



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
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Office hours: 10.30am - 12.30pm Mon, Wed. & Fri.

8th April 2019

To Members of the Finance, Resources & General Purposes Committee

Cllrs Gribble (Ex Officio), Allen, Evans, Leigh, Ms Richardson, Robillard & Tregoning.

Cc All other Members of the Council for information.

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance, Resources and General Purposes (FR&GP) Committee which will be held in the Council Chamber, Town Hall Bovey Tracey on Monday 15th April 2019 at 7pm for the purpose of transacting the business as set out below.

AGENDA

Interests to be Declared: In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

FR&GP.19/28 Apologies for absence:

****Public Participation:**

The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items:

FR&GP.19/29 Minutes:

To agree as a correct record and approve the minutes of the meeting of 4th March 2019 (*copy enclosed).

FR&GP.19/30 Accounts & Financial Statement:

To receive and approve

i) payment and receipt transactions between 19th February 2019 and 31st March 2019 (*copy enclosed).

ii) bank reconciliation between 19th February 2019 and 31st March 2019 (*copy enclosed).

iii) note the bank balances as below:

General Account: £ 11,205.17 (Statement dated 28.3.19)

Business Bank Instant A/C: £155,640.40 (Statement dated 28.3.19)

Business Bank Instant A/C: £390,467.47 (Statement dated 28.3.19)

Business Bank Instant A/C: £ 18,481.99 (Statement dated 28.3.19)

FR&GP.19/31 Capital Budget:

To consider the following retrospective virement from the Town Council's operational Business Account to the account earmarked for capital costs in relation to the Community Centre development:

£40,000.00 (2018/19 Public Sector Work Loan advance contribution)

FR&GP.19/32 Financial Regulations:

To undertake the annual review of the Financial Regulations (*copy enclosed).

FR&GP.19/33 Rural Aid Fund - 2019:

To consider an appropriate scheme relevant for an application for Rural Aid. Applications to be submitted by 4pm on 31st May 2019. (*Copy of Terms of Reference enclosed).

FR&GP.19/34 Community Centre Development:

To receive a draft budget update (*copy enclosed).

FR&GP.19/35 Cemetery Store - Coombe Lane:

To consider the following quotations to replace the roof:

Quotation A:	£841.50+VAT
Quotation B:	£740.00+VAT
Quotation C:	£725.00+VAT

FR&GP.19/36 Matters brought forward by Councillors: (for information only).

**Copies of correspondence circulated to Councillors with this agenda, which will be considered at the meeting.*

SIGNED
M WELLS
TOWN CLERK

DATE 09/04/19

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 4TH MARCH 2019 AT 7.09PM

Present:

The Deputy Town Mayor, Cllr G J Gribble**/*

Cllr A Allen	Cllr Ms C O Richardson
Cllr M J Evans	Cllr C W Robillard
Cllr S P Leigh	Cllr M Tregoning

In attendance:

Cllr D K Elphick
Cllr Mrs A J Kerswell*
Mr M Wells - Town Clerk
One member of the press
Three members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Leigh.

Interests Declared: Mr M Wells (Town Clerk) declared an interest in FR&GP.19/24 (2019/20 National Salary Award).

FR&GP.19/13 Apologies for absence: None

**Public Participation:

Mr M Sugden (Bovey Tracey Youth Action). Mr Sugden spoke in support of item FR&GP.19/18 - Grant for Bovey Tracey Youth Action. A report summarising the current position was circulated to Councillors. Mr Sugden verbally outlined key aspects of the report. Councillors congratulated Mr Sugden on the success of the Youth Café and the support it provides to young people.

Mr Sugden then left the meeting at 7.20pm.

FR&GP.19/14 Minutes:

The minutes of the meeting of 7th January 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

FR&GP.19/15 Accounts & Financial Statement:

Members received and approved the following:

- i) payment and receipt transactions between 11th December 2018 and 18th February 2019 (**copy previously circulated*).
- ii) bank reconciliation between 11th December 2018 and 18th February 2019 (**copy previously circulated*).
- iii) noted the bank balances as below:

General Account:	£ 15,414.73	(Statement dated 18.2.19)
Business Bank Instant A/C:	£219,423.31	(Statement dated 1.2.19)
Business Bank Instant A/C:	£350,438.19	(Statement dated 1.2.19)
Business Bank Instant A/C:	£ 18,480.98	(Statement dated 1.2.19)

FR&GP.19/16 Fees & Charges 2019/20:

Consideration was given to a review of the current fees and charges (**copy previously circulated*). The Town Clerk outlined the proposed charges.

Resolved:

To approve the proposed fees and charges (**copy attached*).

FR&GP.19/17 Dartmoor Demon:

Members noted that the Dartmoor Demon cycle ride will take place on Saturday 4th May, passing through Bovey Tracey.

FR&GP.19/18 Grant - Bovey Tracey Youth Action:

Consideration was given to a review of the current grant - £7,500.00 to Bovey Tracey Youth Action.

Resolved:

To renew the grant of £7500.00 for 2019/20. Future applications will be considered on receipt of a formal grant application form.

FR&GP.19/19 Fly a Flag for the Commonwealth - 11th March 2019:

Consideration was given to an invitation from Bruno Peek (Commonwealth Pageantmaster) to take part in the "Fly a Flag for the Commonwealth" celebrations, by flying the Commonwealth Flag from the Town Hall on Monday 11th March 2019.

Resolved:

To take part, as set out above.

FR&GP.19/20 Communities Together Fund (CTF):

Members noted that the application to the CTF for the purchase of a sliding acoustic partition for the new Community Centre was partially successful (£5,299). Cllr Allen congratulated the Town Clerk on making a successful application at short notice.

FR&GP.19/21 Risk Management Policy:

Consideration was given to a review of the Council's Risk Management Policy (**copy previously circulated*).

Resolved:

To recommend to Full Council adoption of the document.

FR&GP.19/22 Electronic Banking:

Members received and considered a report from the Town Clerk (**copy previously circulated*). The Town Clerk provided an update.

Resolved:

To progress arrangements to set up electronic banking arrangements and future authorisations for online payment controls (OPC) will be members of the FR&GP Committee.

FR&GP.19/23 Community Centre - Stage II Tender:

The Town Clerk explained that a final tender is still awaited and therefore the following item was deferred:

To receive and consider the final tender submission (**copy to be circulated*) for the construction of the Community Centre building.

The Town Clerk left the Council Chamber at 7.37pm and returned at 7.41pm.

FR&GP.19/24 2019/20 National Salary Award:

Members considered a recommendation from the Personnel Committee to implement the following salary awards (**copy previously circulated*) from 1st April 2019.

	Current SCP	New SCP
Grounds Maintenance Operatives (x2)	11	4
Town Clerk	47	41
Assistant to the Town Clerk	N/A	+2%

Resolved:

To approve the salary awards as set out above.

FR&GP.19/25 Investment Opportunities:

Members received a deferred item from Full Council (FC.18/75 iv). The Town Clerk provided an update.

Resolved:

To invest half (capped at £85,000) of the operating reserves into a 12 month fixed rate bond.

FR&GP.19/26 Legal Advice Service:

Members considered renewing the current agreement (**copy correspondence previously circulated*).

Resolved:

To renew the current agreement at a cost of £1250.00+VAT.

FR&GP.19/27 Matters brought forward by Councillors: (*for information only*).

Cllr Robillard:

i) Referred to the bollard at St. Pauls Close/College where recently a minor accident had occurred. DCC Cllr Gribble advised that approval had been given for the bollard to be painted.

ii) Advised that he had attended his first event as the Council's representative on the Police & Crime Commissioner Council Advocate Scheme and will provide a report at the Full Council meeting.

iii) Advised that the recent Fair Trade event had been successful and new businesses have joined. Cllr Leigh congratulated Cllr Robillard on his achievement.

Cllr Allen:

i) Advised that Mill Marsh Park has been awarded a 4 star award in the Best Park Category in the Pride In Parks, South West in Bloom event.

ii) Noted that Bovey Tracey has achieved Plastic Free Status. Cllr Leigh congratulated Cllr Allen and all involved.

The meeting closed at 7.50pm.

Current Account

Payments made between 19/02/2019 and 31/03/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
19/02/2019	S.W Water Business	635	272.75			4360	300	272.75	Supply - public toilets
19/02/2019	S W Water Business	636	25.29			4500	400	25.29	Supply - Cemetery
19/02/2019	S W Water Ltd	637	12.53			4710	700	12.53	Supply H'field Youth Facility
19/02/2019	Royal Mail Group Ltd	638	118.80		19.80	4910	350	99.00	Response services licence
19/02/2019	Specialist Hygiene Services Lt	639	283.64		47.27	4360	300	236.37	Cleaning
21/02/2019	EE Phone	D/D	34.72		5.79	4190	200	28.93	Plan charge
25/02/2019	Mole Valley Farmers	640	42.92		7.15	4540	500	35.77	Goods
25/02/2019	Mr J J Pieczenko	641	78.00		13.00	4470	350	65.00	Design work - GM Fest.
25/02/2019	Newton Abbot Security Trust Lt	642	500.00			4190	200	500.00	CCTV monitoring
25/02/2019	Devon Contract Waste Ltd	643	49.42		8.24	4540	500	41.18	Waste collection
25/02/2019	British Gas	D/D	99.18		4.72	4710	700	94.46	Electricity supply
27/02/2019	British Gas	D/D	31.56		1.50	4360	300	30.06	Supply
28/02/2019	Elitegroup	D/D	237.58		39.59	4190	200	197.99	Telecom
01/03/2019	Premium Credit Ltd	D/D	299.83			4190	200	299.83	Insurance
01/03/2019	Pulse8Communications	D/D	22.00		3.67	4190	200	18.33	Broadband
06/03/2019	B T Youth Action	644	1,875.00			4600	600	1,875.00	Jan, Feb & Mar payts
06/03/2019	Devon Contract Waste	645	33.22		5.54	4540	500	27.68	Waste collection
06/03/2019	Heathfield Leisure Pursuits	646	20.00			4190	200	20.00	Hire Community Centre
06/03/2019	Arnolds	647	15.65		2.61	4540	500	13.04	Goods
06/03/2019	Katherine Collett	648	50.00			4470	350	50.00	G M Fest Entertainment deposit
06/03/2019	Viking	649	134.14		12.69	4190	200	121.45	Goods
06/03/2019	EMS Waste Services	650	343.20		57.20	4540	500	286.00	Skip hire
06/03/2019	BHGS	651	605.68		100.95	4440	350	504.73	Compost
06/03/2019	Teignbridge District Council	652	2,673.33			4000	150	2,673.33	Payroll
06/03/2019	Tozers LLP	653	1,500.00		250.00	4190	200	1,250.00	Advice service
06/03/2019	Wildmoor Fine Food & Drink	654	50.00			4190	200	50.00	Fairtrade event
06/03/2019	UK Fuels Ltd	D/D	101.07		16.85	4540	500	84.22	Fuel
07/03/2019	Lloyds Deposit - 00711234	reverse TR	15,000.00			210		15,000.00	Reversal of transfer
11/03/2019	Mrs B Fletcher	655	45.00			4190	200	45.00	Cleaning
11/03/2019	Mant Leisure	656	1,469.59		244.93	4540	500	1,224.66	Repairs to fitness equipment
11/03/2019	Mole Valley Farmers	657	91.68		13.28	4540	500	78.40	Goods
11/03/2019	Civil Solutions Ltd	658	15.60		2.60	4540	500	13.00	Goods
11/03/2019	PHS Group	659	246.48		41.08	4540	500	205.40	Waste Collection
11/03/2019	Teignbridge District Council	660	5,300.00			4000	150	5,300.00	Payroll
11/03/2019	Marketing Solutions	661	530.00			4190	200	530.00	Newsletter printing
Subtotal Carried Forward:			32,207.86	0.00	898.46			30,779.40	

Current Account

Payments made between 19/02/2019 and 31/03/2019

		Nominal Ledger Analysis							
<u>ate</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									& delivery
1/03/2019	Viking	662	35.93		5.99	4190	200	29.94	Goods
5/03/2019	EDF Energy	D/D	18.43		0.88	4190	200	17.55	Electricity CCTV
3/03/2019	WPS Ltd	663	489.80			4540	500	489.80	Vehicle insurance
3/03/2019	WBW Solicitors	664	483.00		90.00	4540	500	393.00	Reg of Rec Grd
3/03/2019	L Robillard Webb	665	56.25			4910	350	56.25	Admin - NDP
3/03/2019	Martyn Iles	666	92.00			4920	350	92.00	Traffic management
3/03/2019	Specialist Hygiene Services Lt	667	283.64		47.27	4360	300	236.37	Cleaning
3/03/2019	British Gas	D/D	28.96		1.37	4500	400	27.59	Electricity supply
1/03/2019	EE Phone	D/D	34.72		5.79	4190	200	28.93	Plan charge
3/03/2019	Miss E Rendell	668	149.66			4470	350	149.66	G M Festival
3/03/2019	Devon Contract Waste	669	33.22		5.54	4540	500	27.68	Waste collection
3/03/2019	Amberol Ltd	670	589.60		98.27	4440	350	491.33	Hanging baskets
3/03/2019	Max Bayles Tree Care Ltd	671	180.00		30.00	4540	500	150.00	Tree work
7/03/2019	British Gas	D/D	26.22		1.24	4360	300	24.98	Electricity supply
3/03/2019	Elitiegroup	D/D	56.06		9.34	4190	200	46.72	Telecom
3/03/2019	Mr D M Hall	672	550.00			4500	400	550.00	Remove asbestos sheets
3/03/2019	Mrs J Hemmings	673	15.00			4470	350	15.00	Refund G M Pitch
Total Payments:			35,330.35	0.00	1,194.15			34,136.20	

Cashbook 1

Current Account

Receipts received between 19/02/2019 and 31/03/2019

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	Banked: 25/02/2019	15.00						
BACS	Dartmoor Chillli Farm	15.00			1500	100	15.00	G M Festival
386	Banked: 26/02/2019	516.50						
199	Western Power Distribution	7.50			1900	100	7.50	Sub station lease
0557	WBW Solicitors	189.00			1400	400	189.00	Headstone
200	Mr J Winser	15.00			1500	100	15.00	G M Festival
1	Mr U Braunbeck	15.00			1500	100	15.00	G M Festival
2	Mrs N Mierau	15.00			1500	100	15.00	G M Festival
3	Mrs T Nagle	15.00			1500	100	15.00	G M Festival
4	Mr C Apps	25.00			1500	100	25.00	G M Festival
5	Mrs P Waldron	15.00			1500	100	15.00	G M Festival
6	Ms N Brown	15.00			1500	100	15.00	G M Festival
7	Mrs J Adey	15.00			1500	100	15.00	G M Festival
8	Mrs F McKnight	15.00			1500	100	15.00	G M Festival
9	Jess & Kate Baker	15.00			1500	100	15.00	G M Festival
10	Mrs C Shezall	15.00			1500	100	15.00	G M Festival
11	Mr T Brook	15.00			1500	100	15.00	G M Festival
12	Mrs S Potbury	15.00			1500	100	15.00	G M Festival
13	Mrs A Middleton	15.00			1500	100	15.00	G M Festival
14	Mrs M Barton-Pye	15.00			1500	100	15.00	G M Festival
15	Mrs P Buxton	15.00			1500	100	15.00	G M Festival
16	Ms A Weare-Gifford	25.00			1500	100	25.00	G M Festival
17	Mr R Rance	15.00			1500	100	15.00	G M Festival
18	Mrs J Stone	15.00			1500	100	15.00	G M Festival
19	Miss R Dowell	15.00			1500	100	15.00	G M Festival
BACS	Banked: 01/03/2019	15.00						
BACS	J Goldsworthy	15.00			1500	100	15.00	Green Man Fest.
BACS	Banked: 05/03/2019	15.00						
BACS	M Shergold	15.00			1500	100	15.00	GM Festival
BACS	Banked: 06/03/2019	15.00						
BACS	S Langford	15.00			1500	100	15.00	G M Festival
	Banked: 07/03/2019	15,000.00						
Virement	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
	Banked: 07/03/2019	15,000.00						
Virement	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
BACS	Banked: 11/03/2019	15.00						
BACS	C Pereira	15.00			1500	100	15.00	G M Festival
387	Banked: 14/03/2019	406.00						
20	Mrs A Evans	15.00			1500	100	15.00	G M Festival
21	Mrs D Craig	15.00			1500	100	15.00	G M Festival
22	Mrs D Davies	15.00			1500	100	15.00	G M Festival
23	Miss H Church	15.00			1500	100	15.00	G M Festival
24	Mrs R McEwan	15.00			1500	100	15.00	G M Festival
Subtotal Carried Forward:		30,997.50	0.00	0.00			30,666.50	

Current Account

Receipts received between 19/02/2019 and 31/03/2019

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25	Mrs D Hallett	15.00			1500	100	15.00	G M Festival
27	Mrs A Waldron	15.00			1500	100	15.00	G M Festival
28	B T Cricket Club	286.00			1900	100	286.00	Skip hire
26	Mrs J Hemmings	15.00			1500	100	15.00	G M Festival
388	Banked: 14/03/2019	301.00						
0558	Allwood of Totnes	301.00			1400	400	301.00	Headstone & kerbset
389	Banked: 21/03/2019	766.75						
0560	Mr K Coniam	62.00			1400	400	62.00	Additional inscription
29	BT Heritage Trust	41.51			1900	100	41.51	Telecom services
0561389	Mr & Mrs R Haystaff	620.00			1400	400	620.00	Purchase of plot
30	Bl Information Centre Trust	43.24			1900	100	43.24	Telecom service
BACS	Banked: 25/03/2019	15.00						
BACS	Dartmoor Chilli Farm	15.00			1500	100	15.00	G M Festival
BACS	Banked: 25/03/2019	-15.00						
BACS	Dartmoor Chilli Farm	-15.00			1500	100	-15.00	G M Festival
390	Banked: 28/03/2019	951.00						
0562	Mrs S Curtis	62.00			1400	400	62.00	Additional inscription
0563	Mr M J Coombes	699.00			1400	400	699.00	Purchase of cremation
31	Mr T El-Sayed	25.00			1500	100	25.00	G M Festival
32	Mrs S Moon	15.00			1500	100	15.00	G M Festival
33	Nobilero Ltd	150.00			1120	100	150.00	6 Hanging baskets
Total Receipts:		33,016.25	0.00	0.00			33,016.25	

Lloyds Deposit - 00711234

Payments made between 19/02/2019 and 31/03/2019

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
07/03/2019	Current Account	Virement	15,000.00			200	15,000.00	Virement
07/03/2019	Current Account	Virement	15,000.00			200	15,000.00	Virement
21/03/2019	Lloyds Deposit - 07214996	Adv	40,000.00			220	40,000.00	Advance precept contrib. 18/19
Total Payments:			70,000.00	0.00	0.00		70,000.00	

Lloyds Deposit - 00711234

Receipts received between 19/02/2019 and 31/03/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
BACS	Banked: 05/03/2019	900.00						
BACS	DCC		900.00		1100	100	900.00	Grants - Paths
	Banked: 07/03/2019	15,000.00						
reverse TR	Current Account	15,000.00			200		15,000.00	Reversal of transfer
Interest	Banked: 11/03/2019	7.94						
Interest	Lloyds Bank		7.94		1090	100	7.94	Interest
Total Receipts:		15,907.94	0.00	0.00			15,907.94	

Lloyds Deposit - 07214996

Receipts received between 19/02/2019 and 31/03/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest	Banked: 11/03/2019	13.44						
Interest	Lloyds Bank	13.44			1090	100	13.44	Interest
	Banked: 21/03/2019	40,000.00						
Adv	Lloyds Deposit - 00711234	40,000.00			210		40,000.00	Advance precept contrib.
Total Receipts:		40,013.44	0.00	0.00			40,013.44	

08/04/2019

Bovey Tracey Town Council

11:28

Cashbook 4

User: LINDA

Lloyds Deposit (Cil) -66934760

Receipts received between 19/02/2019 and 31/03/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest Banked: 11/03/2019		0.71						
Interest Lloyds Bank		0.71			1090	100	0.71	Interest
Total Receipts:		0.71	0.00	0.00			0.71	

Bovey Tracey Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2019

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2019 Current Account	11,205.17
2	31/03/2019 Bus Bank Instant	155,640.40
3	31/03/2019 Lloyds Deposit 07214996	390,467.47
4	31/03/2019	18,481.99
		575,795.03
<u>Unpresented Payments</u>		
1	26/11/2018 571	17.96
1	08/01/2019 598	30.00
1	06/03/2019 644	1,875.00
1	06/03/2019 646	20.00
1	06/03/2019 648	50.00
1	18/03/2019 667	283.64
1	25/03/2019 668	149.66
1	25/03/2019 669	33.22
1	25/03/2019 670	589.60
1	25/03/2019 671	180.00
1	29/03/2019 672	550.00
1	29/03/2019 673	15.00
		3,794.08
		<hr/> 572,000.95
<u>Receipts not on Bank Statement</u>		
1	07/03/2019 Virement	15,000.00
		15,000.00
		<hr/> 587,000.95
<u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
1	Current Account	7,411.09
2	Lloyds Deposit - 00711234	155,640.40
3	Lloyds Deposit - 07214996	390,467.47
4	Lloyds Deposit (CiL) 66934760	18,481.99
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<hr/> 572,000.95 <hr/>

Bovey Tracey Town Council
FINANCIAL REGULATIONS



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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 Regulations¹.
- 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 In England - Accounts and Audit (England) Regulations 2011/817
In Wales - Accounts and Audit (Wales) Regulations 2005/368

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 £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit 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's Finance, Resources & General Purposes Committee.

- 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
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The 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 appropriate) 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 January, 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 Finance, Resources and General Purposes Committee and 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 £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, 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 appropriate 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 November 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 **£1000**. 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 the Finance, Resources and General Purposes Committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Finance, Resources and General Purposes Committee. 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 Finance, Resources and General Purposes Committee Meeting.
- 5.5. The Clerk/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 the Finance, Resources and General Purposes Committee;
 - 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 the Finance, Resources and General Purposes Committee.
 - c) fund transfers within the councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance, Resources and General Purposes Committee.

- 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 (,or a duly authorised committee,) may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance, Resources and General Purposes Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. 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.
- 5.10. 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.
- 5.11. 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, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council [or duly delegated Committee].
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by three members 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 or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance, Resources and General Purposes Committee 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 two members 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 at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. 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.
- 6.10. If thought appropriate by the council, payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. 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 the 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.

- 6.12. 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.
- 6.13. 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.
- 6.14. 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.
- 6.15. 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 the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. 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.
- 6.17. 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.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance, Resources & General Purposes committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance, Resources & General Purposes Committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. 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.
- 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 effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the 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. A copy of each statement of account will be made available on request to any Councillor.
- 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.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the 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 (l) 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 solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk/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 £25,000 or more, the council shall comply with relevant requirements of the Regulations (e.g. the 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).
- 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 Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time (e.g. Thresholds currently applicable are: a) For public supply and public service contracts £164,176 and b) For public works contracts £4,104,394).
- 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 18d of the Model Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above 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 (PUBLIC WORKS CONTRACTS)

- 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. STORES AND EQUIPMENT

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

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as Planning Permissions and Covenants), together with a proper business case (including an adequate level of consultation with the electorate if appropriate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition (including matters such as Planning Permissions and Covenants) of the property together with a proper

business case (including an adequate level of consultation with the electorate if appropriate).

- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the Clerk/RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The Clerk/RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The Clerk/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place appropriate 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.
- 16.2. When considering any new activity, the Clerk/RFO (where appropriate) shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk 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.

- 17.2. 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.

RURAL AID - TERMS OF REFERENCE 2019

AIM OF PROGRAMME

The Rural Aid programme distributes District Council funding to projects that positively address the social, economic and environmental well being of rural communities within Teignbridge.

OBJECTIVES

Rural Aid funding is intended to add value and enhance community life by supporting projects which address two or more of the following:

- Improving access to services
- Development and refurbishment of local community facilities and amenities
- Addressing rural sustainability issues
- Improving the health and well being of the local community
- Meeting the needs of minority and vulnerable groups
- Strong local community support and involvement
- Clear evidence of local need

MEMBERSHIP & ROLES

(i) Rural Aid Annual General Meeting (AGM)

- A Rural Aid Annual 'AGM' will be held in the Spring of each year and representatives will be invited to attend from all rural parish and town councils within the District.
- The 'AGM' will appoint a 'Committee' at each 'AGM' to oversee project appraisal, selection and programme delivery.

(ii) Rural Aid Committee

- The 'Committee' shall consist of a Chair, a Vice Chair and Six (including the Vice Chair) parish representatives.
- Two District Council representatives will also be invited to attend each meeting, to provide advice and comment only.
- The 'Committee' will be responsible for project appraisals (Spring) and funding allocation decisions (by July), and any surplus will be considered in a special meeting in September.
- Two representatives will be responsible for appraising and carrying out a joint visit to the applicants from each 'cluster' of rural towns and parishes. There will be three 'clusters' in total (Annex A).
- The 'Committee' will update the AGM each Spring on previous year programme delivery.

PRINCIPLES

The Rural Aid programme ensures an open and fair grant giving process and is committed to equality in every aspect of programme delivery.

ADMINISTRATION

- Officers from Teignbridge District Council will provide all administrative support required to deliver the Rural Aid Programme.
- Parish and Town Councils within the Rural Aid area are invited to submit one application up to the value of £5,000.
- All applications for Rural Aid funding must be supported by the relevant Parish or Town Council, and include relevant documents and quotations.
- Projects have a period of two years in which to claim grant awards approved by the Rural Aid Committee. If not claimed within that period the grant offer will be withdrawn.
- In the event of a change in circumstance, the scope of a project may be changed at the discretion of the Chairman, who will notify all members of any change.

- Timetable of sequence of events:

Budget is set by Teignbridge District Council

- The AGM will be called in the Spring and the fund opening date announced.
- Eligible Parish & Town Councils will then have 8 weeks to apply for funding
- Decisions on the allocation of funding will be made in July

After this point the project administrator will contact all applicants who had applications assessed by the Committee

- Applications can relate to any form of expenditure as long as:
 - It does not relate to the purchase of any moveable item (e.g. vehicles, computer equipment etc)
 - It does not infer any continued or ongoing revenue costs (e.g. salaries, rental costs etc)
 - It does not fund a particular activity which is the statutory function or responsibility of a public body (e.g. park/ play area maintenance etc)
 - It does not fund projects that do not give public access, for example projects on School property or in religious buildings.
 - It does not fund projects that have links to any political party.

Retrospective applications will not be accepted- except in exceptional circumstances and only with the permission of the chairman.

Applications with match funding will be looked on more favourably.

Community Centre Development - Draft Budget

