



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of the Council was held at The Hub Community Centre, Cambourne on Tuesday 20th May 2014.

Present:

Cllr S Crocker (Chairman)
Cllr Mrs L Doidge
Cllr P Gavigan
Cllr T Hudson
Cllr C McPhie
Cllr S Masters

Cllr Dr G Mehboob
Cllr J O'Dwyer
Cllr J Patel
Cllr Mrs R Poulton
Cllr Mrs L Selway
Cllr Mrs P Vaughan

In attendance: John Vickery, Parish Clerk
Liz Pinchen, Deputy Parish Clerk

26 members of the Public were in attendance for the meeting.

1. **ELECTION OF CHAIRMAN OF THE COUNCIL**

Cllr P Gavigan proposed Cllr S Crocker, this was seconded by Cllr, J O'Dwyer there being no other nominations, he was duly elected as Cambourne Parish Council Chairman for the ensuing year and signed the Declaration of Acceptance of Office.

2. **REMARKS FROM THE RETIRING CHAIRMAN**

The Chairman made no remarks.

3. **ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

Cllr S Crocker proposed Cllr J O'Dwyer, this was seconded by Cllr P Gavigan, there being no other nominations, he was duly elected as Cambourne Parish Council Vice-Chairman for the ensuing year and signed the Declaration of Acceptance of Office.

Cllr Dr G Mehboob joined the meeting at this point.

4. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Dr S Smith.

5. **MINUTES OF THE LAST MEETING**

It was:

RESOLVED that the Minutes of the meeting held on Tuesday 1st April 2014 (M123), were approved as a correct record and signed by the Chairman.

Signed

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6. MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION for items on the agenda.

There were no declarations of interest or requests for dispensation for items on the agenda.

7. COUNCIL VACANCY

7.1 Co-option of a new councillor

The five candidates present each gave a short introductory speech and the Councillors asked questions of the candidates.

Cllr Mrs P Vaughan joined the meeting at this point.

A ballot was held and Liz Doidge was duly co-opted to fill the first vacancy and signed her Declaration of Acceptance of Office and joined the meeting.

A second ballot was held and Sean Masters was duly co-opted to fill the first vacancy and signed his Declaration of Acceptance of Office and joined the meeting.

8. POLICE MATTERS

PCSO Jackson had sent his apologies for being unable to attend the meeting and had submitted a report that had been circulated prior to the meeting. (Report attached)

It was:

RESOLVED that the report be received

9. DISTRICT COUNCIL HUSTINGS

In attendance were:

Gaynor Clements (Green), Tim Hayes (Independent), Mark Hersom (Liberal Democrat), David Morgan (Conservative), Des O'Brien (Independent) and Lister Wilson (UKIP)

Gavin Clayton (Labour) sent his apologies.

Also present – Richard Brown, Arts Development Officer, Comberton & Cambourne Village Colleges, to record the proceedings.

The six District Council candidates present each gave a short introductory speech and a report from Gavin Clayton was read out by the Deputy Parish Clerk.

The meeting was adjourned to allow the candidates for the District Council Elections on 22nd May 2014 to answer questions from Cambourne residents.

The meeting was reconvened.

The Chairman thanked the candidates and members of the public for their attendance.

10. RESIDENTS CORRESPONDANCE

No resident's correspondence had been received.

Signed

Date 3rd June 2014
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11. COMMITTEE REPORTS

Reports were received on the following:-

11.1 Planning Committee held on 6th May 2014

It was:

Resolved that the reports be received.

11.2 Leisure & Amenities Committee held on 22nd April 2014.

It was:

Resolved that the report be received.

11.3 Finance & Policy Committee held on 18th March 2014.

It was:

Resolved that the report be received.

12. APPOINTMENT OF STANDING COMMITTEES

12.1 Planning Committee (Chairman and Vice Chairman of the Council plus 6 members).

- See attached schedule of Committee Members for 2014 - 2015

12.2 Planning Committee Election of Chairman for the ensuing year:-

- Cllr Mrs R Poulton proposed Cllr P Gavigan to be Chairman. This was seconded by Cllr S Crocker.

It was:

Resolved that Cllr P Gavigan would be Chairman of the Planning Committee.

12.3 Leisure & Amenities Committee (Chairman and Vice Chairman of the committee plus 6 members).

- See attached schedule of Committee Members for 2014 – 2015

12.4 Election of Chairman for the ensuing year

- Cllr Mrs P Vaughan proposed Cllr Mrs R Poulton to be Chairman. This was seconded by Cllr Mrs L Selway.

It was:

Resolved that Cllr Mrs R Poulton would be Chairman of the Leisure & Amenities Committee.

10.5 Finance & Policy Committee (Chairman and Vice Chairman of the Council, Chairman of the Planning and & Leisure & Amenities plus 3 other members).

- See attached schedule of Committee Members for 2013 - 2014

10.6 Authorised Signatories

Cllr P Gavigan requested to be removed from the list of authorised signatories.

Cllr S Crocker proposed that Cllr C McPhie and Cllr Mrs L Doidge be added

to the list of Authorised Signatories.

It was:

Resolved that Cllr C McPhie and Cllrs Mrs L Doidge be added to the list of signatories.

12. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

It was:

Resolved that Cllr Mrs P Vaughan and Cllr J Patel would be the representatives for CYP.

13. DATES OF COUNCIL AND COMMITTEE MEETINGS

It was proposed that the start time for meetings is brought forward to ensure that they do not run to so late in the evening and to reduce the amount of time the Parish Clerk is working.

It was:

Resolved that the scheduled start time for meetings will be brought forward to 7pm and that the amended Calendar of Meeting be approved. (Calendar of Meetings attached)

14. COUNTY COUNCIL MATTERS

There was no County Councillor present.

Concern was raised that there has been a prolonged absence by County Cllr Loynes and no reports have been received on County Council matters.

It was:

Resolved to request clarification on the reason for absence.

15. DISTRICT COUNCIL MATTERS

District Councillor Alison Elcox was in attendance.

Cllr Elcox had provided a written report on her view of District Council matters over the past year.

The question was raised regarding how long the developers have an option on the land at Bourn Airfield and West Cambourne for. Cllr Elcox will investigate.

It was:

Resolved that the report be received and in future Cllr Elcox will produce a written report to be included in the agenda pack.

16. FINANCIAL REGULATIONS

The Chairman reported that he and the Parish Clerk had thoroughly reviewed the new Financial Regulations (copy attached) and made a few amendments. The Chairman and Parish Clerk are both confident that the Financial Regulations are fit for purpose.

Amendments have been made to the de minimis limits of the Committees and Parish Clerk and to the verification of the bank reconciliation.

It was:

Resolved that the new Financial Regulations be adopted by the Council and that Cllr J O'Dwyer act as the verifier of the bank reconciliation in accordance with Financial Regulation 2.2.

18. TRAFFIC MATTERS

The report on the yellow line consultation at the Vine School had been circulated prior to the meeting. The Parish Clerk reported that additional space will become available in the Village Green car park and will be properly marked. The drop off bays, as marked on the map, were missed by a number of respondents; these will be clearly signposted.

It was:

RESOLVED that the Parish Council request that the County Council proceed with putting the Traffic Orders in place.

19. CORRESPONDENCE

The following correspondence was brought to the Parish Council's attention:-

Email – Tahira Fitzwilliam-Hall, Wysing Arts

Regarding Circuit Event in Cambourne.

It was felt that there no issue with using the side of The Hub, but the adjacent land belongs to McA who will need to be consulted. The Councillor contact for the project would be Cllr Mrs R Poulton.

It was:

RESOLVED that the email be received and that the relevant contact details would be passed on to the Circuit Event organisers.

Email – Passenger Transport, Cambridgeshire County Council

Regarding changes to the Citi 4

The Parish Clerk reported that McA had met with Stagecoach, who had not fully understood the extent of the population in Upper Cambourne. The additional route of the Citi4 around Upper Cambourne will add 15 minutes to the overall journey time.

It was:

RESOLVED that the email be received and the new service be monitored.

20. DATE OF NEXT MEETING – 3rd June 2013

Cambourne Parish Council

Police Report

May 2014

I am not attending the meeting as this is one of my rest days, I submit the following report, please keep in mind that it is only eight days in length as this is the time period since the last council meeting

For the Bourn ward between 8th and 16th May there have been 50 incidents called in, compared to 35 for the same period last year

The most frequent calls were –

3 Rowdy / nuisance – non from Eco park

3 Domestic

2 Road collisions

2 Concerns – a couple with blood on clothing, lad with scissors out and about

2 Suspicious circumstances – a ‘bang’ from neighbouring house, a person being followed – no evidence

Regarding crimes

6 have been reported for this period, compared with 10 for the same period last year

2 robberies – one involving the loss of a dog

2 shoplifting

1 common assault

1 malicious wounding

Of these 5 remain undetected and 1 has been ‘non-crimes’ due to lack of evidence

Signed

Date 3rd June 2014
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CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

MEMBERSHIP OF COMMITTEES – 2013-2014

Planning Committee (6)
(plus Ch and V-Ch as ex-officio)

Cllrs
S Crocker
P Gavigan (Chairman)
J O'Dwyer
T Hudson
S Masters
Mrs R Poulton
Mrs L Selway
Dr S Smith

Leisure And Amenities Ctte (6)
(plus Ch and V-Ch as ex-officio)

Cllrs
Mrs R Poulton (Chairman)
Mrs L Doidge
T Hudson
Dr G Mehboob
J Patel
Mrs L Selway
Dr S Smith
Mrs P Vaughan

Finance And Policy Committee (6)

Cllrs
Chairman of the Council (S Crocker)
Vice Chairman (J O'Dwyer)
Chairman of the Planning Committee
(P Gavigan)
Chairman of Leisure and Amenities
Committee (Mrs R Poulton)
C McPhie
J Patel
Vacancy

Authorised Signatories

Cllr S Crocker
Cllr Mrs R Poulton
Cllr Mrs L Doidge
Cllr C McPhie

CYP Representatives

Cllr J Patel

Signed

Date 3rd June 2014
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Cllr Mrs P Vaughan



CAMBOURNE PARISH COUNCIL
District of South Cambridgeshire

CALENDAR OF MEETINGS 2014-2015

Date	Time	Meeting
		2014
5th May		May Day Bank Holiday
6 th May	6.30pm	Planning committee
	7.30pm	Annual Parish Meeting (<i>the meeting of the electors</i>)
20 th May	7.30pm	Annual Meeting of the Council (<i>the start of the new municipal year – election of Chairman</i>) followed by ordinary business of the Council
	*	Planning Committee
	*	Leisure and Amenities (<i>Election of Chairman only</i>)
	*	Finance and Policy Committee (<i>Election of Chairman only</i>)
26th May		Half Term Break Starts
26th May		Spring Bank Holiday
30th May		Half Term Break Finishes
3 rd June	6.30pm	Planning Committee
	*	Council (<i>urgent matters only</i>)
17 th June	7.00pm	Planning Committee
	*	Leisure and Amenities Committee
1 st July	7.00pm	Planning Committee
	*	Council
22 nd July	7.00pm	Planning Committee
	*	Finance and Policy Committee
23rd July		End of Summer Term
5 th Aug	7.00pm	Planning Committee
	*	Council (<i>urgent matters only</i>)
19 th Aug	7.00pm	Planning Committee
25th Aug		Bank Holiday
2 nd Sept	7.00pm	Planning Committee
		Council
4th Sept		Start of Autumn Term
23 rd Sept	7.00pm	Planning Committee
	*	Leisure and Amenities Committee
7 th Oct	7.00pm	Planning Committee
	*	Council
21 st Oct	7.00pm	Planning Committee
	*	Finance and Policy Committee
27th Oct		Half Term Break Starts
31st Oct		Half Term Break Finishes

Signed

Date 3rd June 2014
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4 th Nov	7.00pm	Planning Committee
	*	Council
18 th Nov	7.00pm	Planning Committee
	*	Leisure and Amenities Committee
2 nd Dec	7.00pm	Planning Committee
	*	Council
16 th Dec	7.00pm	Planning Committee
	*	Finance and Policy Committee
19th Dec		End of Autumn Term
25th Dec		Christmas Day
26th Dec		Boxing Day
<u>2015</u>		
1st Jan		Bank Holiday
6th Jan		Start of Spring Term
13 th Jan	7.00pm	Planning Committee
		Council (<i>urgent matters only</i>)
3 rd Feb	7.00pm	Planning Committee
	*	Council
16th Feb		Half Term Break Starts
17 th Feb	7.00pm	Planning Committee
	*	Leisure and Amenities
20th Feb		Half Term Break Finishes
3 rd March	7.00pm	Planning Committee
	*	Council
24 th March	7.00pm	Planning Committee
	*	Finance and Policy Committee
27th March		End of Spring Term
3rd April		Good Friday
6th April		Easter Monday
7 th April	7.00pm	Planning Committee
	*	Council
13th April		Start of Summer Term
21 st April	7.00pm	Planning Committee
	*	Leisure and Amenities
4th May		May Day Bank Holiday
5 th May	6.30pm	Planning Committee
5 th May	7.00pm	Annual Parish Meeting (<i>the meeting of the electors</i>)
19 th May	7.00pm	Annual Meeting of the Council (<i>the start of the new municipal year – election of Chairman</i>) followed by ordinary business of the Council
	*	Planning Committee
	*	Leisure and Amenities (<i>Election of Chairman only</i>)
	*	Finance and Policy Committee (<i>Election of Chairman only</i>)
25th May		Half Term Break Starts
25th May		Spring Bank Holiday
29th May		Half Term Break Finishes
22nd July		End of Summer Term
3rd Sept		Start of Autumn Term

* Please note that this meeting will follow the preceding meeting after a short recess.

John Vickery Clerk to the Parish Council Parish Office, The Hub, Cambourne Community Centre, High Street, Cambourne, Cambridge. CB23 6GW.

Signed

Date 3rd June 2014

District Council Annual Report

Bourn Ward

Bourn, Cambourne, Caxton, Croxton and Eltisley

Cllr Alison Elcox

May 2014

I've been very active over the last year on your behalf as your District Councillor. There have been three of us representing you, Clayton Hudson who, although he moved to Norfolk some time ago, has still played an active role in the Ward and has been a great support to me and many others and Mervyn Loynes, has had the added responsibility of becoming your County Councillor as well last May. The County Divisions are quite odd in that Mervyn looks after Cambourne, Bourn and Caxton and Mandy Smith looks after Croxton and Eltisley along with other villages North of here in the Papworth Ward. Many of you already know her and others may have come across her when Lister Wilson was put on gardening leave from the County when she had the added responsibility of looking after Bourn Division as well, which she did quite effectively. Although there has been no official demarcation between us, Clayton has always looked after the Cambourne planning side of things, but left the housing issues to me, Mervyn has taken over the County/District liaison so I have always taken a more strategic view on South Cambridgeshire as a whole and the running of the Council as well as looking after any other issues in the villages. Roger Hume from Cambourne complained last year that he wasn't interested in the wonderful things the Council had been doing and the way it was run, he was only interested in what I'd been doing. This did tend to deteriorate into a "Yes, but what have the Romans done for us?" conversation anyway, so here it is.

I know I haven't made it to every single Parish meeting, but I have reacted to every single problem that has come across my desk and put things in motion and will answer the phone whatever the time day or night if I hear it, and my new iPad has my Council emails downloading all the time. Although I wasn't too happy about it at the time the decision to withdraw free laptops for Councillors was really the only way forward. Microsoft were about to withdraw support from the operating system our laptops were running on and it was going to cost the Council about £40,000 to upgrade us all. In these times of austerity we just couldn't spend your money on our iPad's. The Council kindly gave us easy payment terms as being a Councillor is a lifestyle choice rather than being in it for the money!

Signed

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Last month I put in my first expense claim in 3 years, having been forced to move from Bourn to Arrington as I'm using so much diesel and I've also had to employ Kate to look after my youngest when I'm stuck in meetings as he now can't get himself home from Bourn school. The other three girls can't get home under their own steam either now, but are quite inventive in sorting themselves out if I can't. Which brings me onto public transport

You think Bourn Ward is bad for public transport, try Arrington is my first thought it's a nightmare, but let's forget that! I was over the moon when I heard that Stagecoach were not going to stop the 18 through Bourn as it was a lifeline for so many people and with the new Demand Responsive Transport we should all be able to get home. The problem has always been Sunday and it was the brainchild of one of our officers, Claire Gibbons who came up with the bike bus. The bike bit was only to secure the funding but you don't have to have a bike to use it. If you'd like more details please let me know.

Apart from the Local Plan, which has been the biggest issue in the Ward over the past year, what else have I been doing?

I am a member of the Civic Affairs Committee and both Scrutiny Committees, one of these Committees looks at the internal workings of the Council and the other it's partnerships with other bodies, for instance at the last meeting the police were asked to attend and give an update on their current issues. All major decisions pass through scrutiny and this is each political party's opportunity for discussion and change. It's rather sad that the opposition parties do not often take this opportunity as on several occasions during the past year we have looked around the room and found only Conservatives – the others having signed in, stayed for just half an hour sometimes and then left. I am also a member of the housing advisory group, which oversees the new company South Cambs Ltd.

Issues the Scrutiny Committees have debated over the past year include:

- Local Neighbourhood Policing Panel
- Health and Wellbeing, following the restructuring as a result of the Health and Social Care Act 2012
- Sharing the Council's own Equality and Diversity Officer with neighbouring authorities
- A question and answer session with Andrew Lansley MP
- The Greater Cambridge City Deal
- A report on the Children's Centre Services by a representative from the County Council and other local bodies.
- South Cambridgeshire Youth Council
- Performance presentation by Mears, the social housing maintenance and repairs company.
- The Council's own communications strategy with the public.
- Finance, performance and risk (regularly)
- The draft charging schedule for the Community Infrastructure Levy.
- Redundant ICT equipment.
- Shared Equity schemes
- South Cambs Homes Limited
- Review of the Conservation service

Signed

Date 3rd June 2014
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- Enforcement and Inspection policy review.
- Waste and recycling, joint working with Cambridge City and the rearrangement of the green bin collection over the Winter
- Empty Council properties
- Review of the Customer Contact Centre
- The website
- The Corporate Plan
- Medium term financial strategy and budget
- Members training

I have also attended Planning Committee when asked to speak on behalf of the various parish councils with reasonable success, this isn't always easy when two of my parish councils have opposing views, or the parish council doesn't appear to be in tune with the residents, but I expect it's always been like that and always will be and I occasionally attend Cabinet if there is something relevant to this Ward.

Which brings me onto the biggest and most important thing this area has had to deal with for many years ...

- **The Local Plan**

I'm going to assume that everyone knows the recent history that following the consultation on the proposed local plan it caught us all out by surprise that both Bourn Airfield and West Cambourne had been included as all the indications were that this was not the preferred area for development, vehemently opposed locally and concentrate on what happens from now on. I have been involved with BAD right from the very start.

The South Cambs plan was submitted at the end of March at the same time as the City's plan and they will be looked at concurrently. The Inspector is Laura Graham and her first job is an initial assessment on a duty to cooperate and legal compliance. Several plans from other districts have failed at this first hurdle as the duty to cooperate needs to demonstrate any change following the 'cooperation' and not just 'we had a meeting',

If the plan passes this initial assessment, the inspector will hold a pre hearing meeting before the actual hearing sessions to discuss how she will manage the examination. The meeting will identify the main areas to be examined and a timetable will be produced for the sessions. This hasn't yet appeared and we have been told not to expect the hearings to happen until October, but it has to pass the initial assessment first. These will be held in public.

The hearing sessions will usually involve concentrated discussions on a range of issues in a fairly relaxed atmosphere probably in the Chamber in South Cambs, they are meant to be fact finding and not confrontational. Occasionally, where there are strongly opposed views on matters within the documents, the evidence may need to be tested more formally, with the relevant people putting their case forward with the help of professional representation. The BAD Campaign Group has been raising money for just this purpose so any financial help you could give would be greatly appreciated.

The inspector will check that South Cambs has prepared the plan document in compliance with the legal requirements and consider whether it is sound. There is no legal definition of 'sound' but in this context, to be sound, a document should be positively prepared, justified, effective and consistent with National Policy.

In assessing the document, the inspector will need to use her professional judgement based on the evidence available. The inspector will need to consider the whole plan document and all of the representations made, including the supporting documents (some of these in my opinion are a bit on the dodgy side). If the inspector is not satisfied that she has enough information from South Cambs to determine whether the plan document is sound, she may ask the authority to carry out more work before the examination can be completed. The inspector may also want more details of the matters raised in the examination, and will set a timetable for receiving that information, before making her report.

The length of the examination will vary according to how complicated the document is and what representations have been made, so in our case it will take a while. The hearings sessions will usually take no more than 8 days. The overall examination process will be around 6 months for most plans.

Since the examination of a plan is not an inquiry into objections, reports will not summarise the cases of individual parties, will avoid as far as possible any direct reference to specific representations and should not describe discussions at the hearing sessions. The report will explain why the Inspector, based on a consideration of all the evidence and her professional expertise and judgement, has reached a particular view on legal compliance, including the duty to cooperate and soundness.

If the inspector considers that the plan may require major modifications to make it sound/legally compliant, she must be satisfied that the requirements for public consultation and sustainability appraisal have been met with regard to the modifications.

The Inspector has no power to recommend improvements to the Plan. The Plan is a South Cambs document and the Inspector will only make recommendations on major changes that are necessary to make the Plan sound and legally compliant. Minor changes, known as additional modifications, can be made by South Cambs.

I hope that this short report demonstrates that even though you may not see me on a day-to-day basis, I am working on your behalf for the Ward and South Cambs as a whole. Please let me know if there is anything regarding the District Council you would like me to take up on your behalf.

Cllr Alison Elcox

Bourn Ward

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CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

**AS ADOPTED BY Cambourne Parish Council
ON 20th MAY 2014**

**CAMBOURNE PARISH COUNCIL
FINANCIAL REGULATIONS**

Signed

Date 3rd June 2014
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These Financial Regulations were adopted by the Council at its Meeting held on [20th May 2014]

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 orders¹ 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. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations 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;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- 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 Regulations².
- 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

² In England - Accounts and Audit (England) Regulations 2011/817
In Wales - Accounts and Audit (Wales) Regulations 2005/368
Signed

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

- measures to ensure that risk is properly managed.

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

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the power of well-being; 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 [£20,000]; 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) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

Signed

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- 1.16. 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.
- 1.17. 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 [Finance Committee].
- 1.18. 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.
- 1.19. 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.
- 1.20. 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.
- 1.21. 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 or have had no involvement in the financial decision making, management or control of the council.
- 1.22. 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.

- Be a former employee or former Councillor.
- 1.23. 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.
- 1.24. 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.
- 1.25. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 1.26. Each committee 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.
- 1.27. The RFO must each year, by no later than October, 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 [relevant committee and the] council.
- 1.28. 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.
- 1.29. 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.
- 1.30. The approved annual budget shall form the basis of financial control for the ensuing year.

BUDGETARY CONTROL AND AUTHORITY TO SPEND

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1.31. 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 £30,000;
- a duly delegated committee of the council for items over £2,500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,500.

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.

1.32. 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').

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

1.34. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

1.35. In cases of urgent need or 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 £2,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

1.36. 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.

1.37. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

1.38. 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

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statements are to be prepared at least bi-monthly and shall show explanations of material variances. For this purpose “material” shall be in excess of £200 or 15% of the budget.

- 1.39. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 1.40. 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.
- 1.41. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council [or finance 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.
- 1.42. 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.
- 1.43. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] Meeting.
- 1.44. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance 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 council [or finance committee]; or
 - c) fund transfers within the 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 committee].
- 1.45. 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 council [or Finance Committee].
- 1.46. 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.
- 1.47. 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 £20,000 shall before payment, be subject to ratification by resolution of the council.
- 1.48. 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.
- 1.49. 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.
- 1.50. Any changes in the recorded details of suppliers, such as bank account records, shall be reviewed by a Member.

INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 1.51. The council will make safe and efficient arrangements for the making of its payments.
- 1.52. 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.
- 1.53. 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.

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- 1.54. 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 two members of council [,and countersigned by the Clerk,] in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 1.55. 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.
- 1.56. 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 council or Finance Committee at the next convenient meeting.
- 1.57. If a payment is necessary to avoid a charge of interest, under Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, the Clerk and two signatories agree there is no dispute or reason to delay payment shall take action necessary to settle such invoices, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council. All payments should only be made if the supply of goods or works is within agreed budgets and agreed spending.
- 1.58. 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.
- 1.59. If thought appropriate by the council, payment for certain items (principally Salaries, Barclaycard) 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.
- 1.60. 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 two 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.

- 1.61. 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.
- 1.62. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope and also held in the safe. 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.
- 1.63. 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.
- 1.64. 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.
- 1.65. 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.
- 1.66. Where internet banking arrangements are made with any bank, the Clerk 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.
- 1.67. 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.
- 1.68. 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 two of the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.
- 1.69. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £2,500 unless authorised by council or finance committee in writing before any order is placed.

- 1.70. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council or finance committee]. Transactions and purchases made will be reported to the council or relevant committee and authority for topping-up shall be at the discretion of the council or relevant committee.
- 1.71. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk 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.
- 1.72. The Clerk may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk with a claim for reimbursement.
- a) The RFO shall maintain as petty cash float of £450 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

PAYMENT OF SALARIES

- 1.73. 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.
- 1.74. 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.
- 1.75. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council] [relevant committee].
- 1.76. 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.
- 1.77. 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.
- 1.78. An effective system of personal performance management should be maintained for the senior officers.
- 1.79. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 1.80. Before employing interim staff the council must consider a full business case.

LOANS AND INVESTMENTS

- 1.81. 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.
- 1.82. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 1.83. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk unless electronic statements are available.
- 1.84. 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.
- 1.85. 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.

- 1.86. All investments of money under the control of the council shall be in the name of the council.
- 1.87. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 1.88. 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).

INCOME

- 1.89. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 1.90. 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.
- 1.91. The council will review all fees and charges at least annually, following a report of the Clerk.
- 1.92. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 1.93. 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.
- 1.94. The origin of each receipt shall be entered on the paying-in slip.
- 1.95. Personal cheques shall not be cashed out of money held on behalf of the council.
- 1.96. 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.
- 1.97. 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.
- 1.98. 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).

ORDERS FOR WORK, GOODS AND SERVICES

- 1.99. 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.
- 1.100. Order books shall be controlled by the RFO.
- 1.101. 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 (I) below.
- 1.102. A member may not issue an official order or make any contract on behalf of the council.
- 1.103. 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.

CONTRACTS

- 1.104. 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 and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding [£60,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18,³ insert reference of the council's relevant standing order and shall refer to the terms of the Bribery Act 2010.
 - h. When it is to enter into a contract of less than £60,000 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 £5,000 and above £2,000 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.

³ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- 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.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 1.105. 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).
- 1.106. 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.
- 1.107. 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.]

STORES AND EQUIPMENT

- 1.108. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 1.109. 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.
- 1.110. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 1.111. The Clerk shall be responsible for periodic checks of stocks and stores at least annually.

ASSETS, PROPERTIES AND ESTATES

- 1.112. 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.
- 1.113. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council or relevant committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 1.114. 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).
- 1.115. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 1.116. 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 or relevant committee. In each case a Report in writing shall be provided to council with a full business case.
- 1.117. 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.

INSURANCE

- 1.118. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 1.119. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

- 1.120. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 1.121. 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.

CHARITIES

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

RISK MANAGEMENT

- 1.123. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the 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.
- 1.124. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 1.125. 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.
- 1.126. 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.