



Financial Regulations for Ilfracombe Town Council

May 2026

ILFRACOMBE TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by Full Council at its meeting held on 8TH July 2024

1. General

These financial regulations have been adapted from the Model Financial Regulations template which was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. The Proper Segregation of Duties means that The Chairperson of the council or of the Finance Sub Committee should never be appointed (even on a short-term basis) as the Town Clerk, Proper Officer or Responsible Finance officer. Other members may perform these roles providing safeguards are in place or if their appointment is unavoidable to ensure statutory functions continue to be fulfilled.

- 1.1. These Financial Regulations govern the financial management of Full Council and may only be amended or varied by resolution of Full Council. They are one of Full Council's governing documents and shall be observed in conjunction with Full 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 then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by Full 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 (SAPPP) and published by NALC in England and updated in 2025
 - 'Must' and **bold text** refer to a statutory obligation Full Council cannot change.
 - 'Shall' refers to a non-statutory instruction by Full Council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by Full Council.
- The RFO;
- acts under the policy direction of Full Council;
 - administers Full Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of Full 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 Full Council.
 - As a Data Controller and Processor works with the Data Control Officer (Town Clerk) and IT suppliers to ensure all financial data is handled in accordance with Acts, regulations and proper practices set out under PCI DSS v 4.0 compliance, GDPR, Data Protection and Assertion 10 recommendations (SAPPP) .
- 1.6. **Full Council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **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, Full Council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £5000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries made by the Staffing committee in accordance with its terms of reference
- 2. Risk management and internal control**
- 2.1. **Full Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

- 2.2. The Clerk with the RFO shall prepare, for approval by Full Council, a risk management policy covering all activities of Full Council. This policy and consequential risk management arrangements shall be reviewed by Full Council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by Full Council.
- 2.4. **At least once a year, Full 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. Reconciliations will be included as a regular agenda item for the Finance and General purposed committee. Also at least once in each quarter, and at each financial year end, a member other than the Chair of the Finance and General purpose committee shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Full Council and Finance and General Purpose Committee. The internal Auditor will also view the reconciliations at least twice a year as part of the audit process.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. Full 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 Full 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 Full 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 Full Council and the matters to which they relate;**
 - **a record of the assets and liabilities of Full 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 Full 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 Full Council, within the timescales required by the Accounts and Audit Regulations.

- 3.5. **Full 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 Full Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by Full Council, supply the RFO, internal auditor, or external auditor with such information and explanation as Full Council considers necessary.
 - 3.7. The internal auditor shall be appointed by Full Council and shall carry out their work to evaluate the effectiveness of Full Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
 - 3.8. Full Council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of Full 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 Full Council
 - 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for Full 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, Full Council must calculate its council tax (England) 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 Full 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 Clerk and the Chair of Full Council. The Clerk will inform the Staffing Committee of any salary implications before full council consider the draft budgets.
- 4.3. No later than November each year, the RFO with the Town Clerk shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast in line with the strategic plan, 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 funds for partially completed projects may only be carried forward into the new budgets with the formal approval of the full council.
- 4.5. Each department shall review its draft budget and submit any proposed amendments to Full Council Finance and General Purpose Committee not later than the end of October each year.
- 4.6. The draft budget with any departmental proposals and specific strategic plan forecasts, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and General Purpose Committee and a recommendations made to the full council.
- 4.7. Having considered the proposed budget and forecast, Full Council shall determine its council tax (England) requirement by setting a budget. Full Council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **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 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. 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.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the full 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 these Full Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 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. **From 1 January 2026, parish and town councils must comply with the full rules of the Procurement Act 2023 where potential contracts have an estimated value (including VAT) of over £207,720 (previously £214,904) for goods or services, or £5,193,000 (previously £5,372,609) for public works (construction). Where a contract will run for several years, it is the total (not annual) value that matters.**
- 5.6. Where the estimated value is below the Government threshold, Full Council shall obtain prices as follows:
- 5.7. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by Full Council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 2.
- 5.8. **For contracts estimated to be over £30,000 including VAT, Full Council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.9. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall endeavour to seek at least 3 fixed-price quotes;
- 5.10. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall endeavour to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.11. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.12. **Contracts must not be split to avoid compliance with these rules.**
- 5.13. 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.
- 5.14. 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 Full Council or the Finance and General Purpose Committee. Avoidance of competition is not a valid reason.
- 5.15. Full Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.16. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- the Clerk or RFO, under delegated authority, for any items below £500, excluding VAT.
- the Clerk, in consultation with the Chair of Full Council or Chair of the Finance and General Purpose Committee, for any items below £2,000 excluding VAT.
- The Finance and General Purpose Committee of Full Council for all items of expenditure within delegated budgets for items under £5,000 excluding VAT
- in respect of grants, the grants committee will recommend grants payments within the limits set by council by the end of March and in accordance with the grants policy statement as agreed by Full Council. These will then be ratified by the next Full Council following their meeting (Before the End of April) for payment by the end of May.
- Full Council for all items over £5,000;

Such authorisation must be supported by a minute in the case of council or committee decisions or other auditable evidence trail.

- 5.17. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of Full Council or make any contract on behalf of Full Council.
- 5.18. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of Full Council or the Finance and General Purpose Committee acting within its Terms of Reference except in an emergency.
- 5.19. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2000 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 Clerk shall report such action to the Chair as soon as possible and to Full Council as soon as practicable thereafter.
- 5.20. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless Full Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.21. An official order or letter shall be issued for all work, goods and services above £1000 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.
- 5.22. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. Full Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by Full Council; banking arrangements shall not be delegated to a committee. Full Council has resolved to bank with Lloyds Bank and CCLA. Other Approved banks can be found in Schedule A of the Full Councils Treasury Management and Investment Strategy and as Appendix 1 in this document. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. Full Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by Full 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, in accordance with a resolution of Full Council or Finance and General Purpose Committee or a delegated decision by an officer, unless Full Council resolves to use a different payment method.
- 6.6. For each financial year the RFO will draw up a schedule of regular payments due in relation to a continuing contract or obligation such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items, which Full Council or the Finance and General Purpose Committee may request for authorisation in advance for the year. This is will be in addition to the regular bimonthly authorisation of all invoices for payment being submitted for approval including those for regular payment.
- 6.7. A copy of this schedule of regular payments if requested shall be signed by the chair of Full Council or Finance and General Purpose Committee.
- 6.8. A list of all payments shall be reported to the next appropriate meeting of Full Council or Finance and General Purpose Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £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 Full 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 and General Purpose Committee.
 - iv. Fund transfers within Full Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and General Purpose Committee.
 - v. Fund transfers between accounts above the £10,000 threshold can made with the appropriate proposal being made and authorised by Full Council, evidence of the transfer will be submitted to the next Full Council or Finance and General Purpose committee meeting.
- 6.10. The RFO shall present a schedule of payments (Including Addendums where appropriate) requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to Full Council or Finance and General Purpose Committee. Full Council or committee 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.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by Full Council shall identify a minimum of three councillors who will be authorised signatories for those accounts. The Clerk and RFO may be an authorised signatories, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view Full Council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to Full Council or its banking, to anyone not authorised in writing by Full Council or a duly delegated committee.
- 7.4. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.5. A full list of all payments made in a month shall be provided to the next full Council meeting and appended to the minutes.
- 7.6. With the approval of Full Council in each case, regular payments such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by Full Council at least every two years.
- 7.7. Payment may be made by BACS by resolution of Full Council provided that any payments are reported to Full Council at the next meeting. The approval of the use of BACS shall be renewed by resolution of Full Council at least every two years.
- 7.8. If thought appropriate by Full Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by Full Council at least every two years.
- 7.9. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the following: the Clerk, the RFO or a member. 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.
- 7.10. Members and officers shall ensure that any computer used for Full Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.11. 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 for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk or RFO.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. 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 (where appropriate).
- 8.4. Cheques for payment shall not normally be presented for signature other than at, or immediately before or after a council or Finance and General Purpose committee meeting. Any signatures obtained away from council meetings shall be reported to Full Council or Finance and General Purpose Committee at the next convenient meeting.

9. Payment cards

- 9.1. Debit Cards should not be requested or unless authorised by Full Council or Finance and General Purpose Committee in writing before any order is placed. These should be restricted to use by the Clerk, RFO and with a limit or £500 imposed if required.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by Full Council. Transactions and purchases made will be reported to Full Council and authority for topping-up shall be at the discretion of Full Council.
- 9.3. Any corporate credit card, charge card or trade card account opened by Full Council will be specifically restricted to use by the Clerk and RFO and Senior Facilities Co-ordinator and any balance shall be paid in full each month. A limit of £1000 will be imposed on any of these.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances for Council business.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash float account of £50 and oversee the use of a petty cash float in reception of a further £50. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.
 - c) Cash income received must not be paid into the petty cash float but must be separately banked, as per 13.7 - 13.10 below.

11. Payment of salaries and allowances

- 11.1. **As an employer, Full 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. Management of all Payroll functions have been subcontracted to North Devon District Council any changes in this arrangement will be need to be ratified by

Council prior to its implementation. The RFO and Clerk will monitor the current arrangements and inform Council of any irregularities or problems with them.

- 11.4. Salary rates shall be agreed by Full Council, or a duly delegated staffing committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of Full Council or relevant Staffing committee.
- 11.5. Payroll reports will be reviewed by the Finance and General Purpose Committee to ensure that the correct payments have been made and reconcile to the invoicing from North Devon District Council.
- 11.6. Any termination payments may be supported by a report to Staffing Committee and/or Full Council, setting out a clear business case. Termination payments shall only be authorised by Full council.
- 11.7. Before employing interim staff, Full 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 Full 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 the full council, following a written report on the value for money of the proposed transaction.
- 12.3. Full 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 Full Council at least annually.
- 12.4. All investment of money under the control of Full Council shall be in the name of Full 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.

13. Income

- 13.1. The collection of all sums due to Full Council shall be the responsibility of and under the supervision of the RFO.
- 13.2. Full 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 Clerk. The RFO shall be responsible for the collection of all amounts due to Full Council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to Full Council by the RFO and shall be written off in the year. Full Council's approval shall be shown in the accounting records.

- 13.4. All sums received on behalf of Full Council shall be deposited intact with Full Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip and/or Sage record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of Full Council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in Full Council's accounting software (Sage) and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are received by Full Council, the RFO or Clerk shall ensure that more than one person is present when the cash is counted in the first instance.
- 13.8. Cash income or cheques received from sales which comes into reception will be stored in the Reception Safe and documented in the "Safe Record" book with full details including the sales invoice being paid (if known) and or the organisation or person the sales invoice was issued to and amount being paid in. A receipt will then be issued (if required) to the person paying in the money, this should be offered on all occasions. The RFO should be informed by email that there are payments in the safe.
- 13.9. The RFO or Clerk will oversee the safe transfer to the Main office for banking purposes, with such frequency as the RFO considers necessary.
- 13.10. The RFO will ensure that there is a reconciliation to the reception "Safe Record" book, Sage and bank paying in books.
- 13.11. Banking of Cash and cheques will only be carried out by senior officers as approved by the Finance and General Purpose committee. The RFO and/or Clerk will ensure that appropriate care is taken for the security and safety of individuals banking such cash and cheques.
- 13.12. Any income that presented that is the property of the Vision Centre Charity shall be paid into the charity's bank account or electronically using the charity's payment machine. Cash or cheques should be entered in the same way as 13.8 above and the RFO informed by email that it is in the safe.
- 13.13. Instructions for the payment of funds due from the charity to Full 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.

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. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with Full 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 that department.

- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The Department head shall be responsible for periodic checks of stocks and stores, at least annually for their department. They will maintain an inventory of stocks and stores they hold in an accessible folder on the Team drive.
- 15.5. They will report the RFO any items that need to be added to the Main Asset register
- 15.6. The RFO will be responsible for maintaining the Asset register, this should be checked annually as below.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by Full 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 Full Council, their 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.
- 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 Full Council, together with any other 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 Full Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by Full Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with Full Council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of 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 [Full Council] at the next available meeting. The RFO shall negotiate all claims on Full Council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of Full 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 Full Council, or duly delegated committee.

18. Charities

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

18.2. Where the Council has an interest with members acting as trustees of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds passing through the Council to the trust and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Charity may request the help of the Clerk and RFO in arranging 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. Full Council shall review these Financial Regulations annually and following any change of Clerk or RFO.

19.2. The Clerk and/or RFO shall monitor changes in legislation or proper practices and advise Full Council of any need to amend these Financial Regulations.

19.3. Full 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 dis-apply any legislation or permit Full Council to act unlawfully.

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

Appendix 1 – Approved Banks, Building Societies and other Approved Funds
Approved banks (and subsidiaries thereof):

Bank of Ireland UK
Barclays
Clydesdale Bank PLC
HSBC
NatWest
Lloyds Banking Group
Royal Bank of Scotland (RBS)
Sainsbury's Bank
Santander UK
Tesco Bank
The Co-operative Bank
TSB
Unity Trust Bank
Ulster Bank
Virgin Money

Building societies

Coventry BS
Market Harborough Building Society
Nationwide BS
Skipton BS
Yorkshire BS

Other approved funds

- CCLA Public Sector Deposit Fund
- Other Government Schemes and Bonds of short term liquidity (not more than one year)

Appendix 2 - Tender process

- 1) 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.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by Full Council.
- 3) Where a postal process is used, 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. 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.
- 4) Where an electronic tendering process is used, Full Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order See 18 (d) of Full Council's standing orders and shall refer to the terms of the Bribery Act 2010.
- 6) Where Full Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and Full Council requires further pricing, 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.