



BOROUGHBRIDGE TOWN COUNCIL

FINANCE REGULATIONS

MAY 2025

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 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.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting: a) In 1.5 – is the Clerk the RFO? b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales c) In section 4, does the council have committees and how many years are forecast? d) In 5.6, does the council issue an open invitation to tender, or invite specific firms? e) In 5.9, are online prices acceptable evidence? f) In 5.13, 5.15 and 5.17, does the council have committees? g) In 5.16, will a councillor ever be instructed to place an order? h) In 5.20, is there a minimum level for official orders? i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year. j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do. k) Section 10 gives two alternatives, with or without petty cash. l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one
m) 13.7 and 13.8 are removable if they don't apply to the council.
n) Much of Section 16 can be deleted if not applicable.
o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee. a) In 4.1 and 4.7, select the wording for England or Wales, based on your location. b) In Section 4, the council needs to determine the timescale for its budget setting.

7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.

8) Key limits to set:

a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.

b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?

c) In 5.9, at what level can smaller purchases be made without competition?

d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?

e) In 5.18, how much can the clerk commit to spending in an emergency?

f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?

g) In Section 9, what are the limits for card payments?

h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.

10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.

11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the council’s website.

BOROUGHBRIDGE TOWN COUNCIL FINANCIAL REGULATIONS

Contents

1. General
2. Risk management and internal control
3. Accounts and audit.
4. Budget and precept
5. Procurement
6. Banking and payments
7. Electronic payments
8. Cheque payments
9. Payment cards
10. Petty Cash
11. Payment of salaries and allowances
12. Loans and investments
13. Income
14. Payments under contracts for building or other construction works
15. Stores and equipment
16. Assets, properties and estates
17. Insurance
18. [Charities]
- 19 Suspension of Financial Regulations
- Appendix 1 Tender Process
- Appendix 2 Small Grants to Organisations Terms and Conditions, with Application form

These Financial Regulations were reviewed on 13.2.25.

First adopted by the council at its meeting held on 6th August 2024 minute reference 6.8.24.8

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 Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, 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 refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or 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.

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, 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. At least once a year, the council must review the effectiveness of its system of internal control through presentation to a Full Council Meeting, before approving the Annual Governance Statement.

2.4. 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.**

2.5. At least [once a quarter], and at each financial year end, a councillor other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The councillor shall sign and date the reconciliations agreed/noted by the Full Council.

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 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 on any issues found to council in writing, or in person, 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 or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- 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 the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit 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 council tax 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 council at least annually 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. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. The RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Each committee shall review its draft budget and submit any proposed amendments to the council not later than the beginning of November each year.

4.5 Having considered the proposed budget and one year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.

4.6. 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.

4.7. 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.

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

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

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

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

5.4. 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:

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

5.6. For contracts greater than £5,000 excluding VAT the Clerk/RFO shall seek at least

3 fixed-price quotes;

5.7. where the value is between £500 and £5,000 excluding VAT, the Clerk/RFO shall try to obtain 2 estimates which might include evidence of online prices, or recent prices from regular suppliers.

**** The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.***

5.8. For smaller purchases, the clerk shall seek to achieve value for money.

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

5.10. 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.

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

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

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- the Finance Committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, the Finance Committee within any limits set by council and in accordance with any policy statement agreed by the council.
- 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.

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

5.14. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or the Finance Committee acting within its Terms of Reference except in an emergency.

5.15. 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 £3,000 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.

5.16. 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, Government borrowing approval has been obtained first.

5.17. An official order or letter shall be issued for all work, goods and services above £250 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.

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.

6.2. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or the Finance Committee or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.3. For each financial year the Clerk/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, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.

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

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

- i. any payments of up to £500 excluding VAT, within an agreed budget.
- ii. payments of up to £3,000 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/RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- iv. Fund transfers within the councils banking arrangements up to the sum of £5,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.6. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the FCM, together with information about all invoices, to the council. The council 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 Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 4 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should 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 or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

7.5. 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 signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council when budgets are set.

7.6. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk/RFO and Chair of council]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.

7.7. Councillors shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by three councillors.

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

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

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

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

10. Petty Cash

10.1. The RFO maintains a petty cash float from monies unbanked from car park honesty box collections.

10.2 Receipts for all payments made from petty cash will be evidenced, presented and processed the same as for all other invoices.

10.3 Cash income received from the Honesty Box is separately banked and checked by at least two council members (i.e. usually the Deputy Clerk and the RFO/Town Clerk, or a clerk and a councillor.)

10.4 The petty cash float is recorded on a Petty Cash record sheet and stored in the 'Petty cash Records' file.

10.5 A separate petty cash spreadsheet is recorded alongside the finance spreadsheet each month.

10.6 The petty cash spread sheet is reconciled at each month end to the finance spreadsheet. Petty cash transactions and balances are presented for council approval alongside the finance spread sheet at Full Council Meetings.

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. Councillor's allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3. Salary rates shall be agreed by the Human Resources Committee and ratified by the council. 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.

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, as set out in these regulations above.

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, with the total of such payments each calendar month reported first to the Chair of the Human resources Committee and then on the finance spreadsheet. Payroll reports will be reviewed by the Chair of the Human Resources Committee, to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a 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, the council must consider a full business case.

12. Loans and investments

12.1. Any application for 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 Secretary of State 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 of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be 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 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 will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk/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 Clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

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 other record.

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

13.6. The Clerk/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the Clerk/RFO shall 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 record, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that 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.

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 time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. 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.

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

15.3. The Clerk/RFO shall be responsible for 15,3

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 Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their 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.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a risk assessment of assets.

16.4. No interest in land 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. In each case a written report 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 where required by law). 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, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk/RFO shall give prompt notification to the council of all new risks properties or items which require to be insured and of any alterations affecting existing insurances.

17.3. The Clerk/RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers.

17.4. 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.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk/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/RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

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

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does 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 cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any 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.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, 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. 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.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Where 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, 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.

Appendix 2- Small Grants to Organisations Terms and Conditions (with application Form)



BOROUGHBRIDGE TOWN COUNCIL
1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN

Boroughbridge Town Council Small Grants to Organisations Terms & Conditions

1. Introduction

For each financial year, Boroughbridge Town Council, mindful of its responsibilities in the spending and management of public money, allocates a specific amount of money to be made available as grants or donations to local organisations.

A total sum of money shall be set-aside in the budget each year for such grants and donations. The budgets are set in November for the following financial year starting in April. The amount of money may vary from year to year and is dependent on the Council's other financial commitments. Check the council's webpage for what can be available and further information

Grants and donations will be awarded for the benefit of the community of Boroughbridge by supporting organisations and projects which help to improve safety, recreation, education, community pride, sports, art & culture or improving the long-term wellbeing of residents. All applications will be determined by the Town Council at a Full Town Council Meeting and will be assessed on its own merits. Applications may be submitted for amounts up to £300.

2. The following criteria must be followed:

- The organisation or project must bring a direct benefit to the residents of Boroughbridge. All applications must clearly demonstrate how this will be achieved.
- The organisation must confirm the total number of their members and the number of members who are residents of Boroughbridge Parish (Aldborough / Minskip)
- The organisation must be either non-profit, charitable, voluntary or community.
- Grants will only be considered for:
 - Capital cost of new or improved facilities or equipment
 - Providing a public service
 - Initial funding for new activities

- An organisation should have a bank account in its own name.
- Only one grant may be made in each financial year to each organisation.
- Applications from health, education or social services will be considered where there are benefits to the wider community and the project is in addition to statutory services.
- Grants will only be awarded for forthcoming or ongoing projects – not retrospectively.
- Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.
- The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested. If the Town Council is not satisfied with the arrangements, they reserve the right to request a refund of the monies awarded.
- Ongoing commitments to award grants or subsidies in future years will not be made.
- A fresh application will be required each financial year
- Any grant must only be used for the purpose for which it was awarded, unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council within 2 months of the date the approval of change of use was given.
- The group or organisation receiving the grant will acknowledge the contribution from the Town Council in any publicity material, website or press release.
- The Town Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- The Council reserves the right to refuse any grant applications which it considers to be inappropriate or against the objectives of the Council.
- In the event of the Town Council receiving more requests for funding, in any one financial year, than there are budgeted resources available, it will fund only those to which it assigns the highest priority.
- Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to the residents of Boroughbridge , Minskip & Aldborough
- Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137 or the Localism Act 2011.

3. Grants WILL NOT be awarded for:

- Private organisations operated as a business to make a profit or surplus.
- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
- Salary or routine administration costs.
- Loan repayments.
- Individuals (except where an organisation provides help for needy individuals belonging to or using the organisation).
- Hospitality.
- Projects with party political links.
- Projects which discriminate on the grounds of age, gender, sexual orientation, race, or religion.
- Services which should be provided by statutory funding.
- Buildings that are uninsured.
- Organisations with substantial unallocated resources.
- Rent or hire charges.

4. Process

- Application forms can be obtained from the Town Council Clerk. Applicants must complete the form in full and provide any additional information to support its application.
- Grant applications will only be considered if submitted in writing, with all supporting documentation, including a copy of the organisation's latest set of accounts, latest bank statement and the organisation's constitution or terms of reference.
- Applications must be emailed to the clerk by the last Friday of the month to be considered at the next full council meeting which falls on the first Tuesday of the month.
- Only one application per year can be submitted, the council reserve the right to ask for additional information for applications, which may result in a delay of decision.
- The council may decide to issue a grant lower than the amount requested
- Organisations will be notified via email the week following the council meeting to advise whether the request has been successful.
- Payments will be made by bank transfer the month after the meeting when the decision was made.

5. Following receipt of your grant

- a) The grant monies must be spent within 12 months following approval of your application.
- b) Following completion of your project or within 3 months of spending the grant monies, you must write a short report to the Council explaining how the monies were spent and how your project has progressed and provide documentation as evidence of spend.
- c) Any grant money unspent within 6 months, a progress report must be provided to the parish council, explaining the reasons for the delay.
- d) Subject to council consideration, full or partial return of the grant money awarded may be requested. If requested, your group is expected to make the payment within 4 weeks of the council's notice.
- e) If applicants intend not to spend the money within 12 months, then prior written approval must be sought before the end of this period.

All decisions are at the absolute discretion of Boroughbridge Town Council

Boroughbridge Town Council
Grants to Organisations Application Form

If you have difficulty completing this form please contact the Town Clerk for assistance

1 Name of Organisation

.....

2 Contact Person (to whom all correspondence will be sent)

Name **Position**

Address

.....

Post Code **Tel:**

3 Describe the role of your organisation, and the work it undertakes for the benefit of the inhabitants of the parish of Boroughbridge, Aldborough and Minskip.

(N.B. Applications are eligible only from organisations whose work is of benefit to the inhabitants of the parish)

4 Approximately how many residents of the parish of Boroughbridge, Aldborough and Minskip benefit from the services of your organisation?

5 Approximately how many residents of the parish of Boroughbridge, Aldborough and Minskip are members of your organisation?

6. What is the total cost of the project?

7 How much grant are you seeking and how will the balance be funded?

8 Give full details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement. Continue on a separate sheet if necessary.

**9 Give details of any grants received from Boroughbridge Town Council in the past 4 years
(date and amount of grant)**

10 Give details of any grants received from other sources in the past 2 years (date and amount of grant)

11 Is your organisation making bids to other funding sources? YES / NO
If 'Yes' give details

12 Please give the bank account name (i.e. the payee) to which any grant cheque awarded should be made payable

.....

13 Declaration: I declare that the information given on this Application Form is true to the best of my knowledge and belief

Signed..... **Position in Organisation**

Date.....

Notes:

- a. All questions on this form must be answered, otherwise your application will not be considered
- b. All applicants must include a summary sheet of the organisation's accounts, which provides details of all balances held. A financial summary form is attached, but you may use your own more detailed format if you wish.

- c. Any organisation which receives a grant will subsequently be required to submit financial details showing how the grant has been used. If receipts cannot be provided the Council may demand that the grant be returned.
- d. Copies of this form and accompanying papers will be included on the Council agenda and discussed by Council in the presence of the Press and Public.

Grant Application to Boroughbridge Town Council Financial Summary

Name of Organisation

Receipts and Payments for the year ending

RECEIPTS	Amount
Subscriptions	
Donations	
Grant aid	
Fundraising events (give full details)	
Other (give full details)	
TOTAL RECEIPTS	
Opening Balance at / /	

PAYMENTS	Amount
Employees	
Professional fees	
Volunteers' expenses	
Energy charges	
Rents	
Rates	
Equipment	
Telephone/postage	
Insurance	
Other (give full details)	
TOTAL PAYMENTS	
Closing Balance at / /	

