

SANDWICH TOLL BRIDGE FUND
FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Trust at its Meeting held on 24th June 2019.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Trust and may only be amended or varied by resolution of the Trust. Financial regulations are one of the Trust's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Trust's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Trust is responsible in law for ensuring that its financial management is adequate and effective and that the Trust has a sound system of internal control which facilitates the effective exercise of the Trust's functions, including arrangements for the management of risk.
- 1.3. The Trust'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 Trust meets these responsibilities and requirements.
- 1.5. At least once a year, the Trust 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 the Trust 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 the Trust into disrepute.
- 1.8. The Clerk to Sandwich Toll Bridge Fund is appointed by the Trust.
- 1.9. The Clerk and Responsible Finance Officer (RFO);
 - acts under the policy direction of the Trust;
 - administers the Trust's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Trust its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Trust up to date in accordance with proper practices;
 - assists the Trust to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Trust.

- 1.10. The accounting records determined by the Clerk and RFO shall be sufficient to show and explain the Trust'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 Trust from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the Clerk and RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Trust and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Trust; and
 - wherever relevant, a record of the Trust'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 Clerk and RFO shall include:
- procedures to ensure that the financial transactions of the Trust 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 Trust for approval to be written off except with the approval of the Clerk and RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The Trust is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget (Trust 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 Trust only.
- 1.14. In addition the Trust must:
- determine and keep under regular review the bank mandate for all Trust bank accounts;
 - approve any payment in excess of £250 (£1,000 emergency); and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the HR Manager / HR Councillor.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Trust shall be determined by the Clerk and RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. The Chairman 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 Trust.
- 2.3. The RFO shall be responsible for completion the annual statement of accounts, annual report, and any related documents of the Trust required by the Charities Commission as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Trust within the timescales set by the Charities Commission.
- 2.4. The Trust shall ensure that there is an adequate and effective system of external audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Trust shall make available such documents and records as appear to the Trust to be necessary for the purpose of the audit and shall, as directed by the Trust, supply the Clerk and RFO or auditor with such information and explanation as the Trust considers necessary for that purpose.
- 2.5. The auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Trust in accordance with proper practices.
- 2.6. The auditor shall:
 - be competent and independent of the financial operations of the Trust;
 - 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 Trust.
- 2.7. External auditors may not under any circumstances:
 - perform any operational duties for the Trust;
 - initiate or approve accounting transactions; or
 - direct the activities of any Trust 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 audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall, without undue delay, bring to the attention of all members of the Trust any correspondence or report from the auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The Clerk and RFO must each year, by no later than January, 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 [relevant committee and the] Trust.
- 3.2. 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 Trust for all items over £250 (£1,000 emergency)
- the Clerk or HR/Project Manager in conjunction with the Chairman of the Trust or the Chairman of the appropriate committee, for any items below £250 (£1,000 emergency).
- The Museum and Heritage Manager (For Sandwich Toll Bridge Fund Museum account only) in conjunction with the Chairman of the Trust or the Chairman of the appropriate committee, or any items below £1,000.

Such authority is to be evidenced by a minute.

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 Trust. During the budget year and with the approval of the Trust 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 without prior approval of the Trust.

4.4. The salary budgets are to be reviewed at least annually in January for the following financial year and such review shall be evidenced by a hard copy schedule signed by the HR Manager and HR Councillor.

4.5. The RFO will inform committees of any changes affecting their budget requirement for the coming year in good time.

4.6. In cases of extreme risk to the delivery of Trust services, the Clerk, HR/Project Manager or Museum and Heritage Manager may authorise revenue expenditure on behalf of the Trust which in the relevant officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The relevant officer shall report such action to the Chairman as soon as possible and to the Trust as soon as practicable thereafter.

4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Trust is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.8. All capital works shall be administered in accordance with the Trust's standing orders and financial regulations relating to contracts.

4.9. The Clerk and RFO shall regularly provide the Trust 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. A "material" variances report shall be given to the Finance Committee on a quarterly basis. For this purpose "material" shall be in excess of £1,000.

4.10. Changes in earmarked reserves shall be approved by the Trust as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Trust's banking arrangements, including the bank mandate, shall be made by the Clerk and RFO and approved by the Trust; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The Clerk and RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Trust. The Trust shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Trust. The approved schedule shall be signed by two councillors. 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 Clerk and 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 Trust.
- 5.4. The Clerk and RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Clerk and RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Trust meeting.
- 5.5. The Clerk and RFO 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 Trust, where the Clerk and RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Trust;
 - 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 Trust; or
 - c) fund transfers within the Trusts banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Trust.
- 5.6. For each financial year the 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 the Trust 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 the Trust.
- 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. All grant payments are subject to ratification by resolution of the Trust.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Trust 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.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Trust will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Trust, or if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. If possible, payment for items shall be made by internet banking transfer. Cheques may be used if online transfer is not possible. Evidence must be retained showing which members approved the payment. To the Trust's bankers, or otherwise, in accordance with a resolution of Trust.
- 6.4. Payments drawn on the bank account in accordance with the schedule as presented to the Trust or committee shall be signed by two members of the Trust, in accordance with a resolution instructing that payment. A member who is a payment 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.
- 6.5. No employee or councillor shall disclose any PIN or password, relevant to the working of the Trust or its bank accounts, to any person not authorised in writing by the Trust or a duly delegated committee.
- 6.6. Where internet banking arrangements are made with any bank, the Clerk and RFO shall be appointed as the Service Administrators. The bank mandate approved by the Trust 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.
- 6.7. All online banking user details, PIN numbers, smart cards and readers shall be kept in the council safe unless being used.
- 6.8. All payments shall be verified on the online system by two authorised signatories as soon as possible after the Trust meeting at which they have been agreed on the payment schedule. This would normally take place the day following these meetings. These two signatories should be agreed during the meeting.
- 6.9. 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 email link. Remembered or saved password 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.
- 6.10. Changes to account details for suppliers, which are used for internet banking, may only be made on a written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk, the RFO and a member. A programme of regular checks of standing order data with suppliers will be followed.
- 6.11. If cheque payments are made, in order 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.
- 6.12. Orders for payment shall not normally be presented for authorisation other than at a Trust meeting (including immediately before or after such a meeting). Any authorisation by delegated officers obtained away from such meetings shall be reported to the Trust at the next convenient meeting.
- 6.13. If thought appropriate by the Trust, 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 Trust as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Trust at least every two years.

- 6.14. If thought appropriate by the Trust, 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 Trust as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Trust at least every two years.
- 6.15. If thought appropriate by the Trust, payment for certain items may be made by CHAPS, 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 Trust as made. The approval of the use of CHAPS shall be made as the provision is required.
- 6.16. 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 through could back up.
- 6.17. The Trust, and any members using computers for the Trust'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.
- 6.18. Any payments made in cash by the Clerk and RFO (for example for postage or minor stationery items) shall be refunded at the next possible meeting.
- 6.19. The Clerk and 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 Clerk and RFO with a claim for reimbursement.
- a) The Clerk and RFO shall maintain a petty cash float of up to £100 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 Trust under 5.2 above.
- 6.20. In the case of the Sandwich Toll Bridge Fund Museum Account, a debit card may be used as follows:
- a) Up to three 'Accountable Officers of the Charity' are allowed as cardholders but must only use the card with authority from the Museum and Heritage Manager.
 - b) Debit card and pin numbers are kept locked in the safe unless being used.
 - c) There is a maximum single transaction threshold of £1,000 applied to each card.
 - d) Each month the total purchases made using the debit card will be listed on the payment schedule, and all the related invoices will be attached.
 - e) These and all other Sandwich Toll Bridge Fund Museum Account payments must still be signed by 'Two Authorised Signatories' who are also joint Trustee of Sandwich Toll Bridge Fund – not by 'Accountable Officers of the Charity'.
 - f) The Trustee carries out regular bank reconciliation checks of the Sandwich Toll Bridge Fund Museum Account, ensuring that bank statements match to the payment schedules. This should take place outside of the Sandwich Toll Bridge Fund meetings, and these reconciliations are reported back to the Sandwich Toll Bridge Fund at the next month's meeting.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Trust 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 Trust, or duly delegated committee.
- 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 Trust meeting, as set out in these regulations above.
- 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 Trust.
- 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 (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any Trustee who can demonstrate a need to know;
 - b) by the external auditor; or
 - c) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 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.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Trust. Termination payments shall only be authorised by Trust.
- 7.8. Before employing interim staff the Trust must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Trust, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Trust as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Trust.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Trust. In each case a report in writing shall be provided to Trust in respect of value for money for the proposed transaction.

- 8.3. The Trust will arrange with the Trust's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Trust at the same time as one is issued to the Clerk and RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Trust and shall be for a set period in accordance with Trust policy.
- 8.5. The Trust 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 Trust at least annually.
- 8.6. All investments of money under the control of the Trust shall be in the name of the Trust.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk and RFO.
- 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).

9. INCOME

- 9.1. The collection of all sums due to the Trust shall be the responsibility of and under the supervision of the Clerk and RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Trust, notified to the Clerk and RFO shall be responsible for the collection of all accounts due to the Trust.
- 9.3. The Trust will review all fees and charges at least annually, following a report of the Clerk and RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Trust and shall be written off in the year.
- 9.5. All sums received on behalf of the Trust shall be banked as directed by the Clerk and RFO. In all cases, all receipts shall be deposited with the Trust's bankers with such frequency as the Clerk and 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 Trust.
- 9.8. Where any significant sums of cash are regularly received by the Trust, the Clerk and RFO shall take such steps as are agreed by the Trust to ensure that, where possible 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.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 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.
- 10.2. 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.
- 10.3. A member may not issue an official order or make any contract on behalf of the Trust.
- 10.4. The Clerk and 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 Clerk and 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.

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 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 Trust;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Trust); and
 - vi. 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 shall be embodied in a recommendation to the Trust.
 - c. Such invitation to tender shall state the general nature of the intended contract and the Clerk and RFO 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 Clerk and RFO 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.

- d. When it necessary is to enter into a contract of above £3,000 but 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 and RFO shall obtain 3 quotations (priced descriptions of the proposed supply). Where the value is below £3,000 and above £250 the Clerk and RFO shall strive to obtain 3 estimates unless directed to do so by the Trust. Otherwise, Regulation 10.2 above shall apply.
- e. The Trust shall not be obliged to accept the lowest or any tender, quote or estimate.
- f. Should it occur that the Trust does not accept any tender, quote or estimate, the work is not allocated and the Trust 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.

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

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 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.
- 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 stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Trust. The Clerk shall ensure a record is maintained of all properties held by the Trust, 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 tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Trust, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Trust, together with any other consents required by law. In each case a report in writing shall be provided to Trust 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).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Trust. In each case a report in writing shall be provided to Trust 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).
- 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 Trust. In each case a report in writing shall be provided to Trust with a full business case.
- 14.6. The Clerk and 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 (per Regulation 17), the Clerk and RFO shall effect all insurances and negotiate all claims on the Trust's insurers [in consultation with the Clerk and RFO].
- 15.2. The Clerk and RFO shall give prompt notification to the Clerk and RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The Clerk and RFO shall keep a record of all insurances effected by the Trust and the property and risks covered thereby and annually review it.
- 15.4. The Clerk or 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 Trust at the next available meeting.
- 15.5. All appropriate members and employees of the Trust 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 Trust, or duly delegated committee.

16. RISK MANAGEMENT

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

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the Trust to review the Financial Regulations of the Trust from time to time. The Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Trust of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The Trust may, by resolution of the Trust duly notified prior to the relevant meeting of Trust, 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 Trust.

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