

SNETTISHAM PARISH COUNCIL FINANCIAL REGULATIONS 2020

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1 GENERAL

- a. These financial regulations govern the conduct of financial management by Council and may only be amended or varied by resolution of Council. Financial regulations are one of Council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with Council's standing orders and any individual financial regulations relating to contracts.
- b. Council is responsible in law for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the its functions, including arrangements for the management of risk.
- c. Council's accounting control systems must include measures:
 - i. for the timely production of accounts,
 - ii. that provide for the safe and efficient safeguarding of public money,
 - iii. to prevent and detect inaccuracy and fraud,
 - iv. identifying the duties of officers.
- d. These financial regulations demonstrate how Council meets these responsibilities and requirements.
- e. At least once a year, prior to approving the Annual Governance Statement, Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- f. Deliberate or wilful breach of these Regulations by an employee may lead to disciplinary action.
- g. 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.
- h. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by Council. Where the Clerk has been appointed as RFO these regulations will apply accordingly.
- i. The RFO:
 - i. acts under the policy direction of Council,
 - ii. administers Council's financial affairs in accordance with all Acts, Regulations and proper practices,
 - iii. determines on behalf of Council its accounting records and accounting control systems,
 - iv. ensures the accounting control systems are observed,
 - v. maintains the accounting records of Council up to date in accordance with proper practices,
 - vi. assists Council to secure economy, efficiency and effectiveness in the use of its resources,
 - vii. produces financial management information as required by Council.

- j. The accounting records determined by the RFO shall be sufficient to show and explain 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 Council from time to time comply with the Accounts and Audit Regulations.
- k. The accounting records determined by the RFO shall in particular contain:
 - i. entries from day to day of all sums of money received and expended by Council and the matters to which the income and expenditure or receipts and payments account relate,
 - ii. a record of the assets and liabilities of Council,
 - iii. wherever relevant, a record of Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- l. The accounting control systems determined by the RFO shall include:
 - i. procedures to ensure that the financial transactions of Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible,
 - ii. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records,
 - iii. identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions,
 - iv. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records,
 - v. measures to ensure that risk is properly managed.
- m. 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; approving accounting or governance statements; borrowing; writing off bad debts or addressing recommendations in any report from the internal or external auditors shall be matters for Full Council only.
- n. In addition Council must:
 - i. determine and keep under regular review the bank mandate for all Council bank accounts,
 - ii. in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Group in accordance with its terms of reference.
- o. 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. The term 'proper practice(s)' shall refer to guidance issued in

Governance and Accountability for Local Councils– a Practitioners’ Guide (England)
issued by the Joint Practitioners Advisory Group (JPAG).

2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- a. All accounting procedures and financial records of Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- b. Each month the RFO shall present to Council a bank reconciliation, which shall include a statement of expenditure against budget(s) with explanations of any significant variance. On approval, the bank statement shall be signed and dated by the Chair, or Lead Councillor of Finance if such exists. Any exceptions shall be recorded for report the following month.
- c. The RFO shall complete the annual statement of accounts, annual report, and any related documents of 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 Council within the timescales set by the Accounts and Audit Regulations.
- d. 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 Council shall make available such documents and records as appear to Council to be necessary for the purpose of the audit and shall, as directed by Council, supply the RFO, internal auditor, or external auditor with such information and explanation as Council considers necessary for that purpose.
- e. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by Council in accordance with proper practices.
- f. The internal auditor shall:
 - i. be competent and independent of the financial operations of Council,
 - ii. report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year,
 - iii. to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships,
 - iv. have no involvement in the financial decision making, management or control of Council,
 - v. be appointed by Full Council, and have any re-appointment similarly confirmed at or before the start of each subsequent year.
- g. Internal or external auditors may not under any circumstances:
 - i. perform any operational duties for Council,
 - ii. initiate or approve accounting transactions,

- iii. direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- h. 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.
- i. 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.
- j. 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

- a. Each Group, including any dealing with staff salaries, shall make a forecast of its expenditure and income for the following year and submit this to the RFO by 15th November.
- b. At the December Council meeting, the RFO shall submit a draft proposal for the operating budget for the following year, including the above and all regular expenditure and income.
- c. Council shall also consider its capital expenditure programme, and agree how this shall be funded from reserves and/or income, and add this, if necessary, to the operating budget.
- d. A contingency amount shall be included unless Council votes to use reserves for such in any given year.
- e. This shall be considered and amended by Full Council, if necessary at extraordinary meeting(s), until approved.
- f. 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.
- g. The approved annual budget shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

- a. 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 Council, or duly delegated Group. 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').

- b. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. However, in the event that a large item of expenditure (£1000+) is not paid before the end of the budgeting year, the RFO shall note this, and draw it to the attention of Council.
- c. Contracts may not be disaggregated to avoid controls imposed by these regulations.
- d. In cases of risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of 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 £500. The Clerk shall report such action to the chairman as soon as possible and to Council as soon as practicable thereafter.
- e. Overtime for other staff may be approved by the Clerk, subject to a limit of 15% of contractual time per month. Beyond this, overtime must be approved in advance by the Personnel Group, who may recommend necessary changes in contractual hours to Council. The Clerk shall report to the Group on overtime worked at least quarterly. Additionally, the Clerk (or Chairman plus one member of the Personnel Group) may authorise reasonable additional time to cover in the event of absence of the Clerk, which should be recorded. The Clerk shall himself take lieu time rather than overtime, unless instructed by Council.
- f. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- g. All capital works shall be administered in accordance with Council's standing orders and financial regulations relating to contracts.
- h. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- a. Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by Council; banking arrangements may not be delegated to a Group. They shall be regularly reviewed for safety and efficiency.
- b. The RFO shall prepare a schedule of payments requiring authorisation (including direct debits), forming part of the Agenda for the Meeting and present the schedule to Council, which, having reviewed the schedule for compliance and having satisfied itself, shall authorise payment by resolution. This schedule shall be appended to the minutes of the meeting, and signed along with those minutes when approved. Personal payments (including salaries, wages, 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.

- c. 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 Council. This shall be deemed to have been done if Council approve the expenditure.
- d. The RFO shall examine invoices for arithmetical accuracy and record 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 Meeting.
- e. The Clerk and/or RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - i. 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.
 - ii. authorise transfers within Council's 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.
 - iii. in the event that no Council meeting occurs in a month, those 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) provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
 - iv. where a necessary action under 4.d above has been taken where the terms from a contractor specify payment before the next available meeting.
- f. All grant or donation applications shall be made to Full Council, which shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council.
- g. Members are subject to the Code of Conduct that has been adopted by 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.

6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- a. All payments shall be effected by cheque or other instructions to Council's bankers in accordance with a resolution of Council.
- b. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or Group shall be signed by two members of Council in

accordance with a resolution instructing that payment. A member who is also a bank signatory and has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, shall be permitted to sign such cheques if payment is approved by Council, though ideally a third party should do so if possible.

- c. The RFO will bring copies of invoices to each Council Meeting for possible inspection. Signing the cheques will be deemed to have indicated that members signing have checked the relevant payment against the invoice.
- d. Cheques authorised for payment at a meeting shall be signed immediately after the meeting, and sent as soon as is practical by the RFO. Any signatures obtained away from such meetings shall be reported to Council at the next convenient meeting.
- e. If thought appropriate by Council, payment for utility supplies and other regular service 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.
- f. Council does not use internet banking or any electronic method of transferring money to third parties; should this change these regulations shall be reviewed and amended accordingly.
- g. 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. Council shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- h. Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7 PAYMENT OF SALARIES

- a. As an employer, 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.
- b. 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. To ensure this is practical Council may approve cheques for payment for the month of the meeting and such cheques be retained and issued as appropriate.

- c. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of Council. This shall not apply in the case of annual increments or increases in the minimum wage.
- d. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in such a way that it is not publicly available. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - i. by any councillor who can demonstrate a need to know,
 - ii. internal and external auditors,
 - iii. by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- e. 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.
- f. An effective system of personal performance management should be maintained for the senior officers.
- g. Any termination payments shall be supported by a clear business case and reported to Council. Termination payments shall only be authorised by Council.
- h. Before employing interim staff Council must consider a full business case.

8 LOANS AND INVESTMENTS

- a. All borrowings shall be effected in the name of 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.
- b. 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 Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- c. All loans and investments shall be negotiated in the name of Council and shall be for a set period in accordance with Council policy.
- d. 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 Council at least annually.
- e. All investments of money under the control of Council shall be in the name of Council.
- f. All investment certificates and other documents relating thereto shall be retained in the Parish Office, solicitors or bank.
- g. 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) above.

9 INCOME

- a. The collection of all sums due to Council shall be the responsibility of and under the supervision of the RFO.
- b. Any sums found to be irrecoverable and any bad debts shall be reported to Council and shall be written off in the year.
- c. All sums received on behalf of Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with Council's bankers with such frequency as the RFO considers necessary.
- d. The origin of each receipt shall be entered on the paying-in slip.
- e. Personal cheques shall not be cashed out of money held on behalf of Council.
- f. 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.
- g. Where any significant sums of cash are regularly received by Council, the RFO shall take such steps as are agreed by 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.
- h. 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 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

- a. An official order or letter/email 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, and controlled by the RFO.
- b. 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 11g. below.
- c. A member may not issue an official order or make any contract on behalf of Council, and all invoices must be addressed to the Clerk.

- d. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11 CONTRACTS

- 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. utilities,
 - ii. specialist service 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 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),
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where 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, Council shall comply with the relevant requirements of the Regulations. The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time). Thresholds currently applicable (2020) are: a) For public supply and public service contracts 209,000 Euros (£181,302)b) For public works contracts 5,225,000 Euros (£4,551,413)
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to

the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- g. Any invitation to tender issued under this regulation shall be subject to the relevant Standing Order, and shall refer to the terms of the Bribery Act 2010.
- h. Below the limit in b) above of £25,000 for the supply of goods or materials or for the execution of works or specialist services, the following shall apply:
 - i. more than £1,000 - the Clerk or RFO shall obtain at least three quotations (priced descriptions of the proposed supply):
 - ii. between £350 and £1,000 the Clerk or RFO shall strive to obtain 3 estimates;
 - iii. below £350 one quote is sufficient in all cases.
- i. Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that Council, or duly delegated Group, does not accept any tender, quote or estimate, the work is not allocated and 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

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

13 STORES AND EQUIPMENT

- a. The Clerk shall be responsible for the care and custody of stores and equipment.
- b. 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.

- c. Stocks shall be kept at the minimum levels consistent with operational requirements, except in the case of bulk purchase to achieve economy.
- d. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14 ASSETS, PROPERTIES AND ESTATES

- a. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by Council. The RFO shall ensure a record is maintained of all properties held by 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.
- b. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of 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 £250.
- c. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of 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).
- d. No real property (interests in land) shall be purchased or acquired without the authority of 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).
- e. 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 by Council at least annually, possibly in conjunction with a health and safety inspection of assets. Changes under 14.b should be made by the RFO as they occur.
- f. Council should not commit its successors to financial commitments relating to maintenance of land or property owned by others for any period exceeding twenty years.

15 INSURANCE

- a. Following the annual risk assessment (per Financial Regulation 17 below), the RFO shall effect all insurances and negotiate all claims on Council's insurers.
- b. All new risks and acquisitions should be notified to the insurers if appropriate.
- c. The RFO shall keep a record of all insurances effected by Council and the property and risks covered thereby and annually review it.

- d. 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.
- e. All appropriate members and employees of 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 Council.

16 CHARITIES

- a. Where 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. Any Audit or Independent Examination as may be required by Charity Law or any Governing Document shall be conducted by the internal auditor in conjunction with the main Council accounts.

17 RISK MANAGEMENT

- a. Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by Council, risk management policy statements in respect of all activities of Council. Risk policy statements and consequential risk management arrangements shall be reviewed by Council at least annually.
- b. When considering any new activity, the Clerk and/or RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by Council

18 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- a. It shall be the duty of Council to review the Financial Regulations of Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise Council of any requirement for a consequential amendment to these financial regulations.
- b. Council may by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

19 DEFINITIONS AND MISCELLANEOUS

- a. *The use of the word "Group" in this document should be read to include any group, including committees, set up by Standing Orders dealing with business at a lower level*

- than Full Council, provided that all votes requiring expenditure (if allowed under such Orders) shall be of Councillors only.*
- b. Council has no Finance Committee. However, it may, from time to time, elect a "Lead Councillor" of Finance. In the absence of the Chairman of Council such a Lead Councillor shall have the deputising powers normally accorded to the Vice-Chairman on Council on matters in these Regulations.*
 - c. In the event of any inquiry into financial affairs needing to be made, an appropriate group can be set up by resolution without prior notice.*
 - d. The address for receipt of all Council documents shall be the Parish Office; no Councillor or Employee shall use their home address in any correspondence on Council business.*
 - e. Reference to expenditure shall be taken as the figure excluding VAT, unless set by law (e.g. in Section 11).*
 - f. Regularly shall mean annually unless a greater frequency is stated.*
 - g. Unless it contradicts any other provision in these regulations Council shall attempt to engage local contractors and providers to provide goods and services.*
 - h. Council's guidelines on donations should be read in conjunction with this document.*

These Financial Regulations were adopted by Council at its Meeting held on 4th March, 2020, under minute ref: 2020.03.04.11.c.ii

A temporary addition was made at the virtual meeting on 28/5/20, during the coronavirus lockdown, subsequently rescinded on 1/7/20, and replaced. This final, permanent, version [minute ref: 2020.07.01.9.c.ii] should replace and/or override relevant provisions above:

Internet banking will be allowed, including the setting up of standing orders for regular payments. As Council's bank requires the person setting up payments to be a signatory, the Clerk/RFO will act as a signatory for this method of payment only. One member shall validate the payments once set up, subject to approval of the payment by Council. They should confirm that the payments are as approved by Council. Once they have authorised the payments, they shall notify the Clerk and other signatories of this by email.

Payments to staff. Standing orders for payment of salaries may be used to a maximum of 90% of the average to ensure staff are not disadvantaged by problems arising from banking/signatory issues. The remainder shall be paid by other means.

Note – the Clerk/RFO shall not sign cheques as a signatory unless specifically mandated to by Council, suitably minuted. A breach of this shall render the employee liable to disciplinary action.