



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Thursday 22 August 2024 at 6.00 pm
In the Community Hub Meeting Room, Victoria Park Road, Malvern Link**

MALVERN TOWN COUNCIL

Town Clerk
Community Hub
Victoria Park Road
Malvern Link
WR14 2JY



16 August 2024

townclerk@malvern-tc.org.uk
01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Policy and Resources Committee (Quorum 5):

Councillors Iain Dawson (Chair), Clive Fletcher, Emma Green, Clive Hooper, Nick Houghton, Melanie Jones, Lou Lowton, Ronan McLaverty-Head, Karen Newbigging

All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Community Hub Meeting Room, Victoria Park Road, Malvern Link, WR14 2JY on Thursday 22 August 2024, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To receive and note apologies for absence
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none">➤ 12 June 2024 (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Cleaning Contract – new Community Hub <ul style="list-style-type: none">➤ Report PR01/24 to follow
5.	Review of Financial Regulations <ul style="list-style-type: none">➤ Report PR02/24 to follow
6.	Date and Time of Next Meeting <ul style="list-style-type: none">➤ Wednesday 2 October 2024 at 6.00 pm

**MINUTES OF A MEETING OF
THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 12 June 2024 at 6.00 pm**

Councillors

I Dawson (Chair)
A Cherry (substitute for N Houghton)
C Fletcher
E Green
C Hooper
M Jones
L Lowton
R McLaverty-Head
K Newbigging

Absent

N Houghton (apologies)

Also in attendance

Linda Blake - Town Clerk
Louise Wall – Minute Clerk
M Birks – Mayor of Malvern
C Bassett, Coach House Theatre

The outgoing Chair announced that he would bring agenda item 7 'Malvern Theatre Players – request for change of grant purpose' forward, ahead so that it would follow public participation.

1. ELECTION OF CHAIR

Cllr Iain Dawson was elected Chair of Policy and Resources Committee for 2024/25.

2. ELECTION OF VICE-CHAIR

Cllr Clive Hooper was elected Vice-chair of Policy and Resources Committee for 2024/25.

3. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Nick Houghton were **NOTED**. Cllr Houghton had substituted Cllr Anne Cherry.

4. DECLARATIONS OF INTEREST

Agenda item 7 Malvern Theatre Players – request for change of grant purpose – Cllr Clive Fletcher declared an interest, as he prepares accounts for the Coach House Theatre.

5. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, and signed by the Chairman:

- Policy and Resources Committee meeting held on 13 May 2024.

PUBLIC PARTICIPATION

Chris Bassett, Manager of The Coach House Theatre had attended the meeting to explain why there had been a request made to change the purpose of the grant awarded in March 2024. Due to a combination of reasons, it had been decided to

postpone the production of Alice in Wonderland to the following year. Rather than carry the grant into the next financial year, the Theatre had asked if they may use the grant for a pantomime to be held in the run up to Christmas, which would have several performances, including those especially for a dementia group and families referred from the food bank.

Mr Bassett then answered some questions from members of the committee.

6. **MALVERN THEATRE PLAYERS – REQUEST FOR CHANGE OF GRANT PURPOSE**

Report PR02/24 was received and accepted.

It was **AGREED** to agree a change to the purpose of the large grant of £1,400 awarded to Malvern Theatre Players in March 2024.

7. **QUARTERLY ACCOUNTS – FOURTH AND FINAL QUARTER 2023/24 JANUARY, FEBRUARY, MARCH 2024**

Management Accounts for the fourth and final quarter ending 31 March 2024

Report PR01/24 was received and accepted and the Town Clerk presented the quarterly accounts for the fourth and final quarter of the 2023/24 financial year, explaining that figures relating to the project to build a new community hub at Victoria Park had not been included but had been recorded separately to the main accounts

Committee received the management accounts.

The Town Clerk summarised the accounts which showed that there was a deficit balance of £66,320 being taken from General Reserves, £63,119 over the budgeted deficit for the quarter, after having taken account of any transfers to and from earmarked reserves. In summary, this is an underspend against budget of £63,119 for the fourth quarter of the 2023/24 financial year.

The management accounts showed variances of approximately £61,500 over budget against administration and £2,000 under budget against operational costs. The Town Clerk outlined the main variances of these which were detailed in the report.

Year to date

As the fourth quarter is also the final quarter, the Town Clerk outlined the main variances for the financial year 2023/24 as a whole. For the year to date, there was an overspend against budget of £22,212.

It was **RECOMMENDED** that Council approves the Quarterly Accounts for the fourth and final quarter, ending 31 March 2024.

8. **REVIEW OF FINANCIAL REGULATIONS**

It was **AGREED** that officers would form a document incorporating both existing financial regulations and the new NALC model, highlighting any differences, incidences where there are alternatives or a choice of value or timescale, and updates. This would then be considered at the next meeting of Policy and Resources Committee on 7 August 2024.

9. **REVIEW OF FREEDOM OF INFORMATION POLICY**

Report PR04/24 was received and accepted. It was **AGREED** to defer this item to the next meeting of Policy and Resources Committee as some free expert advice had been offered in reviewing the current policy.

10. **DATE AND TIME OF NEXT MEETING**

It was **AGREED** that the date of the next meeting would be Wednesday 7 August 2024 at 6pm.

The meeting finished at 6.35pm

.....(Chairman)

DRAFT

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Thursday 22 August 2024 at 6.00pm
in the Community Hub Meeting Room, Victoria Park Road, Malvern Link**

CLEANING CONTRACT – NEW COMMUNITY HUB

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Policy and Resources Committee award a new cleaning contract for the Community Hub to Company A.

3. Background

3.1. The new community hub building in Victoria Park is now open with the offices, Park View meeting room and public toilets all being used.

3.2. Officers have sought quotations from a number of contractors to undertake the following daily cleaning duties:

- Public toilet in entrance foyer
- Entranceway area including glass doors
- Corridor to offices
- Two toilets for office and meeting room use
- Kitchen
- Meeting room including glass doors

3.3. A number of firms in Malvern and further afield were asked to quote. Three quotations have been obtained, but several firms declined to quote due to having sufficient work already. Those who have quoted are available to clean the premises Monday to Friday, in the early mornings.

Company	Cost per hour	Hours required	Cost	Comments
A	Not supplied	1.5 – 2 hours per day	£42 per day	£10,920 per annum – 12-month contract – Green ethos, eco-friendly products used – Based in Gloucester
B	Not supplied	Approx. 2.5 hours per day	£61 per day	£14,640 per annum – Based in Worcester
C	£27.50	2 hours per day	£55 per day	£13,206 per annum – Nationwide company

3.4. Contractors will be given access to the building so that the cleaning can be completed before staff start work.

3.5. Cleaning of the Town Council offices will be completed by office staff. This will entail each member of staff cleaning their own desk, as has always been the case, and vacuuming of the office on a rota system.

3.6. Lighter weekend cleaning of public areas will be covered by the new caretaker.

4. Financial Implications

4.1. The budget for the cleaning contract in 2024/25 is £8,000 and therefore there will be an overspend against budget.

5. Legal Implications

5.1. The Council's current cleaning contract expired when the Council sold the building at Belle Vue Terrace in February 2024.

5.2. The cleaning of buildings at Great Malvern Cemetery is carried out by a separate firm and will be reviewed in due course.

End
Linda Blake
Town Clerk

**POLICY AND RESOURCES COMMITTEE
REVIEW OF FINANCIAL REGULATIONS**

Recommendation

Policy and Resources committee is recommended to review and revise the Council's financial regulations taking into account the current model, the revised NALC financial regulations released this year, and operational recommendations specific to Malvern Town Council.

The following table sets out the current MTC regulations against the new NALC model with comments made in the third column as appropriate.

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.

Review of Financial Regulations

Content Comparison

Contents of 2024 Model Financial Regulations	Corresponding 2019 Sections
Section 1 - General	Section 1 - General
Section 2 - Risk Management	Section 17 – Risk Management
Section 3 - Accounts and Audit	Section 3 – Accounting and Audit
Section 4 - Budget and Precept	Section 3 – Annual Estimates (budget) and Forward Planning
	Section 4 – Budgetary Control and Authority to Spend
Section 5 - Procurement	Section 10 – Orders for Work and Contracts and Section 11 – Contracts
Section 6 - Banking and Payments	Section 5 – Banking Arrangements and authorisation of payments and part of Section 6 – Instructions for making payments
Section 7 - Electronic Payments	Part of Section 5 – Banking Arrangements and authorisation of payments and part of Section 6 – Instructions for making payments
Section 8 - Cheque Payments	No specific section
Section 9 - Payment Cards	One clause from section 6 – Instructions for Making Payments
Section 10 - Petty Cash	One clause from section 6 – Instructions for Making Payments
Section 11 - Payment of Salaries and Allowances	Section 7 – Payment of Salaries
Section 12 - Loans and Investments	Section 8 – Loans and Investments
Section 13 - Income	Section 9 – Income
Section 14 - Payments under contracts for building or other construction works	Section 12 – Payments under contracts for building or other construction works
Section 15 - Stores and Equipment	Section 13 – Stores and Equipment
Section 16 - Assets, Properties and Estates	Section 14 – Assets, Properties and Estates
Section 17 - Insurance	Section 15 – Insurance
Section 18 - Charities	Section 16 – Charities
Section 19 - Suspension and revision of Financial Regulations	Section 18 - Suspension and revision of Financial Regulations

MTC FINANCIAL REGULATIONS 2019	MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS	NOTES
General	General	
<p>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 and any individual financial regulations relating to contracts.</p>	<p>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.</p>	<p>New model has summarised version but the same information</p>
<p>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.</p>		<p>MTC 1.2 removed in new version</p>
<p>1.3 The Council's accounting control systems must include measures:</p> <ul style="list-style-type: none"> • 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. 		<p>MTC 1.3 removed in new version</p>
<p>1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.</p>		<p>MTC 1.4 removed in new version</p>
<p>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.</p>		<p>MTC 1.5 removed in new version Now covered in section 2</p>

<p>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.</p>	<p>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.</p>	<p>Contains the same information</p>
<p>1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.</p>	<p>1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.</p>	<p>Contains the same information</p>
<p>1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.</p> <p>1.9 The RFO:</p> <ul style="list-style-type: none"> • 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. 	<p>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.]</p> <p>The RFO;</p> <p>acts under the policy direction of the council;</p> <p>administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;</p> <p>determines on behalf of the council its accounting records and control systems;</p> <p>ensures the accounting control systems are observed;</p> <p>ensures the accounting records are kept up to date;</p> <p>seeks economy, efficiency and effectiveness in the use of council resources; and</p> <p>produces financial management information as required by the council.</p>	<p>1.8 and 1.9 from 2019 model combined into new 1.5</p> <p>At present, the clerk at MTC is also the RFO</p>
<p>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</p>		<p>1.10 removed in new version</p>

<p>management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.</p>		
<p>1.11 The accounting records determined by the RFO shall in particular contain:</p> <ul style="list-style-type: none"> • 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 • 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. 		<p>1.11 removed in new version</p>
<p>1.12 The accounting control systems determined by the RFO shall include:</p> <ul style="list-style-type: none"> • 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; (See FR4 for authority to spend) • 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 (See FR9.4 for authority on bad debt write-off) • measures to ensure that risk is properly managed. 		<p>1.12 removed in new version</p>

<p>1.13 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:</p> <ul style="list-style-type: none"> • setting the final budget and the precept (Council Tax Requirement); • approving accounting statements; • approving an annual governance statement; • borrowing; • declaring eligibility for the General Power of Competence; and • addressing recommendations in any report from the internal or external auditors, <p>shall be a matter for the Full Council only.</p>	<p>1.6 The council must not delegate any decision regarding:</p> <p>setting the final budget or the precept (council tax requirement);</p> <p>the outcome of a review of the effectiveness of its internal controls</p> <p>approving accounting statements;</p> <p>approving an annual governance statement;</p> <p>borrowing;</p> <p>declaring eligibility for the General Power of Competence;</p> <p>and</p> <p>addressing recommendations from the internal or external auditors</p>	<p>1.13 has been slightly re-written in new version and now includes:</p> <p>The outcome of a review of the effectiveness of its internal controls (2nd bullet point)</p>
<p>1.14 In addition the Council must:</p> <ul style="list-style-type: none"> • determine and keep under regular review the bank mandate for all Council bank accounts; • approve any grant or a single commitment in excess of £5,000; and • in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Policy and Resources Committee in accordance with its terms of reference. 	<p>1.7 In addition, the council shall:</p> <p>determine and regularly review the bank mandate for all council bank accounts;</p> <p>authorise any grant or single commitment in excess of [£5,000]; and</p>	<p>Amount of £5,000 to be agreed</p> <p>Bullet point about salaries has been removed in new model</p>
<p>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.</p>	<p>1.4 In these Financial Regulations:</p> <p>‘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.</p>	<p>1.15 and 1.6 have been merged with updated referencing and extra clarification of terms included</p>
<p>1.16 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</p>	<p>“Approve” refers to an online action, allowing an electronic transaction to take place.</p>	

<p>(JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).</p>	<p>“Authorise” refers to a decision by the council, or a committee or an officer, to allow something to happen.</p> <p>‘Proper practices’ means those set out in <i>The Practitioners’ Guide</i></p> <p><i>Practitioners’ Guide</i> 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.</p> <p>‘Must’ and bold text refer to a statutory obligation the council cannot change.</p> <p>‘Shall’ refers to a non-statutory instruction by the council to its members and staff.</p>	
	<p>2. Risk management and internal control</p>	<p>Risk management and control was section 1.17 in 2019 version, now moved to section 2</p>
	<p>2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.</p>	
<p>17.1 The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk, with the Operations Manager 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.</p>	<p>2.2 The Clerk [with the 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.</p>	<p>Operations Manager and Town Clerk?</p>
<p>17.2 When considering any new activity the Town Clerk, with the Operations Manager, shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.</p>	<p>2.3 When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.</p>	<p>Operations Manager and Town Clerk.</p>

	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.	2.4 and 2.5 added in bold due to changes in audit requirements
	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 <ul style="list-style-type: none"> • ensure division of responsibilities. 	
	2.6 At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque 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 similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.	2.6 MTC 2019 regulations stated that internal auditor would do this. See 2.2
	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. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.	Mandatory in 2024 model
2. Accounting and Audit (internal and external)	3. Accounts and audit	
2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the	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.	Same information

<p>Accounts and Audit Regulations, appropriate guidance and proper practices.</p>		
<p>2.2 At the end of each financial year, the internal auditor will verify bank reconciliations (for all accounts) produced by the RFO and/or other delegated office of the Council. The internal auditor shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification.</p>	<p>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 reasonable 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 <u>{Governance and Accountability}</u> Return.</p>	<p>2.2 has been changed from specific references to bank reconciliation to general comments about financial position</p>
<p>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.</p>	<p>3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual <u>{Governance and Accountability}</u> 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.</p>	<p>2.3 slightly updated in 3.4</p>
<p>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.</p>	<p>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.</p> <p>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.</p>	<p>2.4 split into two sections in new model and partly in bold</p>

<p>2.5 The internal auditor shall be appointed by the Council and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.</p>	<p>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.</p>	<p>Confirm appointment by Council Updating of terms in 2024 model</p>
<p>2.6 The internal auditor shall:</p> <ul style="list-style-type: none"> • be competent and independent of the financial operations of the Council; • report to the Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year; • demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and • have no involvement in the financial decision making, management or control of the Council. 	<p>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</p>	<p>2024 model shifts responsibility to council to ensure internal auditor requirements are met</p>
<p>2.7 Internal or external auditors may not under any circumstances:</p> <ul style="list-style-type: none"> • 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 auditors. 	<p>3.9 Internal or external auditors 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.</p>	<p>An additional clause has been added into 2024 model</p> <ul style="list-style-type: none"> • provide financial, legal or other advice including in relation to any future transactions
<p>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.</p>	<p>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.</p>	<p>Same information</p>

<p>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.</p>	<p>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.</p>	<p>References to Legal Acts have been updated in the new model</p>
<p>2.10 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.</p>	<p>3.12 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.</p>	<p>Same information</p>
<p>3. Annual Estimates (budget) and Forward Planning</p>	<p>4. Budget and precept</p>	<p>Section 4 of 2024 model covers information previously in section 3</p>
	<p>4.1 Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.</p>	<p>No direct correlation so have kept NALC clauses in one block Items highlighted to be considered and confirmed Items underlined are optional</p>
	<p>4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] 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 relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}</p>	

<p>3.2 The RFO must each year, by no later than 31st December, 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 Policy and Resources Committee.</p>	<p>4.3 No later than [month] each year, 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 [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.</p>	<p>Decision on number of years to forecast, if any</p>
<p>4.5 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.</p>	<p>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 in an earmarked reserve) with the formal approval of the full council.}</p>	<p>Consider additional underline clause</p>
<p>3.1 The RFO will, in conjunction with each committee, formulate budget requirements as necessary to be included within the draft budget to be prepared and recommended by Policy and Resources Committee no later than 31st December of each year. This budget will then be submitted to Full Council for resolution.</p>	<p>4.5 Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.</p>	<p>MTC 2019 regulations contain more details</p>
<p>3.3 Policy and Resources Committee and then subsequently Full Council shall consider annual budget proposals in relation to the Council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding.</p>	<p>4.6 The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.</p>	<p>Slight differences, compare and choose the best option</p>
<p>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 the end of January each year. The Town Clerk shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.</p>	<p>4.7 Having considered the proposed budget and [three-year] forecast, the council shall determine its [council tax (England)/budget (Wales)] 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.</p>	<p>Clause re-written and possibility of forecast included</p>

	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 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.	
3.5 The approved annual budget shall form the basis of financial control for the ensuing year.	4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.	Financial control changed to monitoring progress
4.11 Changes in earmarked reserves shall be approved by Council either as part of the budgetary control process or as part of a review of reserves approaching financial year end.	4.11 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council <u>{or relevant committee}</u> .	Council or committee to approve earmarked reserves?
4. Budgetary Control and Authority to Spend	There is no section in the 2024 model which specifically correlates to the Section 4 of the current regulations. It is suggested that Committee look at these individually to see if required and where they fit.	
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: <ul style="list-style-type: none"> • Full Council for all items over £25,000; • a duly delegated committee of the Council for items between £10,000 and £25,000; or • the Town Clerk, for any items below £10,000. Contracts may not be disaggregated to avoid controls imposed by these regulations.		

4.2 Expenditure of less than 5% or £500 outside of the budget amount to be approved by the Town Clerk provided that this expenditure can be contained within the overall Annual Budget.		
4.3 Expenditure of between 5% and 10% or £500 and £5,000 (whichever is greater) outside of the budgeted amount can be approved by the appropriate committee.		
4.4 Any larger overspend must be approved by Full Council following a written report from the Town Clerk		
4.6 The salary budgets are to be reviewed annually as part of the budgeting process for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of the Policy and Resources Committee. The Town Clerk will inform the Policy and Resources Committee of any changes impacting on their budget requirement for the coming year in good time.		
<p>4.7 The Town Clerk or in his/her absence, the Operations Manager, may do the following:</p> <ul style="list-style-type: none"> • Authorise payment of the payroll, on a monthly basis subject to any one month not exceeding one twelfth of the total budgeted sum, subject to overtime and pay rise adjustments within the overall budget. • In cases of extreme risk to the delivery of Council services, authorise revenue expenditure on behalf of the Council which in the Town Clerk's or Operations Manager'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 £10,000. <p>All expenditure should be reported as part of the next quarterly accounts submitted to Policy and Resources Committee.</p>		
4.8 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted		

<p>involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.</p>		
<p>4.9 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.</p>		
<p>4.10 The RFO shall provide the Council with a statement of receipts and payments to date under each budget heading, comparing actual expenditure to the appropriate date against that planned as shown in the budget as part of the quarterly accounts reporting process. 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 15% of the budget headings.</p>		
	<p>5. Procurement</p>	<p>In the 2019 model, sections 10 and 11 covered procurement</p>
	<p>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.</p>	<p>There are some additional sections in the 2024 version and choices about tender processes</p>
<p>10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order.</p>	<p>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.</p>	

<p>11.1 All contracts entered into by the Council must comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency</p>	<p>5.3 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.</p>	<p>Similar statement</p>
<p>11.2 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.</p>	<p>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 Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.</p>	<p>This has been updated for 202 and put in bold.</p>
	<p>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:</p>	
	<p>5.6 For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.</p>	
	<p>5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.</p>	
	<p>5.8 For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;</p>	<p>See 11.8 in 2019 MTC model. The 2024 model now refers to online prices which makes obtaining quotations easier</p>
<p>11.8 When the Council wishes to enter into a contract of less than £25,000 in value for the supply of goods or materials or for</p>	<p>5.9 where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which</p>	<p>It is important to remember that for a council and MTC's</p>

¹ 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.

<p>the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 11.1, contracts will be approved subject to the following:</p> <ul style="list-style-type: none"> a) Contracts over £25,000: Approval should be by Full Council with no delegation permitted. b) Contracts over £10,000 and under £25,000: Approval by the Town Clerk in consultation with the Chair of the Council and the Chair of Policy and Resources Committee. c) Contracts below £25,000: Approval by the Town Clerk. d) Contracts which cover a period of more than one year: <ul style="list-style-type: none"> – Annual Spend over £5,000: Approval by Policy and Resources Committee – Annual Spend below £5,000: Approval by the Town Clerk e) The Town Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £25,000 and above £2,500 the Town Clerk shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply. f) The Council shall not be obliged to accept the lowest or any tender, quote or estimate. <p>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.</p>	<p><u>might include evidence of online prices, or recent prices from regular suppliers.}</u></p>	<p>size, 3 quotes for every £500 job will create additional work and cause delays</p>
	<p>5.10 For smaller purchases, [the clerk] shall seek to achieve value for money.</p>	

	<p>5.11 Contracts must not be split into smaller lots to avoid compliance with these rules.</p>	
<p>11.1 All contracts entered into by the Council must 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 a) to f) below:</p> <ul style="list-style-type: none"> a) for the supply of gas, electricity, water, sewerage and telephone services; b) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants; c) 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; d) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council; e) for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk shall act after consultation with the Chair and Vice Chair of Council); and f) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price. 	<p>5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:</p> <ul style="list-style-type: none"> specialist services, such as legal professionals acting in disputes; repairs to, or parts for, existing machinery or equipment; works, goods or services that constitute an extension of an existing contract; goods or services that are only available from one supplier or are sold at a fixed price. 	
<p>11.4 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.</p>	<p>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 <u>{or relevant committee}</u>. Avoidance of competition is not a valid reason.</p>	
	<p>5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.</p>	

<p>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, by quotations or estimates from appropriate suppliers as follows:</p> <p>a) Amounts below £500, one quotation only.</p> <p>b) Amounts over £500 and below £5,000, at least two quotations where possible, but at the RFO's discretion when this is not feasible.</p> <p>Amounts of £5,000 or above, at least three quotations where possible, but at the RFO's discretion when this is not feasible.</p>	<p>5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:</p> <p>[the Clerk], under delegated authority, for any items below £500 excluding VAT.</p> <p>the Clerk, in consultation with the Chair of the Council <u>{or Chair of the appropriate committee}</u>, for any items below £2,000 excluding VAT.</p> <p>{a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}</p> <p>{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.}</p> <p>the council for all items over £5,000;</p> <p>Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.</p>	<p>See 10.3 in MTC 2019 regulations.</p> <p>Delegated authority is needed for smooth running of services</p>
<p>10.4 A member may not issue an official order or make any contract on behalf of the Council.</p>	<p>5.16 No individual member, or informal group of members may issue an official order <u>{unless instructed to do so in advance by a resolution of the council}</u> or make any contract on behalf of the council.</p>	<p>Underline is optional. It is unlikely that a Town Council councillor would place an order</p>
	<p>5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council <u>{or a duly delegated committee acting within its Terms of Reference}</u> except in an emergency.</p>	

	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 [£2,000] 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.	5.18 £2,000 is very low for MTC considering size of assets.
	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, Government borrowing approval has been obtained first.	
10.1 An official order or letter shall be issued for all work, goods and services above £50 unless a formal contract is to be prepared or an official order would be inappropriate. All orders shall be signed by the Town Clerk and one other member of Council staff and copies of orders shall be retained.	5.20 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.	
10.2 Order books shall be controlled by the RFO.	5.21 Any ordering system can be misused and access to them shall be controlled by [the RFO].	
11.3 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). ²		Still required?

² Thresholds currently applicable are:

For public supply and public service contracts 209,000 Euros (£181,302)

For public works contracts 5,225,000 Euros (£4,551,413)

<p>11.5 Such invitation to tender shall state the general nature of the intended contract and the Town 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 Town 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.</p>		<p>Still required / needs updating due to reference to post?</p>
<p>11.6 All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.</p>		
<p>11.7 Any invitation to tender issued under this regulation shall be subject to Standing Order 183 and shall refer to the terms of the Bribery Act 2010.</p>		
<p>5. Banking arrangements and authorisation of payments</p>	<p>6. Banking and payments</p>	<p>Section 6 in the new 2024 model covers section 5 and some of section 6 of the 2019 version. Clauses have been matched as closely as possible but careful consideration of each point is required.</p>
<p>5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by Full Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.</p>	<p>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 [name bank]. The arrangements shall be reviewed [annually] for security and efficiency.</p>	<p>There are additions to 5.1 and highlighted items to be considered</p>

³ Based on NALC's Model Standing Order 18d ©NALC 2018

<p>6.1 The Council will make safe and efficient arrangements for the making of its payments.</p>	<p>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, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.</p>	<p>More detail in 2024 model.</p>
<p>6.2 Following authorisation under Financial Regulation 5 above, Full Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.</p>		<p>Not included in new model so may not be required</p>
<p>5.2 The RFO and/or other delegated officer of the Council shall prepare a schedule of payments requiring authorisation, which will be signed by two authorised signatories from those approved as part of the Bank Mandate before any payment can be made. [Such signatories should also carry out random checks on items within the payment schedule to ensure compliance between the presented payment list and any backup paperwork such as invoices, orders and delivery notes.]</p>	<p>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}.</p>	
<p>5.3 All invoices for payment shall be examined, verified and certified by the RFO and/or other delegated officer of the Council to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents approved expenditure.</p>	<p>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.</p>	
<p>6.3 All payments shall be effected by the preferred option of internet banking transfer, where possible or otherwise by cheque or by other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.</p>	<p>6.5 All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.</p>	<p>Online banking/cheque and credit card all used</p>

	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, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.	Optional
6.6 Authorisations for payment shall be signed by at least two Councillors from the list of mandated signatories approved by the Council with payments being raised as often as required to meet supplier payment terms. All payments schedules shall be reported to Policy and Resources Committee at the next convenient meeting.	6.7 {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}	Schedules are signed by two councillors
	6.8 {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.	Schedules are part of CR1 in Quarterly Accounts
6.4 Authorisations for payment or cheques drawn on the bank account in accordance with the schedule shall be signed by two members of Council as per the bank mandate authorising signatories. If a member who is also a bank signatory has a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.		Additional information for section 6?
6.5 To indicate agreement of the details shown as an order of payment on the payments schedule, Councillors shall sign and date the bottom of each schedule. Authorised signatories shall also be required to carry out a check on at least 20% of items on each payment schedule. Invoices and other supporting documentation will be made available to be checked upon request and signatories should initial the payments schedule next to each item checked to confirm that this has been done.		Additional information in MTC model but adds important detail.

	<p>6.9 The Clerk and RFO shall have delegated authority to authorise payments <u>{only}</u> in the following circumstances: <u>{any payments of up to [£500] excluding VAT, within an agreed budget}</u>.</p> <p>payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.</p> <p>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 finance committee}.</p> <p>Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].</p>	<p>These are low for Town Council</p>
	<p>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 <u>{or finance committee}</u>. The council <u>{or committee}</u> 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.</p>	<p>This is designed for a parish council and there would be too many invoices. This is done by two councillors. Invoices often have to be paid quickly. See old model 5.2.</p>

<p>5.4 The RFO and/or other delegated officer of the Council shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. All steps shall be taken to ensure that all invoices submitted, and which are in order, are paid in accordance with supplier payment terms as stated on each invoice.</p>		
<p>5.6 Each signed payment schedule will then form part of the Agenda for the next meeting of Policy and Resources Committee, as part of the monthly cash report or quarterly accounts. Salary payments will be excluded from this list.</p>		<p>Same comment as 5.5</p>
<p>5.7 In respect of grants, Policy and Resources 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.</p>		<p>Additional item in MTC model – gives more information?</p>
<p>5.8 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.</p>		<p>Removed in new model.</p>
<p>6. Instructions for the making of payments</p>		
<p>6.12 Daily back-up copies of the records on any computer shall be made and shall be stored securely away in a fireproof safe. The back-up taken on Thursday shall be stored in the cemetery office or another suitable off-site location for the following week.</p>		<p>No longer required?</p>

	7. Electronic payments	Section 7 in the 2024 model is specifically for electronic payments, this was included within parts of sections 5 and 6 in 2019
6.14 Where internet banking arrangements are made with any bank, the Town 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.	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 [a number of] 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.}	No officer is currently a signatory.
6.9 The preferred option for payment for items will be made by internet banking transfer and evidence will be retained showing which two signatories approved the payment.		Additional information in MTC model.
	7.2 All authorised signatories shall have access to view the council's bank accounts online.	Not currently in place.
6.11 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. Employees with internet banking access shall not disclose their password to any other member of staff or Councillor.	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.	MTC 2019 model has more detail.
6.10 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 kept in the Council's safe in a sealed dated envelope. This envelope may not be opened other than by the Mayor in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN		More detail on use of pins and passwords in 2019 version

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.		
	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, shall be sent [by email] to [two] authorised signatories.	7.4 & 7.5 MTC has a more detailed policy for this.
	7.5 In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.	
5.5 Payments by internet banking will be effected by two Council officers. One officer to post the payment ready for approval, the second as RFO to give authorisation to process the payment. Once these transactions have been made, they should be recorded on the payment schedule, initialled by the officers concerned.		This has been covered in new model section 7, but 5.5 should be considered as more specific to MTC as illustrates officer segregation of duties.
	7.6 Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.	Councillors check payments but do not approve online officers to do this
	7.7 Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.	
	7.8 A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.	
6.7 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), any National Non-Domestic Rates and mobile telecommunications charges may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to	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	CR1 papers and Quarterly Accounts

<p>the next meeting of Policy and Resources Committee. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.</p>	<p>[signed/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.</p>	<p>Items highlighted to be considered</p>
<p>6.8 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 the next meeting of Policy and Resources Committee. The approval of the use of BACS and CHAPS shall be renewed by resolution of the Council as part of the Annual Council meeting each year.</p>	<p>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.</p>	<p>Slightly amended clause</p>
	<p>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 signed {or approved online} by [two 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.</p>	
<p>6.16 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 Town Clerk. A programme of regular checks of standing data with suppliers will be followed.</p>	<p>7.12 Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].</p>	<p>Finance officer/RFO currently</p>
	<p>7.13 Members and officers 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.</p>	

<p>6.15 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.</p>	<p>7.14 Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.</p>	<p>Updated and summarised clause in 2024 model</p>
<p>6.13 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.</p>		<p>Additional point in 2019 regulations</p>
	<p>8. Cheque payments</p>	<p>Section 8 in the 2024 model is specifically included for cheque payments. There was no distinction made between internet banking and cheques in the 2019 version, so this is new.</p>
	<p>8.1 Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.</p>	<p>Currently two councillors/no counter signatory</p>
	<p>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.</p>	
	<p>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.</p>	

	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 {or Finance Committee} at the next convenient meeting.	Due to volume of payments. Payments made weekly.
	9. Payment cards	
6.17 Any debit card issued for use will be specifically restricted to the Town Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Policy and Resources Committee in writing before any order is placed. Transactions and purchases made will be reported to the next meeting of Policy and Resources Committee.	9.1 Any Debit Card issued for use will be specifically restricted to [the Clerk and the 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.	Section 9 is specific to payment cards and gives more details than in the 2019 model
	9.2 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] and authority for topping-up shall be at the discretion of [the council].	Highlighted to be confirmed. No debit card currently held.
	9.3 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} 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 {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}	Limited reimbursement of expenditure currently.

<p>6.18 The RFO and/or Finance Officer may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.</p> <ul style="list-style-type: none"> a) The RFO shall maintain a petty cash float of no more than £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment and the float should be regularly reconciled. b) Income received when above the level of £100 for one receipt must not be paid into the petty cash float, but must be separately banked into the Council’s current bank account. When a number of receipts of under £100 are received in one day, officers must ensure that the petty cash float remains under £500 by banking excess money to the Council’s current account as required. c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above. 	<p>10. Petty Cash</p> <p>10.1 {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} OR {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.</p> <p>Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.</p> <p>Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.</p> <p>Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}</p>	<p>The council does have a petty cash float, 2nd option applied but confirm limit</p> <p>2019 contains additional limits for banking specific to MTC</p>
<p>7. Payment of salaries</p>	<p>11. Payment of salaries and allowances</p>	
<p>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 Full Council, or Policy and Resources Committee.</p>	<p>11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.</p>	<p>7.1 has been made into 3 separate points in 2024 model with two points in bold.</p>

	11.2 Councillors 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 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 <u>{or relevant committee}</u> .	
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 Policy and Resources Committee meeting, as set out in these regulations above.	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.	Slightly rewritten clause.
	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 or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.	See 7.4 from 2019 MTC regulations.

7.3 Outside of the Town Clerk's delegations in relation to salaries, no changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Policy and Resources Committee.		Removed in 2024 model.
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 on a monthly payroll journal. 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. e)		See 11.6 above.
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.		Removed in 2024 model.
7.6 An effective system of personal performance management should be maintained for the senior officers.		Removed in 2024 model.
7.7 Any termination payments shall be supported by a clear business case and reported to Full Council for approval	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.	Slightly rewritten clause.
7.8 Before employing interim staff the Policy and Resources Committee must consider a full business case.	11.8 Before employing interim staff, the council must consider a full business case.	Council versus committee.

8. Loans and investments	12. Loans and investments	
8.1 All borrowings shall be effected in the name of Malvern Town Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Full Council as to terms and purpose. The application for Borrowing Approval and subsequent arrangements for the Loan shall only be approved by Full Council.	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.	New model summarises wording from 2019.
8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of Tangible Assets) or is not delegated to the Town Clerk shall be subject to approval by Full Council. In each case a report in writing shall be provided to Full Council in respect of value for money for the proposed transaction.	12.2 Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly 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 of the proposed transaction.	2019 MTC wording included Town Clerk's delegations
8.3 The Town Clerk will ensure that there are regular reports on the level of investment(s) held by the Council; these will be submitted as part of monthly cash reporting to the Policy and Resources Committee. Any changes in the level of investment shall be reported to the Policy and Resources Committee and any proposals for new short-term or long-term investments shall be agreed by the Policy and Resources Committee.		This was an additional clause inserted by MTC
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 resolution.		Covered above.
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.	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.	Slightly rewritten in 2024 model.

8.6 All investments of money under the control of the Council shall be in the name of Malvern Town Council.	12.4 All investment of money under the control of the council shall be in the name of the council.	No change.
8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the Town Clerk.	12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.	RFO or Town Clerk?
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 (Banking Arrangements and Authorisation of Payments) and Regulation 6 (Instructions for the Making of Payments). *Any payment from the Council's current account into a deposit account must be approved by two bank signatories. Release of short-term deposit funds back into the current account can be actioned by the Town Clerk subject to the cash flow needs of the Council.	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.	* Additional clause inserted by MTC in 2019
9. Income	13. Income	
9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.	13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.	No change
9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by Full Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.		Removed in 2024 version
9.3 The Council will review all fees and charges at least annually, as part of the annual budget process.	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 RFO] shall be responsible for the collection of all amounts due to the council.	Additional sentence in 2024 model

<p>9.4 The RFO can write off debts considered to be irrecoverable up to a figure of £100 per debt and these should be reported to the next meeting of the Policy and Resources Committee. Any sums found to be irrecoverable above £100 shall be reported to the Policy and Resources Committee, whereby at their discretion, authorisation can be given for the debt to be written off, providing that reasonable attempts have been made to recover the outstanding amounts.</p>	<p>13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.</p>	<p>The 2019 MTC regulations contained details to allow the RFO to write off very small sums</p>
<p>9.5 All individual sums of over £100 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.</p>	<p>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.</p>	<p>More specific detail in 2019 MTC regulations</p>
<p>9.6 The origin of each receipt shall be entered on the paying-in slip.</p>		<p>Removed from 2024 model</p>
<p>9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.</p>	<p>13.5 Personal cheques shall not be cashed out of money held on behalf of the council.</p>	<p>No change</p>
<p>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 quarterly with one quarter to coincide with the financial year end.</p>	<p>13.6 <u>{The RFO shall ensure that VAT is correctly recorded in the council's accounting software software and that any VAT Return required is submitted form the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}</u></p>	<p>Choice of clauses. Note: Currently quarterly returns MTC is VAT registered</p>
<p>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.</p>	<p>13.7 <u>{Where significant sums of cash are regularly received by the council, the 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 such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}</u></p>	<p>13.7 is optional.</p>

<p>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).</p>	<p>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.}</p>	<p>13.8 is optional.</p>
<p>12. Payments under contracts for building or other construction works</p>	<p>14. Payments under contracts for building or other construction works</p>	
<p>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).</p>		
<p>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.</p>	<p>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.</p>	<p>Similar to 2019 model.</p>
<p>12.3 Any variation to a contract or addition to or omission from a contract must be approved by Full Council and the Town Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial position.</p>	<p>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.</p>	<p>12.2 and 12.3 combined.</p>

13. Stores and equipment	15. Stores and equipment	
13.1 The officer in charge of each section (or as otherwise delegated by Full Council) shall be responsible for the care and custody of stores and equipment in that section.	15.1 {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}	Similar but 2019 contains reference o council delegation.
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. *Delivery notes should be forwarded to the Finance Officer as soon as possible to form part of the backup paperwork for verification of invoices.	15.2 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.	*Additional point in MTC 2019 regulations
13.3 Stocks shall be kept at the minimum levels consistent with operational requirements, *or at a level that produces increased efficiency of resources.	15.3 {Stocks shall be kept at the minimum levels consistent with operational requirements.}	*Additional sentence in MTC 2019 regulations
13.4 The Operations Manager shall be responsible for periodic checks of stocks and stores at least annually and shall maintain and revise an annual inventory of equipment.	15.4 {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}	RFO versus Operations Manager
14. Assets, properties and estates	16. Assets, properties and estates	
14.1 The Town 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.	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 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.	14.1 into 16.1 and 16.2

<p>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 moveable property does not exceed £1,500.</p>	<p>16.5 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.</p>	<p>Amount to be decided. Extra sentence about written report in 2024.</p>
<p>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 where appropriate.</p>	<p>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).</p>	<p>Similar clause</p>
<p>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, where appropriate.</p>		<p>Removed from 2024 model.</p>
<p>14.5 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.</p>	<p>16.3 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.</p>	<p>Summarised version for 2024 model.</p>

15. Insurance	17. Insurance	
15.1 Following the annual risk assessment (per Financial Regulation 17), the Town Clerk and/or nominated deputy shall effect all insurances, ensure details are up to date and negotiate all claims on the Council's insurers.		Removed from 2024 model.
15.2 The Town Clerk shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.	17.1 The 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.	Similar clause.
	17.2 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.	Same person Ops Manager?
15.3 The Town Clerk shall be notified of any loss, liability or damage or of any event likely to lead to a claim, and shall ensure that a record is kept of all such instances.	17.3 The 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 RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.	Main issue RFO/Town Clerk
15.4 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.	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.	No change
16. Charities	18. [Charities]	Optional
16.1 Where the Council is sole managing trustee of a charitable body, the 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 RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.	18.1 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.]	

18. Suspension and revision of financial regulations	19. 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 Town 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.	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 or proper practices and advise the council of any need to amend these Financial Regulations.	19.1 not done annually but every 4 years unless legal requirement.
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.	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.	Similar clause
	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.	New clause for 2024

	<p>Appendix 1 - Tender process</p> <p>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.</p> <p>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.</p> <p>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</p>	
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	<p>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.</p> <p>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.</p> <p>5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.</p> <p>6) 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.</p>	
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