

These Financial Regulations were adopted by the Council at its Meeting held on 17th September 2025 and revised at the meeting held 18th March 2026.

1. GENERAL

- 1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council. Any **bold text** refers to a statutory obligation that Council cannot change.
- 1.2 The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial and management information.
- 1.4 **The Council must not delegate any decision regarding:**
 - **Setting the final budget or the precept**
 - **The outcome of a review of the effectiveness of its internal controls**
 - **Approving accounting statements**
 - **Approving an annual governance statement**
 - **Borrowing**
 - **Declaring eligibility for the General Power of Competence; and**
 - **Addressing recommendations from the internal or external auditors.**

2. ANNUAL ESTIMATES

- 2.1 **Before setting a precept, Council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with the Local Government Finance Act 1992 or succeeding legislation.**
- 2.2 Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of November each year.
- 2.3 Detailed estimates of all receipts and payments for the year shall be prepared for the beginning of January each year by the RFO.
- 2.4 **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 2.5 The Council shall review the estimates, set the budget, and shall fix the Precept to be levied for the ensuing financial year not later than the end of January each year. The RFO shall supply each member with a copy of the approved estimates.
- 2.6 The annual budgets shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.
- 3.2 Council must endeavour to maintain expenditure incurred within the amount provided in the revenue budget. In the exception of unforeseen and necessary works, Council must approve the additional expenditure prior to the commencement of the works.
- 3.3 The RFO shall provide the Council with a quarterly statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned. It shall include an explanation of material variances, for this purpose, “material” shall be in excess of [£100] or [15%] of the budget.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk will seek approval prior to action from the Leader and Deputy Leader, in their absence it would be the Mayor and Deputy Mayor. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.
- 3.6 No expenditure shall be incurred 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, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council’s standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 1996 as amended.
- 4.2 **The accounting records determined by the RFO must be sufficient to explain the Council’s transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **Day to day entries of all sums of money received and expended by Council and the matters to which they relate.**
 - **A record of the assets and liabilities of Council.**
- 4.3 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.4 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by Audit Wales) and for submitting the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations 1996 as amended, or set by the Auditor.

- 4.5 **Council must ensure that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 1996 as amended. Any officer or member of the Council shall, if the RFO or Internal/External Auditor requires, make available such documents and records considered necessary for the purpose of the audit and shall supply the RFO or Internal/External Auditor with such information and explanation as Council considers necessary for that purpose.**
- 4.6 The Internal Auditor shall carry out the work required by Council with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by Audit Wales. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to the Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.
- 4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 1996 as amended.
- 4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.
5. **BANKING ARRANGEMENTS CHEQUES, ONLINE PAYMENTS AND DEBIT CARD**
- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 No approved mandate signatory – including the Clerk and RFO – should be involved in approving any payment to themselves i.e. not sign a cheque payable to them nor complete the online payment dual authority process.
- 5.3 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. The schedule shall identify the payment method for each item i.e. cheque, online payment, standing order, direct debit or debit card. If the schedule is in order, it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.
- 5.4 To indicate agreement of the details shown on the Schedule of Payments with the order for payment, invoice or similar documentation, the Clerk, Leader or Mayor shall initial the invoice or similar documentation.
- 5.5 Cheques:
a) Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.3 or in accordance with paragraph 6.4, shall be signed by two members of Council's approved mandate and not normally by an Officer of the Council. An Officer may be permitted to sign along with an authorised

member of Council, with prior approval of the Leader and Mayor of Council, where it is not possible to obtain the signature of a second authorised member of Council.

b) *Exceptions when the two Officers of Council can be the sole two signatories:* When a replacement cheque needs to be issued or an urgent payment is required. Prior approval by two out of the four Senior signatories (Leader, Deputy Leader, Mayor and Deputy Mayor), preferably by email, is required and payment is brought to the attention of Council at the next available meeting for ratification, with an urgent payment reason specified.

c) 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.

d) To indicate agreement of the details shown on the cheque or order for payment with the invoice or similar documentation, the Clerk, Leader or Mayor shall initial the invoice or similar documentation.

5.6 Internet banking:

a) The RFO shall be appointed as the Service Administrator with two of the approved mandate signatories (plus Clerk as reserve) setup to complete the dual online approval process of payments.

b) No employee or member, as per 5.2a, shall disclose any PIN or password relevant to Council's banking.

c) No employee or member, as per 5.2a, shall access Council's accounts online outside of office working hours, at home (must be at Bedwellty House) nor without witnesses present and registering the access in the "Online Access Register" confirming the date/time reason for that access. **Emergency Variation:** *Where a Member is unable to physically attend the office* - Online access may be done whilst making a video call with the office who must witness access and exit from the online services. Details need to be recorded in the "Online Access Register" stating it was done via video call and the reason why – This can only be done by a Member who personally banks with Council's bank and should be avoided where possible.

d) Items required for online access will remain securely stored at Bedwellty House with the exception of either the Bank Card or PIN number allotted to those indicated in 5.2a who can chose to retain one of them but not both. This is to prevent access outside of Council's office hours and office. For Members who personally bank with our bank, they will retain their own personal bank card and PIN which is a risk to Council. **Mitigating The Risk relating to personal bank cards:** Any online access will have to take place in the office or via video call with witnesses seeing access and exit from the use of Council's online service plus the R.F.O. will need to vigilantly monitor/check last access time to ensure their match records held.

e) If any member of staff leaves employment or the Members indicated in 5.2a change, they are to be immediately removed from the bank mandate and return any items they hold as per 5.2d to prevent unauthorised access to Council's bank accounts.

f) The Service Administrator (RFO) shall set up all items due for payment online, following their approval as part of the monthly schedule of payments submitted to Council. This is to be completed in

the presence of at least one witness, and they are both to sign the “Online Access Register” confirming the date/time reason for that access. A printout of the due payments should be made and filed in the relevant accounts file as evidence.

g) In prolonged absence of the Service Administrator (RFO) the Clerk shall setup any items due for payment online, following the requirements as set out in 5.5e.

h) Approval of online payments (Dual Authorisation) is to be completed by one of those stated in 5.2a. This cannot be the RFO as they created the payments nor the Clerk who should take on the role of witness for the approval process. If one of the two approved mandate signatories is not available, then written (email) approval should be sought from the Senior Four Members of Council for the Clerk to complete the approval process with someone else becoming a witness. This must be reported back to Council at the next appropriate meeting

i) Approval of online payments:

- Should take place in the Council office.
- Should be completed at the same time as the transfer of money between Council’s accounts.
- The approver and witness must check that the payee, their bank account details, and amount onscreen corresponds with the transaction list approved as part of the monthly schedule of payments submitted to Council.
- A printout of the completed payments should be made and filed in the relevant accounts file as evidence.
- All three present must sign the online payment transaction list to confirm the payment details are correct and payments have been completed.
- All three present must also sign the “Online Access Register” confirming the date/time reason for that access.
- **Emergency Variation:** *Where a Member is unable to physically attend the office -* Online access may be done whilst making a video call with the office who must witness access and exit from the online services. Details need to be recorded in the “Online Access Register” stating it was done via video call and the reason why – This can only be done by a Member who personally banks with Council’s bank and should be avoided where possible.

j) If the RFO requires online access for any other reason, this is to be completed at the Council Offices in the presence of at least one witness, and they are both to sign the “Online Access Register” confirming the date/time reason for that access.

k) The RFO should check that the payee’s details stored on Council’s bank account matches the details shown on the invoice. If they do not match or there has been a request to change payment details, the RFO is to contact the supplier direct to request they verify the information.

l) Officers and Members shall ensure that any computer used for Council’s financial business has adequate security, with anti-virus, an anti-spyware and firewall software installed and regularly updated.

m) Remembered password facilities should not be used on any computers used for Council's online banking.

n) Transfer of monies between Town Council accounts – This transaction is to take place in the office – during office hours - following the meeting (usually the Ordinary) at which the Schedule of Payments for that month were approved. The amount will correspond with the approved total expenditure for that month unless receipts have been paid in to the current account which will reduce the amount needed to be transferred. The transfer is to be done by the RFO, witnessed by any two of the following:-

- Leader
- Deputy Leader
- Mayor
- Deputy Mayor
- Chair of Finance and Staffing
- Town Clerk.

The witnesses are to check that the bank account details onscreen correspond with the Council's bank statements; the transaction is being done flowing in the right direction from one account to the next (i.e. Premium to Current); and the amount is as per the approved expenditure. A form confirming all these details will be presented for signing by the RFO and both witnesses confirming the correct transaction as taken place. All three present must also sign the "Online Access Register" confirming the date/time reason for that access.

5.7 Debit Card:

a) Any debit card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council prior to the transaction.

b) The RFO will leave the debit card securely stored at Bedwellty House and only remove it as/when needed with its immediate return following the completion of the purchase. A record should be kept of when the card was removed, why it was and when returned (Debit card register book).

c) The RFO shall change the PIN allocated to the card on a regular basis to avoid it being identified and shall not store the PIN at Bedwellty House with the debit card - to avoid the card being inappropriately used by someone else.

d) The RFO shall not disclose the PIN relevant to debit card unless an official written request is received from Council, in the case of prolonged absence or cessation of employment. With regards to the latter, the bank must be contacted for a new debit card and PIN to be issued (assigned to the replacement employee) with an immediate stop placed on the current debit card and the current debit card is to be destroyed.

e) If the debit card is misplaced/lost, the RFO is to contact the bank immediately requesting a temporary stop on the card until it can be located. If it is not found within 24 hours, the RFO must request the bank to cancel it and issue a replacement.

f) Proposed transactions should form part of the monthly Schedule of Payments to gain approval prior to use and details of the transaction are to be included with the invoices to be duly verified and initialled by either the Clerk, Leader or Mayor.

g) The debit card should be used for cash point withdrawals ~~to replenish petty cash~~ (maximum £100) with a receipt being obtained to confirm the withdrawal and filed. This withdrawal should form part of the monthly Schedule of Payments, gaining approval prior to withdrawal and recorded in the payment's ledger for the appropriate month.

h) If the debit card needs to be used for an urgent matter/purchase, written (email) approval is required by two of the Senior Four with ratification at the next appropriate meeting of Council. The information sent to the Senior Four must include details of the amount, who it is being purchased from and the reason why.

i) Personal debit cards of staff or members should not be used unless the RFO is unavailable to use the Council's card. Prior written (email) approval from two of the Senior Four is required following the points of 5.6d but also including why the RFO cannot complete the transaction.

5.8 The Internal Financial Controls policy details Emergency Variation in steps taken during situations where the functionality of Council has been reduced/restricted; the steps relate to the presentation of the Schedule of Payments to Council and online transfers. These steps will only be followed provided Council has already approved the change in process at an appropriate meeting and rescinded in part/full as soon as is practically possible i.e. Council meetings fully resumed.

6. PAYMENT OF ACCOUNTS

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices for payment shall be examined and verified by the RFO. The RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.

6.4 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, the RFO may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council. When an urgent payment is required, prior approval by two out of the senior four Members – preferably by email – is required and payment is brought to the attention of Council at the next available meeting for ratification, with the urgent payment reason specified.

6.5 ~~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 £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.~~
- ~~b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
- ~~c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above and besides being recorded in the nominal ledger the information is to be recorded in the separate petty cash journal ledger.~~

7. PAYMENTS OF SALARIES AND MEMBERS ALLOWANCES

- 7.1 As an employer, Council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 7.2 Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of Members allowances must be fully adhered to.**
- 7.3 Payment of salaries, allowances, and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to and ratified by the next available Council Meeting.
- 7.4 All salary/allowance calculations will be undertaken by the payroll company following instruction from the RFO with regards to pay scale/pension changes, overtime or sickness entitlement. The instructions supplied by the RFO will have been approved by either the Leader/Deputy Leader/Mayor/Deputy Mayor for overtime payments and Council for all other pay matters.
- 7.5 All salary/allowance payments including PAYE, NI and Pensions will be made by BACS.

8 PUBLIC CONVENIENCES

- 8.1 Council's agreed course of action for any emergency repair works is:
- Maximum spend per repair capped at £500.00p.
 - Plumbing contractor is – Tender with an SLA to be put in place.
 - Electrical contractor is – Tender with an SLA to be put in place.
 - Contractors are to be appointed at the first meeting following the AM of Council.
- 8.2 The Town Clerk/RFO/Leader and Deputy Leader have authorisation to contact contractors for emergency callouts and have been given devolved powers to seek alternative contractors if either of the named contractors are not available for the emergency work.
- 8.3 For any refurbishment or updating of facilities Council is to revert back to Financial Regulations following necessary quotation requirements.

9 LOANS AND INVESTMENTS

- 9.1 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.
- 9.2 The Council's Investment Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis (at least annually).
- 9.3 All investments of money under the control of the Council shall be in the name of the Council.
- 9.4 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.
- 9.5 All investment certificates and other documents relating thereto shall be retained on custody of the RFO.

10. INCOME

- 10.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 10.2 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.
- 10.3 The Council will review all fees and charges annually, following a report of the RFO/Clerk.
- 10.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.
- 10.5 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, via the Post Office Counters service, with such frequency as the RFO considers necessary.
- 10.6 The origin of each receipt shall be entered ~~on the paying-in slip (the copy which remains in the paying in book)~~ into the Income Ledger and any corresponding documentation filed in the appropriate financial year.
- 10.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 10.8 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.
- 10.9 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. The persons present when the cash is counted are to sign the reconciliation to confirm they match.

11. ORDERS FOR WORK, GOODS AND SERVICES

11.1 An official order, letter or 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.

11.2 The issue of Order Numbers shall be controlled by the RFO.

11.3 **All members and officers are responsible for obtaining value for money at all times.** An officer issuing an official order is to 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.

11.4 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.

12. CONTRACTS

12.1 **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**

12.2 **For contracts estimated to be over £30,000 including VAT, Council must comply with the requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

12.3 **Contracts must not be split into smaller lots to avoid compliance with these rules.**

12.4 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 these regulations shall 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 £250 (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 it is intended to enter into a contract exceeding £50,000 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 invite tenders from at least three firms to be taken from the appropriate approved list.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk or RFO in the ordinary course of post or email. Each tendering firm shall be supplied with a specifically marked envelope – for postal responses - in which the tender is to be sealed until the prescribed date for opening tenders for that contract. On receipt of email responses, the Clerk/RFO will place these in a sealed envelope until the prescribed date for opening tenders for that contract.
- (e) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of the RFO.
- (f) If less than three tenders are received for the contracts above £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (g) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 64 and 73.
- (h) When it is to enter into a contract less than £50,000 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 three quotations (priced descriptions of the proposed supply); where the value is below £1,500 and above £500 the Clerk or RFO shall strive to obtain three estimates. Otherwise, Regulation 10 (3) above shall apply. *Below £500 the Clerk or RFO are to seek, where possible locally, best value for money and evidence this search; with*

delegated powers given to the Clerk or R.F.O. to action the purchase of day to day running items such as stationary, gifts and public convenience requirements – provided below £500 and duly reported to Council at appropriate meeting.

- (i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 13.1 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).
- 13.2 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.
- 13.3 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.

14. STORES AND EQUIPMENT

- 14.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2 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.
- 14.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 14.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

15. PROPERTIES AND ESTATES

- 15.1 The Clerk 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 Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.
- 15.2 No property shall be 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 £50.

16. INSURANCE

- 16.1 Following an annual risk assessment (per Financial Regulation 18), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 16.2 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.
- 16.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 16.4 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.
- 16.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

17. CHARITIES

- 17.1 Where the Council is sole 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 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.

18. RISK MANAGEMENT AND INTERNAL CONTROL

- 18.1 **Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 18.2 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, and promote Risk Management policy statements in respect of all activities of the Council. The Risk Management policy shall be reviewed by the Council at least annually.
- 18.3 When considering any new activity, the Clerk shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.
- 18.4 **At least once a year, Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 18.5 **The accounting control systems determined by the RFO must include measures to:**
- **Ensure that risk is appropriately managed**
 - **Ensure prompt, accurate recording of financial transactions**
 - **Prevent and detect inaccuracy or fraud**

- **Allow the reconstitution of any lost records**
- **Identify the duties of officers dealing with transactions and**
- **Ensure division of responsibilities.**

19. REVISION OF FINANCIAL REGULATIONS

19.1 It shall be the duty of the Council to review the Financial Regulations of the Council annually.
