



# Christchurch Town Council

Old Town Hall  
30 High Street  
Christchurch  
Dorset, BH23 1AY

## Resources Committee Agenda

**Tuesday, 8 March 2022, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at Christchurch Library, Room 14, High Street, Christchurch, BH23 1AW **on Tuesday, 8 March 2022 at 6.00pm.**

### **Membership:**

**Chairman:** Cllr M Cox

**Vice Chairman:** Cllr W Grace

Cllr Mrs S Bungey

Cllr A Coulton

Cllr L Dedman

Cllr C A Gardiner

Cllr P Hilliard

Cllr S McCormack

Cllr G Polson

The business to be transacted is set out overleaf

Daniel Lucas

**Town Clerk**

2 March 2022

# Agenda

**1. Apologies for Absence**

To receive apologies for absence

**2. Declaration of Interests**

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

**3. Minutes of the Previous Meeting**

5 - 9

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 11 January 2022 (copy attached) Exempt Minutes withheld from agenda pack but to be confirmed also.

**4. Public Participation**

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

**5. Public Questions**

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Chairman will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address.

**6. Town Clerk's Report**

10 – 11

Income/Expenditure February 2022 for information.

7.	<b>Druitt Hall Window Replacement</b>	
	Members to consider the Tender documentation for the replacement of windows at Druitt Hall.	& Appendix 1
8.	<b>Financial Regulations – Budgetary Control and Authority to Spend</b>	15 – 30
	<p>RECOMMENDATION:</p> <p>1)Members to consider the authority to spend levels and note the increase in the Clerk’s delegation at 4.1 of the Regulations to spend to be set at £1000 going forwards.</p> <p>2) Recommends to Full Council the proposed change as set out.</p>	
9.	<b>Local Government Sector Pay Increase</b>	Appendix 2 to Follow
10.	<b>Interim Audit Report</b>	Appendix 3
	Members to consider the internal auditor’s report and associated actions arising.	
11.	<b>Past Mayor and Past Consort badges</b>	Appendix 4
	<p>Members to consider a quotation for past Mayor and Consort’s badges and to resolve accordingly.</p> <p>RECOMMENDATION:</p> <p>1)Members to consider the Quotation and resolve accordingly.</p> <p>2) Authorises the Town Clerk to pay the resultant invoice in line with the agreed quotation:</p> <p style="padding-left: 40px;">Past Mayor’s badge total = £399.94 nett  Past Mayor’s Consort’s badge total = £413.36 nett  Plus carriage at £13.74 nett  Plus VAT = £165.41  Total Cost = £992.45</p>	
12.	<b>Events Assistant</b>	
	Members to consider the role of Events Assistant and Job Specification	

**13. Exempt Business**

31 - 33

Members to consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the personal information of the matter relating to living individuals.

**14. Appointment of Events Assistant (Exempt)**

Appendix 5 (Exempt)  
Personal Application Form

Members to consider an application received for the role of Events Assistant.

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

**CHRISTCHURCH TOWN COUNCIL**

**RESOURCES COMMITTEE**

Minutes of the Meeting held on 11 January 2022 at 6.00pm Christchurch Library,  
Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr M Cox (apologies)

Vice-Chairman: Cllr W Grace (in the chair)

Present: Cllr Mrs S Bungey, and Cllr C A Gardiner.

Also in attendance: Cllr V Charrett

Apologies: Cllr M Cox, Cllr A Coulton, Cllr L Dedman, Cllr P Hilliard, Cllr S McCormack and Cllr G Polson.

Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Democratic Services Officer

Members of the Public present: 1

Members of the Press present: 0

**288. Declarations of Interest**

There were no declarations of interest on this occasion.

**289. Minutes of Previous Meeting**

The minutes of the meeting held on 7 December 2021 were agreed and signed as an accurate record.

The Town Clerk updated Members that the issue of who was responsible for the Creedy path lights was being chased with BCP Council by Cllr Coulton.

The Town Clerk further updated Members that a revised quotation regarding the replacement of DrUITT Hall windows had been received from Elcock Associates which had been agreed by the Council.

Proposed by: Cllr W Grace

Seconded by: Cllr C Gardiner

Voting: unanimous

**290. Public Participation**

There was no public participation on this occasion.

**291. Public Questions**

There were no questions from the public on this occasion.

**292. Town Clerk's Report**

The schedule of payments for the period 01.12.2021 to 31.12.2021 was submitted and approved and signed, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these minutes in the minute book.

The monthly accounts for the period to the end of December 2021 was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members discussed the possible options of officers' phones having an answer phone service with an out of office message.

**RESOLVED that:**

- a) the schedule of payments for the period 01.12.2021 to 31.12.2021 be approved; and**
- b) the monthly accounts for the period to the end of December 2021 be noted.**

Proposed by: Cllr W Grace

Seconded by: Cllr Mrs S Bungey

Voting: unanimous

**293. Mundeford Cricket Pavilion**

Quotations were submitted, a copy of which had been circulated to each member and a copy of which appears as Appendices 'C' and 'D' to these Minutes in the Minute Book.

Members were asked to consider quotations received for the installation of shutters at Mudeford Cricket Pavilion.

The Town Clerk informed Members that the budget for Mudeford Recreation Ground was currently overspent.

Members noted that Britannia had provided a more bespoke quotation which included removing the Cricket Pavilion veranda rails and putting shutters on the veranda to encase it.

**RESOLVED that:**

- a) Members agreed the quotation from Britannia Security Shutters for option 2 – which had SWS 1000 gates instead of the shutters;**
- b) the Town Clerk be delegated to instruct Britannia Security Shutters as the Council's chosen contractor and to contract accordingly on behalf of the Council subject (e) below; and**
- c) the Town Clerk be authorised to pay any resultant invoice in line with the agreed quotation of £8,100 plus VAT £1,620 with the total sum payable £9,720;**
- d) the funds to come from the Community Infrastructure Levey; and**
- e) if the quotation following the site survey increases more than 10% net of vat than the current quotation received of £8,100 plus vat, and subject to the Town Clerk getting pictures of how the comparison will look and agreement from the cricket Club, then the quotation to be considered by Resources committee again.**

Proposed by: Cllr Mrs Bungey

Seconded by: Cllr C Gardiner

Voting: unanimous

**294. Tutton's Well**

The Town Clerk informed Members that clearance works at Tutton's Well had been completed on 10 December 2021 with the contractor dealing with the overgrown boundary vegetation. Queries were still being received about the culvert draining and whether there is now the need for fencing along the culvert edge. The Town Clerk

further informed Members that the Tuttons Well Budget was currently overspent for this financial year.

**RESOLVED that that Town Clerk obtains 3 quotations for fencing and drainage for consideration at the next Resources meeting to consider expenditure from the general fund acknowledging that Tuttons Well budget was currently overspent, and that a sign to be erected at Tuttons Well.**

Proposed by: Cllr W Grace

Seconded by: Cllr Mrs S Bungey

Voting: unanimous

### **295. Neighbourhood Plan Design Code Project Bids**

A quotation was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

Members were asked to consider a recommendation from the Neighbourhood Plan Working Group regarding the 3 project bids received and the chosen consultant to be engaged.

Applications were considered on a score approach of the following criteria:

Evidence of understanding the project requirements (25%)

Evidence of having relevant previous experience (25%)

Evidence of providing value for money (25%)

Evidence of the ability to deliver the project to a high standard on time and to budget (25%)

**RESOLVED that:**

**a) the Council approved the quotation for the Neighbourhood Plan Design Code Project provided by Design West at a cost of £24,000 plus VAT £4,800 with the total sum payable £28,800; and**

**b) the Town Clerk be delegated the authorisation to enter into the contract and authorise payment accordingly.**

Proposed by: Cllr W Grace

Seconded by: Cllr C Gardiner

Voting: unanimous



**296. Exempt Business**

**RESOLVED to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the personal information of the matter relating to living individuals.**

Proposed by: Cllr S Bungey

Seconded by: Cllr W Grace

Voting: unanimous

**297. Appointment of Project Officer (exempt)**

Members were updated on the appointment of a Project Officer.

The meeting ended at 7.30pm

CHAIRMAN

Christchurch Town Council Payments List					Agenda item 6		
Payments List 01.02.22 - 28.02.2022							
Expenditure:							
Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount	
20.02.22		Payroll & Tax Co	February Payroll	£11,505.53	£0.00	£11,505.53	*
07.02.22	1246001	Workwear Express	Reflective Vests 16	£141.75	£28.35	£170.10	
13.02.22		Mudford Cricket Club	Community Grant	£1,000.00	£0.00	£1,000.00	
15.02.22	237	Christchurch Carnival	Community Grant	£1,000.00	£0.00	£1,000.00	
16.02.22		10th Christchurch Sea Scouts	Community Grant	£1,000.00	£0.00	£1,000.00	
23.02.22		Stanpit Village Hall	Community Grant	£1,000.00	£0.00	£1,000.00	
<b>Direct payments made:</b>				<b>£15,647.28</b>	<b>£28.35</b>	<b>£15,675.63</b>	
01.02.22	16480	Rejuvenate	Microsoft 365 Business Standard 01/02/2022	£129.20	£25.84	£155.04	
07.02.22	730	Dorset Planning Consultants	Neighbourhood Planning advice -January	£628.00	£125.60	£753.60	
08.02.22		W H Smith	Expenses Reimbursed-Mayor's Guide & Scout Pens	£26.65	£5.33	£31.98	
08.02.22		Lidl	Expenses reimbursed 4 Water bottles	£0.57	£0.11	£0.68	
02.02.22	TEL7818	Rejuvenate	Phone charges for Jan 2022	£58.87	£11.77	£70.64	
11.02.22	NV-0635	DAPTC	Councillor Code of Conduct on-line training x 3 Cllrs	£60.00	£0.00	£60.00	
12.02.22		M & S	Expenses reimbursed to Mayor-refreshments at Town Crier Competition	£23.50	£0.00	£23.50	
08.02.22		Elavon Florist	Expenses reimbursed to Mayor-flowers bought as gift to resident	£30.00	£0.00	£30.00	
24.02.22	3261	Payroll & Tax Accountants Ltd	Payroll processing charge for February	£64.25	£12.85	£77.10	
28.02.22	INV135398728	Zoom	Expenses Reimbursed-Video Communications-on line meetings	£11.99	£2.40	£14.39	
19.01.22	SSL908	Seascape South Ltd	dismantle & remove honours board from Chamber wall in Civic Office	£150.00	£30.00	£180.00	
25.01.22	16619	Rejuvenate	Remote Support - printer setup	£24.00	£4.80	£28.80	
28.02.22	60460	Pro-clean	Cleaning at Old Town Hall	£60.00	£12.00	£72.00	
01.03.22	16685	Rejuvenate	Microsoft 365 Business Standard 01/03/2022	£129.20	£25.84	£155.04	
02.02.22		Rokill	pest control services at Druit Hall and Gardens 8x per annum	£70.00	£14.00	£84.00	
				<b>£1,466.23</b>	<b>£270.54</b>	<b>£1,736.77</b>	
<b>Total payments</b>				<b>£17,113.51</b>	<b>£298.89</b>	<b>£17,412.40</b>	
<b>Details</b>		<b>Receipts</b>	<b>Payments</b>			Salaries	£6,978.27
January 2022 payments authorised			£10,795.62			Wages	0
February 2022 payments made direct			£15,675.63			Paye	£2,732.30
23.02.22	HMRC Vat refund	£21,771.77				Pru	£300.00
21.02.22	BCP Council-Mudford Cricket pitchfees	£889.40				Pen Ers	£1,168.52
<b>Totals:</b>		<b>£22,661.17</b>	<b>£26,471.25</b>			Pen Ees	£326.44
						Total	£11,505.53 *
<b>Bank Account Reconciliation</b>							
Balance as at 01.02.2022		£190,538.48					
Receipts		£22,661.17					
Less Payments		£26,471.25					
Balances as at 28.02.2022:							
<b>Unity Trust Bank PLC</b>		<b>£186,728.40</b>					
<b>CCLA Public Sector Deposit Fund</b>		<b>£650,099.91</b>					
<b>Total in Banks as at 28.02.22</b>		<b>£836,828.31</b>					

**Christchurch Town Council  
Resources Committee – 8 March 2022  
Schedule of Payments for Approval**

**Agenda Item 6**

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				<b>£1,466.23</b>	<b>£270.54</b>	<b>£1,736.77</b>
			<b>Total payments</b>	<b>£17,113.51</b>	<b>£298.89</b>	<b>£17,412.40</b>

Signed by:  
Cllr Mike Cox  
**Chairman of Resources Committee**  
Date:

## Agenda Item 7

**Druitt Hall Window Replacement Tender Documentation**

<b>Report Type:</b>	Public Report for Decision
<b>Purpose of Report:</b>	To present Councillors with the Tender documentation for the replacement of windows at Druitt Hall
<b>Recommendations:</b>	<p><b>It is RECOMMENDED that:</b></p> <p><b>The Town Council:</b></p> <p><b>Members consider the report and attached Tender Documents;</b></p> <p><b>Agree with the contents of the documentation prior to the contract for works being put to Tender;</b></p> <p><b>Delegate officers to upload the documentation to contracting websites and commence in a Tender process;</b></p> <p><b>Following the return of the Tenders to evaluate and recommend preferred contractor to committee</b></p>
<b>Wards:</b>	All Wards
<b>Contact Officer:</b>	Daniel Lucas – Town Clerk

**BACKGROUND****Window replacement Tender**

An independent inspection and report at Druitt Hall found the original Crittall windows are now in a state of 'poor repair' or in some cases 'disrepair'. There is corrosion to the frames, defective catches and handles and cracked glazing. The windows have been screwed shut secured which prevents ventilation into the open space.

At the Resources Committee meeting on the 11<sup>th</sup> January 2021 it was resolved that CTC would engage with Elcock Associates to develop a tender package to take to market.

**That a revised quotation regarding the replacement of Druitt Hall windows had been received from Elcock Associates which had been agreed by the Council**

**PROPOSED BY: CLLR W GRACE**

**SECONDED BY: CLLR C GARDINER**

**VOTING: UNANIMOUS**

To assist in the preparation Elcock Associates have completed a site visit along with James (Project Officer) and Chris Guest to develop the following:

The Employers Requirements (specification of works)

Pre construction information,

Tender preliminaries document

The Documentation (for the Removal and disposal of existing windows and replacement with new) has been completed following this and is attached to this document.

By using these documents officers will be able to obtain best value for the works with a clear structure and breakdown of items.

Its anticipated a timescale of 3 weeks for the Tender returns from the date of publication.

## **IMPLICATIONS**

### **Legal**

The contract will be a JCT Agreement for Minor Building Works 2016 edition.

### **Environmental**

None directly from this report.

### **Financial and Risk**

None.

### **Equalities**

None directly from this report.

### **Consultation and Engagement**

Consultation has been made with Chris Guest during the site visit and since has been informed the documentation has been received.

## **CONCLUSION**

In Summary to proceed with the Tender process:

Will allow officers to start the procurement to obtain best value for Christchurch Town Council.

Give prospective contractors the correct information in order to develop their pricing scheme and quotation.

Keep to a time frame that will allow work to commence in the summer\* to minimise impact to the bookings of Druiitt Hall. \*Subject to Force Majeure and Contractor Timeframes

Members are asked to consider the report and to approve the recommendations outlined.

**Appendices:**

Specification of works for the Removal and disposal of existing windows and replacement with new, at Druitt Hall High Street. Christchurch BH23 1AB. On behalf of Christchurch Town Council.**Agenda item 10**



# **Christchurch Town Council**

## **Financial Regulations**

Policy name	Version	Owner	Date Adopted	Review Date
Financial Regulations	V3.0	Clerk	March 2023	April 2023

<b>1. General</b>	<b>3</b>
<b>2. Accounting and audit (internal and external)</b>	<b>5</b>
<b>3. Annual estimates (budget) and forward planning</b>	<b>6</b>
<b>4. Budgetary control and authority to spend</b>	<b>6</b>
<b>5. Banking arrangements and authorisation of payments</b>	<b>8</b>
<b>6. Instructions for the making of payments</b>	<b>9</b>
<b>7. Payment of salaries</b>	<b>11</b>
<b>8. Loans and investments</b>	<b>12</b>
<b>9. Income</b>	<b>13</b>
<b>10. Orders for work, goods and services</b>	<b>13</b>
<b>11. Contracts</b>	<b>14</b>
<b>12. Payments under contracts for building or other construction works</b>	<b>15</b>
<b>13. Stores and equipment</b>	<b>16</b>
<b>14. Assets, properties and estates</b>	<b>16</b>
<b>15. Insurance</b>	<b>17</b>
<b>16. Charities</b>	<b>17</b>
<b>17. Risk management</b>	<b>17</b>
<b>18. Suspension and revision of Financial Regulations</b>	<b>17</b>

These Financial Regulations were adopted by the council at its meeting held on 20<sup>th</sup> September 2019.

## **1. General**

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three



governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. 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 to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and

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<sup>1</sup> Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £30,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and audit (internal and external)**

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council and appropriate committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. Annual estimates (budget) and forward planning**

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than November, 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 relevant committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. Budgetary control and authority to spend**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £30,000;
- a duly delegated committee of the council for items over £1,000; or
- the Clerk, in conjunction with Mayor of Council or Chairman of the appropriate committee, for any items below £1,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Mayor of Council or Chairman of the relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £30,000. The Clerk shall report such action to the Mayor as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as

shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 10% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. Banking arrangements and authorisation of payments**

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or appropriate committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or appropriate committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the 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 the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse 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 or appropriate committee meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or appropriate committee;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or appropriate committee; or
- c) fund transfers within the councils banking arrangements up to the sum of £30,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or appropriate committee.

5.6. For each financial year the Clerk and RFO shall draw up a list of due 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 for which

council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or appropriate committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. Instructions for the making of payments**

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member 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 payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or appropriate committee at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members

are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and the Mayor. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the Clerk may duly authorise any other Officer of the Council in written for use of the same and will also be restricted to a single transaction maximum value of £500 unless authorised by council or appropriate committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council or relevant committee and authority for topping-up shall be at the discretion of the council or relevant committee.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses..

- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers/receipts 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.

## **7. Payment of salaries**

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.



## **8. Loans and investments**

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Mayor of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. 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.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

## **10. Orders for work, goods and services**

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

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

## **11. 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 legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.

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)<sup>3</sup>.

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 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 Standing Orders, and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **12. Payments under contracts for building or other construction works**

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<sup>2</sup> 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

<sup>3</sup> Thresholds currently applicable 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)

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

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

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

### **13. Stores and equipment**

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### **14. Assets, properties and estates**

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £5,000.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council or relevant committee. In each case a report in writing shall be provided to council or committee with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. Insurance**

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **16. Charities**

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

## **17. Risk management**

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

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

## **18. Suspension and revision of Financial Regulations**

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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

Position	<b>Events Assistant - Casual Basis</b>	
Reports To	Mayor's Secretary	
Contribution to Council Strategy	To provide assistance to the Town Council only at Town Council events and functions and/or where invited, such as hosting and deputising for the Macebearer when unavailable.	
Grade SCP 3	SCP 3 £18,562 (£9.65 p/h) Zero hours and casual basis	November 2021
Your role delivers:	<ul style="list-style-type: none"> <li>• To undertake attendance at events and/or functions and perform tasks such as reception and hosting of guests, and any other associated task as business needs require.</li> <li>• To liaise with the Mayor's Secretary as to timings and attendance where required to support events and functions.</li> <li>• Deputise for the Macebearer in his/her absence.</li> <li>• To perform tasks relating to events and/or functions as and when required and directed.</li> </ul>	
You have these essential criteria for the role:	<ul style="list-style-type: none"> <li>• 5 GCSE's (Grades A-E) or equivalents (including English and Maths)</li> <li>• 3 years' experience in a support role in Local Government and/or the public sector</li> </ul>	
You may also have these desirable criteria for the role:	<ul style="list-style-type: none"> <li>• Previous experience of managing events hospitality</li> <li>• Knowledge of the Town Council and its procedures and functions</li> </ul>	
Your role manages:	No direct line-management requirements.	
Your role impacts:	<ul style="list-style-type: none"> <li>• External stakeholders including dignitaries</li> <li>• Internally the organisation and management of the diary and calendar of the Town Council and Mayor</li> </ul>	
Your role connects you with:	<ul style="list-style-type: none"> <li>• The Unitary Authority – BCP Council</li> <li>• External customers and clients.</li> <li>• Internal Officers and Councillors.</li> <li>• Voluntary and Charitable Groups</li> </ul>	

Success in the role means:	<ul style="list-style-type: none"> <li>• Delivering a well-managed events diary.</li> <li>• Supporting civic events and hosting of visitors to the Mayoralty and Town.</li> <li>• Performing duties when tasked and required in a timely fashion.</li> </ul>
Your role regularly includes:	<ul style="list-style-type: none"> <li>• Being adaptable and flexible when required including attendance at events if necessary</li> <li>• Liaising with the Mayor's Secretary and other external stakeholders.</li> </ul>
Your key inputs into the role are:	<ul style="list-style-type: none"> <li>• Acting with integrity and decorum</li> <li>• Ability to be flexible and accommodating</li> </ul>
All members of staff are required to:	<ul style="list-style-type: none"> <li>• Comply with all statutory requirements and regulations, and policies and procedures of the Council within the remit of the post</li> <li>• Be responsible for making themselves familiar with the Council's health and safety policy and fulfilling any duties, responsibilities or tasks relevant to the post</li> <li>• Contribute to Risk Management, including Financial Management practices within the remit of the post</li> <li>• Comply fully with the Data Protection Act 2018 and the Equality Act 2020</li> <li>• To actively participate in both corporate and post specific learning and development activities and to continually develop skills and abilities within the role</li> <li>• To contribute to a work environment in which everyone is treated with dignity, respect, courtesy and fairness and where all employee behaviour is in line with the Council's values</li> <li>• Be available for evening meetings as and when appropriate according the Council's calendar of meetings.</li> </ul>
Other role requirements:	
DBS Check	Not a requirement of the role
Travel	Full UK Driving Licence required for this role – Mileage paid at HMRC rate
Politically Restricted Post	This post is not politically restricted under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990
Statutory Post	This post is not a statutory post under the Local Government and Housing Act 1989 and Local Government Act 1972



## CHRISTCHURCH TOWN COUNCIL

### JOB DESCRIPTION

Job Title:	Events Assistant
Grade:	SCP 3 £18,562 (£9.65 p/h) Zero Hours Basis
Reports to:	Mayor's Secretary
Line Managed by:	Mayor's Secretary
Hours of Work:	Casual Zero Hours Basis

#### **Purpose of the Job**

To provide assistance to the Town Council only at Town Council events and functions and/or where invited, such as hosting, and deputising for the Macebearer when unavailable.

#### **Principal Accountabilities**

To undertake attendance at events and/or functions and perform tasks such as reception and hosting of guests, and any other associated task as business needs require.

To liaise with the Mayor's Secretary as to timings and attendance where required to support events and functions.

Deputise for the Macebearer in his/her absence.

To perform tasks relating to events and/or functions as and when required and directed.