

**MARDEN PARISH COUNCIL FINANCIAL REGULATIONS**

1. General	2
2. Accounting and Audit (Internal and External)	4
3. Annual Estimates (Budget) And Forward Planning	5
4. Budgetary Control and Authority to Spend	5
5. Banking Arrangements and Authorisation of Payments	6
6. Instructions for The Making of Payments	6
7. Payment of Salaries	8
8. Loans and Investments	9
9. Receipts	9
10. Orders for Work, Goods and Services	10
11. Contracts	10
12. Payments under contracts for building or other construction works	11
13. Assets, Properties and Estates	12
14. Insurance	12
15. Risk Management	13
16. Suspension and Revision of Financial Regulations	13

These Financial Regulations were adopted by the Parish Council on

2021

## 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 (Code of Conduct, Standing Orders and Financial Regulations) providing procedural guidance for Councillors 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 financial risk.
- 1.3 The Council's accounting control systems must include measures:
  - a. For the timely production of accounts
  - b. That provide for the safe and efficient safeguarding of public money
  - c. To prevent and detect inaccuracy and fraud and
  - d. Identifying the duties of officers.
- 1.4 These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these Regulations apply accordingly.
- 1.9 The RFO:
  - a. Acts under the policy direction of the Council
  - b. Administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices
  - c. Determines on behalf of the Council its accounting records and accounting control systems
  - d. Ensures the accounting control systems are observed
  - e. Maintains the accounting records of the Council up to date in accordance with proper practices
  - f. Assists the Council to secure economy, efficiency and effectiveness in the use of its resources and
  - g. 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 the record of receipts and payments and additional information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.11 The accounting records determined by the RFO shall contain:

- a. Entries from day to day of all sums of money received and expended by the Council and the matters to which the receipts and payments account relate
- b. A record of the assets and liabilities of the Council and
- c. Wherever relevant, a record of the Council's receipts and payments 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:

- a. Procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible
- b. Procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records
- c. Identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions
- d. Procedures to ensure that uncollectable amounts, including any bad debts, are submitted by the RFO to the Council for approval to be written off and that the approvals are shown in the accounting records and
- e. Measures to ensure that financial 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 the following shall be a matter for full Council only:

- a. Setting the final budget or the precept (Council Tax Requirement)
- b. Approving accounting statements
- c. Approving an Annual Governance Statement
- d. Borrowing
- e. Writing off bad debts
- f. Declaring eligibility for the General Power of Competence and
- g. Addressing recommendations in any report from the Internal or External Auditors.

1.14 In addition the Council must:

- a. Determine and keep under regular review the bank mandate for all the Council bank accounts
- b. Approve any grant
- c. In respect of the annual salary for any employee have regard to recommendations about annual salaries of employees.

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 the most recent Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements issued by the Joint Panel on Accountability & Governance (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2 At every meeting with financial decisions, the RFO will prepare a budget report with bank reconciliation for all Councillors. A mid-year audit must be carried out by an independent auditor, between October and December each year.
- 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 Councillor 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 the Council 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:
  - a. Be competent and independent of the financial operations of the Council
  - b. Report to Council in writing a minimum of one annual written report during the financial year on the Annual Return
  - c. Demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships and
  - d. 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:
  - a. Perform any operational duties for the Council
  - b. Initiate or approve accounting transactions or
  - c. 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, in conjunction with the Financial Advisory Working Group, must each year by no later than the October meeting, 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 Council.
- 3.2 The Council shall consider annual budget proposals in relation to the Council's current 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 December each year or at the January meeting by agreement with Herefordshire Council. The RFO shall issue the precept to the billing authority and shall supply each Councillor 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 Payment on revenue items may be authorised up to the amounts included for that class of payment in the approved budget. This authority is to be determined by:
  - a. The Council for all prospective agenda items and
  - b. The RFO, in conjunction with Chair of Council, or the Vice Chair in his/her absence, for any new routine or emergency items between meetings below £1,500.Such authority is to be identified within the Minutes. A full explanation shall be provided by the RFO at the next Council meeting.

Contracts may not be disaggregated to avoid controls imposed by these regulations.
- 4.2 No payment may be authorised that will exceed the amount provided in the revenue budget for that class of payment other than by resolution of the Council. 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 RFO and the Chair of Council.
- 4.5 No payment shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital payment unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.6 All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

- 4.7 The RFO, at every meeting with a financial item, shall provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual payment to the appropriate date against that planned as shown in the budget and shall show explanations of the variances.
- 4.8 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5. BANKING ARRANGEMENT 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. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of gross payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. A detailed list of all payments shall be disclosed within 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) will be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out and represents payment previously approved by the Council.
- 5.4 The RFO shall relate the invoices to the appropriate payment heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council Meeting or between meetings if required, confirmed by 2 signatories and meeting all other Financial Regulations.
- 5.5 The RFO shall have delegated authority to authorise the payment of items only in the following circumstance:
- 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 RFO certifies 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
- 5.6 In respect of grants the Council shall approve payment within any limits set and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant shall, before payment, be subject to ratification by resolution of the Council.
- 5.7 Councillors 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.

## **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, or if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by cheque or online electronic (BACS) payment, in accordance with a resolution of Council, under delegation to the RFO and in line with the Council's Electronic Banking Policy.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council shall be signed by or confirmed by email by two signatories, in accordance with a resolution instructing that payment and in line with the Council's Electronic Banking Policy. A Councillor who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the 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 meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 6.7 The Council will use electronic banking to pay any transactions or bills at the current time, with the following safeguards:
- a. An invoice for payment will be on an agenda with the gross amount and VAT to be paid; the Council will agree the payments at the meeting for online payment by the RFO as soon as possible thereafter under delegation
  - b. If a resolution is made at a meeting and minuted with the gross amount and VAT to be paid, it will be paid by the RFO as soon as possible thereafter under delegation
  - c. If a resolution is made at a meeting to pay an invoice in principle but the exact figure is unknown, the exact gross amount and VAT to be paid will be confirmed for payment by email to the RFO by 2 signatories and then paid by the RFO as soon as possible thereafter under delegation. Copies of the email confirmation will be attached to the invoice. The payment will be added to the next agenda
  - d. If an invoice is received between meetings, or in the event of an emergency, and needs to be paid, the exact gross amount and VAT to be paid will be confirmed for payment by email to the RFO by 2 signatories and then paid by the RFO as soon as possible thereafter under delegation. Copies of the email confirmation will be attached to the invoice. The payment will be added to the next agenda
- 6.8 For all invoices paid online, the bank's account confirmation of payment will be printed and attached to the relevant invoice.
- 6.9 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator and authorised to make payments on the account. All internet banking payments must be authorised by the Council before the point of payment or by 2 signatories by email confirmation if between meetings and noted on the agenda and minutes as BACS payments. During the national Covid 19 emergency, authorisation for BACS payments will be by email from 2 signatories, noted on the

relevant invoice and evidence of confirmation by email of 2 signatories filed with the invoice, in line with the Council's Electronic Banking Policy.

- 6.10. 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 password facilities must not be used on any computer used for Council banking work.
- 6.11. Changes to account details for suppliers which are used for internet banking may only be changed on written hard copy notification by the supplier.
- 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.
- 6.13 The Council, and any Councillors 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 Personal credit or debit cards of staff, Councillors or volunteers shall not be used under any circumstances. Use of a personal card by the Clerk as a one-off exception must be given by full Council at a meeting, prior to use.
- 6.15 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.
- 6.16 Accounts at suppliers for items regularly purchased by the Council may be set up following agreement by the Council. Itemised bills to be included with the invoice.

## **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 salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may 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 in these Regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.4 The total of all salary and expenses payments each quarter shall be reported with all other payments made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.5 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

- 7.6 Before employing interim staff the Council must consider a full business case.
- 7.7 An annual review meeting of RFO and Chair or Vice Chair will be undertaken to review personnel performance (Marden Parish Council Staff Appraisal Policy 2019).

## **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 the 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 the 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 the 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 Cheques) and Regulation 6 (Instructions for the making of payments).

## **9. RECEIPTS**

- 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 annually as relevant, following a report of the RFO.
- 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 current financial 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 interest arising which is the property of a charitable trust shall be paid into that charity's bank account.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1 An official order or communication shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Paperwork relating to orders shall be controlled by the RFO.
- 10.3 All Councillors and the RFO are responsible for obtaining value for money at all times. The RFO 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 (1) below.
- 10.4 A Councillor 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 Council meeting at which the order is approved so that the Minutes can record the power being used.

## **11. CONTRACTS**

- 11.1 Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this Regulation need not apply to contracts which relate to items i. to vi. below:
    - i. For the supply of gas, electricity, water, sewerage and telephone services
    - ii. For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants
    - ii. 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 RFO shall act after consultation with the Chair and Vice Chair 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 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)
  - d. When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council
  - e. Such invitation to tender shall state the general nature of the intended contract and the RFO 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 RFO in the ordinary 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 RFO in the presence of at least one Councillor
  - g. Any invitation to tender issued under this Regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010
  - h. When it is to enter into a contract between £3,000 and £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 RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is between £1,000 and £3,000 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply
  - i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate
  - j. Should it occur that the Council 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 (whether required by the Council or a contractor) must be approved by the Council and RFO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision. The Council must assess both the implications and the costs of any change.

### **13. ASSETS, PROPERTIES AND ESTATES**

- 13.1 The RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned 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.
- 13.2 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 £100.
- 13.3 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).
- 13.4 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).
- 13.5 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.
- 13.6 Subject only to the limit set in Regulation 13.2 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. INSURANCE**

- 14.1 Following the annual risk assessment (per Financial Regulation 15), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and review them annually.

14.3 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.

14.4 All Councillors 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.

## **15. RISK MANAGEMENT**

15.1 The Council is responsible for putting in place arrangements for the management of risk. 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.

15.2 When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

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

16.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO 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.

16.2 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 the reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Councillors.

Review date: by November 2021

Signed:

Dated:

Chair of Marden Parish Council