

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Council meeting 5th November 2019

Policies

10.1 Financial Regulations

NALC issued an updated Model Financial Regulations on the 8th August 2019. This was presented to the Finance and Policy Committee on the 22nd October 2019 where amendments were agreed in relation to Paragraphs:

5.1; the text in square brackets regarding credit references was removed.

5.2; amended to reflect the Town Councils payment process.

5.4; inclusion of delegation to another officer.

6.18; card holders amended to Clerk and Community Development Officer to reflect the nature of use.

6.21;

7.3; clarification regarding overtime added.

9.8; inclusion of delegation to another officer.

9.10: property of a charitable trust paragraph omitted as N/A.

11.1 g: old paragraph g. deleted.

All the other amendments in the guidance notes below were agreed and the following recommendation was made.

It was:

Recommended that the Financial Regulations as amended be approved by the Council

NALC guidance below, amended Financial Regulations attached.

GUIDANCE ON THE MODEL FINANCIAL REGULATIONS TEMPLATES FOR ENGLAND AND WALES

This guidance document provides information on how to use the Model Financial Regulations templates for England and Wales, produced by the National Association of Local Councils (NALC) in 2019.

Dates and timeframes

Stated dates or months may be changed to suit local circumstances.

Where the word “regularly” is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

Amending the regulations for your council

Where the guidance has information in [square brackets] this part may be deleted if not relevant. An alternative option may have been provided.

The value inserted in [square brackets] in any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1a (England), 11.1b (England) and 11.1k (Wales)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

The appropriate approved list referred to in paragraph 11.1b (Wales) shall be a list drawn up by the clerk and approved by council but, normally shall be based on the list maintained by the district council for such works, if such list is maintained. In the absence of an appropriate list, the words in square brackets should be omitted

You will find information that requires amending for your local council in paragraphs.

England:

- 1.8 and 1.14
- 2.2
- 3.1 and 3.2
- 4.1, 4.4, 4.5 and 4.8
- 5.1, 5.2, 5.4, 5.5 and 5.6
- 6.3, 6.4, 6.6, 6.15, 6.17, 6.18, 6.19, 6.20, 6.21 and 6.22
- 7.3
- 9.10
- 11.1
- 12, 12.1, 12.2 and 12.3 2
- 13, 13.1, 13.2, 13.3 and 13.4
- 14.2
- 15.1, 15.2 and 15.5
- 16 and 16.1
- 17.1 and 17.2
- 18.2

Guidance on the Model Financial Regulations templates for England and Wales were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

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10.2 Bookings Package

The bookings package has been updated to strengthen the package in relation to proof of age and identity for the making of bookings and also the threshold of the age of people who can make a booking so as to minimize the risk of parties getting out of hand. The alterations are highlighted in red and relate to paragraphs:

- 2.
- 28.
- 33.

It is:

Recommended that the Lettings Package as amended be adopted.