



FRAMLINGHAM TOWN COUNCIL FINANCIAL REGULATIONS

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. 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 financial control, which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities and must be observed in conjunction with the council's Standing Orders and any individual financial regulations relating to contracts.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. **The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.** The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by the council.
- 1.4 At least once a year, prior to approving the annual return, the council shall conduct a review of the effectiveness of its system of internal control, which shall be in accordance with proper practices as defined in 1.6.
- 1.5 In these financial regulations, references to the Accounts and Audit 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.
- 1.6 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 (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) and updated from time to time.
- 1.7 The RFO maintains computerised financial records (Alpha Finance Package), and a copy of any passwords required to access these must be lodged in a secure location. Back-ups of computerised records will be kept in two separate locations.

2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Committees will prepare income and expenditure estimates covering both revenue and capital requirements which will be used by the Finance Committee in the preparation of a draft budget proposal.
- 2.2 Estimates of anticipated receipts/income and payments/expenditure and capital requirements, other than those covered in 2.1 above, will be made by the RFO together with the Chair of the Finance Committee.
- 2.3 The Finance Committee shall review the draft budget derived from the Committee estimates and recommend, to full Council, a budget for the next year as the basis for setting the precept. This recommendation will be made not later than the January meeting of the Full Council.
- 2.4 All Council members are to be supplied with a copy of the draft budget and any subsequently amended version.
- 2.5 Council will discuss and, when approved, the budget will be the basis for setting the precept and for the regular monitoring of the Council's finances
- 2.6 The Council shall consider the need for and shall have regard to a three year forecast of Expenditure, Receipts and Payments which may be prepared at the same time as the annual Budget.

3. BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that budget code of expenditure in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure. 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.
- 3.3 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 at the end of each financial quarter.
- 3.4 The RFO 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 £500. The RFO shall report the action to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council.

- 3.6 No expenditure shall 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.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision-making, management or control of the council.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS/CHEQUES 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. They shall be regularly reviewed for efficiency. Bank accounts shall not be set up or closed without the authority of the Council and recorded in the minutes.
- 5.2 Every account shall be identified with the Council's name (which can be abbreviated to 'FTC') as part of its title.
- 5.3 All income is to be banked – there is to be no expenditure from un-banked income.
- 5.4 The Council will have the following running accounts:
- A main Current account into which all funds are entered.
 - A high interest account for funds not immediately required. The RFO is responsible for effecting transfers as required to keep the current account in credit.
- 5.5 The Council may authorise the transfer of funds into longer-term deposit bonds or equivalent operated by a High Street Bank or similar reputable and low-risk institution where such funds are not expected to be required during the period of the bond. This may involve the opening and use of associated current accounts. Any new accounts must be authorised by the Town Council and will operate under the same signatories as the main current account.
- 5.6 Transfers into or from such deposits can be made under the authority of the Finance Committee, and noted in the minutes.
- 5.7 All transfers between accounts shall be recorded in the minutes.

Notes: Transfers are authorised by the Town Clerk by telephone to HSBC or online banking.

- 5.8 All cheques shall carry the signatures of two mandated councillors and they shall initial the cheque stub when signing. Mandated councillors will be Town Council Chair and Vice-Chair, and three other councillors approved by Council. Cheque stubs shall also be initialled by the RFO.
- 5.9 Cheques are to be used in sequential order. Any spoiled cheques will be defaced and retained with the cheque book.
- 5.10 The RFO is the Primary User for Internet Banking for Council accounts. Internet Banking has a maximum daily payment limit of £20,000. Any changes to Internet Banking arrangements such as the banking institution, Primary User or daily payment limits must be authorised by the Town Council.
- 5.11 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.
- 5.12 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 handed to and retained by the Chair

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 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.

- 5.13 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.
- 5.14 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.
- 5.15 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.
- 5.16 Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. 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.
- 5.17 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 5.18 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 RFO and a mandated Councillor. A programme of regular checks of standing data with suppliers will be followed.

6. PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers, including electronically by Direct Debit or by Bankers' Automated Clearing System (BACS) transfers.
- 6.2 All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services, to which the invoice relates, shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.

- 6.4 The RFO will, before presenting accounts for payment, pass the documents to the chair of the relevant Committee or other nominated Councillor for 'verification' that the work has been done or material supplied and is satisfactory. Invoices outside the scope of a Committee shall be verified by the Chair or Vice-Chair of the Town Council.
- 6.5 The RFO will prepare a monthly payments list of 'verified' invoices for approval at the next full Council. When the payments have been authorised by resolution of the Council, a copy of this list will be signed by two Council members and held with the records of the meeting. The method of payment (cheque, Direct Debit or BACS) will be noted on the list.
- 6.6 Once full council has authorised the payments of verified invoices, the RFO will take the necessary steps required to make BACS payments using Internet Banking and to make cheque payments by raising cheques and presenting them for signature to those Councillors with mandated authority to sign.
- 6.7 All cheques for signature or BACS payments for approval will be accompanied by the relevant 'verified' invoice. 'Cash with order' requirements, deposits, etc. where there is no invoice, will be covered by a copy letter, suppliers order form, etc. At least one of the mandated signatories will initial the invoice to cross confirm it agrees with the cheque details.
- 6.8 The RFO and the cheque signatories will initial the cheque stubs to indicate it agrees with the cheque details.
- 6.9 The cheque and/or payment reference number will be added to the 'paid' copy invoice for audit trail purposes.
- 6.10 Statements of all accounts are to be obtained from the Bank and checked and reconciled monthly. Bank statements confirming that approved BACS transfers have been made will be presented by the RFO to the next full Council meeting, verified by the Chair and/or Finance Committee Chair and one other mandated signatory, and recorded in the minutes.
- 6.11 From time to time any two of the Chair, Vice-Chair or Chair of Finance with the authority of the RFO may jointly authorise expenditure on behalf of the Council to a maximum of £1,000 provided that in their view the interests of the Council require such authority to be given prior to the next Council meeting, by reason of emergency or extraordinary circumstances and provided a full report of the expenditure and reason for it is made at that meeting.
- 6.12 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 RFO certifies that there is no dispute or other reason to delay payment, the RFO may (notwithstanding paragraph 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

- 6.13 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a monthly basis.
- 6.14 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) 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 four years.
- 6.15 The RFO is the authorised signatory on the Town Council Credit Card, which has a £1500 limit. No cash advances are permitted. The RFO will prepare a separate list of 'verified' invoices for the Credit Card transactions, for approval by Full Council on a monthly basis. A copy of this list will be signed by the Finance Chair and held with the records of the meeting.
- 6.16 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

7. PAYMENT OF SALARIES AND REIMBURSEMENT

- 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 salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.
- 7.3 The Council will annually review salaries and other payments.
- 7.4 Payment of reimbursements to Council employees or councillors shall be made in accordance with Financial Regulation 6, with the employee or councillor submitting invoices, receipts or a mileage form for review and approval. Mileage forms shall carry the signature of the RFO (for claims by councillors) or the Finance Chair (for claims by the Town Clerk). Claims for significant reimbursements, which if not immediately paid could adversely impact on an employee or councillor, may be authorised and paid prior to a meeting of the Council in accordance with Financial Regulation 6.10.

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 (confidential payroll file). 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. LOANS AND INVESTMENTS

- 8.1 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.
- 8.2 The Council shall consider the need for an Investment Policy and Strategy, which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy and Strategy shall be reviewed at least annually.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO. Where payments are made electronically into a Council account, the RFO shall record the income and the details of the payment in the Alpha Finance Package on a regular basis.
- 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, following up any late payments or irregularities.
- 9.3 The Council will review all fees and charges annually, following a report of the RFO or recommendation by a committee.
- 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.
- 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.

- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 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.
- 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.
- 9.10 The RFO or her authorised agent will issue official receipts for all monies received.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter on council headed paper 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 all orders shall be retained by the RFO.
- 10.2 Order books shall be controlled by the RFO.
- 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 below.
- 10.4 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.
- 10.5 Committees' may authorise expenditure of up to £500 per item for work or materials for work carried out in their area of responsibility and within their overall budget. Expenditure of sums greater than £500 shall be approved by Full Council.
- 10.6 Authority may be delegated to named Council Employees/Contractors to place orders verbally with the authority of the RFO. Such orders shall be restricted to a maximum of £500 per item.
- 10.7 In an emergency any two of the Chair, Vice-Chair or Chair of Finance and with the authority of the RFO can sanction expenditure of up to £1,000. The circumstances shall be reported to the Full Council at the next opportunity.

11. CONTRACTS

- 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 these regulations shall 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 RFO shall act after consultation with the Chair and Vice-Chair of Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £25,000 in value, over the proposed duration of the contract, 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 RFO shall seek tenders from at least three vendors on the appropriate approved list, where reasonably practical.
- 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 Regulations¹.
- (c) 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.
- (d) Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases and also a set closing date. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post and return envelopes should state 'Sealed Tender'. Each tender is to remain sealed until the prescribed date for opening tenders for that contract. Where the tender is in relation to a matter in which the Proper Officer, or a member of their household, may have an interest, it must be addressed to the Chair of the Council or the Chair of the relevant committee.
- (e) All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of Council. Where the tender is in relation to a matter in which the Proper Officer, or a member of their household, may have an interest, it must be addressed to the Chair of the Council or the Chair of the relevant committee.

- (f) If less than three tenders are received for contracts above £1,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

Any invitation to tender issued under this regulation shall be subject to Standing Orders (18) and shall refer to the terms of the Bribery Act 2010.

- (g) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 53, 55 and 56.

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 Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

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- (1) The regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures, to be followed in awarding new contracts and to publicise the award of new contracts.

Thresholds currently applicable are detailed in the Standing Orders 18 f and g

- (i) Contracts covering a period of more than one year shall be approved by full Council. Where the value of a contract is likely to exceed £189,330 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 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).

- 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.

- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and RFO to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1 The Town Clerk shall be responsible for the care and custody of stores and equipment owned by the Town Council.
- 13.2 Delivery Notes shall be obtained in respect of all goods received or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stores and equipment at least annually, normally as part of the overall review of assets maintained by the Council.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1 The RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall 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.
- 14.2 No property shall 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.
- 14.3 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.

15. INSURANCE

- 15.1 Following the annual risk assessment (ref. Financial Regulation 16), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall give prompt notification to the Finance Committee of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 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.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. RISK MANAGEMENT

- 16.1 The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare with the appropriate committee chair, for approval by the council, risk management policy statements in respect of all activities of the council. The council shall review risk policy statements and consequential risk management arrangements at least annually.
- 16.2 When considering any new activity, the RFO with the appropriate committee chair shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. REVISION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the Council to review the Financial Regulations of the Council regularly but at least annually. The 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.