

As agreed and adopted by Council 8 January 2008

Amended 14 June 2011 (Min7916)

Reviewed and amended on 7 May 2013

Reviewed 13<sup>th</sup> May 2014

Amended 3<sup>rd</sup> June 2014

As agreed and adopted 1<sup>st</sup> December 2015

As agreed and adopted 9<sup>th</sup> January 2018

As agreed and adopted 20<sup>th</sup> November 2018

As agreed and adopted 4<sup>th</sup> June 2019

## 1. GENERAL

- 1.1 These financial regulations shall be the policy for the financial transactions of the Council and may only be amended or varied by resolution of the Council.
- 1.2 The responsible financial officer (“RFO”) under the policy direction of the Council shall be responsible for the proper administration of the Council’s financial affairs.
- 1.3 The RFO;
  - Acts under the policy direction of the Council;
  - Administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - Determines on behalf of the Council its accounting records and accounting control systems;
  - Ensures the accounting control systems are observed;
  - Maintains the accounting records of the Council up to date in accordance with proper practices;
  - Assists the Council to secure economy, efficiency and effectiveness in the use of its resources
  - Produces financial management information, as required by the Council.
  - Ensures the council adheres to the STC Procurement Policy and Process and is compliant with the Local Government Act 1999, Public Contracts, Regulations 2015 & The Utilities Contracts The Regulations 2016 Guidance on Awarding Contracts and 2017 Guidance on electronic procurement and e-communication.
- 1.4 The accounting records determined by the RFO shall be sufficient to show and explain the Council’s transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.5 The accounting records determined by the RFO shall in particular contain:
  - Entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
  - A record of the assets and liabilities of the Council
  - 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.
- 1.6 The accounting control systems determined by the RFO shall include:
  - Procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - Procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;

- Procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records;
  - Measures to ensure that risk is properly managed.
- 1.7 In addition, the Council must:
- Determine and keep under regular review the bank mandate for all Council bank accounts.
  - In respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.
- 1.8 In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified. In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners’ Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).
- 1.9 Committees do not have spending powers but make recommendations on expenditure within their remit.

## 2. ANNUAL ESTIMATES

- 2.1 Items for consideration in the budget from Committees needs for actions identified in the Town Plan, STC Business Plan or STC Action Plan
- 2.2 Each Committee shall formulate and submit proposals to the RFO in respect of revenue services and capital projects for inclusion in the rolling capital programme and draft budget not later than the second week of November in each year.
- 2.3 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the RFO and their team. This to also include the use of reserves and all sources of funding for the following financial year in the form of a budget to be reviewed by the Budget Committee and recommendations made to STC as to the proposed budget for the next year.
- 2.4 The Council shall review and agree the budget by resolution, not later than the end of January in each year and shall set the Precept to be levied for the ensuing financial year, also by the end of January. The RFO shall supply each Member with a copy of the approved budget.
- 2.5 The annual capital and revenue budgets shall form the basis of financial control for the ensuing year for STC.

## 3. BUDGETARY CONTROL

- 3.1 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure, other than by resolution of the Council, or duly delegated committee. The source and amount of the overspend must be stated in the resolution.

- 3.2 During the budget year and with the approval of STC 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').
- 3.3 Changes in earmarked reserves shall be approved by Council by resolution, as part of the budgetary control process.
- 3.4. Unspent provisions in the revenue or capital budgets for projects not proceeded with and completed projects shall not be carried forward to a subsequent year.
- 3.5 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 3.6. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts. **(This has to be developed)**
- 3.7 The RFO shall regularly provide the Council with a report including 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 and shall show explanations of 'material' variances.
- 3.7 All resolutions approving expenditure must state in the budget where the money is held.
- 3.8 Emergency expenditure not budgeted for can be made from the Contingency Budget or General Reserves.
- 3.9 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 for Public and Staff safety, whether or not there is any budgetary provision for the expenditure, subject to the limit of £2000.00. The Clerk shall report such action to the Council as soon as practicable thereafter.

#### 4. ACCOUNTING AND AUDIT

- 4.1 The RFO shall keep a record of all STC financial transactions in an Income and expenditure book until the digital system is adopted and implemented. Following the adoption of a digital system, all STC financial transactions will be recorded using a software package agreed as appropriate by the RFO and the Budget Committee and which has been approved by STC. This will include a record of all council financial transactions in an income and expenditure record.
- 4.2 Once computer software is in place, for the efficiency of the STC administration, the council accounts will be managed electronically with computer held records kept and a backup system of storage in place.
- 4.3 Upon the receipt of monthly bank statements the RFO shall conduct a comparison of the transactions on the statements with records in the Income and Expenditure book.
- 4.4 On a regular basis, at least once in each quarter, and at each financial year end, a member other than 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 council Budget Review Sub-Committee or Full Council in the absence of the Budget Committee.

- 4.5 Quarterly reviews of the income and expenditure in the budget shall be presented to the Full Council –Development, (June, September December March) as a report provided by the RFO and their team detailing;
- All over spends
  - The source and amount of overspends
  - Where the money will be vired from to ensure sufficient funds are available in the appropriate budgets.
  - The % spend of the budget.
- 4.6 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations to its June meeting.
- 4.7 An external auditor with responsibilities for conducting internal audits will carry out routine checks on invoices, payments, bank accounts and statements at quarterly intervals in accordance with the 2003 Regulations.
- 4.8 An external auditor shall conduct an annual review of the management of the VAT transactions.
- 4.9 A Councillor can ask to inspect the financial records during normal office hours.
- 4.10 A parish elector may ask to inspect the financial records during normal office opening hours. Council staff must be given 7 days' notice of relevant documents required for inspection.

## 5. BANKING ARRANGEMENT AND PAYMENT AUTHORISATION

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be reviewed annually at the Annual Meeting of the Town Council along with the adoption of the Financial Standing orders in terms of security, risk and efficiency.
- 5.2 The Council's banking arrangements including the bank mandate and internal processes to be considered in the annual risk management analysis.
- 5.3 The Council's banking arrangements shall be made by the RFO and approved by the Council. Two accounts shall be maintained at the bank, a general account and an investment account.
- 5.4 The general account shall not be overdrawn at the bank. Transfers to fund it shall be made from the Council's investment accounts.
- 5.5 The RFO is to report to the Council if the balance in the investment accounts or the monies in reserves falls below 50% of the current year's precept.
- 5.6 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.7 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, and related bank statements, present the schedule to STC. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by

the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.8 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out or examined and represents expenditure previously approved by the council.
- 5.9 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order within 30 days.

## 6. INSTRUCTIONS FOR MAKING PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk, Deputy Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or electronically through online banking or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council, shall be signed by either the Clerk or the Deputy Clerk and one other Councillor, who is a bank signatory from the list of 2 Councillor signatories on the Bank Mandate. Cheques or order for payment will not be issued for signing or approval until it has been approved by one of the 2 physical signatories designated by STC by email. 2 physical signatories are to be appointed at the Annual meeting of STC. A member, 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 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.
- 6.7. Payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. Payment for certain items may be made, including salaries by electronic methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of electronic methods shall be renewed by resolution of the Council at least every two years.
- 6.9 No employee or councillor shall disclose any PIN or password, relevant to the working of STC or its bank accounts, to any person not authorised in writing by the council or a duly delegated Committee.

- 6.10. 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.
- 6.11. 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.
- 6.12. 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.
- 6.13. 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.
- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification and telephone verification by the supplier and supported by hard copy authority for change signed by two of the Clerk/the RFO and/or a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify up to 2 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.

## 7. PAYMENT OF SALARIES AND WAGES

- 7.1 The payment of all salaries and wages shall be made by the RFO from the general account in accordance with the payroll records.
- 7.2 All time sheets shall be certified as to accuracy by or on behalf of the Clerk.
- 7.3 Gross salaries of Council employees shall be listed in the Annual Estimate. All payroll records, other staff details and employment details are confidential and access to this information is restricted and encryption processes are in place.

## 8. LOANS AND INVESTMENTS

- 8.1 The Clerk can be appointed as the Service Administrator for a council credit card. The Clerk may use this for payments approved by any 2 councillor signatories. This approval will not go through the banking approval system and can be completed by email but a record of the approval must be retained. The maximum credit limit on this card is to be restricted to £1,000
- 8.2 The Clerk may issue a credit card for the Deputy clerk to be used exactly as per 8.1 but the credit limit to be restricted to £500

- 8.3 The balance on the Credit card is to be paid off monthly and STC to incur no interest. This may be paid by variable direct debit but will be included in the accounts for payment presented to Council.
- 8.4 All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for a set period of time in accordance with a Council resolution. Changes to loans and investments should be reported to the Council at the earliest opportunity.
- 8.5 All investments of money under the control of the Council shall be in the name of the Council.
- 8.6 All borrowings shall be affected in the name of the Council.
- 8.7 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.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges periodically following a report of the Clerk.
- 9.4 Any bad debts exceeding 3 months shall be reported to the Council for appropriate action to be taken.
- 9.5 All sums received on behalf of the Council shall either be passed to the RFO for banking or be banked by the appointed person collecting the money as directed by the Council. In all cases all receipts shall be deposited with the Council's bankers weekly.
- 9.6 A reference to the related debt, or otherwise, indicating the origin of each cheque, 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.

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 issued shall be maintained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 The Clerk or RFO is responsible for obtaining value for money at all times. The Clerk or RFO issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

11. CONTRACTS:

- 11.1 Procedures as to contracts are laid down in the Council's Standing Orders as follows:

- (a) Every contract made by the Council shall comply with these Standing Orders, and no exception from any of the following provisions of these Standing Orders shall be made otherwise than by direction of the Council provided that these Standing Orders shall not apply to contracts which relate to items (i) and (v) below:
- (i) for the supply of gas, electricity, water, sewerage, telephone and communication 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 which are sold only at a fixed price.
- (b) STC has a duty under the best value legislation as laid down by Part 1 of the Local Government Act 1999 to fundamentally review their services and make arrangements to ensure continuous improvement having regard to economy, efficiency and effectiveness
- I. The Council will review and request new estimates/quotes/tenders 4 months prior to the deadline for renewal of a contract, with this process being set in Every Asset Management System.
  - II. The Council will regularly review and record reviews of **all its service provision** to ascertain 'best value' is currently being achieved. Reviews of service provision to be reported to the Budget Review Sub-committee.
  - III. At the beginning of the financial year the council will seek quotations and Tenders as appropriate for all types of work of which there is likely to be a recurring need during the year or in consecutive years.
  - IV. The Council may seek to reach a 'better value' contract by requesting quotes or tendering for a longer period. The maximum period to be agreed by Full Council as determined by the nature of the goods services or works required.
- (c) The Council will operate an electronic procurement process (mandatory for all contracting authorities since 18-10-2018)
- I. The rules require e-communication for all stages of the information exchange. This will include e-catalogues and e-auctions- if appropriate.
- (d) STC will always strive to attain best value for all goods, materials and services which it purchases. and operate under the MEAT principles and BPQR.
- I. MEAT: Most economically advantageous tender. This gives the Council to also include the option for basing tenders or quotes on price or cost only if it is decided by Full council to be appropriate and the resolution giving reasons minuted.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/560263/Guidance\\_on\\_Awarding\\_Contracts\\_-\\_Oct\\_16.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/560263/Guidance_on_Awarding_Contracts_-_Oct_16.pdf)

- II. BPQR: Best Price and Quality Ratio. (67(2)2015Regulations- as above) This means the price or cost balanced against a set of Council agreed award criteria and equates to value for money (Annex 4.6 HM Treasury's Managing Public money

<https://www.gov.uk/government/publications/managing-public-money>)

- III. The award criteria should include; qualitative, environmental, social, life cycle costs, skills and experience of staff assigned to the contract, Fair Trade. (Life Cycle costing- Guidelines for Awarding contracts Annex A Regulations 68

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/560263/Guidance on Awarding Contracts - Oct 16.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/560263/Guidance_on_Awarding_Contracts_-_Oct_16.pdf))

- IV. Award criterion must be linked to the subject matter of a contract and must not prevent competition.
- V. Determining and the Weighting of award criteria should be set on an individual project basis and agreed by Full council and stated clearly in Contract information.
- VI. (Weighting- Guidelines for Awarding contracts Annex A Regulations 67, 68, 69)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/560263/Guidance on Awarding Contracts - Oct 16.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/560263/Guidance_on_Awarding_Contracts_-_Oct_16.pdf))

- VII. Where weighting is not possible for objective reasons the Council shall indicate the criteria in decreasing order of importance within the contract information.
- VIII. STC has a duty to seek and investigate explanations from bidders about abnormally low tenders, before taking action to reject the bidder. The Council is required to disregard tenders that are abnormally low because they are in breach of international environmental, social or labour law provisions (Regulation 69 (5), which refers to Regulation 56(2)). No action is necessary where no tenders received appear to contain abnormally low prices. (Guidelines for Awarding contracts Annex A Regulations 69)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/560263/Guidance on Awarding Contracts - Oct 16.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/560263/Guidance_on_Awarding_Contracts_-_Oct_16.pdf))

- IX. The Council can take into account the past record of the supplier
- X. The Council does not have to accept the lowest quotation or tender response.
- XI. If the Council agrees to adopt a process which is based solely on price or cost alone, this must be agreed by the Full Council and the reasons minuted within the resolution.

- (e) STC Procurement process is determined by the value of the contract and is divided into threshold levels set by Government from £25,000 as set out in the table below.

- I. The RFO should check prior to the Annual Council Meeting that thresholds remain the same and the Procurement Policy and Processes should be approved by STC along with the Standing Orders and Financial Standing Orders.

Estimated contract Values	Threshold Values UK Government and EU	Contract Requirement	Advertising methods and legal requirements
£0 - £499.99	N/A	After obtaining 3 estimates with detailing priced descriptions of the proposed item/service, the Clerk or Deputy Clerk is authorised in conjunction with the Chair, to order as necessary from any supplier any item/service required for the administration of the Council. This is subject to the provisions made and agreed in STC budget and to be <b>specifically</b> identified in the accounts for payment presented to Full Council	
£500 - £999.99	N/A	The Clerk/Deputy Clerk shall obtain <b>3 written quotations</b> (email is acceptable) detailing priced descriptions of the proposed supply. Emails and postal responses to be stored in an electronic folder. To be presented to the appropriate committee at Council under SO3D if necessary. A recommendation to be made to Full council by the appropriate committee or Admin Team and to be agreed by resolution under SO-3D if necessary.	Advertising as agreed as appropriate by the Council and should include STC Website and Social Media Council may agree to approach specific suppliers(preferably local), particularly if previous suppliers have shown best value and good service
£1000 – £9,999.99	N/A	A formal tender process as detailed below shall be followed.	A contract shall be advertised on the STC Website and social media and/or other public advertisement as determined by the Parish Council.
£10,000 – £24,999.99	N/A	A formal tender process as detailed below shall be followed.	A contract shall be advertised on the STC Website and social media and/or other public advertisement as determined by the Parish Council. The contract shall be advertised on the Governments Contract Finder Website

Estimated contract Values	Threshold Values UK Government and EU	Contract Requirement	Advertising methods and legal requirements
£25,000-OJEU threshold	£25,000+	<p>A formal tender process as detailed below <b>shall</b> be followed.</p> <p>No pre-qualification stage is to be allowed.</p> <p>The receipt of at least <b>3 tenders is preferable</b></p> <p>The Council <b>will</b> refer to the Public Contracts Regulations 2015 to ensure requirements are followed.</p> <p>Tenders <b>must</b> be invited in accordance with one of the <b>prescribed procedures</b> either Open, Restricted, Competitive with Negotiation, Competitive Dialogue, Innovation Partnership or Light Touch Regime.</p> <p>Each of these procedures imposes minimum timescales for the tender activities to ensure that reasonable time is given to interested parties to respond to advertisements and prepare submissions</p>	<p>A contract <b>must</b> be advertised on the STC Website and social media and/or other public advertisement as determined by the Parish Council.</p> <p>The contract <b>must</b> be advertised on the Governments <b>Contract Finder Website within 24 hours of going live.</b></p> <p>Contracts awarded <b>must be detailed on the government Contract finders Website</b> and include; Contractor Date of and agreement, Value of the contract and whether the contractor is a SME/VCSE</p>
Above OJEU threshold	EU Procurement directive thresholds as at 01-01-2018 Supplies and Services £181,302 Works£4,551,413	As above plus <b>Professional support</b> is required by procurement regulations to do a full tender.	As above plus : <b>A tender notice must be placed</b> in the Official Journal of the European Union (OJEU)

- (f) Procurement of goods services and works under £500
  - I. After obtaining 3 estimates with detailing priced descriptions of the proposed item/service, the Clerk or Deputy Clerk is authorised in conjunction with the Chair, to order as necessary from any supplier any item/service required for the administration of the Council. This is subject to the provisions made and

- agreed in STC budget and to be **specifically** identified in the accounts for payment presented to Full Council
- (g) Procurement of goods services and works under £10,000
- I. The Clerk shall obtain the necessary technical assistance or expert knowledge in order to complete the specification in appropriate cases.
  - II. The written specification will include sufficient details as to requirements in both written and visual form to enable effective procurement.
  - III. After obtaining 3 estimates with detailing priced descriptions and specification of the proposed item/service the estimates will be shared at the appropriate committee meeting or by the Admin team and a report and recommendations prepared for full Council (Development preferably) in order for agreement to be reached by the Full Council under SO3D due to commercial sensitivity.
- (h) The Formal Tender Process for contracts exceeding £9,999.99
- I. The Specification
    - The Clerk shall obtain the necessary technical assistance or expert knowledge in order to complete the specification in appropriate cases.
    - The written specification will include sufficient details as to requirements in both written and visual form to enable effective procurement.
  - II. The Invitation to Tender will be drawn up for the goods, materials, services or the execution of works and will include:
    - STC specification
    - The time, date and address for the submission of tenders
    - The date of the council's written response to Tenders
    - Identify the Award Criteria applicable to the project as agreed by STC and their weighting
    - For Tenders of or above £25,000 detail the prescribed processes. (Open, Restricted, Competitive with negotiation, Competitive dialogue, Innovation, Partnership or light touch regime)
    - The prohibition on prospective contractors contracting councillors or staff to encourage or support their tender outside the prescribed process
    - A Welcome for tenders as an email to a specific password secure email account or in a marked sealed envelope provided by the Council and received by post.
- (i) Advertising of Tenders
- Advertising of tenders will be as per the Procurement Process Table above.
- (j) On Receipt of Tenders
- On receipt of e-mail tenders, the following processes will be followed:
  - Emails will remain unopened in the specific email inbox until the closing date has passed
  - Emails will be downloaded by the Clerk or Deputy Clerk with at least one other councillor present.
  - Once opened they will be stored as per GDPR process and in an appropriate electronic file
- II. On receipt of postal tenders, the following processes will be followed:

- Envelopes will be stored unopened in a locked file with only access from the Clerk or Deputy clerk until the closing date has passed
- Envelopes will be opened by the Clerk or the Deputy Clerk with at least one other councillor.
- Tender applications will be scanned in and then saved along with the email tender applications as per STC GDPR process.

- (k) Reaching a Decision
- IV. Tender applications will be shared at the appropriate committee meeting or by the Admin team and a report and recommendations prepared for full Council (Development preferably) in order for agreement to be reached by the Full Council under SO3D due to commercial sensitivity.
- V. If less than three contracts or tenders are received for contracts exceeding £9,999.99, or if all the tenders are identical STC may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- VI. The Council is not obliged to accept the lowest price/cost or any tender should they not wish to do so.
- VII. When applications are made to waive procedures relating to contracts to enable a price to be negotiated with competition the reason shall be embodied in a recommendation to the Council and minuted in the final resolution.

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.
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 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 in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1 The appointed person in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes must be obtained in respect of all goods received into store and goods must be checked as regard quality at the time of delivery is made.
- 13.3 Stocks shall generally be maintained at the required levels consistent with operational requirements.

13.4 The RFO shall be responsible for an annual check of all stocks, stores and inventory items.

14. PROPERTIES AND ESTATES

14.1 The Clerk 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 interest, tenancies granted, rents payable, and purpose for which held in accordance with regulation 4(3)(b) of the Accounts & Audit Regulations 2003 (as amended).

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council.

15. INSURANCE

15.1 The RFO shall affect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.

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

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.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

16. REVISION OF FINANCIAL REGULATIONS

16.1 It shall be the duty of the Council to review the Financial Regulations annually to make such amendments as required.