

(For the purpose of this document “Clerk” relates to the Executive Officer)

FINANCIAL REGULATIONS FOR THE PARISH COUNCIL OF WYTHALL

These Financial Regulations were adopted by the Council at its Meeting held on the 16th April 2015

1 GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council’s three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council’s Standing Orders and any individual financial regulations relating to contracts.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council’s functions, including arrangements for the management of risk.
- 1.3 The Council’s accounting control systems must include measures:
 - (a) for the timely production of accounts
 - (b) that provide for the safe and efficient safeguarding of public money
 - (c) to prevent and detect inaccuracy and fraud; and
 - (d) 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 Return, the Council must conduct a review of the effectiveness of its system of internal control which must be in accordance with proper practices.
- 1.6 A breach of these Regulations by an employee is gross misconduct.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. (The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly)
- 1.9 The RFO:
 - (a) acts under the policy direction of the Council
 - (b) administers the Council’s financial affairs in accordance with all Acts, Regulations and proper practices.

- (c) determines on behalf of the Council its accounting records and accounting control systems.
 - (d) ensures the accounting control systems are observed.
 - (e) maintains the accounting records of the Council up to date in accordance .
 - (f) assists the Council to secure economy, efficiency and effectiveness in the use of its resources
 - (g) produces financial management information as required by the Council
- 1.10. The accounting records determined by the RFO must 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 must in particular contain:
- (a) 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
 - (b) payments account relate;
 - (c) a record of the assets and liabilities of the Council and
 - (d) 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 must include:
- (a) procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - (b) procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - (c) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- (a) setting the final budget or the precept (Council Tax Requirement);
 - (b) approving accounting statements;
 - (c) approving an annual governance statement;
 - (d) borrowing;
 - (e) writing off bad debts;
 - (f) declaring eligibility for the General Power of Competence; and
 - (g) addressing recommendations in any report from the internal or external auditors, must be a matter for the Full Council only.
- 1.14. In addition the Council must:
- (a) determine and keep under regular review the bank mandate for all council bank accounts;

- (b) approve any grant or a single commitment in excess of £8000; and
- (c) 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.
- (d) In every year not later than the Meeting at which the budgets for the next year are settled, the Personnel Committee must review the pay and conditions of service of existing employees making recommendations to Full Council.
(See SO 6.3)

1.15. In these financial regulations, references to the Accounts and Audit Regulations or the regulations must 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.

2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council must be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] must be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member must sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity must, on conclusion, be reported, including any exceptions, to and noted by the Council [Finance Committee].
- 2.3. The RFO must 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 must submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council must 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 must make available such documents and records as appear to the Council to be necessary for the purpose of the audit and must, 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 must be appointed by and must carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor must:
 - (a) be competent and independent of the financial operations of the Council;
 - (b) report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;

- (c) be able 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 must not under any circumstances:
- (a) perform any operational duties for the Council;
 - (b) initiate or approve accounting transactions; or
 - (c) 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’ must have the same meaning as is described in proper practices.
- 2.9. The RFO must 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 must, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3 ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each Committee must review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it must 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 for finalisation at the next January Council Meeting.
- 3.2. The RFO must each year, by no later than the end of November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- 3.3. The Council must consider annual budget proposals in relation to the Council’s three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council must 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 must issue the precept to the billing authority and must supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget must form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL

- 4.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget subject to Council's approval.
- 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. 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 The RFO must regularly provide the Council with a statement of receipts and payments to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.
- 4.4 (a) The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any 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, subject to a limit of £200. The Clerk must report the action to the Council as soon as practicable thereafter.
- (b) (i) During any periods of Council recess, works or services deemed to be **urgent** up to the value of £2,000 must be authorised by any **TWO** of the following:-
Chairman, Vice Chairman, Chairman of Finance Policy & Resources Committee or the Responsible Financial Officer.
The Council retrospectively at its next Meeting must approve all such payments.
- (ii) **urgent** decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman (and Vice Chairman) of the Council up to a figure of £1500.
- (c) All payments authorised under sub-paragraphs (a) and (b) of this Financial Regulation or made without the authority of the Council, must be separately included in the next Schedule of Payments laid before the Council.
- 4.5 Unspent provisions in the revenue budget must not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.
- 4.6 No expenditure must be incurred 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, or the requisite borrowing approval has been obtained.
- 4.7 All capital works must be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

- 4.8 Where no other specific power is available the use of the General Power of Competence of the Local Government (Financial Provisions) Act 1963 and extended by the 1972 Act may be utilised. Under this power, a Parish Council may spend each financial year on anything that, in the opinion of the Parish Council, is in the interests of the parish, or any part of it, or in the interests of all or some of its inhabitants.

Whilst not a requirement to make a General Power of Competence or other grant the Council would expect, where appropriate and available, the organisation would submit, together with their letter of application, their latest audited accounts.

Only one General Power of Competence or other Grant application would be considered from individual persons or groups during each Financial Year unless there were exceptional circumstances requiring special consideration by the Council.

When a General Power of Competence or other Grant is made the recipients are required to acknowledge the payment and confirm to what use it has been put.

5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The Council's banking arrangements, including the Bank Mandate, must be made by the RFO and approved by the Council. They must be regularly reviewed for safety and efficiency.

5.2(a) Except as provided in paragraph (b), (c) and (d) and (e) of this Standing Order or Statute, all accounts for payment and claims upon the Council, must be laid before the Council.

(b) Payments to discharge the Invoices of Statutory Undertakings, payment of Council Staff salaries or regular contractual services must be made on due dates notwithstanding that no meeting of the Council has yet taken place during any month where such payments would have been approved. Such payments must be deemed properly authorised if initialled by any **TWO** of the following:-
Chairman, Vice Chairman, Chairman of Finance Policy & Resources Committee, or the Responsible Financial Officer.

The Council retrospectively at its next meeting must approve all such payments

(c) During any periods of Council recess, payment of invoices for work previously approved by the Council may be authorised if initialled by any **TWO** of the following:-

Chairman, Vice Chairman, Chairman of Finance Policy & Resources Committee, or the Responsible Financial Officer.

The Council retrospectively at its next Meeting must approve all such payments.

(d) All payments authorised under sub-paragraph (c) of these Financial Regulations or made without the authority of the Council, must be separately included in the next Schedule of Payments laid before the Council.

(e) A Schedule of payments will be presented at the monthly meetings of the Finance,

Policy & Resources Committee with a recommendation for ratification at the next Full Council Meeting. At the same time any requirement to transfer funds from the Investment Account to the Current Account which are necessary to facilitate the timely execution of the schedule will be agreed and actioned. This action will be in accordance with delegated powers and retrospective ratification will be sought at the next meeting of the Full Council together with the necessary authority to make Internet payments the following day. During periods of Council recess (months of August and December) should it be necessary to transfer funds between accounts these must be agreed by the Chairman of the Council or the Vice Chairman; the Chairman of Finance, Policy & Resources Committee and the Responsible Financial Officer and such actions to be placed before Full Council at the next relevant meeting.

- 5.3 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.
Should online banking not be used cheques may be issued in accordance with the current bank mandate.
- 5.4 Where a computer requires use of a personal identification number (PIN) or other password, for access to the council's records on that computer, a note must be made of the PIN and Passwords and must be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords must be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, must 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.
- 5.5 No employee or Councillor should 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.
- 5.6 Regular back-up copies of the records on any computer must be made and must be stored securely away from the computer in question, and preferably off site.
- 5.7 The Council, and any members using computers for the Council's financial business, must ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 5.8 Where internet banking arrangements are made with any bank and Investment Account, the Clerk [RFO] must be appointed as the Service Administrator. The Bank Mandate approved by the Council must identify the number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 5.9 Access to any internet banking accounts will be directly to the access page remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 5.10 Changes to account details for suppliers which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk/RFO and one member. A programme of regular checks of standing data with suppliers must be followed.
- 5.11 Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or Finance Committee in writing before any order is placed.
- 5.12 The RFO must maintain a petty cash float of £210 p.a. as from 1.3.2017 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash must be kept to substantiate the payment. Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations. Payments to maintain the petty cash float must be shown separately on the schedule of payments presented to Council. (5.2 (d))

6. PAYMENT OF SALARIES

- 6.1. As an employer, the Council must make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries must be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates must be as agreed by Council, or duly delegated committee.
- 6.2 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.
- 6.3 Changes must not be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 6.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions must 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.

- 6.5 The total of such payments in each calendar month must 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.
- 6.6 An effective system of personal performance management must be maintained for the senior officers.
- 6.7 Any termination payments must be supported by a clear business case and reported to the Council. Termination payments must only be authorised by Council.
- 6.8 Before employing interim staff the Council must consider a full business case.

7 LOANS AND INVESTMENTS

- 7.1 All borrowings must be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval must be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan can only be approved by Full Council.
- 7.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/ (such as Hire Purchase or Leasing of tangible assets) must be subject to approval by the Full Council. In each case a report in writing must be provided to Council in respect of value for money for the proposed transaction.
- 7.3 The RO must ensure that the Chairman of the Council has sight of Bank Statements.
- 7.4 All loans and investments must be negotiated in the name of the Council and must be for a set period in accordance with Council policy.
- 7.5 The Council may consider the need for an Investment Strategy and Policy which, if drawn up, must be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy must be reviewed by the Council at least annually.
- 7.6 All investments of money under the control of the Council must be in the name of the Council.
- 7.7 All investment certificates and other documents relating thereto must be retained in the custody of the RFO.
- 7.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, must be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

8 INCOME

- 8.1 The collection of all sums due to the Council must be the responsibility of and under the supervision of the RFO.
- 8.2 Particulars of all charges to be made for work done, services rendered or goods supplied must be agreed annually by the Council, notified to the RFO and the RFO must be responsible for the collection of all accounts due to the Council.
- 8.3 The Council must review all fees and charges annually, following a report of the Clerk.
- 8.4 Any sums found to be irrecoverable and any bad debts must be reported to the Council and may be written off in the year.
- 8.5 All sums received on behalf of the Council must be banked intact as directed by the RFO. In all cases, all receipts must be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 8.6 The origin of each receipt must be entered on the paying-in slip.
- 8.7 Personal cheques must not be cashed out of money held on behalf of the Council.
- 8.8 The RFO must promptly complete any VAT Return that is required. Any repayment claim due in accordance with the VAT Act 1994 section 33 must be made at least annually coinciding with the financial year end.
- 8.9 Where any significant sums of cash are regularly received by the Council, the RFO must take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9 ORDERS FOR WORK, GOODS AND SERVICES

- 9.1 An official order or letter must 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 must be retained.
- 9.2 Order books must be controlled by the RFO.
- 9.3 All members and Officers are responsible for obtaining value for money at all times. An Officer issuing an official order must 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 (l) below.

- 9.4 The RFO must 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 must ensure that the statutory authority is reported to the meeting at which the order is approved so that the Minutes can record the power being used.

10 CONTRACTS

10.1 Procedures as to contracts are laid down as follows:

- (a) Every contract must comply with these financial regulations, and no exceptions can be made otherwise than in an emergency provided that these regulations must 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 goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason must be embodied in a recommendation to the Council.
- (c) Such invitation to tender must state the general nature of the intended contract and the Clerk must obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation must in addition state that tenders must be addressed to the Clerk in ordinary course of post. Each tendering firm must 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.
- (d) All sealed tenders must be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- (e) If less than three tenders are received from contracts above £8,000 or if all the tenders are identical the Council should make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (f) Any invitation to tender issued under this regulation must contain a statement to the effect that they comply with the current Financial Regulations relating to tenders.
- (g) When it is decided to enter into a contract less than £8,000 in value for the supply of goods or materials or for the execution of works or specialists

services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO must obtain 3 quotations (priced description of the proposed supply); where the value is below £1000 and above £100 the Clerk or RFO must strive to obtain 3 estimates. Otherwise, Regulation 10.3 above must apply.

- (h) Where a local Contractor or supplier generally known to the Council to be reliable and whose work is known to be of a good standard, they may be asked by any Committee to provide a fixed quotation for work to be carried out up to the sum of £1000. All contracts exceeding the value of £1000 plus VAT will require no less than three quotations with a recommendation to go forward to Full Council.
- (i) The above regulation does not apply to work at Wythall Cemetery where specialists works are required utilising the services of the Council's appointed Maintenance Contractor. Where a contract up to the sum of £8000 plus VAT is obtained the works can be authorised by resolution of the Full Council without obtaining additional quotations. Contracts in excess of £8000 plus VAT would require a minimum of three quotations.
- (j) The Council is not obliged to accept the lowest tender, quote or estimate.

11 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 11.1 Payments on account of the contract sum must 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).
- 11.2. Where contracts provide for payment by instalments the RFO must 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 must be submitted to the council.
- 11.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

12 STORES AND EQUIPMENT

- 12.1 The officer in charge of each section is responsible for the care and custody of stores and equipment in that section.
- 12.2 Delivery Notes must 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.

12.3 Stocks must be kept at the minimum levels consistent with operational requirements.

12.4 The RFO must be responsible for periodic checks of stocks and stores at least annually.

13 ASSETS, PROPERTIES AND ESTATES

13.1 The Clerk must make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO must ensure a record is maintained of all properties owned 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.

13.2 No property may be 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 £50.

13.3 The RFO must 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 must be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14 INSURANCE

14.1 Following the annual risk assessment (per Financial Regulation 15) the RFO must effect all insurances and negotiate all claims on the Council's insurers (in consultation with the Clerk (if not the RFO))

14.2 The RFO must keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

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

14.4 All appropriate employees of the Council must be included in a suitable fidelity guarantee insurance which must cover the maximum risk exposure as determined by the Council.

15 RISK MANAGEMENT

15.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk (with the RFO) must 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 must be reviewed by the Council at least annually.

15.2 When considering any new activity, the Clerk (with the RFO) must prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

16 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

16.2. 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.

