounts) produced by the RFO. The member shall sign the

reconciliations and the original bank statements (or similar document) as evidence of

verification. This activity shall on conclusion be reported, including any exceptions, to and

noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any

related documents of the council contained in the Annual Return (as specified in proper

practices) as soon as practicable after the end of the financial year and having certified the

accounts shall submit them and report thereon to the council within the timescales set by the

Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit

of its accounting records, and of its system of internal control in accordance with proper

practices. Any officer or member of the council shall make available such documents and

records as appear to the council to be necessary for the purpose of the audit and shall, as

directed by the council, supply the RFO, internal auditor, or external auditor with such

information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed 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

 has no involvement in the financial decision making, management or control of the

council

2.7. Internal or external auditors may not under any circumstances:

 perform any operational duties for the council;

 initiate or approve accounting transactions; or

 direct the activities of any council employee, except to the extent that such

employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and

‘independence’ shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the

accounts including the opportunity to inspect the accounts, books, and vouchers and display

or publish any notices and statements of account required by Audit Commission Act 1998, or

any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any

correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital

receipts and payments. Having regard to the forecast, it shall thereafter formulate and

submit proposals for the following financial year to the council not later than the end of

November each year including any proposals for revising the forecast.

3.2. The 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 council.

3.3. The council shall consider annual budget proposals in relation to the council’s three year

forecast of revenue and capital receipts and payments including recommendations for the

use of reserves and sources of funding and update the forecast accordingly.

3.4. 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 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. 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 £500 or;

 the Clerk, in conjunction with Chairman of Council, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed

by the Clerk, and where necessary also by the Chairman.

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. The salary budgets are to be reviewed at least annually in October for the following

financial year and such review shall be evidenced by a hard copy schedule signed by the

Clerk and the Chairman of Council or relevant committee. The RFO will inform committees

of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise

revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to

carry out. Such expenditure includes repair, replacement or other work, whether or not there

is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall

report such action to the chairman as soon as possible and to the council as soon as

practicable 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 the requisite borrowing approval has been

obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders

and financial regulations relating to contracts.

4.8. The RFO shall regularly 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. These statements are to be prepared at

least at the end of each financial quarter and shall show explanations of material variances.

For this purpose “material” shall be in excess of £100 or 15% of the budget.

4.9. 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

RFO 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. The RFO shall prepare a schedule of payments requiring authorisation, forming part of

the Agenda for the Meeting and, together with the relevant invoices, present the schedule to

council. The council shall review the schedule for compliance and, having satisfied itself

shall authorise payment by a resolution of the council. The approved schedule shall be ruled

off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be

disclosed within or as an attachment to the minutes of the meeting at which payment was

authorised. Personal payments (including salaries, wages, expenses and any payment

made in relation to the termination of a contract of employment) may be summarised to

remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm

that the work, goods or services to which each invoice relates has been received, carried

out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the

appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted,

and which are in order, at the next available council meeting.

5.5. The Clerk and 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 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;

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

c) fund transfers within the councils banking arrangements up to the sum of £5,000

provided that a list of such payments shall be submitted to the next appropriate

meeting of council.

5.6. For each financial year the Clerk and 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, 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.

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 aim to 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 5 above, the council, or of so

delegated, the Clerk/RFO shall give instructions that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers,

or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the

schedule as presented to council shall be signed by three duly authorise members of council

or two duly authorised member of council and countersigned by the Clerk, in accordance

with a resolution instructing that payment. A member who is a bank signatory, having a

connection by virtue of family or business relationships with the beneficiary of a payment,

should not, under normal circumstances, be a signatory to the payment in question.

6.5. 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.

6.6. Cheques or orders for payment shall not normally be presented for signature other than

at a council meeting (including immediately before or after such a meeting). Any signatures

obtained away from such meetings shall be reported to the council at the next convenient

meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and

water) and any National Non-Domestic Rates may be made by variable direct debit provided

that the instructions are signed by three members, or two members and the clerk, and any

payments are reported to council as made. The approval of the use of a variable direct debit

shall be renewed by resolution of the council annually.

6.8. If thought appropriate by the council, payment for certain items may be made by BACS

or CHAPS methods provided that the instructions for each payment are signed, or otherwise

evidenced, by three authorised bank signatories, are retained and any payments are

reported to council as made. The approval of the use of BACS or CHAPS shall be renewed

by resolution of the council at least every two years.

6.9. If thought appropriate by the council payment for items may be made by internet

banking transfer provided evidence is retained showing which members approved the

payment.

6.10. Where a computer requires use of a personal identification number (PIN) or other

password(s), for access to the council’s records on that computer, a note shall be made of

the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a

sealed dated envelope. This envelope may not be opened other than in the presence of two

other councillors. After the envelope has been opened, in any circumstances, the PIN and /

or passwords shall be changed as soon as practicable. The fact that the sealed envelope

has been opened, in whatever circumstances, shall be reported to all members immediately

and formally to the next available meeting of the council. This will not be required for a

member’s personal computer used only for remote authorisation of bank payments.

6.11. 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.

6.12. 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.

6.13. 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.

6.14. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be

appointed as the Service Administrator. The bank mandate approved by the council shall

identify a number of councillors who will be authorised to approve transactions on those

accounts. The bank mandate will state clearly that payments can be instructed by the

Service Administrator and two authorised signatories. To ensure robust and effective internal

controls no payments can be made on one or two authorisations alone. The monthly bank

reconciliation of the cashbook will be circulated to all members and the chairman or vice

chairman will check the balances to internet banking at month end. In addition to procedures

outlined in 2.2, a nominated member, who is not an authorised signatory, will fully review the

receipts and payments records and agree them to the cashbook on a quarterly basis. This

activity shall on conclusion be reported, including any exceptions, to and noted by the

council

6.15. 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.

6.16. 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/RFO and a member. A programme of regular

checks of standing data with suppliers will be followed.

6.17. The council will not maintain any form of cash float. All cash received must be banked

intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor

stationery items) shall be refunded on a regular basis, at least quarterly.

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, 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 or staffing committee.

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:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding

legislation.

7.5. The total of such payments in each calendar month shall be reported with all other

payments as made as may be required under these Financial Regulations, to ensure that

only payments due for the period have actually been paid.

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.

7.8. Before employing interim staff, the council 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. The council will arrange with the council’s banks and investment providers for the

sending of a copy of each statement of account to the Chairman of the council at the same

time as one is issued to the Clerk/RFO.

8.4. 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.

8.5. 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.

8.6. All investments of money under the control of the council shall be in the name of the

council.

8.7. All investment certificates and other documents relating thereto shall be retained in the

custody of the RFO.

8.8. 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 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 RFO and the 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.

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

RFO. In all cases, all receipts shall be deposited with the council's bankers with such

frequency as the 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 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 RFO shall

take such steps as are agreed by the council to ensure that more than one person is present

when the cash is counted in the first instance, that there is a reconciliation to some form of

control such as ticket issues, and that appropriate care is taken in the security and safety of

individuals banking such cash.

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 RFO.

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, usually by obtaining three

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 RFO shall verify the lawful nature of any proposed purchase before the issue of

any order, and in the case of new or infrequent purchases or payments, the RFO shall

ensure that the statutory authority shall be reported to the meeting at which the order is

approved so that the minutes can record the power being used.

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 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 additional audit work of the external auditor up to an estimated value of

£500 (in excess of this sum the Clerk and RFO shall act after consultation

with the Chairman and Vice Chairman of council); and

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 £30,000 or

more, the council shall comply with the relevant requirements of the

Regulations1.

c) The full requirements of 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 Public

Contracts Regulations 2015 (which may change from time to time)2.

d) When applications are made to waive financial regulations relating to contracts to

enable a price to be negotiated without competition the reason shall be embodied in

a recommendation to the council.

e) Such 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.

f) All sealed tenders shall be opened at the same time on the prescribed date by the

Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing

Order(s)18d and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £30,000 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/RFO shall obtain 3 quotations (priced descriptions of the

proposed supply); where the value is below £5,000 and above £2,000 the Clerk/RFO

shall strive to obtain 3 estimates. Where the value is below £2,000 (where the council

1The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be

followed in awarding new contracts and to publicise the award of new contracts

2Public Contracts, with estimated value (including VAT from 1 Jan 2022)

a) For goods and Services over £213,477 (previously £189,330 ex VAT)

b) For public works (construction) over £5,336,937 (previously £4,733,252 ex VAT)

has had similar good work done by a supplier and/or feels that the quotation represents

good value for money), three quotations or estimates will not be necessary. In any

event regular suppliers must be reviewed every three years. Regulation 10.3 shall

apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or

estimate.

j) 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.

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 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 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 to the contractor in writing, the council being informed where the

final cost is likely to exceed the financial provision.

13. Assets, properties and estates

13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and

Land Registry Certificates of properties held by the council. The RFO shall ensure a record

is maintained of all properties held by the council, recording the location, 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.

13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased

or otherwise disposed of, without the authority of the council, together with any other

consents required by law, save where the estimated value of any one item of tangible

movable property does not exceed £250.

13.3. 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).

13.4. 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).

13.5. Subject only to the limit set in Regulation 13.2 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.

13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and

Investments is kept up to date. The continued existence of tangible assets shown in the

Register shall be verified at least annually, possibly in conjunction with a health and safety

inspection of assets.

14. Insurance

14.1. Following the annual risk assessment (per Regulation 15), the RFO shall affect all

insurances and negotiate all claims on the council's insurers.

14.2. The Clerk/RFO shall give prompt attention to any changes required for all new risks,

properties or vehicles which require to be insured and of any alterations affecting existing

insurances.

14.3. The RFO shall keep a record of all insurances effected by the council and the property

and risks covered thereby and annually review it.

14.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to

a claim and shall report these to council at the next available meeting.

14.5. 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.

15. Risk management

15.1. The council is responsible for putting in place arrangements for the management of

risk. The Clerk/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.

15.2. When considering any new activity, the Clerk/RFO shall prepare a draft risk

assessment including risk management proposals for consideration and adoption by the

council.

16. Suspension and revision of Financial Regulations

16.1. It shall be the duty of the council to review the Financial Regulations of the council from

time to time. The Clerk shall make arrangements to monitor changes in legislation or proper

practices and shall advise the council of any requirement for a consequential amendment to

these Financial Regulations.

16.2. 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.