

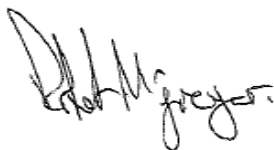
Ref: Agenda/F&GP-16012018

11 January 2018

Dear Sir or Madam

All Members of the **Finance & General Purposes Committee** are hereby summoned to a meeting of the Committee that will take place on **Tuesday 16 January 2018** at the Offices of **Biggleswade Town Council, Saffron Road, Biggleswade** commencing at 7pm, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully



Rob D McGregor  
Town Clerk

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Committee Members: Cllr D Albone  
Cllr I Bond  
Cllr F Foster  
Cllr M Foster  
Cllr M North  
Cllr S Patel  
Cllr Mrs H Ramsay (Chairman)  
Cllr Mrs M Russell  
Cllr D Strachan (Vice Chairman)

### AGENDA

1. **APOLOGIES**

2. **DECLARATION OF INTERESTS**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary Interests in any agenda item
- (b) Non-pecuniary interests in any agenda item

3. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed (one) three-minute slot.

**4. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and approve the minutes of the Finance & General Purpose meeting held on 21 November 2017.

**5. MATTERS ARISING**

Finance & General Purpose meeting held on 21 November 2017.

**6. Invited Speaker**

Mark Davies – CCLA Investment Management Ltd.

**7. ITEMS FOR CONSIDERATION**

**a. Budgets 2018 - 2019**

To consider and recommend to the Town Council, budget and precept request for 2018–2019.

**b. Grants and Sponsorship**

- i. For Members to consider applications for Community Grants. A schedule and copies of grant applications are circulated with this Agenda.
- ii. For Members to consider the invitation from Biggleswade Town Cricket Club, to sponsor match balls, as in previous years. A copy is attached to the Agenda.

**c. Salaries Bank Account**

To consider a proposal for a separate bank account for the payment of salaries. A report is attached to this agenda.

**d. Financial Regulations**

Following the F&GP meeting of 21 November 2017, the Financial Regulations were reviewed in a work group with the Town Council's account, Derek Kemp.

Members are asked to consider and recommend to Town Council to adopt the attached draft amended Financial Regulations. Amendments are highlighted in the attached document.

**8. ITEMS FOR INFORMATION**

**9. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed (one) three-minute slot.

**10. EXEMPT ITEMS**

The following resolution will be moved that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(None)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolve to exclude the public and press by reason of the confidential nature of the business about to be transacted.



**MINUTES OF THE F&GP MEETING  
HELD ON TUESDAY 21 NOVEMBER 2017 AT 7PM  
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL  
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr H Ramsay (Chair)  
Cllr D Strachan (Vice Chair)  
Cllr D Albone  
Cllr I Bond  
Cllr F Foster  
Cllr M North  
Cllr M Russell

Mr M Thorn Deputy Town Clerk, Biggleswade Town Council  
Mrs H Hammond Administrator

**21/1101 1. APOLOGIES**

Cllr M Foster

**ABSENT**

Cllr S Patel

**21/1102 2. DECLARATION OF INTERESTS**

- 21/1102.1 a. Disclosable Pecuniary Interests in any agenda item - none  
21/1102.2 b. Non-pecuniary interests in any agenda item – none

**21/1103 3. PUBLIC OPEN SESSION**

There were no Members of Public present and therefore no questions.

**21/1104 4. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- 21/1104.1 a. Members received and approved the Minutes of the Finance & General Purpose (F&GP) Meeting held on 17 January 2017.

**21/1105 5. MATTERS ARISING**

- 21/1105.1 a. Re: 7a. 'Pensions Automatic Enrolment' on p.3 of the 17 January 2017 minutes. Cllr F Foster asked if the Town Council's 1 February 2017 staging date for pensions auto-enrolment had been met, with the Deputy Town Clerk replying that it had been.

21/1106 6. **ITEMS FOR CONSIDERATION**

21/1106.1 a. **Financial Regulations 2017 – 2018**

Members formally recommended that the Financial Regulations 2017-2018 document was approved, subject to the following changes:

p.2 - add in the date of adoption of the Financial Regulations document in the sentence: "These Financial Regulations were adopted by the Council at its Meeting held on ( )."

p.4 - re:2.2. Members requested that the paragraph is changed to:  
"On a regular basis, at least once in each quarter, and at each financial year end, a Town Councillor other than the Chairman of the Council and other than a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The Member shall sign the reconciliations and the original bank statements, or similar document as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance & General Purposes Committee."

p.7 – re:5.7. "A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made." A request was made for the Accountant to review if this process is necessary.

p.8 – re: 6.9-6.11, Members have requested that the Accountant review the following paragraphs:

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

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

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 retained in a sealed dated envelope, in a fire proof cabinet. This envelope may not be opened other than in the presence of the Town Clerk or Deputy Town Clerk. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments."

p.8 – re: 6.13-6.14 – 6.14 updated to include "The Council, and any members using computers for the council's financial business, shall ensure that appropriate steps are taken to prevent IT security risks such as anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used."

p.13 – re:15.1 should be changed to: “Following the annual risk assessment (per Regulation 17), the Town Clerk shall effect all insurances and negotiate all claims with the council's insurers.”

The Accountant will review the document following Members comments.

21/1106.2     **b.     Risk Management Scheme**

Members **RECOMMENDED** that Council approve this document, subject to the following changes:

    P6, first topic - Change ‘cash’ to ‘monies’

    P8, under ‘Insurance Cover for Council’ add ‘fraud’ under ‘Management of Risk’ column.

21/1106.3     **c.     Audits**

Members reviewed the following Operating Procedures:

(i)     Audit Process

Members requested the following amendments:

p.1. – “To help the Town Council demonstrate the proper discharge of their responsibilities” to be changed to “To help the Town Council demonstrate the proper discharge of its responsibilities”

p.2 –Should read “9. At the end of each financial year, the external auditor will forward an annual return. The aim is to have it completed and returned by 30th June and the annual accounts audited by 30th September.”

p.2 – should read “10. The annual accounts (on income & expenditure basis) should be completed by the Council’s Accountants, as soon as possible after the year end. These needs to be advertised for 14 days on the notice board (also on a Website or Newsletter), stating when and where the accounts can be viewed, to give the public the opportunity to inspect them if they so wish.”

Members **RECOMMENDED** that Council approve the Audit Process document, subject to the above changes being made.

(ii)     Approve the Internal Audit terms of reference

Members **RECOMMENDED** that Council approve Approve the Internal Audit terms of reference.

21/1106.4     **d.     Fees 2018-19**

Members reviewed the following schedules of fees for 2018-2019.

- (i)     Allotment Fees (2018-2019 and 2019-2020)
- (ii)     Cemeteries
- (iii)    Market
- (iv)    Orchard Centre
- (v)    Recreation (DR)
- (vi)    Sport Facilities

Members **RECOMMENDED** adjustments to the fees with the exception of (iv) Orchard Centre which was deferred until further information is available on bookings and income.

21/1107 7. **ITEMS FOR INFORMATION**

There were no items for information.

21/1108 8. **PUBLIC OPEN SESSION**

There were no questions from Members of the Public.

21/1109 9. **EXEMPT ITEMS**

There were no Exempt Items

Meeting closed at 9pm

DRAFT

**Biggleswade Town Council****Budget Summary****Year Ended 31st March 2019**

	<b>2017/18</b>		<b>2018/19 Proposed</b>	<b>Budget Incr/Decr</b>	
	<b>Projected</b>	<b>Budgeted (Revised)</b>		<b>£</b>	<b>%</b>
<b>REVENUE EXPENDITURE</b>					
Finance & General Purposes	253510	288103	<b>355971</b>	67868	23.56%
Public Land & Open Spaces	392995	369282	<b>394086</b>	24804	6.72%
Town Centre	209549	228628	<b>209523</b>	-19105	-8.36%
	<u>856054</u>	<u>886013</u>	<u><b>959580</b></u>	<u>73567</u>	<u>8.30%</u>
<b>INCOME</b>					
Finance & General Purposes	33255	48500	<b>36580</b>	-11920	-24.58%
Public Land & Open Spaces	33180	28950	<b>35020</b>	6070	20.97%
Town Centre	21000	51232	<b>126000</b>	74768	145.94%
	<u>87435</u>	<u>128682</u>	<u><b>197600</b></u>	<u>68918</u>	<u>53.56%</u>
<b>NET REVENUE EXPENDITURE</b>	<u>768619</u>	<u>757331</u>	<u><b>761980</b></u>	<u>4649</u>	<u>0.61%</u>
<b>CAPITAL &amp; PROJECT EXPENDITURE (NET)</b>					
Capital Expenditure	70000	70000	<b>100000</b>	30000	
Loan Capital Repayments	8486	8486	<b>28556</b>	20070	
Loan Interest	6866	6866	<b>18233</b>	11367	
Lease Capital & Interest	5558	5558	<b>5558</b>	0	
Asset Disposals				0	
	<u>90910</u>	<u>90910</u>	<u><b>152347</b></u>	<u>61437</u>	
<b>TOTAL NET EXPENDITURE</b>	<u><b>859529</b></u>	<u><b>848241</b></u>	<u><b>914327</b></u>	<u><b>66086</b></u>	<u>7.79%</u>
<b>Financed as follows</b>					
Reserves at 1st April	91619	62737	<b>93331</b>		
Reserves at 31st March	<u>93331</u>	<u>75737</u>	<u><b>117236</b></u>		
Used to Fund Expenditure	-1712	-13000	<b>-23905</b>		
Precept Support Grant		0	<b>0</b>	0	
Precept Required	861241	861241	<b>938232</b>	76991	8.94%
<b>TOTAL TAXATION FUNDING REQUIRED</b>	<u>861241</u>	<u>861241</u>	<u><b>938232</b></u>	<u>76991</u>	<u>8.94%</u>
	<u><b>859529</b></u>	<u><b>848241</b></u>	<u><b>914327</b></u>	<u><b>66086</b></u>	

<b>**Note: Recommended minimum reserve equal to 3 months net revenue expenditure</b>	<b>192155</b>	<b>189333</b>	<b>190495</b>
General Reserve Shortfall	-98824		-73259

<b>TAX BASE</b>	(Band D Equivalents)		<u><b>6724</b></u>	<u><b>7112</b></u>	<u>388</u>	<u>5.77%</u>
<b>PRECEPT</b>	(Per Band D Equivalent)	£/annum	<u><b>£ 128.08</b></u>	<u><b>131.92</b></u>	<u>£3.84</u>	<u>3.00%</u>
		p/week	<u><b>245.64</b></u> p	<u><b>253.00</b></u> p	<u>£0.0736</u>	<u>3.00%</u>

<b>Earmarked Reserves</b>	<u><b>31/03/2017</b></u>	<u><b>31/03/2018</b></u> (projected)	<u><b>31/03/2019</b></u> (available)
Devolved Services	65000	65000	65000
Dev Contributions	0	0	0
TPSG (Committed)	1642	0	0
Others	38004	42004	46004
Rolling Capital Fund (available)	262073	318373	418373
	<u>366719</u>	<u>425377</u>	<u>529377</u>



**Biggleswade Town Council**

(Prepared 22/11/2017)

**Budget Detail****Year Ended 31st March 2019**

	<u>2017/18</u>		<u>2018/19</u>	<u>Budget Incr/Decr</u>	
	<u>Projected</u>	<u>Budgeted (Revised)</u>	<u>Proposed</u>	<u>£</u>	<u>%</u>
<b>REVENUE EXPENDITURE</b>					
<b><u>Finance &amp; General Purposes</u></b>					
Biggleswade Magistrates Court	9580	13500	9580	-3920	-29.04%
Grants (Incl S137)	20500	20500	20500	0	0.00%
Corporate Management	70114	76416	99579	23163	30.31%
Democratic Representation & Mgmt	112856	104987	135292	30305	28.87%
Civic Activities & Expenses	4600	3100	4600	1500	48.39%
The Orchard Community Centre	35250	69600	86420	16820	24.17%
Central Services	610	0	0	0	
	<u>253510</u>	<u>288103</u>	<u>355971</u>		
<b><u>Public Land &amp; Open Spaces</u></b>					
Allotments	1965	1965	1965	0	0.00%
Burial Grounds	82241	75087	83194	8107	10.80%
Recreation Grounds	308789	292230	308927	16697	
Outside Services	0	0	0	0	
	<u>392995</u>	<u>369282</u>	<u>394086</u>		
<b><u>Town Centre</u></b>					
Street Lights	16000	17000	16000	-1000	-5.88%
Car Parks	78816	97282	74033	-23249	-23.90%
Market	26282	26687	29508	2821	10.57%
Town Centre General	64633	62209	65032	2823	4.54%
Public Conveniences	23818	25450	24950	-500	-1.96%
	<u>209549</u>	<u>228628</u>	<u>209523</u>		
<b>Gross Revenue Expenditure</b>	<u>856054</u>	<u>886013</u>	<u>959580</u>	<u>73567</u>	8.30%
<b>INCOME</b>					
<b><u>Finance &amp; General Purposes</u></b>					
Biggleswade Magistrates Court	9580	13500	9580	-3920	
Corporate Management	65	1000	1000	0	
Democratic Representation & Mgmt	0	0	0	0	
Civic Activities & Expenses	0	0	0	0	
The Orchard Community Centre	23000	34000	26000	-8000	
Central Services	610	0	0	0	
	<u>33255</u>	<u>48500</u>	<u>36580</u>		
<b><u>Public Land &amp; Open Spaces</u></b>					
Allotments	5300	5300	5300	0	
Burial Grounds	16500	13000	18000	5000	
Recreation Grounds	11380	10650	11720	1070	
Outside Services	0	0	0	0	
	<u>33180</u>	<u>28950</u>	<u>35020</u>		
<b><u>Town Centre</u></b>					
Car Parks	0	26182	105000	78818	
Market	21000	25050	21000	-4050	
Town Centre General	0	0	0	0	
Public Conveniences				0	
	<u>21000</u>	<u>51232</u>	<u>126000</u>		
<b>Gross Revenue Income</b>	<u>87435</u>	<u>128682</u>	<u>197600</u>	<u>68918</u>	53.56%

## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
<b>Finance &amp; General Purposes</b>									
<b>101</b>	<b><u>B'SWADE MAGISTRATES COURT</u></b>								
4007	HEALTH & SAFETY	300	0	300	0	300	0	300	300
4011	RATES	13,000	9,323	5,020	0	5,020	6,666	11,114	11,560
4012	WATER RATES	400	460	500	0	500	209	500	500
4013	RENT	-22,050	-20,931	-16,420	0	-16,420	-12,427	-24,659	-25,580
4014	ELECTRICITY	2,500	1,528	2,500	0	2,500	749	1,600	1,600
4015	GAS	3,500	2,619	3,500	0	3,500	539	3,000	3,000
4016	CLEANING COSTS	9,000	9,448	9,000	0	9,000	4,927	8,500	9,000
4029	OFFICE REFURBISHMENT	0	0	0	0	0	25	25	0
4036	PROPERTY MAINTENANCE	4,000	1,859	4,000	0	4,000	61	4,000	4,000
4042	EQUIPT MAINT/REPAIR	1,000	0	1,000	0	1,000	651	1,000	1,000
4067	PEST CONTROL	100	0	100	0	100	0	100	100
4104	REFUSE COLLECTION	600	643	1,000	0	1,000	724	1,000	1,000
4110	FIRE PRECAUTIONS	900	485	1,500	0	1,500	307	1,500	1,500
4134	SECURITY/CCTV	1,500	1,831	1,500	0	1,500	1,060	1,600	1,600
	<b>OverHead Expenditure</b>	<b>14,750</b>	<b>7,264</b>	<b>13,500</b>	<b>0</b>	<b>13,500</b>	<b>3,491</b>	<b>9,580</b>	<b>9,580</b>
1081	INC-RENT	14,500	8,485	12,500	0	12,500	3,691	9,280	9,280
1091	INC-MISCELLANEOUS	250	285	1,000	0	1,000	0	300	300
	<b>Total Income</b>	<b>14,750</b>	<b>8,770</b>	<b>13,500</b>	<b>0</b>	<b>13,500</b>	<b>3,691</b>	<b>9,580</b>	<b>9,580</b>
<b>101</b>	<b>Net Expenditure</b>	<b>0</b>	<b>-1,507</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-200</b>	<b>0</b>	<b>0</b>

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**Note :**

	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<b>108 GRANTS (INCL S137)</b>								
4061 S.137 GRANTS	3,480	17,924	0	0	0	0	0	0
4261 GRANTS UNDER OTHER POWERS	5,020	15,020	13,000	0	13,000	11,285	13,000	13,000
4264 Community Agent Grant	0	0	7,500	0	7,500	7,500	7,500	7,500
<b>OverHead Expenditure</b>	<b>8,500</b>	<b>32,944</b>	<b>20,500</b>	<b>0</b>	<b>20,500</b>	<b>18,785</b>	<b>20,500</b>	<b>20,500</b>
<b>108 Net Expenditure</b>	<b>8,500</b>	<b>32,944</b>	<b>20,500</b>	<b>0</b>	<b>20,500</b>	<b>18,785</b>	<b>20,500</b>	<b>20,500</b>
<b>109 CAPITAL EXPENDITURE</b>								
4053 LOAN INTEREST	7,317	7,276	6,866	0	6,866	3,470	6,866	18,233
4253 LEASE INTEREST REPAID	581	581	581	0	581	339	581	581
4801 CP - New Vehicles\Equipment	0	49,905	0	0	0	8,700	8,700	0
4823 CP - Play Equipment	0	39,473	0	0	0	0	0	0
4824 CP - IT Infrastructure	0	11,157	0	0	0	0	0	0
4828 CP - Magistrates Court Impr'ts	0	15,355	0	0	0	0	0	0
4842 CP - The Orchard Furniture & E	0	0	0	0	0	81,173	81,173	0
4843 CP - Street Furniture	0	623	0	0	0	0	0	0
4844 CP - Safety Surfacing	0	8,640	0	0	0	0	0	0
4845 CP - Car Park Fencing	0	7,545	0	0	0	0	0	0
4846 CP - CCTV	0	5,710	0	0	0	0	0	0
4900 ROLLING CAPITAL FUND ALLOC'N	70,000	70,000	70,000	0	70,000	70,000	70,000	100,000

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## Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4980 LOAN REPAYMENT	8,193	8,193	8,486	0	8,486	4,205	8,486	28,556
4982 LEASE CAPITAL REPAID	5,558	4,977	4,977	0	4,977	2,903	4,977	4,977
4990 ASSET FUNDING FROM RCP	0	-76,548	0	0	0	0	-8,700	0
4991 TRANSFER TO E/MARKED RESERVI	0	28,247	0	0	0	0	0	0
4992 TRANSFER FROM E/MARKED RESE	0	-36,075	0	0	0	0	0	0
<b>OverHead Expenditure</b>	<b>91,649</b>	<b>145,060</b>	<b>90,910</b>	<b>0</b>	<b>90,910</b>	<b>170,790</b>	<b>172,083</b>	<b>152,347</b>
1075 INC-SALE OF ASSETS	0	8,000	0	0	0	0	0	0
1077 INC-S106 GRANTS	0	35,387	0	0	0	0	0	0
1078 INC-MISC GRANTS	0	10,079	0	0	0	0	0	0
1178 Orchard S106 Funds	0	0	0	0	0	61,453	81,173	0
<b>Total Income</b>	<b>0</b>	<b>53,466</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,453</b>	<b>81,173</b>	<b>0</b>
<b>109 Net Expenditure</b>	<b>91,649</b>	<b>91,594</b>	<b>90,910</b>	<b>0</b>	<b>90,910</b>	<b>109,337</b>	<b>90,910</b>	<b>152,347</b>
<b>111 CORPORATE MANAGEMENT</b>								
4056 LEGAL EXPENSES	0	27,562	0	0	0	-2,238	-12,238	0
4057 AUDIT FEES	3,300	880	3,300	0	3,300	35	3,335	3,735
4901 C.S. SALARY RECHARGE	42,074	32,595	47,865	0	47,865	26,106	44,810	62,535
4911 C.S. O'HEAD RECHARGE	25,589	31,755	25,251	0	25,251	22,802	34,207	33,309
<b>OverHead Expenditure</b>	<b>70,963</b>	<b>92,791</b>	<b>76,416</b>	<b>0</b>	<b>76,416</b>	<b>46,706</b>	<b>70,114</b>	<b>99,579</b>

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## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1076 PRECEPT RECEIVED	764,331	764,331	861,241	0	861,241	861,241	861,241	938,232
1096 INTEREST RECEIVED	1,000	827	1,000	0	1,000	39	65	1,000
<b>Total Income</b>	<b>765,331</b>	<b>765,158</b>	<b>862,241</b>	<b>0</b>	<b>862,241</b>	<b>861,280</b>	<b>861,306</b>	<b>939,232</b>
<b>111 Net Expenditure</b>	<b>-694,368</b>	<b>-672,366</b>	<b>-785,825</b>	<b>0</b>	<b>-785,825</b>	<b>-814,574</b>	<b>-791,192</b>	<b>-839,653</b>
<b>112 DEMOCRATIC REP'N &amp; MGM'T</b>								
4024 SUBSCRIPTIONS	0	3,010	3,500	0	3,500	3,131	3,500	3,500
4056 LEGAL EXPENSES	0	5,000	0	0	0	0	0	0
4085 COUNCIL WEBSITE	0	50	0	0	0	0	0	0
4135 ELECTION PROVISION	4,000	10,087	4,000	0	4,000	0	4,000	4,000
4901 C.S. SALARY RECHARGE	56,100	43,461	63,820	0	63,820	34,809	59,748	83,380
4911 C.S. O'HEAD RECHARGE	34,120	42,339	33,667	0	33,667	30,403	45,608	44,412
<b>OverHead Expenditure</b>	<b>94,220</b>	<b>103,947</b>	<b>104,987</b>	<b>0</b>	<b>104,987</b>	<b>68,343</b>	<b>112,856</b>	<b>135,292</b>
<b>112 Net Expenditure</b>	<b>94,220</b>	<b>103,947</b>	<b>104,987</b>	<b>0</b>	<b>104,987</b>	<b>68,343</b>	<b>112,856</b>	<b>135,292</b>
<b>113 CIVIC ACTIVITIES &amp; EXPENSES</b>								
4008 STAFF TRAINING	0	0	0	0	0	1,212	1,500	1,500
4009 STAFF TRAVEL	500	0	500	0	500	0	500	500
4112 TOWN MAYOR'S ALLOW.	1,000	0	1,000	0	1,000	586	1,000	1,000
4140 CHRISTMAS ACTIVITIES	0	424	0	0	0	0	0	0

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## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4166 TWINNING	500	460	500	0	500	70	500	500
4179 CIVIC FUNCTIONS	1,000	639	1,000	0	1,000	447	1,000	1,000
4180 CIVIC REGALIA REPAIRS ETC	100	208	100	0	100	33	100	100
<b>OverHead Expenditure</b>	<b>3,100</b>	<b>1,730</b>	<b>3,100</b>	<b>0</b>	<b>3,100</b>	<b>2,348</b>	<b>4,600</b>	<b>4,600</b>
1091 INC-MISCELLANEOUS	0	311	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>311</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>113 Net Expenditure</b>	<b>3,100</b>	<b>1,419</b>	<b>3,100</b>	<b>0</b>	<b>3,100</b>	<b>2,348</b>	<b>4,600</b>	<b>4,600</b>
<b><u>115 ORCHARD COMMUNITY CENTRE</u></b>								
4001 STAFF SALARIES	0	0	36,000	0	36,000	446	9,000	40,100
4002 EMPLOYERS N.I	0	0	4,250	0	4,250	0	1,600	4,700
4003 EMPLOYERS SUPERANN.	0	0	7,650	0	7,650	0	2,550	9,200
4007 HEALTH & SAFETY	500	0	500	0	500	45	20	500
4011 RATES	5,500	0	5,500	0	5,500	0	2,750	5,500
4012 WATER RATES	800	0	800	0	800	226	600	600
4014 ELECTRICITY	0	0	0	0	0	1,683	6,000	10,000
4015 GAS	4,500	0	4,500	0	4,500	547	4,500	4,500
4016 CLEANING COSTS	6,000	0	6,000	0	6,000	507	2,000	4,000
4020 MISC. ESTABLISH.COST	400	0	400	0	400	0	200	400
4021 TELEPHONE & FAX	600	0	600	0	600	315	825	1,020

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## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4026 COMPUTER	0	0	0	0	0	880	1,855	2,500
4030 RECRUIT. ADVERTISING	0	0	0	0	0	704	1,500	0
4032 PUBLICITY	500	0	500	0	500	195	250	500
4036 PROPERTY MAINTENANCE	1,000	0	1,000	0	1,000	0	1,000	1,000
4038 MAINTENANCE CONTRACT	1,500	0	1,500	0	1,500	0	500	1,500
4042 EQUIPT MAINT/REPAIR	200	0	200	0	200	55	100	200
4056 LEGAL EXPENSES	0	1,913	0	0	0	0	0	0
4128 EQUIPMENT	200	0	200	0	200	0	0	200
<b>OverHead Expenditure</b>	<b>21,700</b>	<b>1,913</b>	<b>69,600</b>	<b>0</b>	<b>69,600</b>	<b>5,605</b>	<b>35,250</b>	<b>86,420</b>
1078 INC-MISC GRANTS	0	0	20,000	0	20,000	18,000	18,000	18,000
1082 INC-LETTINGS	14,000	0	14,000	0	14,000	3,594	5,000	8,000
<b>Total Income</b>	<b>14,000</b>	<b>0</b>	<b>34,000</b>	<b>0</b>	<b>34,000</b>	<b>21,594</b>	<b>23,000</b>	<b>26,000</b>
<b>115 Net Expenditure</b>	<b>7,700</b>	<b>1,913</b>	<b>35,600</b>	<b>0</b>	<b>35,600</b>	<b>-15,989</b>	<b>12,250</b>	<b>60,420</b>
<b>901 CENTRAL SERVICES</b>								
4001 STAFF SALARIES	105,000	93,927	119,000	0	119,000	67,858	116,500	158,300
4002 EMPLOYERS N.I	13,400	8,241	15,200	0	15,200	6,020	10,320	14,050
4003 EMPLOYERS SUPERANN.	21,850	17,918	25,350	0	25,350	13,144	22,550	36,100
4007 HEALTH & SAFETY	2,500	48	2,500	0	2,500	125	2,500	2,500
4008 STAFF TRAINING	3,000	4,900	3,000	0	3,000	2,526	3,000	3,000

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**Budget Detail - By Committee**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note :**

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4009 STAFF TRAVEL	3,500	3,487	3,500	0	3,500	1,958	3,500	3,500
4010 MISC. STAFF COSTS	500	428	500	0	500	170	300	500
4013 RENT	22,050	20,931	16,420	0	16,420	12,427	24,659	25,580
4020 MISC. ESTABLISH.COST	0	126	250	0	250	166	250	250
4021 TELEPHONE & FAX	6,500	7,212	6,500	0	6,500	4,435	7,600	7,600
4022 POSTAGE	1,200	1,135	1,400	0	1,400	496	1,200	1,200
4023 STATIONERY	2,750	3,803	3,000	0	3,000	2,974	4,000	4,000
4025 INSURANCE	13,000	12,521	13,000	0	13,000	18,980	19,000	20,000
4026 COMPUTER	5,200	11,684	8,000	0	8,000	8,204	12,000	12,000
4027 PHOTOCOPIER	3,500	4,582	4,500	0	4,500	2,568	3,500	3,500
4031 ADVERTISING	400	768	400	0	400	0	400	400
4032 PUBLICITY	3,500	3,062	3,500	0	3,500	2,460	3,500	3,500
4051 BANK CHARGES	1,000	826	1,000	0	1,000	525	1,000	1,000
4056 LEGAL EXPENSES	1,000	600	1,000	0	1,000	1,721	1,721	1,000
4058 PROFESSIONAL FEES	0	19,449	0	0	0	8,646	10,000	5,000
4060 OFFICE EQUIPMENT	500	1,120	500	0	500	299	500	500
4073 PAYROLL BUREAU FEES	1,200	1,245	1,200	0	1,200	1,005	2,000	2,000
4074 ACCOUNTANCY FEES	14,000	12,892	14,000	0	14,000	5,918	14,000	14,000
4901 C.S. SALARY RECHARGE	-140,250	-108,651	-159,550	0	-159,550	-87,021	-149,370	-208,450
4911 C.S. O'HEAD RECHARGE	-85,300	-105,848	-84,170	0	-84,170	-76,007	-114,020	-111,030
<b>OverHead Expenditure</b>	<b>0</b>	<b>16,405</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-403</b>	<b>610</b>	<b>0</b>

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**Budget Detail - By Committee**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note :**

	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
1074 INC-DONATIONS	0	578	0	0	0	0	0	0
1091 INC-MISCELLANEOUS	0	908	0	0	0	5	5	0
1099 INC-INSURANCE (CLAIM)	0	0	0	0	0	605	605	0
<b>Total Income</b>	<u>0</u>	<u>1,486</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>610</u>	<u>610</u>	<u>0</u>
<b>901 Net Expenditure</b>	<u>0</u>	<u>14,919</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-1,012</u>	<u>0</u>	<u>0</u>
<b>Finance &amp; General Purposes - Expenditure</b>	<u>304,882</u>	<u>402,054</u>	<u>379,013</u>	<u>0</u>	<u>379,013</u>	<u>315,664</u>	<u>425,593</u>	<u>508,318</u>
<b>Income</b>	<u>794,081</u>	<u>829,192</u>	<u>909,741</u>	<u>0</u>	<u>909,741</u>	<u>948,627</u>	<u>975,669</u>	<u>974,812</u>
<b>Net Expenditure</b>	<u>-489,199</u>	<u>-427,138</u>	<u>-530,728</u>	<u>0</u>	<u>-530,728</u>	<u>-632,963</u>	<u>-550,076</u>	<u>-466,494</u>

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**Budget Detail - By Committee**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note :**

	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>	
<b>Public Land &amp; Open Spaces</b>									
<b>102</b>	<b><u>ALLOTMENTS</u></b>								
4013	RENT	465	465	465	0	465	116	465	465
4037	GROUNDS MAINTENANCE	1,000	0	1,000	0	1,000	0	1,000	1,000
4067	PEST CONTROL	500	375	500	0	500	225	500	500
	<b>OverHead Expenditure</b>	<b>1,965</b>	<b>840</b>	<b>1,965</b>	<b>0</b>	<b>1,965</b>	<b>341</b>	<b>1,965</b>	<b>1,965</b>
1081	INC-RENT	0	-12	0	0	0	0	0	0
1087	INC-ALLOTMENTS	5,300	4,635	5,300	0	5,300	4,811	5,300	5,300
	<b>Total Income</b>	<b>5,300</b>	<b>4,623</b>	<b>5,300</b>	<b>0</b>	<b>5,300</b>	<b>4,811</b>	<b>5,300</b>	<b>5,300</b>
<b>102</b>	<b>Net Expenditure</b>	<b>-3,335</b>	<b>-3,783</b>	<b>-3,335</b>	<b>0</b>	<b>-3,335</b>	<b>-4,469</b>	<b>-3,335</b>	<b>-3,335</b>
<b>104</b>	<b><u>BURIAL GROUNDS</u></b>								
4011	RATES	3,600	3,557	3,104	0	3,104	2,667	3,810	3,965
4012	WATER RATES	300	225	200	0	200	107	200	200
4014	ELECTRICITY	200	81	150	0	150	26	100	100
4036	PROPERTY MAINTENANCE	1,000	351	1,000	0	1,000	0	1,000	1,000
4110	FIRE PRECAUTIONS	200	122	200	0	200	0	200	200
4115	SEATING	0	634	0	0	0	0	0	0
4178	PATHS MAINTENANCE	1,000	0	1,000	0	1,000	0	1,000	1,000

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Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4901	C.S. SALARY RECHARGE	8,415	6,519	9,573	0	9,573	5,221	8,962	12,507
4902	O.S. SALARY RECHARGE	44,060	44,141	45,660	0	45,660	28,753	49,300	46,940
4911	C.S. O'HEAD RECHARGE	5,118	6,351	5,050	0	5,050	4,560	6,841	6,662
4912	O.S. O'HEAD RECHARGE	8,540	9,115	9,150	0	9,150	6,281	10,828	10,620
	<b>OverHead Expenditure</b>	<b>72,433</b>	<b>71,097</b>	<b>75,087</b>	<b>0</b>	<b>75,087</b>	<b>47,616</b>	<b>82,241</b>	<b>83,194</b>
1084	INC-BURIAL FEES	12,500	13,304	10,000	0	10,000	8,768	13,500	15,000
1092	INC-GRNDS MAINT	1,000	0	1,000	0	1,000	0	0	0
1097	INC-MEMORIALS	1,700	2,898	2,000	0	2,000	1,471	3,000	3,000
	<b>Total Income</b>	<b>15,200</b>	<b>16,201</b>	<b>13,000</b>	<b>0</b>	<b>13,000</b>	<b>10,239</b>	<b>16,500</b>	<b>18,000</b>
<b>104</b>	<b>Net Expenditure</b>	<b>57,233</b>	<b>54,896</b>	<b>62,087</b>	<b>0</b>	<b>62,087</b>	<b>37,377</b>	<b>65,741</b>	<b>65,194</b>
<b>212</b>	<b>RECREATION GROUNDS</b>								
4011	RATES	4,500	4,404	4,500	0	4,500	2,969	4,241	4,450
4012	WATER RATES	11,000	10,150	11,000	0	11,000	545	11,000	11,000
4013	RENT	1	0	1	0	1	0	1	1
4014	ELECTRICITY	3,500	4,367	3,500	0	3,500	-670	3,500	3,500
4016	CLEANING COSTS	400	0	400	0	400	0	400	400
4036	PROPERTY MAINTENANCE	7,500	4,651	5,000	0	5,000	1,207	5,000	5,000
4037	GROUNDS MAINTENANCE	2,500	4,693	10,000	0	10,000	1,629	5,000	5,000
4038	MAINTENANCE CONTRACT	4,500	6,807	5,000	0	5,000	4,194	5,000	5,000

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Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4039 PLAY. EQUIP. MAINT.	6,000	3,129	6,000	0	6,000	1,450	6,000	6,000
4042 EQUIPT MAINT/REPAIR	0	43	0	0	0	57	57	0
4043 FENCING & GATES	1,000	606	1,000	0	1,000	121	1,000	1,000
4044 TREES & PLANTS	4,000	3,905	4,000	0	4,000	2,322	4,000	4,000
4067 PEST CONTROL	1,500	1,680	1,500	0	1,500	900	1,500	1,500
4100 FERT./SEEDS/WEEDKILL	2,000	812	2,000	0	2,000	88	2,000	2,000
4110 FIRE PRECAUTIONS	500	688	500	0	500	0	500	500
4114 LITTER BINS	2,000	140	2,000	0	2,000	0	2,000	2,000
4134 SECURITY/CCTV	0	22	0	0	0	0	0	0
4139 GRASS CUTTING	5,500	4,236	5,000	0	5,000	0	5,000	5,000
4901 C.S. SALARY RECHARGE	22,440	17,384	25,528	0	25,528	13,923	23,899	33,351
4902 O.S. SALARY RECHARGE	154,210	154,495	159,810	0	159,810	100,635	172,550	164,290
4911 C.S. O'HEAD RECHARGE	13,648	16,936	13,467	0	13,467	12,161	18,243	17,765
4912 O.S. O'HEAD RECHARGE	29,890	31,904	32,024	0	32,024	21,983	37,898	37,170
<b>OverHead Expenditure</b>	<b>276,589</b>	<b>271,053</b>	<b>292,230</b>	<b>0</b>	<b>292,230</b>	<b>163,514</b>	<b>308,789</b>	<b>308,927</b>
1077 INC-S106 GRANTS	0	3,305	0	0	0	0	0	0
1078 INC-MISC GRANTS	0	500	0	0	0	0	0	0
1081 INC-RENT	3,500	3,246	3,500	0	3,500	4,550	4,900	5,240
1083 INC-PITCH HIRE	4,000	4,964	4,000	0	4,000	2,699	5,000	5,000
1091 INC-MISCELLANEOUS	3,500	1,888	2,000	0	2,000	330	330	330

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**Budget Detail - By Committee**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note :**

		<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
1092	INC-GRNDS MAINT	0	2,389	1,150	0	1,150	0	1,150	1,150
	<b>Total Income</b>	<b>11,000</b>	<b>16,292</b>	<b>10,650</b>	<b>0</b>	<b>10,650</b>	<b>7,579</b>	<b>11,380</b>	<b>11,720</b>
	<b>212 Net Expenditure</b>	<b>265,589</b>	<b>254,761</b>	<b>281,580</b>	<b>0</b>	<b>281,580</b>	<b>155,935</b>	<b>297,409</b>	<b>297,207</b>
<b>902</b>	<b><u>OUTSIDE SERVICES</u></b>								
4001	STAFF SALARIES	167,800	194,550	173,250	0	173,250	113,977	195,400	176,750
4002	EMPLOYERS N.I	17,600	16,746	18,150	0	18,150	10,267	17,600	17,650
4003	EMPLOYERS SUPERANN.	34,900	28,801	36,900	0	36,900	19,520	33,500	40,300
4007	HEALTH & SAFETY	500	200	500	0	500	72	500	500
4008	STAFF TRAINING	2,500	1,894	2,500	0	2,500	142	2,500	2,500
4009	STAFF TRAVEL	50	0	50	0	50	260	450	500
4010	MISC. STAFF COSTS	300	62	300	0	300	0	300	300
4014	ELECTRICITY	0	-23	50	0	50	0	50	50
4021	TELEPHONE & FAX	50	0	50	0	50	0	50	50
4037	GROUNDS MAINTENANCE	0	262	0	0	0	0	0	0
4041	EQUIPMENT HIRE	200	157	400	0	400	201	400	400
4042	EQUIPT MAINT/REPAIR	6,500	6,294	4,000	0	4,000	1,534	4,000	4,000
4043	FENCING & GATES	0	5	0	0	0	0	0	0
4046	VEHICLE LEASING	8,650	9,959	9,950	0	9,950	7,210	11,570	10,500
4047	MATERIALS/TOOLS	3,000	5,395	3,000	0	3,000	2,895	5,000	5,000

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## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4048 VEHICLE MAINT/REPAIR	5,000	6,512	5,000	0	5,000	5,949	7,500	7,500
4049 VEHICLE FUEL	7,000	6,660	8,000	0	8,000	3,585	6,500	6,500
4050 VEHICLE TAX	150	0	150	0	150	20	20	0
4103 PROTECTIVE CLOTHING	2,000	2,758	2,500	0	2,500	2,211	2,500	2,500
4104 REFUSE COLLECTION	0	141	0	0	0	0	0	0
4119 SKIP HIRE	4,000	4,467	4,000	0	4,000	3,473	6,000	6,000
4128 EQUIPMENT	500	92	500	0	500	0	500	500
4134 SECURITY/CCTV	1,800	1,832	1,800	0	1,800	1,935	3,300	3,300
4136 RENEWALS/REPLACEMENT	3,000	2,684	3,000	0	3,000	1,919	3,000	3,000
4902 O.S. SALARY RECHARGE	-220,300	-220,707	-228,300	0	-228,300	-143,764	-246,500	-234,700
4912 O.S. O'HEAD RECHARGE	-42,700	-45,577	-45,750	0	-45,750	-31,404	-54,140	-53,100
<b>OverHead Expenditure</b>	<b>2,500</b>	<b>23,166</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>902 Net Expenditure</b>	<b>2,500</b>	<b>23,166</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Public Land &amp; Open Spaces - Expenditure</b>	<b>353,487</b>	<b>366,156</b>	<b>369,282</b>	<b>0</b>	<b>369,282</b>	<b>211,471</b>	<b>392,995</b>	<b>394,086</b>
<b>Income</b>	<b>31,500</b>	<b>37,116</b>	<b>28,950</b>	<b>0</b>	<b>28,950</b>	<b>22,628</b>	<b>33,180</b>	<b>35,020</b>
<b>Net Expenditure</b>	<b>321,987</b>	<b>329,040</b>	<b>340,332</b>	<b>0</b>	<b>340,332</b>	<b>188,843</b>	<b>359,815</b>	<b>359,066</b>

Continued on Page 14

**Budget Detail - By Committee**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note :**

		<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<b><u>Town Centre Management</u></b>									
<b>103</b>	<b><u>STREET LIGHTS</u></b>								
4014	ELECTRICITY	7,000	5,913	7,000	0	7,000	3,174	6,000	6,000
4038	MAINTENANCE CONTRACT	6,500	0	6,500	0	6,500	0	6,500	6,500
4045	S/L REPAIR/RENEWAL	3,000	-78	3,000	0	3,000	1,001	3,000	3,000
4174	BUS SHELTER MAINTENANCE	500	0	500	0	500	0	500	500
	<b>OverHead Expenditure</b>	<u>17,000</u>	<u>5,834</u>	<u>17,000</u>	<u>0</u>	<u>17,000</u>	<u>4,175</u>	<u>16,000</u>	<u>16,000</u>
	<b>103 Net Expenditure</b>	<u>17,000</u>	<u>5,834</u>	<u>17,000</u>	<u>0</u>	<u>17,000</u>	<u>4,175</u>	<u>16,000</u>	<u>16,000</u>
<b>105</b>	<b><u>CAR PARKS</u></b>								
4005	AGENCY STAFF	0	0	26,182	0	26,182	0	0	0
4011	RATES	22,500	22,196	22,640	0	22,640	15,983	22,832	23,750
4021	TELEPHONE & FAX	0	0	600	0	600	0	0	600
4047	MATERIALS/TOOLS	500	0	500	0	500	0	0	500
4056	LEGAL EXPENSES	1,000	286	1,000	0	1,000	1,698	3,000	1,000
4059	CONSULTANCY	0	0	0	0	0	0	5,000	0
4108	SURFACE REPAIRS	3,000	76	3,000	0	3,000	0	3,000	3,000
4126	CAR PARK LEASE	33,501	25,740	26,001	0	26,001	11,500	26,001	26,001
4901	C.S. SALARY RECHARGE	2,104	1,630	2,393	0	2,393	1,305	2,241	3,127
4902	O.S. SALARY RECHARGE	11,015	11,035	11,415	0	11,415	7,188	12,325	11,735

Continued on Page 15

**Budget Detail - By Committee**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note :**

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4911 C.S. O'HEAD RECHARGE	1,280	1,588	1,263	0	1,263	1,140	1,710	1,665
4912 O.S. O'HEAD RECHARGE	2,135	2,279	2,288	0	2,288	1,570	2,707	2,655
<b>OverHead Expenditure</b>	<b>77,035</b>	<b>64,830</b>	<b>97,282</b>	<b>0</b>	<b>97,282</b>	<b>40,384</b>	<b>78,816</b>	<b>74,033</b>
1088 INC - CAR PARKING FEES	0	0	0	0	0	0	0	105,000
1090 INC - PARKING FINES	0	0	26,182	0	26,182	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>26,182</b>	<b>0</b>	<b>26,182</b>	<b>0</b>	<b>0</b>	<b>105,000</b>
<b>105 Net Expenditure</b>	<b>77,035</b>	<b>64,830</b>	<b>71,100</b>	<b>0</b>	<b>71,100</b>	<b>40,384</b>	<b>78,816</b>	<b>-30,967</b>
<b>106 MARKET</b>								
4004 MARKET STAFF	5,050	4,730	5,100	0	5,100	2,770	5,036	5,150
4011 RATES	7,550	7,458	7,600	0	7,600	4,271	6,111	6,400
4014 ELECTRICITY	1,000	271	1,000	0	1,000	47	300	300
4025 INSURANCE	0	0	0	0	0	532	532	550
4032 PUBLICITY	500	689	550	0	550	0	550	550
4047 MATERIALS/TOOLS	250	0	250	0	250	0	250	250
4081 Licences	0	333	0	0	0	333	333	333
4104 REFUSE COLLECTION	19,700	19,786	0	0	0	0	0	0
4901 C.S. SALARY RECHARGE	7,013	5,433	7,978	0	7,978	4,351	7,469	10,423
4911 C.S. O'HEAD RECHARGE	4,265	5,292	4,209	0	4,209	3,800	5,701	5,552
<b>OverHead Expenditure</b>	<b>45,328</b>	<b>43,993</b>	<b>26,687</b>	<b>0</b>	<b>26,687</b>	<b>16,105</b>	<b>26,282</b>	<b>29,508</b>

Continued on Page 16



## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1085 INC-TUESDAY MARKET RENTS	6,000	2,488	2,800	0	2,800	1,917	3,000	3,000
1086 INC-SATURDAY MARKET RENTS	30,000	15,955	22,000	0	22,000	10,389	18,000	18,000
1103 INC-FARMERS MARKETS	1,000	208	250	0	250	0	0	0
<b>Total Income</b>	<b>37,000</b>	<b>18,651</b>	<b>25,050</b>	<b>0</b>	<b>25,050</b>	<b>12,306</b>	<b>21,000</b>	<b>21,000</b>
<b>106 Net Expenditure</b>	<b>8,328</b>	<b>25,342</b>	<b>1,637</b>	<b>0</b>	<b>1,637</b>	<b>3,799</b>	<b>5,282</b>	<b>8,508</b>
<b>107 TOWN CENTRE GENERAL</b>								
4016 CLEANING COSTS	0	50	0	0	0	0	0	0
4064 ANNUAL HANGING BASKETS	2,000	2,002	2,000	0	2,000	2,334	2,800	3,000
4116 WAR MEM & REM SERV	1,000	537	1,000	0	1,000	0	1,000	1,000
4117 CLOCK REPAIRS	350	1,800	350	0	350	0	350	350
4140 CHRISTMAS ACTIVITIES	1,500	1,420	5,000	0	5,000	0	5,000	5,000
4143 Highway Improvements	0	0	0	0	0	5,000	5,000	0
4144 CCTV	18,000	14,628	18,000	0	18,000	1,420	18,000	18,000
4145 CHRISTMAS LIGHTS	0	16,379	18,500	0	18,500	7,716	18,500	18,500
4901 C.S. SALARY RECHARGE	2,104	1,630	2,393	0	2,393	1,305	2,241	3,127
4902 O.S. SALARY RECHARGE	11,015	11,035	11,415	0	11,415	7,188	12,325	11,735
4911 C.S. O'HEAD RECHARGE	1,280	1,588	1,263	0	1,263	1,140	1,710	1,665
4912 O.S. O'HEAD RECHARGE	2,135	2,279	2,288	0	2,288	1,570	2,707	2,655
4990 ASSET FUNDING FROM RCP	0	0	0	0	0	-5,000	-5,000	0

Continued on Page 17

## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4992 TRANSFER FROM E/MARKED RESE	0	-1,800	0	0	0	0	0	0
<b>OverHead Expenditure</b>	<b>39,384</b>	<b>51,546</b>	<b>62,209</b>	<b>0</b>	<b>62,209</b>	<b>22,674</b>	<b>64,633</b>	<b>65,032</b>
1145 INC-CHRISTMAS ACTIVITIES	0	575	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>575</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>107 Net Expenditure</b>	<b>39,384</b>	<b>50,971</b>	<b>62,209</b>	<b>0</b>	<b>62,209</b>	<b>22,674</b>	<b>64,633</b>	<b>65,032</b>
<b>110 PUBLIC CONVENIENCES</b>								
4011 RATES	4,115	4,066	4,150	0	4,150	2,322	3,318	3,450
4012 WATER RATES	1,350	1,276	1,400	0	1,400	799	1,600	1,600
4014 ELECTRICITY	1,000	609	900	0	900	243	900	900
4016 CLEANING COSTS	0	1,340	0	0	0	0	0	0
4036 PROPERTY MAINTENANCE	2,500	295	2,500	0	2,500	510	2,500	2,500
4038 MAINTENANCE CONTRACT	16,500	14,200	16,500	0	16,500	9,030	15,500	16,500
<b>OverHead Expenditure</b>	<b>25,465</b>	<b>21,785</b>	<b>25,450</b>	<b>0</b>	<b>25,450</b>	<b>12,903</b>	<b>23,818</b>	<b>24,950</b>
<b>110 Net Expenditure</b>	<b>25,465</b>	<b>21,785</b>	<b>25,450</b>	<b>0</b>	<b>25,450</b>	<b>12,903</b>	<b>23,818</b>	<b>24,950</b>
<b>Town Centre Management - Expenditure</b>	<b>204,212</b>	<b>187,988</b>	<b>228,628</b>	<b>0</b>	<b>228,628</b>	<b>96,242</b>	<b>209,549</b>	<b>209,523</b>
<b>Income</b>	<b>37,000</b>	<b>19,226</b>	<b>51,232</b>	<b>0</b>	<b>51,232</b>	<b>12,306</b>	<b>21,000</b>	<b>126,000</b>
<b>Net Expenditure</b>	<b>167,212</b>	<b>168,763</b>	<b>177,396</b>	<b>0</b>	<b>177,396</b>	<b>83,936</b>	<b>188,549</b>	<b>83,523</b>

Continued on Page 18

Note :

	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<b>Total Budget Expenditure</b>	862,581	956,199	976,923	0	976,923	623,376	1,028,137	1,111,927
<b>Income</b>	862,581	885,534	989,923	0	989,923	983,561	1,029,849	1,135,832
<b>Net Expenditure</b>	<u>0</u>	<u>70,664</u>	<u>-13,000</u>	<u>0</u>	<u>-13,000</u>	<u>-360,185</u>	<u>-1,712</u>	<u>-23,905</u>

## Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
<b>Finance &amp; General Purposes</b>									
<b>101</b>	<b><u>B'SWADE MAGISTRATES COURT</u></b>								
	OverHead Expenditure	14,750	7,264	13,500	0	13,500	3,491	9,580	9,580
	Total Income	14,750	8,770	13,500	0	13,500	3,691	9,580	9,580
101	Net Expenditure	0	-1,507	0	0	0	-200	0	0
<b>108</b>	<b><u>GRANTS (INCL S137)</u></b>								
	OverHead Expenditure	8,500	32,944	20,500	0	20,500	18,785	20,500	20,500
108	Net Expenditure	8,500	32,944	20,500	0	20,500	18,785	20,500	20,500
<b>109</b>	<b><u>CAPITAL EXPENDITURE</u></b>								
	OverHead Expenditure	91,649	145,060	90,910	0	90,910	170,790	172,083	152,347
	Total Income	0	53,466	0	0	0	61,453	81,173	0
109	Net Expenditure	91,649	91,594	90,910	0	90,910	109,337	90,910	152,347
<b>111</b>	<b><u>CORPORATE MANAGEMENT</u></b>								
	OverHead Expenditure	70,963	92,791	76,416	0	76,416	46,706	70,114	99,579
	Total Income	765,331	765,158	862,241	0	862,241	861,280	861,306	939,232
111	Net Expenditure	-694,368	-672,366	-785,825	0	-785,825	-814,574	-791,192	-839,653

Continued on Page 2

**BIGGLESWADE TC 2017/18**  
**Budget Summary - By Committee**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note :**

	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<b>112</b>	<b><u>DEMOCRATIC REP'N &amp; MGM'T</u></b>							
OverHead Expenditure	94,220	103,947	104,987	0	104,987	68,343	112,856	135,292
<b>112</b> Net Expenditure	94,220	103,947	104,987	0	104,987	68,343	112,856	135,292
<b>113</b>	<b><u>CIVIC ACTIVITIES &amp; EXPENSES</u></b>							
OverHead Expenditure	3,100	1,730	3,100	0	3,100	2,348	4,600	4,600
Total Income	0	311	0	0	0	0	0	0
<b>113</b> Net Expenditure	3,100	1,419	3,100	0	3,100	2,348	4,600	4,600
<b>115</b>	<b><u>ORCHARD COMMUNITY CENTRE</u></b>							
OverHead Expenditure	21,700	1,913	69,600	0	69,600	5,605	35,250	86,420
Total Income	14,000	0	34,000	0	34,000	21,594	23,000	26,000
<b>115</b> Net Expenditure	7,700	1,913	35,600	0	35,600	-15,989	12,250	60,420
<b>901</b>	<b><u>CENTRAL SERVICES</u></b>							
OverHead Expenditure	0	16,405	0	0	0	-403	610	0
Total Income	0	1,486	0	0	0	610	610	0
<b>901</b> Net Expenditure	0	14,919	0	0	0	-1,012	0	0
<b>Finance &amp; General Purposes - Expenditure</b>	304,882	402,054	379,013	0	379,013	315,664	425,593	508,318
Income	794,081	829,192	909,741	0	909,741	948,627	975,669	974,812
<b>Net Expenditure</b>	<b>-489,199</b>	<b>-427,138</b>	<b>-530,728</b>	<b>0</b>	<b>-530,728</b>	<b>-632,963</b>	<b>-550,076</b>	<b>-466,494</b>

Continued on Page 3

## Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<b><u>Public Land &amp; Open Spaces</u></b>								
<b><u>102 ALLOTMENTS</u></b>								
OverHead Expenditure	1,965	840	1,965	0	1,965	341	1,965	1,965
Total Income	5,300	4,623	5,300	0	5,300	4,811	5,300	5,300
102 Net Expenditure	-3,335	-3,783	-3,335	0	-3,335	-4,469	-3,335	-3,335
<b><u>104 BURIAL GROUNDS</u></b>								
OverHead Expenditure	72,433	71,097	75,087	0	75,087	47,616	82,241	83,194
Total Income	15,200	16,201	13,000	0	13,000	10,239	16,500	18,000
104 Net Expenditure	57,233	54,896	62,087	0	62,087	37,377	65,741	65,194
<b><u>212 RECREATION GROUNDS</u></b>								
OverHead Expenditure	276,589	271,053	292,230	0	292,230	163,514	308,789	308,927
Total Income	11,000	16,292	10,650	0	10,650	7,579	11,380	11,720
212 Net Expenditure	265,589	254,761	281,580	0	281,580	155,935	297,409	297,207
<b><u>902 OUTSIDE SERVICES</u></b>								
OverHead Expenditure	2,500	23,166	0	0	0	0	0	0
902 Net Expenditure	2,500	23,166	0	0	0	0	0	0
Public Land & Open Spaces - Expenditure	353,487	366,156	369,282	0	369,282	211,471	392,995	394,086
Income	31,500	37,116	28,950	0	28,950	22,628	33,180	35,020
Net Expenditure	321,987	329,040	340,332	0	340,332	188,843	359,815	359,066

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## Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<b><u>Town Centre Management</u></b>								
<b>103</b>	<b><u>STREET LIGHTS</u></b>							
	OverHead Expenditure	17,000	5,834	17,000	0	17,000	4,175	16,000
103	Net Expenditure	17,000	5,834	17,000	0	17,000	4,175	16,000
<b>105</b>	<b><u>CAR PARKS</u></b>							
	OverHead Expenditure	77,035	64,830	97,282	0	97,282	40,384	78,816
	Total Income	0	0	26,182	0	26,182	0	105,000
105	Net Expenditure	77,035	64,830	71,100	0	71,100	40,384	78,816
								-30,967
<b>106</b>	<b><u>MARKET</u></b>							
	OverHead Expenditure	45,328	43,993	26,687	0	26,687	16,105	26,282
	Total Income	37,000	18,651	25,050	0	25,050	12,306	21,000
106	Net Expenditure	8,328	25,342	1,637	0	1,637	3,799	5,282
								8,508
<b>107</b>	<b><u>TOWN CENTRE GENERAL</u></b>							
	OverHead Expenditure	39,384	51,546	62,209	0	62,209	22,674	64,633
	Total Income	0	575	0	0	0	0	0
107	Net Expenditure	39,384	50,971	62,209	0	62,209	22,674	64,633
								65,032

Continued on Page 5

## Budget Summary - By Committee

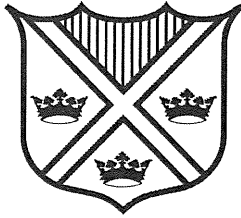
Note: (-) Net Expenditure means Income is greater than Expenditure

## Note :

	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<b>110 PUBLIC CONVENIENCES</b>								
OverHead Expenditure	25,465	21,785	25,450	0	25,450	12,903	23,818	24,950
<b>110 Net Expenditure</b>	<b>25,465</b>	<b>21,785</b>	<b>25,450</b>	<b>0</b>	<b>25,450</b>	<b>12,903</b>	<b>23,818</b>	<b>24,950</b>
Town Centre Management - Expenditure	204,212	187,988	228,628	0	228,628	96,242	209,549	209,523
Income	37,000	19,226	51,232	0	51,232	12,306	21,000	126,000
Net Expenditure	167,212	168,763	177,396	0	177,396	83,936	188,549	83,523
Total Budget Expenditure	862,581	956,199	976,923	0	976,923	623,376	1,028,137	1,111,927
Income	862,581	885,534	989,923	0	989,923	983,561	1,029,849	1,135,832
Net Expenditure	0	70,664	-13,000	0	-13,000	-360,185	-1,712	-23,905



<b>Grant Applications 2018</b>					
<b>Organisation</b>	<b>Grant Required</b>	<b>What the Grant is required for</b>	<b>Grant Awarded</b>	<b>Power</b>	<b>Running Total</b>
<b>BRCC</b>	£ 11,250	To extend the work of the Community Agent fo another year			
<b>Biggleswade Scout Group</b>	£ 10,000	Replacement roof for scout hut			
<b>Carers In Bedfordshire</b>	£ 3,500	To support various carers groups such as carers choir and walking group			
<b>Biggleswade and Sandy Gateway Club</b>	£ 500	To continue to provide activities for members			
<b>St. Andrews Church, Biggleswade</b>	£ 1,000	To help towards the restoration of the pipe organ			
<b>Biggleswade Town Cricket Club</b>	£ 3,000	Renovation of the wicket and refurbishment of the scoreboard			
<b>Biggleswade History Society</b>	£ 750	To conclude the WW1 project and to replace copying equipment			
<b>Biggles FM</b>	£ 1,850	To help with the running costs of the station			
<b>Biggleswade ATC Squadron (2065)</b>	£ 800	Adventure training equipment such as tents			
<b>Keech Hospice Care</b>	£ 1,000	To cover the running costs of the childrens hospice			
<b>East Beds Community Bus Service (Ivel Sprinter)</b>	£ 500	To help with the running costs of the service			
<b>Magpas Air Ambulance</b>	£ 460	To purchase medical equipment			
<b>Biggleswade Sea Cadets</b>	£ 1,000	To purchase new chairs			
<b>Biggleswade Town Youth Football Club</b>	£ 1,300	To purchase a defibrillator			
<b>Revitalise Respite Holidays</b>	£ 708	To provide a respite break for 2 disabled people and their carers			
<b>Autism Bedfordshire</b>	£ 500	To support the Biggleswade Wanted Fun Youth Group			
<b>Biggleswade Good Neighbours</b>	£ 450	Printing costs, insurance and mobile phone costs			
<b>Biggleswade Sports</b>	£ 470	To cover the expenses of sports meetings			
<b>Biggleswade First Aid Club</b>	£ 370	To run first aid courses			
<b>The Avenue (Autism)</b>	£ 400	To run workshops for girls with autism			
<b>B.A.T.S (Biggleswade Amateur Theatrical Society)</b>	£ 500	To cover the costs of running a family pantomime			
<b>Ivel Flix</b>	£ 250	To hire hall and cover insurance and film licences			
<b>Biggleswade Community Safety Group</b>	£2400 + VAT	To purchase a Speed Indicator Device			
<b>Biggleswade Railway Embankment Committee</b>	£ 50	To purchase bulbs and costs of keeping strimmer going			
<b>The Mayflower Centre</b>	£1000 to £1200	For hire of the hall, refreshments, transport and board games			
<b>The Need Project</b>	£ 500	To provide food, furniture and clothing to those in need			
<b>Total</b>	<b>£ 45,188</b>				



# Biggleswade Town Cricket Club

Ground: The Cricket Field, Fairfield Road, Biggleswade

President: P A Twigg Esq

**Hon. Secretary**

N Birch  
26 Osprey Road  
Biggleswade  
SG18 8DZ  
nicholas.birch@virgin.net

**Hon. Fixture Secretary**

A Giddings  
1A Churchville Road  
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MK42 9PT  
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**Hon. Treasurer**

M P Twigg  
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Sandy  
SG19 2UH  
twiggycricket1972@gmail.com

Biggleswade Town Council  
The Old Court House  
4 Saffron Road  
Biggleswade.  
SG18 8DL.

4<sup>th</sup> December 2017

Dear Biggleswade Town Council

I am once again responsible for the Fixture Card this year I wondered whether you would be interested in sponsoring any match balls this season. The cost is only £10 per ball.

Please respond using the form below to let me know the details. You can specify particular games if you wish and I will attempt to deal with these requests fairly. All of the 2018 fixtures will be found on our website [www.biggleswade.play-cricket.com](http://www.biggleswade.play-cricket.com) closer to the beginning of the 2018 season.

I look forward to hearing from you and feel free to contact me if you have any queries.

Yours sincerely

Matthew Twigg  
Treasurer



Biggleswade Town Cricket Club has gained Clubmark accreditation. This recognizes clubs who achieve minimum standards in club organisation and have active policies relating to Equality, Child Welfare and Safety. Achieving ECB Clubmark accreditation is an acknowledgement that we take these issues seriously and that we are striving to provide a high quality and welcoming environment for young participants in cricket.

## BIGGLESWADE TOWN COUNCIL

### Report to Finance and General Purposes Committee on 16 January 2018 Banking Arrangements – Salaries Bank Account

#### **Implications of Recommendations**

**Corporate Strategy:** Priority 4: Developing the potential of the Council to tackle local issues, deliver better services and effective leadership.

**Finance:** Small increase in cost of banking transactions.

**Equality:** No impact

**Environment:** Little or no impact

#### **Background**

The recent change of the Town Council's banking service provider has required a change in the process of making salary payments. The payment of staff salaries is time critical and involves personal information.

Concern has been raised that the current process for salary payments enables Members access to view individual staff payments, also that there is a risk that the requirement for online authorisation may prevent payments being made on time.

This process requires review to ensure that all appropriate measures are taken to maintain the integrity of procedures and the handling of confidential information.

#### **Introduction**

The Town Council recently changed its banking arrangements to Lloyds Bank and arrangements have been put in place for payment of staff salaries using a Bulk Payment process via internet banking. The new process requires online authorisation by three authorised signatories before payments can be released.

The previous arrangement with our former banking provider NatWest Bank enabled the payment of salaries without three authorised signatories and without the disclosure of individual salary payments to Members. The total salary payment was reported and disclosed each month and the detail of individual payments remained confidential. Financial regulations allow for salaries to be recorded in a confidential record and for the record not to be open to inspection or review other than by any Councillor who can demonstrate a need to know, or for auditing purposes.

The Town Council's accountant has advised that it would be appropriate for a separate bank account to be maintained for the payment of salaries, with single authorisation by nominated officers up to a maximum of £25,000 per month. The salaries account to be maintained with a balance of £25,000 to be credited on an automatic imprest basis from the Current Account. The total salary payment to be reported with list of payments made each month.

#### **Recommendations**

1. To open a separate bank account with Lloyds Bank for the payment of staff salaries, maintaining a balance of £25,000 credited by automatic imprest from the Current Account.
2. For payment of staff salaries to be authorised by any one of the following officers of the Town Council: Town Clerk, Deputy Town Clerk, Office Manager, up to a maximum of £25,000 per month and the total salary payment to be reported monthly.

Mike Thorn  
Deputy Town Clerk

**Financial Regulations for consideration by Council. Values are to be set by the Council when adopting Financial Regulations (other than the Statutory Procurement thresholds shown in Regulation 11)**

**BIGGLESWADE TOWN COUNCIL  
FINANCIAL REGULATIONS [ENGLAND]**

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These Financial Regulations were adopted by the Council at its Meeting held on (                    )

## **1. GENERAL**

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's two governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts. Currently, the Council's rules relating to contracts are included in the financial Regulations.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

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

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £3,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

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

2.2. On a regular basis, at least once in each quarter, and at each financial year end, any one of the Chairs of the Council's Committees (other than the Chair of the Council) ~~a member other than the Chairman, or a cheque signatory~~ shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements, or similar document as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the ~~council~~ Finance & General Purposes Committee.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices. This appointment shall be reviewed not less than every five years.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
  - initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.



### 3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

~~3.2.3.1.~~ The RFO must each year, ~~by no later than November,~~ prepare detailed estimates of all ~~receipts and payments~~income and expenditure 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 Finance & General Purposes Committee and the Council.

~~3.3.3.2.~~ The ~~council~~Council shall consider annual budget proposals in relation to the Council's five year forecast of ~~revenue and capital~~ receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

~~3.4.3.3.~~ The Council shall fix the precept and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

~~3.5.3.4.~~ The approved annual budget shall form the basis of financial control for the ensuing year.

### 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

- the Council for all items over £5,000;
- a duly delegated committee of the Council for items between £3,000 and £5000;
- Town Clerk for items up to £3000

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

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

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

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

- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk in consultation with the Mayor/Chair of Finance may incur expenditure on behalf of the Council which is necessary to continue their delivery, such expenditure includes repair, replacement or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. The Town Clerk/ Mayor shall report such action to the next meeting of the Council, or as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least monthly and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and present the schedule to Council. The Council shall review the schedule for compliance and having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been

received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted.

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

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Town 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.

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or

c) fund transfers within the Councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.6. For each financial year the Town Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance and General Purposes Committee.

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

~~5.8.5.7.~~ In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £3,000, shall before payment, be subject to ratification by resolution of the Council.

~~5.9.5.8.~~ 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.

~~5.10.5.9.~~ The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

~~6.0. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Town Clerk.~~

## **7.6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

~~7.1.6.1.~~ The Council will make safe and efficient arrangements for the making of its payments.

~~7.2.6.2.~~ Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.

~~7.3.6.3.~~ All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.

~~7.4.6.4.~~ Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council and countersigned by the Town Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

~~7.5.6.5.~~ To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each ~~also initial the cheque counterfoil~~ initial the supporting paperwork.

~~7.6.6.6.~~ Cheques or orders for payment shall not normally be presented for signature ~~other than~~ at a Council or committee meeting, ~~(including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance and General Purposes Committee at the next convenient meeting.~~

~~7.7.6.7.~~ If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. ~~The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.~~

~~7.8.6.8.~~ If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. ~~The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.~~

~~7.9.6.9.~~ If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and

any payments are reported to Council as made. ~~The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.~~

~~7.10.6.10.~~ If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

~~7.11.6.11.~~ Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be retained in a sealed dated envelope, in a fire proof cabinet. This envelope may not be opened other than in the presence of the Town Clerk or Deputy Town Clerk. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

~~7.12.6.12.~~ No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

~~7.13.6.13.~~ Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

~~7.14.6.14.~~ The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

~~7.15.6.15.~~ The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £150 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

## **8.7. PAYMENT OF SALARIES**

~~8.1.7.1.~~ As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

8-2-7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

8-3-7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or relevant committee.

8-4-7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. 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.

8-5-7.5. 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.

8-6-7.6. An effective system of personal performance management should be maintained for all staff.

8-7-7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

8-8-7.8. Before employing interim staff the Council must consider a full business case.

## **9.8. LOANS AND INVESTMENTS**

9-1-8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

9-2-8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State, (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

9-3-8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Town Clerk or RFO.

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

9.5.8.5. 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.

9.6.8.6. All investments of money under the control of the Council shall be in the name of the Council.

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

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

#### **10.9. INCOME**

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

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

10.3.9.3. The Council or if delegated, Finance and General Purposes Committee will review all fees and charges at least annually, following a report of the Town Clerk.

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

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

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

10.7.9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

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

10.9.9.9. 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.

~~11.0. 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)].~~

## **12.10. ORDERS FOR WORK, GOODS AND SERVICES**

~~12.1.10.1.~~ An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

~~12.2.10.2.~~ Order books shall be controlled by the RFO.

~~12.3.10.3.~~ All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

~~12.4.10.4.~~ A member may not issue an official order or make any contract on behalf of the Council.

~~12.5.10.5.~~ The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **13.11. CONTRACTS**

~~13.1.11.1.~~ Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.



- vii. In cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations, which includes advertising on Contract Finder, the government website. For contracts at or above this value, the Town Clerk shall invite tenders from at least 3 firms, in accordance with Standing Orders.
- c. The Public Services (Social Value) Act 2012 requires public bodies to consider how what is to be procured may improve social, environmental and economic well-being of the relevant area, how they might secure any such improvement and to consider the need to consult.
- d. 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).
- e. 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.
- f. Any 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.
- g. 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.
- h. Any invitation to tender issued under this regulation shall be subject to Standing Orders 54 and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 the Town Clerk or RFO shall strive to obtain 2 estimates. Otherwise, Regulation 10.3 above shall apply.

- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. 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.

#### **14.12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

14.1.12.1. 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).

14.2.12.2. 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.

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

#### **15.13. STORES AND EQUIPMENT**

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

15.2.13.2. 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.

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

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

#### **16.14. ASSETS, PROPERTIES AND ESTATES**

16.1.14.1. 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.

~~16.2.~~14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £3,000.

~~16.3.~~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).

~~16.4.~~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).

~~16.5.~~14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

~~16.6.~~14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## 17.15. **INSURANCE**

~~17.1.~~15.1. Following the annual risk assessment (per Regulation 17), the Town Clerk shall effect all insurances and negotiate all claims on the Council's insurers.

~~17.2.~~15.2. The Town Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

~~17.3.~~15.3. 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.

~~17.4.~~15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

~~17.5.~~15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

## **18. CHARITIES**

~~19.0. Where the council is sole managing trustee of a charitable body the Town Clerk 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 Town Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.~~

## **20.16. RISK MANAGEMENT**

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

20.2.16.2. When considering any new activity, the Deputy Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **21.17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

21.1.17.1. 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.

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

### **Approval of Financial Regulations**

**The foregoing Financial Regulations were adopted by Biggleswade Town Council on the 2017**

**Town Mayor** \_\_\_\_\_

**Town Clerk** \_\_\_\_\_