

# Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT  
Tel: 01425 473883  
www.ringwood.gov.uk

## POLICY & FINANCE COMMITTEE

Dear Member

15<sup>th</sup> March 2018

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 21<sup>st</sup> March 2018** at 7.00pm\* or at the conclusion of the public participation session and your attendance is requested.

Mr C Wilkins  
Town Clerk

### **PUBLIC PARTICIPATION:**

\*If required, the meeting will be preceded by a public participation period of up to 10 minutes at 7.00pm. Members of the public are also entitled to speak, during the meeting, on agenda items.

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### **RECORDING (AUDIO AND/OR VIDEO) OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA**

During this meeting the public are allowed to record the Committee and officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

### **MOBILE PHONES**

Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

### **3. MINUTES OF THE PREVIOUS MEETING**

To approve as a correct record the minutes of the meeting held on 21<sup>st</sup> February 2018

### **4. LANTERN OF REMEMBRANCE**

To consider approving the replacement of the Lantern of Remembrance (*Report A*)

### **5. USE OF COUNCIL OFFICE FACILITIES**

To consider a request from Citizen Advice New Forest

### **6. FINANCIAL REPORTS (*Report B attached*):**

- a. To receive and authorise list of payments made on Imprest Account for February
- b. To receive and authorise list of Petty Cash payments for February

- c. To receive Statement of Town Council Balances
- d. To authorise Inter Account Transfers
- e. To receive the Responsible Finance Officer's (RFO) budget monitoring report (Period 11)

**7. FINANCIAL REGULATIONS / RISK ASSESSMENT**

To consider the RFO's report in respect of the financial regulations and risk assessment (*Report C*)

**8. SILENT SOLDIER**

To consider a proposal to participate in this campaign

**9. PROJECTS**

To receive an update in respect of projects (*Report D*)

**10. EXCLUSION OF THE PRESS AND PUBLIC**

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature (procurement of services from commercial providers by a competitive process)

**11. RENEWAL OF OFFICE LEASE**

To consider approving the renewal of the lease of the ground floor office suite at Greenways (*Confidential Report E*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk).

Committee Members

Cllr Jeremy Heron (Chairman)  
Cllr Steve Rippon-Swaine (Vice Chairman)  
Cllr Andrew Briers  
Cllr Philip Day  
Cllr Christine Ford  
Cllr Anne Murphy  
Cllr Gloria O'Reilly  
Cllr Michael Thierry  
Cllr Chris Treleaven  
Cllr Angela Wiseman

Ex Officio Members

Cllr Tim Ward  
Cllr Philip Day

Student Advisors

Sadie Chambers  
Joshua Kidd  
Emily Litchfield

Copied by e-mail to other members for information

**Renewal of Lantern of Remembrance**

1. Introduction and reason why decision required

- 1.1 A proposal has been received from Revd. Terry Roberts and Kevin Jones that the existing “Lantern of Remembrance” installed above the entrance to the Gateway Building in 2014 (and initially intended to remain for one year only), should be replaced with a permanent installation to mark the centenary of the armistice that ended the First World War.

2. Background information, options, impact assessment and risks

- 2.1 The existing lantern is a Christmas decoration hung from a standard bracket to which electricity is supplied via a timer and socket in the Finance Office. It is switched on from roughly 00:01 to 23:59 on each anniversary of the death of a local man who fell in the war. The timer has to be manually re-set by Council staff every few days. The only interpretation/publicity is a single A4 sheet in the notice board nearby listing the names of the fallen and the dates of their deaths.
- 2.2 See attached for a draft project outline, a description of the design concept along with graphics and background materials. The proposed lantern would be a bespoke item made to order by an artisan blacksmith and is modelled on “trench lamps” used by soldiers on the Western Front during WW1.
- 2.3 If members are minded to support the proposal it would, of course, be necessary to consult with the other councils with whom the building is shared and with planning officers but objections from any of these quarters seem unlikely.
- 2.4 The intention of the proposers is to seek “crowd-funding” for the project (once it is approved in principle) so that there would be no need for any contribution from public funds.

3. Issues for decision and any recommendations

***Whether to approve in principle the replacement of the Lantern of Remembrance with a permanent installation and, if so, whether to make any further arrangements regarding the oversight and governance of the project. If members do NOT approve the project, confirmation that the existing installation may be removed at the end of this year would be welcome.***

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)



## Project Outline: Memorial Lantern Replacement

### Introduction and background

The present lantern, which hangs outside the Town Council Gateway Building, was the idea of Cllr Michael Thierry and was dedicated on 3<sup>rd</sup> September 2014, marking the centenary of the beginning of WW1. The lantern used was made available from the stock of Christmas lanterns which have been part of the decorations used throughout the town alongside the Christmas Decorations. The Lantern was initially to be lit on the anniversary of the death of every Ringwood service man or woman for the whole of the following year, with the names of those being remembered being listed month by month on one of the Public notice boards outside the Gateway. The Lantern met with wide approval from the community and has continued to be lit over the years since its dedication.

Discussions began in 2017 about replacing this Lantern with something more unique to commemorate the Centenary of the end of WW1, perhaps as a significant mark of the Town's recognition of the Centenary.

### Objectives

To mark the Centenary by replacing the current lantern with one designed around a WW1 Trench Lantern, specifically for the Town Council Gateway building incorporating a plaque describing its concept and reason d'etre. With the continuing lighting of the Lantern on days when serving Ringwood Service personnel have died.

### Probable Timeline

Stage	Description	Target end date
Outline Project approval		March
Detailed design approval etc.		March/April
Manufacture		April/May
<u>Installation and Dedication before November 11<sup>th</sup> on a suitable occasion</u>		

### Management

This will be a Town Council project (since the lantern will be fitted to the Building 'owned' by the council). It should, therefore, be overseen by the Policy and Finance Committee\* and managed by the Town Clerk. However, it is anticipated that volunteers will undertake much of the day-to-day work.

### Costs and budget

Initial discussions with Ian Parmenter, a member of the Worshipful Company of Blacksmiths, has provided an estimated cost of £3,000 - £5,000. But once the design has been agreed the cost may well be closer to the lower figure.

\*Funding – whilst there are no direct funding sources available, offers of financial support have been made and it is proposed that the monies needed be raised by voluntary contributions from the public and local organisations.

# A

## The Concept

Ringwood has honoured the of the parish from the first war by installing a light to the exterior of the council building, which is switched on at a time and date that one of its heroes fell.

The location of the lantern site is at a point where it is able to be approached from three different directions; therefore the lantern should make a visual impact and start telling a story from each of these directions. It is proposed that easily recognisable element and wording that we associate with remembrance are put together to form an art piece rather than just a bracket holding a lantern.

The back plate of the work could show the inscription “we shall remember them”.

The arms of the bracket holding the copy of the WW1 Trench Lantern are made up of Poppies and the soldier is in silhouette shown with a rifle (to be pointing downwards)

The material used could be similar to the Iron gates of the Gateway, with a number of the poppies in red.

## Ian Parmenter AWCB, PDD (Building Cons)

Ian Parmenter has been a Blacksmith since 1986 when he was trained during Military service with the Royal Engineers at the Royal School of Military Engineering, Chatham in Kent.

Ian is an award Holder with the Worshipful Company of Blacksmiths for work of distinction and has recently been bestowed the Honour of becoming a Liveryman of the Company and a Freeman of the City of London, as well as holding a Professional Development Diploma (Building Conservation) from West Dean College.

Ian works with local councils and conservation organisations to ensure compliance with heritage guidelines. His work includes commissions from a wide range of organisations, individuals, churches and trusts.

He works in all forms of metalwork including stainless steel.

Ian is the owner and Director of Parmenter Forge situated just off of junction 5 of the M3, in the Village of Winchfield.

<http://parmenterforge.co.uk/>

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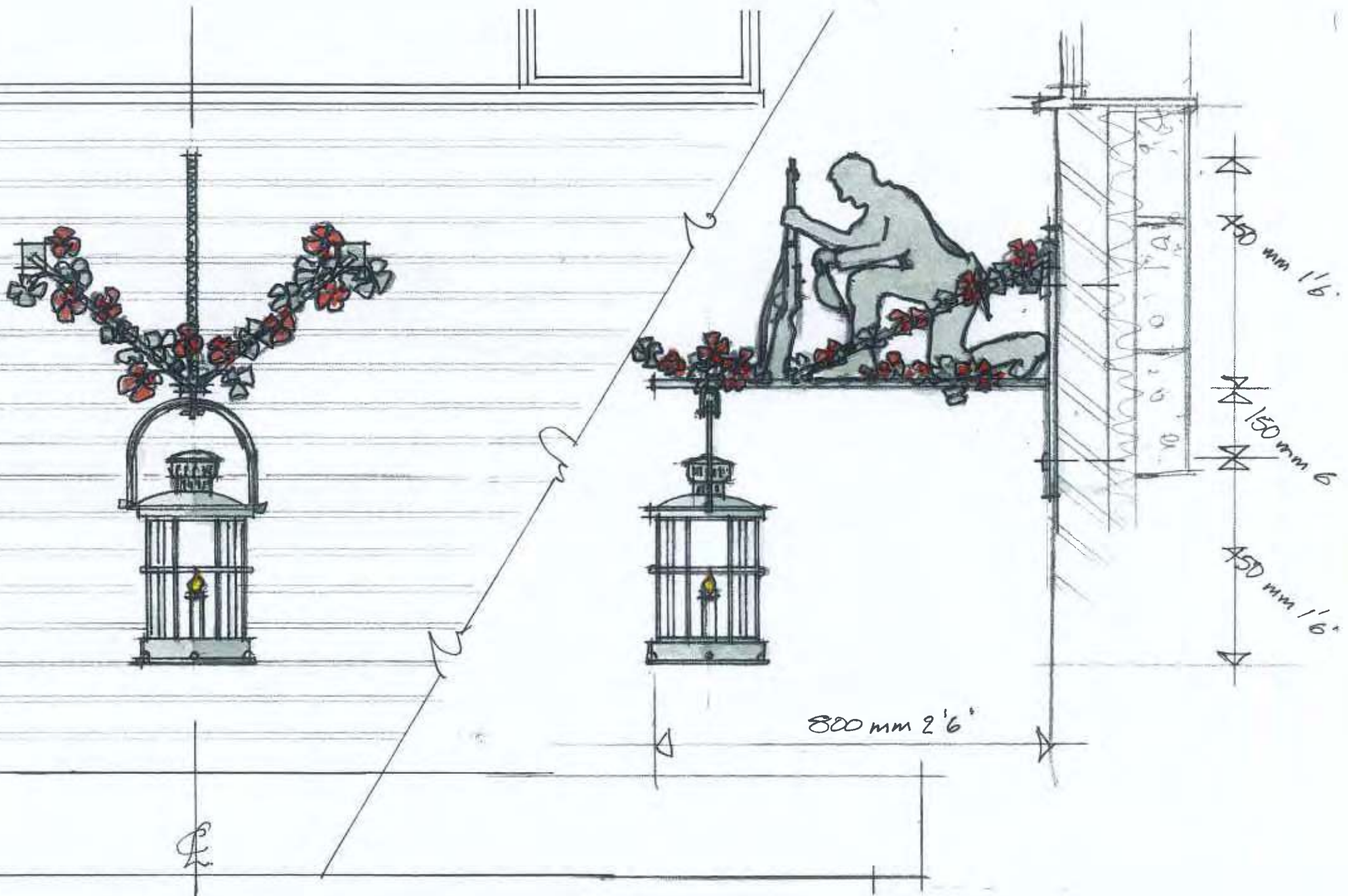
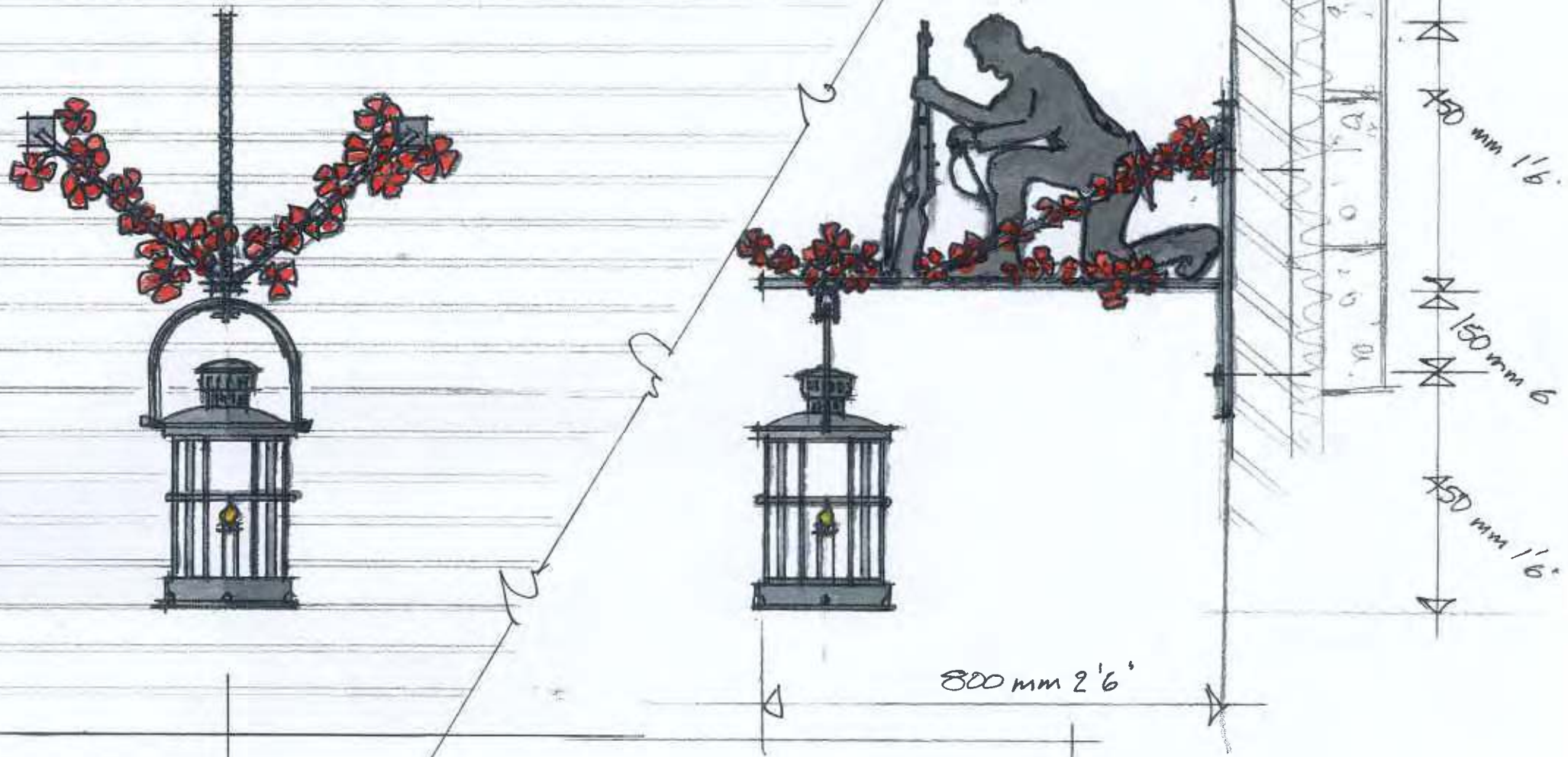


Concept Proposals for the Replacement of the Memorial Lantern.

March 2018



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Concept Proposals for the Replacement of the Memorial Lantern.

March 2018

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**21ST MARCH 2018**



**POLICY AND FINANCE COMMITTEE 21ST MARCH 2018****LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 28TH FEBRUARY 2018**

Date	Trans No	Details	Budget	Comm	Description	Amount £
Feb						
2018-02-08	3002434	Lamps & Tubes	S&S	P&F	Christmas Lights - Final payment 2017	3,711.18
2018-02-08	3002436	Hampshire C.C.	S&S	P&F	Gateway - Stationery & cleaning	116.95
2018-02-08	3002440	Hampshire C.C.	Trans	R&L	Ford Transit - Maintenance January 2018	75.60
2018-02-08	3002433	Rwd & Fbridge Skip	S&S	Allots	Allotments - Removal of asbestos sheets	660.00
2018-02-08	3002437	Lisa Austin	S&S	P&F	Gateway - Black work cardigan	18.00
2018-02-08	3002439	Site Safety Ltd	S&S	R&L	Groundsmen - Work boots	61.20
2018-02-19	3002438	Screwfix	S&S	Plan	Storage hooks and wood preserver	35.69
2018-02-19	3002448	Screwfix	S&S	Cem/R&	Cemetery/Open Spaces - Hooks/Hoover bags	23.98
2018-02-19	3002449	I N Newman	Premis	Cem	Cemetery - OGRL3&4 Refund of memorial fee	65.00
2018-02-19	3002451	Lyndon Thompson	Premis	Allots	Allotments - UK27 Return of key & ground dep	34.00
2018-02-19	3002442	Peter Noble	S&S	R&L	Open Spaces - Grit flap discs for bench maint.	34.44
2018-02-19	3002443	Peter Noble	Trans	R&L	Vehicles - Tyre & tube set and 2 stroke oil	34.67
2018-02-19	3002445	Elliott Brothers Ltd	S&S	R&L	Groundsmen - Safety Wellington Boots	20.44
2018-02-19	3002447	Itec	S&S	P&F	Gateway - Photocopies and gold support	77.83
2018-02-19	3002446	Rwd & Fbridge Skip	S&S	Allots	Allotments - Removal of asbestos sheets	228.00
2018-02-20	3002460	Central Southern Sec	Premis	P&F	The Place - Fit tamper bell on zone 2	54.00
2018-02-26	3002477	Hampshire C.C.	S&S	P&F	Gateway - Stationery	28.34
2018-02-26	3002478	Community First NF	Premis	R&L	DBS Check	54.00
2018-02-26	3002476	G Farwell Ltd	Cap	Plan	Butlers Lane - New footpath	2,978.21
2018-02-26	3002463	Portsdown	S&S	P&F	Gateway - High back chair	105.60
2018-02-01	SO	TLC On-line	S&S	P&F	Web Site Maintenance - February 2018	80.00
2018-02-28	SO	Just Health & Safety	S&S	P&F	March 2018	212.40
2018-02-01	DD	New Forest D.C.	Premis	P&F	The Place Rates - February 2018	181.00
2018-02-07	DD	UK Fuels	Trans	R&L	Fuel - January 2018	48.54
2018-02-21	DD	Zurich	Employs	P&F	AVC - January 2018	600.00
2018-02-28	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - January 2018	30.00
2018-02-28	DD	Utility Warehouse	S&S	Cem	Cemetery landline - January 2018	24.60
2018-02-28	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - January 2018	73.86
2018-02-28	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - January 2018	2.40
2018-02-28	DD	Utility Warehouse	Premis	R&L	Sports Pav. electricity - January 2018	90.58
2018-02-28	DD	Utility Warehouse	Premis	R&L	Sports Pav. club membership - January 2018	2.40
2018-02-28	DD	Utility Warehouse	Premis	R&L	Pav. Sports Gd electricity - January 2018	8.75
2018-02-28	DD	Utility Warehouse	Premis	R&L	Pav. Sports Gd club mem/ship - January 2018	2.40
2018-02-28	DD	Utility Warehouse	S&S	P&F	The Place mobile phones - January 2018	10.00
2018-02-28	DD	Utility Warehouse	S&S	P&F	The Place landline - January 2018	26.32
2018-02-28	DD	Utility Warehouse	Premis	P&F	The Place electricity - January 2018	18.41
2018-02-28	DD	Utility Warehouse	Premis	P&F	The Place club membership - January 2018	2.40
2018-02-28	PAY	Lloyds	S&S	P&F	Bank charges January 2018	15.48
2018-02-13	BGC	Austin & Wyatt	S&S	P&F	Agents fees - February 2018	136.00
2018-02-19	LloydsCC	Amazon	S&S	P&F	Gateway - Stationery	5.99
2018-02-19	LloydsCC	Huck Nets	Premis	R&L	Football Ground - Net supports	213.48
2018-02-19	LloydsCC	New Forest D.C.	Employs	P&F	Payroll Emoluments	25.00
2018-02-19	LloydsCC	New Forest D.C.	Employs	P&F	Payroll Emoluments	25.00
2018-02-15	BP	Hampshire C.C.	Employs	P&F	Pension January 2018	5,758.99
2018-02-22	DD	Inland Revenue	Employs	P&F	January 2018	4,231.88
2018-02-23	Telepay	Staff	Employs	P&F	February 2018	18,843.39
					<b>TOTAL</b>	<b>39,086.40</b>

**AUTHORISATIONS**

DATE

21st March 2018

21st March 2018

**B****POLICY AND FINANCE COMMITTEE 21ST MARCH 2018****LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT  
FOR THE PERIOD 1ST TO 28TH FEBRUARY 2018**

Date	Voucher No	Details	Location	Description	Amount £
<b>Feb</b>					
2018-02-02	11/01	Waitrose	Gateway	Milk	5.00
2018-02-05	11/02	Waitrose	Gateway	Milk	2.20
2018-02-19	11/03	Waitrose	Gateway	Milk	1.99
2018-02-20	11/04	Charmaine Bennet	The Place	Car Park Step By Step meeting	1.20
2018-02-24	11/05	Tesco	Gateway	Coffee Mate	2.60
2018-02-27	11/06	Waitrose	Gateway	Milk	0.89
2018-02-28	11/07	Waitrose	Gateway	Milk	1.10
				<b>TOTAL</b>	<b>14.98</b>

**AUTHORISATIONS****DATE**-----  
**21st March 2018**-----  
**21st March 2018**

**POLICY AND FINANCE COMMITTEE 21ST MARCH 2018****BANK BALANCES**

<b><u>Account Name</u></b>	<b><u>Year Ended</u></b> <b><u>31/03/2017</u></b>	<b><u>As At</u></b> <b><u>31/01/2018</u></b>	<b><u>As At</u></b> <b><u>28/02/2018</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>
Imprest (Current) Account	31,916	525,497	501,377
Business Account	101,482	51,499	51,502
Investment Account	300,000	0	0
Greenways Rent Deposit	9,671	9,672	9,673
Petty Cash - Imprest	188	172	157
Petty Cash - The Café	0	50	50
VIC Change Float	50	50	50
Information Desk Float	75	75	75
<b>TOTAL BANK BALANCES</b>	<b>443,381</b>	<b>587,015</b>	<b>562,883</b>

**Note**

- The bank accounts were reconciled as at 28th February 2018.
- With reference to the Greenways Rent Deposit Account a) Ground Floor, the initial balance of £7,000 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.
- With reference to the Greenways Rent Deposit Account b) 1st Floor, the initial balance of £2,637.50 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.  
The existing deposit for the outgoing tenants has been used to meet outstanding rent arrears. As a new deposit has been received from the incoming tenants the balance on this bank account has remained unchanged over the periods.
- A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays.
- A nominal account has been implemented to reflect the float held by the Information Desk.
- A float is now held by The Café at The Place.

POLICY AND FINANCE COMMITTEE 21ST MARCH 2018

INTER ACCOUNT TRANSFER AUTHORISATIONS

£

IMPREST ACCOUNT TO BUSINESS ACCOUNT

50,000

BUSINESS ACCOUNT TO IMPREST ACCOUNT

50,000

INVESTMENTS & RE-INVESTMENTS

450,000

AUTHORISATIONS

DATE

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21st March 2018

21st March 2018

**REPORT TO POLICY & FINANCE COMMITTEE – 21<sup>st</sup> MARCH 2018**  
**BUDGETARY CONTROL - 2017/18 PERIOD 11 (TO END FEBRUARY) &**  
**REVISED OUTTURN FORECAST 2017/18**

## **1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the year to February 2019. The report also includes an updated budget outturn forecast, which includes known and unavoidable budget variations.

## **2. INCOME & EXPENDITURE APRIL 2017 TO FEBRUARY 2018**

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's total Committee expenditure for the first ten months of the year is £542,831, or 80.0% of revised planned expenditure for the year. Excluding capital expenditure the figures are £537,582 and 81.6%.
- 2.2 The Place is separately identified within the budget reports, page 2 of Appendix 1. Note that the figures are also included within the Policy and Finance section. Total expenditure to date is £46,948 or just under 75% of the revised budget. Staffing changes in the youth service and at the Place account for this under spend and the outturn is unlikely to exceed £55,000.
- 2.3 Income receipts at the end of January stand at £198,413 or 87.7% of the revised budget estimate. An analysis of income is included at Appendix 2.
- 2.4 It was reported at the February meeting of this Committee that there was likely to be a net £18,485 under spend against the revised budget, mainly due to the slippage of a small number of large schemes into 2018/19 and the reduced staffing expenditure forecast at the Place. It now appears that this under spend is likely to increase by a further £6,400, mainly due to lower than expected spend on buildings and grounds maintenance.
- 2.5 The budget includes a provision of £13,500 for the Town Council's contribution to the upgrading of the heating and cooling system at the Gateway. It is increasingly likely that this work will not happen until 2018/19 and so the funding, which was to be taken from reserves, will not be required.

## **3. OUTTURN FORECAST**

- 3.1 The latest outturn forecast suggests that net committee expenditure will be £430,685. This compares with a revised budget of £455,581. The under spend of almost £25,000 will be added to reserves and be used to fund those schemes that have slipped from the current year, given that they are still required.
- 3.2 Appendix 3 sets out the balances and movements on reserves during 2017/18. As previously reported, Community infrastructure Levy receipts of £12,047 are expected in 2017/18 (£9,459 has already been received). A further £200 has been generated through the disposal of obsolete equipment and the funds added to the machinery replacement reserve.
- 3.3 Total reserves and provisions are expected to increase by £49,785 to £472,981 by the 31st March 2018.



# B

## 4. RECOMMENDATION

It is **recommended** that:-

4.1 This report is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)

**SUMMARY BUDGETARY CONTROL REPORT  
PERIOD APRIL 2017 - FEBRUARY 2018**

<b>ALL COMMITTEES</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year To Date</b>		<b>Annual Forecast</b>
	<b>£</b>		<b>Actual</b>	<b>Unspent Budget</b>	<b>Outturn</b>
<b>REVENUE EXPENDITURE</b>	<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>
POLICY & FINANCE COMMITTEE	376,917	389,203	318,299	58,618	383,168
RECREATION, LEIS & O/S COM	243,085	245,113	204,065	39,020	233,488
PLANNING TOWN & ENVIRON	25,868	24,622	15,218	10,650	16,997
<b>TOTAL REVENUE EXPENDITURE</b>	<b>645,870</b>	<b>658,938</b>	<b>537,582</b>	<b>108,288</b>	<b>633,653</b>
<b>CAPITAL EXPENDITURE</b>					
POLICY & FINANCE COMMITTEE	0	18,749	5,249	-5,249	18,749
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	4,000	4,000	0	4,000	2,500
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>4,000</b>	<b>22,749</b>	<b>5,249</b>	<b>-1,249</b>	<b>21,249</b>
<b>TOTAL EXPENDITURE</b>	<b>649,870</b>	<b>681,687</b>	<b>542,831</b>	<b>0</b>	<b>654,902</b>
<b>REVENUE INCOME</b>					
POLICY & FINANCE COMMITTEE	-113,967	-136,768	-114,680	713	-134,982
RECREATION, LEIS & O/S COM	-87,333	-88,238	-82,633	-4,700	-88,135
PLANNING TOWN & ENVIRON	-1,000	-1,100	-1,100	100	-1,100
<b>TOTAL REVENUE INCOME</b>	<b>-202,300</b>	<b>-226,106</b>	<b>-198,413</b>	<b>-3,887</b>	<b>-224,217</b>
<b>CAPITAL INCOME &amp; FINANCE</b>					
POLICY & FINANCE COMMITTEE	0	0	0	0	0
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	0	0	0	0	0
<b>TOTAL CAPITAL INCOME &amp; FINANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>-202,300</b>	<b>-226,106</b>	<b>-198,413</b>	<b>-3,887</b>	<b>-224,217</b>
<b>COUNCIL'S NET COMMITTEE EXPEND</b>	<b>447,570</b>	<b>455,581</b>	<b>344,417</b>	<b>103,153</b>	<b>430,685</b>
<b>Add Transfers To Provisions</b>	<b>33,300</b>	<b>42,310</b>	<b>38,785</b>	<b>0</b>	<b>42,310</b>
<b>Deduct Transfers from Provisions</b>	<b>-3,570</b>	<b>-28,798</b>	<b>-27,022</b>	<b>0</b>	<b>-28,798</b>
<b>Transfer to/ from(-) General Reserve</b>	<b>-9,077</b>	<b>-870</b>	<b>-122,069</b>	<b>0</b>	<b>24,026</b>
<b>Budget Required before new bids &amp; grants</b>	<b>468,223</b>	<b>468,223</b>	<b>234,112</b>	<b>0</b>	<b>468,223</b>
Transitional & Identifiable grant from NFDC	0	0	0	0	0
Net Precept 2017/18	468,223	468,223	234,112	234,112	468,223
<b>Non recurring bids for 2017/18 included above</b>					
POLICY & FINANCE COMMITTEE	4,535	2,675	0	4,535	0
RECREATION, LEIS & O/S COM	2,810	2,810	1,000	1,810	2,810
PLANNING TOWN & ENVIRON	11,500	11,500	0	11,500	2,500
Less transfer from provisions	0	0	0	0	0

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual	Profiled Orig Bud	Variance From O.B.	
			£	£	£	
<b>POLICY &amp; FINANCE COMMITTEE</b>						
<b>EXPENDITURE</b>						
Establishment	105,632	102,135	92,355	0	13,277	101,685
Maintenance	38,944	37,944	2,109	0	36,835	33,694
Employee Direct Costs	5,067	3,040	1,544	0	3,523	2,000
Employee Allocated Costs	105,326	97,742	89,375	0	15,951	97,742
Member Costs	10,390	8,400	12,903	0	-2,513	14,279
Grants	9,000	9,000	3,973	0	5,027	9,000
Other (includes THE PLACE, figures below)	71,012	99,396	84,494	0	-13,482	93,222
Debt Charges	31,546	31,546	31,546	0	0	31,546
Capital	0	18,749	5,249	0	-5,249	18,749
<b>COMMITTEE EXPENDITURE</b>	<b>376,917</b>	<b>407,952</b>	<b>323,548</b>	<b>0</b>	<b>53,369</b>	<b>401,917</b>
<b>INCOME</b>						
<b>INCOME</b>						
Revenue Income (Including THE PLACE)	-113,967	-136,768	-114,680	0	713	-134,982
Capital Income/Finance	0	0	0	0	0	0
<b>TOTAL COMMITTEE INCOME</b>	<b>-113,967</b>	<b>-136,768</b>	<b>-114,680</b>	<b>0</b>	<b>713</b>	<b>-134,982</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>262,950</b>	<b>271,184</b>	<b>208,868</b>	<b>0</b>	<b>54,082</b>	<b>266,935</b>
Add Transfers To Provisions	16,400	23,910	21,918	0	-5,518	23,910
Deduct Transfers From Provisions	0	-25,228	-23,666	0	23,666	-25,228
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>279,350</b>	<b>269,866</b>	<b>207,120</b>	<b>0</b>	<b>72,230</b>	<b>265,617</b>
<b>HOLDING ACCOUNTS</b>						
<b>EXPENDITURE</b>						
Employee Direct Costs	393,964	458,016	353,139	0	40,825	390,877
<b>HOLDING ACCOUNTS EXPEND.</b>	<b>393,964</b>	<b>458,016</b>	<b>353,139</b>	<b>0</b>	<b>40,825</b>	<b>390,877</b>
<b>HOLDING ACCOUNTS INCOME</b>	<b>-393,964</b>	<b>-397,770</b>	<b>-351,220</b>	<b>0</b>	<b>-42,744</b>	<b>-390,877</b>
<b>TOTAL NET EXPENDITURE</b>	<b>0</b>	<b>60,246</b>	<b>1,919</b>	<b>0</b>	<b>-1,919</b>	<b>0</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual	Profiled Orig Bud	Variance From O.B.	
			£	£	£	
<b>THE PLACE</b>						
<b>EXPENDITURE</b>						
Establishment	5,252	4,852	3,612	0	-1,240	4,702
Maintenance	750	3,500	2,363	0	-1,137	3,500
Employee Direct Costs	1,000	500	240	0	-260	300
Employee Allocated Costs	30,546	46,893	34,975	0	-11,918	40,000
Other	4,000	6,500	4,559	0	-1,941	4,891
Capital	0	0	0	0	0	0
<b>COMMITTEE EXPENDITURE</b>	<b>41,548</b>	<b>62,245</b>	<b>45,749</b>	<b>0</b>	<b>-16,496</b>	<b>53,393</b>
<b>INCOME</b>						
<b>INCOME</b>						
Revenue Income	0	-4,500	-3,384	0	1,116	-3,400
Capital Income/Finance	0	0	0	0	0	0
<b>TOTAL COMMITTEE INCOME</b>	<b>0</b>	<b>-4,500</b>	<b>-3,384</b>	<b>0</b>	<b>1,116</b>	<b>-3,400</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>41,548</b>	<b>57,745</b>	<b>42,365</b>	<b>0</b>	<b>-15,380</b>	<b>49,993</b>
Add Transfers To Provisions	5,000	5,000	4,583	0	-417	5,000
Deduct Transfers From Provisions	0	0	0	0	0	0
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>46,548</b>	<b>62,745</b>	<b>46,948</b>	<b>0</b>	<b>-15,797</b>	<b>54,993</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
<b>RECREATION, LEISURE &amp; OPEN SPACES COMMITTEE</b>						
<b>EXPENDITURE</b>						
Establishment	11,480	11,367	9,097	0	2,383	11,617
Maintenance	18,615	21,700	9,899	0	8,716	13,650
Machinery	8,972	14,350	9,560	0	-588	11,350
Employee Direct Costs	3,410	2,000	194	0	3,216	500
Employee Allocated Costs	128,948	126,519	114,076	0	14,872	126,519
Planters	500	250	3	0	497	250
Activities Expenses	9,020	9,400	8,739	0	281	9,950
Other	1,150	1,150	828	0	322	1,150
Capital Expenditure	0	0	0	0	0	0
<b>CEMETERY</b>						
Establishment	5,103	5,103	4,644	0	459	5,278
Maintenance	6,050	5,100	3,511	0	2,539	4,750
Employee Allocated Costs	34,757	34,009	30,685	0	4,072	34,009
<b>ALLOTMENTS</b>						
Establishment	1,100	1,000	739	0	361	1,000
Maintenance	1,300	1,300	1,241	0	59	1,600
Employee Allocated Costs	12,450	11,634	10,619	0	1,831	11,634
Other	230	230	230	0	0	230
<b>COMMITTEE EXPENDITURE</b>	<b>243,085</b>	<b>245,113</b>	<b>204,065</b>	<b>0</b>	<b>39,021</b>	<b>233,488</b>
<b>INCOME</b>						
Recreation, Leisure & O/S	-37,836	-39,566	-38,067	0	231	-41,003
Cemetery	-45,097	-43,772	-39,516	0	-5,581	-42,082
Allotments	-4,400	-4,900	-5,050	0	650	-5,050
Capital Expend Finance	0	0	0	0	0	0
<b>COMMITTEE INCOME</b>	<b>-87,333</b>	<b>-88,238</b>	<b>-82,633</b>	<b>0</b>	<b>-4,700</b>	<b>-88,135</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>155,752</b>	<b>156,875</b>	<b>121,432</b>	<b>0</b>	<b>34,321</b>	<b>145,353</b>
Add Transfers To Provisions	16,900	18,400	16,867	0	33	18,400
Deduct Transfers From Provisions	-2,570	-2,570	-2,356	0	-214	-2,570
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>170,082</b>	<b>172,705</b>	<b>135,943</b>	<b>0</b>	<b>34,140</b>	<b>161,183</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
<b>PLANNING, TOWN &amp; ENVIRONMENT COMMITTEE</b>						
<b>EXPENDITURE</b>						
Establishment	10,125	10,025	1,867	0	8,258	2,400
Employee Allocated Costs	15,743	14,597	13,351	0	2,392	14,597
Capital Expenditure	4,000	4,000	0	0	4,000	2,500
<b>COMMITTEE EXPENDITURE</b>	<b>29,868</b>	<b>28,622</b>	<b>15,218</b>	<b>0</b>	<b>14,650</b>	<b>19,497</b>
<b>INCOME</b>						
Capital Income & Finance	-1,000	-1,100	-1,100	0	100	-1,100
<b>COMMITTEE INCOME</b>	<b>-1,000</b>	<b>-1,100</b>	<b>-1,100</b>	<b>0</b>	<b>100</b>	<b>-1,100</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>28,868</b>	<b>27,522</b>	<b>14,118</b>	<b>0</b>	<b>14,750</b>	<b>18,397</b>
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-1,000	-1,000	-1,000	0	0	-1,000
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>27,868</b>	<b>26,522</b>	<b>13,118</b>	<b>0</b>	<b>14,750</b>	<b>17,397</b>



**ANALYSIS OF INCOME AGAINST BUDGET  
PERIOD APRIL 2017 - FEBRUARY 2018**

	2017/18 Original	2017/18 Revised	Period 11 Actual	Notes
<b>Revenue:</b>				
<b>Policy &amp; Finance Committee</b>				
Rent (Greenways & Southampton Rd)	39,482	39,482	39,828	Some paid quarterly
Gateway Re-charges	68,735	68,735	48,978	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	4,400	3,000	2,320	
Civic Celebrations	150	9,811	9,811	Income from the firework event and the Christmas lights switch on event.
Other Grants & Donations *	0	2,820	1,699	Only to the extent that they are applied to the revenue account
VIC Sales	0	1,500	1,475	Includes event ticket sales
The Place - Café sales	0	4,500	3,384	This will depend on the continuation of the café
Interest on investments	1,200	900	1,072	
Other Income	0	6,020	6,113	Insurance £6020
<b>Recreation &amp; Leisure Committee</b>				
Ringwood Schools	20,425	20,708	18,595	Note, Ringwood school have cancelled their contract w.e.f. September. Income lost in 2017/18 will be circa £1,200
Sponsored Flowerbeds	2,439	2,000	1,996	
Bowling	1,500	1,500	1,681	
Cricket	2,700	2,000	1,215	
Football	6,150	6,150	8,136	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Rugby	750	2,000	1,863	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Tennis (including Floodlighting)	475	400	98	collected by NFDC and remitted at year end
Castleman Trail	835	683	981	
Other use of recreation grounds	2,552	4,025	3,411	
Other Income	10	100	91	Wayleaves £91
<b>Cemeteries</b>				
<b>Allotments</b>				
	45,097	43,772	39,516	Income receipts have generally been below anticipated and it is unlikely that the original income target will be achieved
	4,400	4,900	5,050	
<b>Planning Town &amp; Environment Committee</b>				
Parish Lengthsman Grant (HCC)	1,000	1,100	1,100	
<b>Total Revenue Income:</b>	<b>202,300</b>	<b>226,106</b>	<b>198,413</b>	
<b>Capital</b>				
s106	0	12,047	9,459	£12,046.95 has been promised so far in 2017/18
Grants	0			
Loans			200	sale of obsolete equipment, funds put into the machinery replacement reserve.
Other				
<b>Total Capital Income</b>	<b>0</b>	<b>12,047</b>	<b>9,659</b>	
<b>Total Budgetted Income</b>	<b>202,300</b>	<b>238,153</b>	<b>208,072</b>	
<b>Precept and other income taken to reserves</b>				
Precept	468,223	468,223	468,223	All now received
Other Grants & Donations *	0	0	0	
<b>Total Precept and other income taken to reserves</b>	<b>468,223</b>	<b>468,223</b>	<b>468,223</b>	
<b>Total Income</b>	<b>670,523</b>	<b>706,376</b>	<b>676,295</b>	

**RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES**

1st April 2017 to 31st March 2018

	Actual Bal 01/04/17 £	Planned Transfers 2017/18:					Est. Bal 31/03/18 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £	to General Reserve £	
<b><u>RESERVES</u></b>							
General Reserve	252,930	24,026	0				276,956
<b><u>EARMARKED RESERVES</u></b>							
Dev Cont inc CIL	11,364		-3,340	12,047			20,071
Cemetery Maintenance	2,130		-230				1,900
Capital Receipts	13,125						13,125
Grants Unapplied	1,755						1,755
<b>Total Reserves</b>	<b>281,304</b>	<b>24,026</b>	<b>-3,570</b>	<b>12,047</b>	<b>0</b>	<b>0</b>	<b>313,807</b>
<b><u>PROVISIONS</u></b>							
I.T. & Equipment	26,400	7,000					33,400
Repairs To Paths (Roots)	1,600						1,600
Gateway	34,000	4,000	-18,749				19,251
Maint in closed churchyard	4,800						4,800
Wall For Ashes	0						0
Elections	12,221	2,900	-6,479				8,642
Machinery	6,100	10,000		200			16,300
Play Equip	31,251	6,900					38,151
Memorials	1,500	1,500					3,000
Christmas Lights	397						397
Festival	3,000						3,000
Grants	2,750						2,750
Capital Fund	3,744						3,744
Poulner Lakes	500						500
Built Environment	1,375						1,375
Armed Forces Day	704						704
The Place Future Development	11,551	5,000					16,551
Ringwood Events	0	5,010					5,010
							0
							0
<b>Total Provisions</b>	<b>141,892</b>	<b>42,310</b>	<b>-25,228</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>159,174</b>
<b><u>TOTALS</u></b>	<b>423,196</b>	<b>66,336</b>	<b>-28,798</b>	<b>12,247</b>	<b>0</b>	<b>0</b>	<b>472,981</b>

Earmarked Reserves & Provisions	170,266	42,310	-28,798	12,247	0	0	196,025
General Reserve	252,930	24,026	0	0	0	0	276,956
<b>Total Reserves</b>	<b>423,196</b>	<b>66,336</b>	<b>-28,798</b>	<b>12,247</b>	<b>0</b>	<b>0</b>	<b>472,981</b>

**REPORT TO POLICY & FINANCE COMMITTEE – 21st MARCH 2018**  
**FINANCIAL RISK ASSESSMENT AND REVIEW OF FINANCIAL REGULATIONS**

**1. Background**

- 1.1 A financial risk assessment was carried out as part of the overall risk assessment for the Town Council in 2016. This identified risks in a number of areas, together with controls that have been implemented to manage that risk. A number of these controls are covered by Financial regulations, discussed below. The updated Financial risk assessment is appended to this report (Appendix 1)
- 1.2 The Financial regulations consist of a set of requirements, restrictions and guidelines which govern the Council's financial management . They seek to ensure that the Council conducts its affairs in a way that complies with specific statutory provisions, generally accepted accounting principles and professional good practice. The regulations ought to ensure sound arrangements for financial management, accounting and control.
- 1.3 The current financial regulations were adopted by this Committee in July 2016 and were based on a NALC template with some adaptation for the particular circumstances of the Town Council and whilst most of the regulations are wholly appropriate and should remain unchanged, some have required amendment to reflect the size, scale and operation of the Town Council. Also, the internal audit of council systems and control for 2016/17 made a number of observations and recommendations for amendment based largely on the lack of adaptation of the standard template for the particular needs of the Town Council.
- 1.4 Member's views were canvassed in September 2017 following which a revised set of Financial Regulations has been prepared and appended to this report, Appendix 2.

**2. Financial Regulations adopted July 2016**

- 2.1 Members should note that the financial regulations set out a list of requirements which must be followed by members and officers of the Council. It is therefore important to ensure that the regulations are appropriate for the Council.
- 2.2 The main issues with the existing set of financial regulations may be summarised as follows:
  - ζ There were a number of ambiguous references to committees of the council.
  - ζ There were some requirements which are not appropriate, or not appropriate as drafted, for this Council.
  - ζ In some cases the regulations did not concur with actual practice.
  - ζ The detailed requirement for the maintenance of an asset register were unworkable.
  - ζ A number of authorisation thresholds appeared inconsistently within the regulations.
- 2.3 These matters have been addressed in the revised set of regulations now being proposed.

**3. Authorisation Thresholds**

- 3.1 The Financial Regulations make reference to a number of authorisation thresholds. Overall approval to spend is granted when the budget and any revised budget is approved by members. However, subject to such overall approval, the ability to commit expenditure and process payments is subject to a

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set of thresholds. Members have previously agreed that the following thresholds apply.

- 3.2 Prior to selecting a supplier of goods and services officers must ensure that contract standing orders are followed. These require that the selection process covers:

£25,000 and over	Full Tender
£3,000 to £24,999	At least 3 quotes
£100 - £2,999	at least 3 estimates

There are some exceptions which are detailed in the Financial Regulations covering supplies for example of utilities, some professional services and payroll.

- 3.3 All purchase orders must go through the two stage process - i.e. they must be approved by someone other than the originator. Orders of more than £500 must be approved by the Clerk or Deputy Clerk
- 3.4 Expenditure of more than £5,000 must be approved by the Clerk (or in his absence, the Deputy Clerk) and a Member, unless there is an urgent necessity in which case Member approval may be sought subsequently.
- 3.5 Expenditure that is not covered by an existing approved budget must always be approved by the Clerk and a Member.
- 3.6 Debit and/or credit cards may only be issued to the Clerk and the Office Services manager. Transactions on such cards will be limited to the overall credit limit set by the issuing authority and a ceiling of £3,000 for any single purchase.
- 3.7 Most transactions are now carried out electronically and the process is managed by the RFO. It is assumed that approval to spend also confers approval to pay once goods or services have been received and such transactions require no further approval. However, where cheques are still issued, the same approval thresholds that apply to orders will apply. Any cheque for £5,000 or more will require a Member signature and that of the Clerk or Deputy Clerk.

## 4. RECOMMENDATION

It is **recommended** that:-

- 4.1 The updated Financial Risk Assessment be noted.
- 4.2 The updated Financial Regulations be adopted by the Town Council.
- 4.3 Members endorse the authorisation thresholds set out in section 3.

For further information please contact:

Rory Fitzgerald, Finance Manager      or      Chris Wilkins, Town Clerk

Tel: 01425 484723

Tel: 01425 484720

[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

[Chris.Wilkins@ringwood.gov.uk](mailto:Chris.Wilkins@ringwood.gov.uk)



## RINGWOOD TOWN COUNCIL

### FINANCIAL RISK ASSESSMENT 2018/19

Risk	Hazard	Control	Probability	Impact	Risk weighting
Legal/ Administration	Failure to comply with Inland Revenue requirements	Maintenance of comprehensive records of Income Tax and National Insurance deductions from payroll and employer's contributions. Regular returns to the Inland Revenue prepared by the deputy Clerk, checked by the RFO, together with prompt payment of sums due.	Low	Medium	<b>2</b>
Legal/ Administration	Incurring Expenditure without proper legal authority	Record in minutes the powers under which expenditure is incurred.	Low	Low	<b>1</b>
Legal/ Administration	Failure to maintain accurate records of Council Assets	Maintain a comprehensive asset register. Ensure that all acquisitions and disposals are accurately recorded. Carry out periodical inventory checks.	Low	Low	<b>1</b>
Legal/ Administration	Failure to comply with Customs & Excise regulations	Ensure that VAT is properly administered. Refer to HMRC Guidance. Seek further guidance where necessary. Ensure that Input and Output tax are accurately recorded and complete and submit VAT returns promptly.	Low	Medium	<b>2</b>
Financial	Failure to keep proper Financial records	Ensure that appropriate Standing Orders and Financial Regulations are in place and that these are reviewed periodically. Define responsibility through the appointment of a Responsible Finance Officer (RFO). Commission effective independent internal audit. Provide regular financial reports for scrutiny at Policy & Finance Committee.	Low	Low	<b>1</b>
Financial	Poor Financial Management	Determine responsibility for the financial affairs of the Council. Maintain & review Financial Regulations and Standing Orders. Maintain an effective budgetary control and financial reporting system. Commission independent internal audit.	Low	Low	<b>1</b>
Financial	Failure to set a precept and a balanced budget	Ensure that the precept is determined following scrutiny of the detailed requirements for all income and expenditure budgets. Ensure that presentation to Committee of budget proposals follows an agreed timetable. Regularly review the adequacy of reserves and balances. Ensure that effective budget monitoring is in place throughout the year.	Low	Medium	<b>2</b>
Financial	Failure to maintain an effective payments system	Determine responsibility for control of expenditure. All payments to be supported by appropriate documentation and processed subject to controls set out in financial regulations.	Low	Low	<b>1</b>





## Appendix 1

Financial	Failure to ensure proper use of funds under specific powers (e.g. s137)	Ensure that all expenditure under specific powers is separately recorded in the General Ledger. Ensure that statutory limits on such expenditure are not breached. Ensure that grant applications are complete and fully supported prior to submission to Council for approval and that all approvals are recorded in Council minutes.	Low	Low	<b>1</b>
Financial	Risk to 3rd Party as a result of providing a service	Ensure that appropriate insurance cover is in place.	Low	Low	<b>1</b>
Financial	Loss of money through theft or misappropriation	Determine responsibility for cash at all locations. Ensure that receipts are issued for all income. Ensure that effective arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation. Ensure that the Council holds adequate fidelity guarantee insurance. Ensure that secure arrangements are in place for all monies held pending banking.	Low	Medium	<b>2</b>

# RINGWOOD TOWN COUNCIL FINANCIAL REGULATIONS

(Adopted            March 2018)

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These Financial Regulations were adopted by the Council at its Meeting held on [.....2018 ]

## 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. A deliberate breach of these Regulations by an employee may be considered 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 Finance manager has been appointed as RFO for this Council and the Regulations will apply accordingly.
- 1.9. The RFO;
  - ¿ acts under the policy direction of the council;
  - ¿ administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

- ¿ determines on behalf of the council its accounting records and accounting control systems;
  - ¿ ensures the accounting control systems are observed;
  - ¿ maintains the accounting records of the council up to date in accordance with proper practices;
  - ¿ assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - ¿ produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations<sup>1</sup>.
- 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

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<sup>1</sup> In England - Accounts and Audit (England) Regulations SI 2015/234  
In Wales - Accounts and Audit (Wales) Regulations 2005/368

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 £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) 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.

## 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 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 Policy & Finance 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. The RFO must each year, by no later than the end of December, 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 Policy & Finance Committee and the Council.
- 3.2. 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.
- 3.3. 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.
- 3.4. 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 (This approval can be taken from Minutes of an appropriate committee meeting agreeing the expenditure of such funds).
- ∩ the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £5,000
- ∩ Budget Managers for items below £1,000.

Such authority is to be evidenced by a Minute or by electronic authorisation or 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 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 the Policy & Finance 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 urgency and risk to the delivery of council services or to the reputation of the Council, 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 £5,000 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 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budget setting and budget 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 present the schedule to the Policy and Finance Committee. That Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Policy and Finance Committee. The approved schedule shall be ruled off and initialed 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 relevant budget manager 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 relevant budget manager shall examine invoices for arithmetical accuracy and assign them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, in a timely manner and report this at the next available Policy and Finance Committee Meeting.

- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy and 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 the Policy and 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 the Policy and Finance Committee.
- 5.6. In respect of grants the Policy & Finance 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.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.9. Any changes in the recorded details of suppliers, such as bank account records, shall be approved by the Clerk or RFO.

**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 one member of the council or the Clerk for sums under £1,000 or two members of the Council or one member and countersigned by the Clerk in any other case, 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.
- 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 Policy & Finance 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 and are retained and any payments are reported to the Policy & Finance Committee. 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 two authorised bank signatories, are retained and any payments are reported to the Policy & Finance Committee. 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. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk 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.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Intentional breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO and a Member. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction with a maximum value of £3,000

unless authorised by council or policy and finance committee in writing before any order is placed.

- 6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Policy & Finance Committee. Transactions and purchases made will be reported to the Policy & Finance Committee and authority for topping-up shall be at the discretion of the Policy & Finance Committee.
- 6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and/or the Office Manager 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.
- 6.20. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain as petty cash float of [£250] 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 the Policy & Finance Committee under 5.2 above.

## **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 Policy & Finance Committee 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 Policy & Finance Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be 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. 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.
- 8.4. 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.
- 8.5. All investments of money under the control of the council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. 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. Orders over £500 must be approved by the Clerk or Deputy Clerk. Orders under £500 may be approved by the Office Services Manager. Copies of all orders shall be retained.
- 10.2. Order records shall be controlled and maintained 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.

11.1. 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 and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by the Public Contracts Regulations 2015 ("The Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.
- 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 exceeds thresholds in the Regulations set by the Public Contracts Directive 2014/24EU (which may change from time to time).
- 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 set out 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 If less than three tenders are received for contracts above £25,000 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.
- h. Any invitation to tender issued under this regulation shall refer to the terms of the Bribery Act 2010.
- i. 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.
- j. The council shall not be obliged to accept the lowest of any tender, quote or estimate.
- k. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

### **13. 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).

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 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).

- 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 RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 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. CHARITIES**

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

Independent Examination as may be required by Charity Law or any Governing Document.

### **17. RISK MANAGEMENT**

17.1. 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.

17.2. When considering any new activity, the Clerk, with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

### **18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

18.1. 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.

18.2. 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.

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Item No.	Name	Recent developments	Resource use				Finish in 2017-18?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
<b>Projects with budgetary implications (bids included in 2017-18 budget)</b>								
A1	File Management System	Clerk met with an NFDC ICT services manager	£2,500	£0	£0	Minimal	Unlikely	ICT services are currently supplied by NFDC but the service level agreement has expired. Members agreed to move the budget to an earmarked provision until there is staff capacity to implement it.
A2	Training – Staff	The full cost of training this year is now expected to be covered by the normal recurrent budget without any recourse to this additional provision.	£2,035	£0	£0	None	Probable	The exceptional training planned this year is not being undertaken owing to the change in clerk and the revised health and safety management arrangements now agreed.
A3	Training – Members	The full cost of training this year is expected to be covered by the normal recurrent budget without any recourse to this additional provision.	£640	£0	£0	None	Probable	The exceptional training planned this year is not being undertaken owing to the change in clerk.
<b>Projects with budgetary implications (not included in 2017-18 budget but added since)</b>								
B1	Gateway – heating & cooling upgrade	NFDC has awarded contract to A1R Services Ltd. Cost is now £36,821.		£0	£9,574	Minimal	Unlikely	NFDC is project manager. RTC share is 26%. Cost to be met from reserves. Start date on or after 26 <sup>th</sup> March.
<b>Projects with no budgetary implications</b>								
C1	Post-audit action plan	Guiding principles for the review of the Financial Regulations were agreed at the September meeting.				Significant	Definite	Further updates will be given by the RFO (or Clerk) at committee meetings.



