Penmaenmawr Town Council

Financial Regulations

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PENMAENMAWR FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 11th May 2026.

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *"Practitioners' Guide"* the Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. 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 control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **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.**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk/RFO shall prepare, for approval by the council or its relevant committees, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/ RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each month, and at each financial year end, a member other than the Chair or an authorised bank signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements, or equivalent banking records, as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Governance & Finance Committee and Full Council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer.

2.8. The council shall put measures in place to ensure that the ability to access any council computer, banking facility, software system or council record is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations .

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
- **a record of the assets and liabilities of the council.**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them with any related documents to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider 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.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide..

3.8. The council shall ensure that the internal auditor:

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

3.9. Internal may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future 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.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. 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 documents required by Accounts and Audit (Wales) Regulations.

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

4. Budget and precept

4.1. **Before setting a precept, the 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.**

4.2. Budgets for salaries and wages, including employer contributions, shall be reviewed by the Governance & Finance Committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or Chair of the Governance & Finance Committee.

4.3. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and the cost implications of repair, maintenance or replacement..

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them into an earmarked reserve with the formal approval of the full council.

4.5. In appropriate cases, each committee shall review its draft budget and submit any proposed amendments to the Governance & Finance Committee no later than the end of November each year

4.6. The draft budget, including any committee proposals and any recommendations for the use or accumulation of reserves, shall be considered by the Governance & Finance Committee and a recommendation made to the council.

4.7. Having considered the proposed budget, the council shall determine its budget requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **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.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **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 Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices about the award of contracts.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes.

5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates, which may include evidence of online prices or recent prices from regular suppliers.

5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

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

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £1000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,500 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.

- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council; and
- the council for all items over £5,000;

Such authorisation must be supported by a minute, in the case of council or committee decisions, or other auditable evidence trail.

5.16. No individual member, or informal group of members, may issue an official order or make any contract on behalf of the council unless instructed to do so in advance by a resolution of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £2,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk/RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with the National Westminster Bank (NatWest). The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment through dual authorisation arrangements. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved to allow the funds to leave the council's bank account.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been examined, verified and certified by the RFO.

6.4. Personal payments, including salaries, wages, expenses and any payment made in relation to the termination of employment, may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made via bank transfer or other approved electronic banking method through the NatWest Bankline service requiring dual authorisation, in accordance with a resolution of the council, duly delegated committee or delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation, such as salaries, PAYE, National Insurance, pension contributions, rent, rates, utility supplies, regular maintenance contracts and similar items, which the council or Governance & Finance Committee may authorise in advance for the year.

6.7. Payments made under this regulation shall be subject to the council's dual authorisation banking controls through the NatWest Bankline service.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Governance & Finance Committee for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

i. any payments of up to £1,000 excluding VAT, within an agreed budget;

ii. payments of up to £2,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises;

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the 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 Governance & Finance Committee;

iv. fund transfers within the council's banking arrangements up to the sum of £10,000, provided that a list of such transfers shall be submitted to the next appropriate meeting of council or Governance & Finance Committee.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or Governance & Finance Committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify authorised councillors who may approve transactions on those accounts and a minimum of two people shall be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory shall be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN, password or authentication method relevant to the council or its banking arrangements to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices and supporting documentation, shall be sent electronically to two authorised signatories.

7.5. In the prolonged absence of the Service Administrator, an authorised signatory approved by the council may set up payments due before the return of the Service Administrator.

7.6. Two authorised signatories shall check the payment details against the invoices and supporting documentation before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online and confirmation that the payment has been processed through the banking system shall be retained for audit purposes.

7.8. A full list of all payments made in a month shall be provided to the next council or Governance & Finance Committee meeting and recorded within or appended to the minutes.

7.9. With the approval of the council in each case, regular payments such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments may be made by variable direct debit, provided that the instructions are approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are approved online by two authorised members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.12. Account details for suppliers may only be changed upon written or electronic notification by the supplier and must be verified by the Clerk/RFO and one authorised member. This is a potential area for fraud and the individuals involved shall ensure that any change is genuine. Supplier data held shall be reviewed periodically and at least every two years.

7.13. Members and officers shall ensure that any computer or device used for the council's financial business has adequate security, including anti-virus, anti-spyware and firewall software, together with regular software and security updates.

7.14. Remembered password facilities, other than secure password management systems requiring separate identity verification, should not be used on any computer or device used for council banking.

8. Cheque payments

8.1. Cheques or other manual payment instructions issued in accordance with a resolution or delegated decision shall be signed by two authorised members and, where required by the banking arrangements, countersigned by the Clerk/RFO.

8.2. A signatory having a family, personal or business relationship with the beneficiary of a payment shall not, under normal circumstances, authorise or sign that payment.

8.3. To indicate agreement of the payment details with the invoice or supporting documentation, authorised signatories shall verify the payment documentation before signing or approving the payment.

8.4. Cheques or other manual payment instructions shall not normally be presented for signature other than at, immediately before, or immediately after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the next convenient meeting of the council or Governance & Finance Committee.

9. Payment cards

9.1. Any debit card issued for use shall be specifically restricted to the Clerk/RFO and shall be restricted to a single transaction maximum value of £500 unless authorised in advance by the council or Governance & Finance Committee before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits as approved by the council. Transactions and purchases made shall be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council shall be specifically restricted to use by the Clerk/RFO or other officers authorised by the council and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used for council purchases or payments except where expressly authorised under an approved council policy or expenses procedure. Any reimbursement claim shall be supported by receipts and submitted in accordance with the council's expenses procedures.

10. Petty Cash

10.1. The council will not maintain any form of petty cash float or imprest account.

10.2. All cash received shall be banked intact and recorded in the council's accounting records.

10.3. Any minor expenditure incurred personally by an officer or member on behalf of the council shall only be reimbursed through the normal payment approval process and upon production of a valid receipt or supporting evidence.

10.4. Cash income received by the council shall not be used to make cash payments or reimbursements and shall be separately banked in accordance with these Financial Regulations.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**

11.3. Salary rates shall be agreed by the council or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments or terms and conditions of employment without the prior consent of the council or relevant committee acting within its delegated authority.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported in accordance with these Financial Regulations.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports shall be reviewed by the Governance & Finance Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a written report to the council setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, agency staff or temporary contractors, the council must consider an appropriate business case and budget implication.

12. Loans and investments

12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government, such as hire purchase, leasing of tangible assets or loans to be repaid within the financial year, must be authorised by the full council following a written report on the value for money and financial implications of the proposed transaction.

12.3. The council shall maintain an Investment Strategy and Reserves Policy in accordance with relevant legislation, statutory guidance, proper practices and guidance relating to local government investments. Any such Strategy or Policy shall be reviewed by the council at least annually.

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

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

12.6. Payments in respect of short-term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these Financial Regulations.

13. Income

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

13.2. The council shall review all fees and charges for work done, services provided or goods supplied at least annually as part of the budget-setting process, following a report from the Clerk/RFO. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be formally written off in the financial year in which the decision is made. The council's approval shall be recorded in the accounting records and minutes.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or equivalent banking record..

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

13.6. Any repayment claim under Section 33 of the VAT Act 1994 shall be made at regular intervals and at least annually at the end of the financial year. The RFO shall ensure that VAT is accurately recorded within the council's accounting system.

13.7. Where cash income is received by the council, appropriate measures shall be taken to ensure its security, recording and banking. Where significant sums of cash are handled, the RFO shall ensure that more than one person is present when cash is counted and reconciled.

13.8. Any income that is the property of a charitable trust administered by the council shall be paid into a separate charitable bank account where required by law or governing document. Any payments between the charitable trust and the council shall be properly authorised and recorded.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments, the RFO shall maintain a record of all such payments, which shall be made within the timescales specified in the contract and based upon signed certificates, valuations or other written confirmation from the architect, surveyor, engineer or other suitably qualified consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised in writing by the Clerk/RFO in accordance with delegated authority and procurement requirements. The council or relevant committee shall be informed where the final cost is likely to exceed the contract sum by 5% or more, or is likely to exceed the approved budget available.

15. Stores and equipment

15.1. The Clerk/RFO shall be responsible for the care, control and custody of council stores, equipment and operational assets unless otherwise delegated by the council.

15.2. Delivery notes or equivalent records shall be obtained in respect of all goods received by the council and goods shall be checked against the order for quantity, quality and condition at the time delivery is made.

15.3. Stocks and operational supplies held by the council shall be kept at minimum levels consistent with operational requirements and service delivery.

15.4. The Clerk/RFO shall be responsible for periodic checks of stocks, stores and equipment, which shall be undertaken at least annually and recorded where appropriate.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is maintained and kept up to date, recording all properties and assets held by the council, including their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with the Accounts and Audit (Wales) Regulations..

16.3. The continued existence and condition of tangible assets shown in the Register shall be verified at least annually, where appropriate in conjunction with inspections, maintenance programmes or health and safety inspections.

16.4. No interest in land shall be purchased, acquired, sold, leased, licensed or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case, a written report shall be provided to the council in respect of valuation,

surveyed condition and any other relevant matters, including planning restrictions, covenants or legal obligations, together with a proper business case and any consultation required by law.

16.5. No tangible movable property shall be purchased, acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, except where the estimated value of any individual item does not exceed £1000. In each case, an appropriate written report or supporting business justification shall be provided to the council.

17. Insurance

17.1. The RFO shall maintain a record of all insurance policies effected by the council together with the property, assets, liabilities and risks covered. Insurance arrangements shall be reviewed annually before renewal in conjunction with the council's review of risk management arrangements.

17.2. The Clerk/RFO shall ensure that prompt notification is given to the council's insurers of all new risks, properties, assets, activities or vehicles requiring insurance and of any material alterations affecting existing insurance arrangements.

17.3. The RFO shall be notified immediately of any loss, liability, damage or event likely to give rise to an insurance claim and shall report such matters to the council at the next available meeting where appropriate. The RFO shall manage and negotiate insurance claims on behalf of the council in consultation with the Clerk and relevant officers where necessary.

17.4. All appropriate members, employees and officers of the council shall be covered by suitable fidelity guarantee or security insurance which shall reflect the maximum level of financial risk exposure as determined annually by the council or Governance & Finance Committee.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body, the Clerk and RFO shall ensure that separate accounts are maintained for all funds held on charitable trusts and that separate financial reports are prepared in accordance with Charity Law, relevant legislation, the requirements of the Charity Commission and any governing document relating to the charity

18.2. The Clerk and RFO shall ensure that any audit, independent examination, annual return or regulatory filing required under Charity Law or by the governing document of the charitable body is completed within the required timescales.

18.3. Transactions relating to charitable trusts shall be clearly separated from the council's own accounts and administered in accordance with the governing document and applicable legislation.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation, statutory guidance and proper practices and advise the council of any requirement to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of the council, suspend any part of these Financial Regulations, provided that the reasons for the suspension are recorded in the minutes and that an assessment of the risks arising has been presented to all members. Suspension shall not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution to address periods of staff absence, local government reorganisation, emergency situations, national restrictions or other exceptional circumstances affecting the operation of the council.

Appendix 1 - Tender process

1. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain any necessary technical assistance to prepare a specification where appropriate.

2. The invitation to tender shall state the submission requirements, deadline and method for submission. Tenders shall normally be addressed to the Clerk unless an approved electronic tendering process is being used.

3. Where a postal tendering process is used, each tendering organisation shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed opening date. All sealed tenders shall be opened at the same time by the Clerk in the presence of at least one member of the council.

4. Where an electronic tendering process is used, the council shall use a designated email address or approved electronic procurement system which shall be monitored to ensure that no tender is accessed prior to the published submission deadline.

5. Any invitation to tender issued under these Financial Regulations shall be subject to the council's Standing Orders and shall make reference where appropriate to the Bribery Act 2010, the Procurement Act 2023 and the Procurement (Wales) Regulations 2024.

6. Where the council or duly delegated committee does not accept any tender, quotation or estimate, and the work is not allocated and further pricing is sought, no person shall be permitted to submit a later tender, quotation or estimate who was present during the original tender opening or decision-making process.

7. All tender submissions, evaluations, decisions and supporting documentation shall be retained by the council in accordance with the council's retention policy and any statutory procurement requirements.

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