

**Romsey Town Council**

Town Hall  
1, Market Place  
Romsey  
SO51 8YZ

**FINANCE AND RESOURCES COMMITTEE**

Agenda for the Meeting on Tuesday 7<sup>th</sup> September 2021 at 7.30p.m.

- 1. APOLOGIES**
- 2. DECLARATION OF INTERESTS**
- 3. MINUTES**
  - i To receive the Finance and Resources Committee Meeting Minutes of 6<sup>th</sup> July 2021
  - ii Matters Arising
- 4. PUBLIC PARTICIPATION**
- 5. TOWN HALL INCOME**

To receive an update of current and projected Town Hall Income
- 6. FINANCE REPORT 2021/22**

To receive latest Finance Report
- 7. SALARIES BREAKDOWN SUMMARY FOR 2021/22**

To receive latest Salaries Breakdown Report
- 8. CHRISTMAS SECURITY FUNDING**

To identify funding for Christmas Security Cover in the town for December 2021
- 9. FINANCIAL REGULATIONS**

**RECOMMENDATION:** to receive Financial Regulations for approval

Chief Officer

Date:310821



**MINUTES**  
**FINANCE & RESOURCES COMMITTEE**  
**TUESDAY 6<sup>TH</sup> JULY 2021**

**ATTENDANCE:**

P	Councillor D. Baverstock (Chair)	P	Councillor K. Dunleavy
-	Councillor J. Cairney	P	Councillor J. Parker
P	Councillor J. Critchley	P	Councillor S. Wilkinson
P	Councillor I. Culley		

**In the Chair:** Cllr. D. Baverstock

**Clerk:** Judith Giles

**Public:** None

**1. Apologies**

None

**2. CHAIRMAN AND VICE-CHAIRMAN 2021-2022**

Cllr. J. Parker proposed Cllr. D. Baverstock as Chair, seconded by Cllr. K. Dunleavy

**CARRIED**

Cllr. D. Baverstock proposed Cllr. S. Wilkinson as Vice Chair, seconded by Cllr. J. Critchley

**CARRIED**

**3. Declarations of Interests**

None

**4. Minutes**

i) To receive the Finance & Resource Committee Meeting Minutes of 4<sup>th</sup> May 2021

**PROPOSED:** Councillor J. Parker

**SECONDED:** Councillor J. Critchley

**CARRIED**

ii) **Matters Arising**

None

**5. Public Participation**

None

**6. Town Hall Income**

The Chief Officer reported Town Hall Bookings for 2021-22 are on the increase. The lift is now installed in the Town Hall which hopefully will attract more hirers to the Council Chamber.

**7. Finance Report 2020/21**

The Chief Officer presented Month 2 to the Committee. The imminent lifting of COVID-19 restrictions should increase bookings of the Town Hall and subsequently an increase in income. Cllr. N. Gwynne suggested the Building Manager contact Karen Eastley, TVBC regarding possible grants for renewable electricity.

**8. Salaries Breakdown Summary for 2020/21**

Noted.

**9. Internal Audit – 31<sup>st</sup> March 2021**

The Chief Officer reported the Internal Audit recommendations as follows will be addressed:

Review of Standing Orders, Review of Financial Regulations, Asset Register, Investment Strategy

**MINUTES**  
**FINANCE & RESOURCES COMMITTEE**  
**TUESDAY 6<sup>TH</sup> JULY 2021**

**10. Financial Regulations**

**RECOMMENDATION:** to receive Financial Regulations for review which will be approved at next Finance & Resources Meeting on 7<sup>th</sup> September 2021

It was agreed to receive and review Financial Regulations which will be approved at next Finance & Resources Meeting on 7<sup>th</sup> September 2021. The Chief Officer to check with NALC if any changes have been made to Financial Regulations in view of Brexit.

**11. Equality and Diversity Policy**

Equality and Diversity Policy reviewed and amended by ACAS will be reviewed by Cllr. K. Dunleavy, Cllr. D. Baverstock and the Chief Officer then presented to Full Council.

**TOWN CENTRE MANAGER JOB TITLE CHANGE**

**RECOMMENDATION:** Cllr. K. Dunleavy **PROPOSES** and Cllr. D. Baverstock **SECONDS** the Town Centre Manager Job Title changes to "Town & Tourism Co-ordinator"

**RESOLUTION NO. 21/02**

It was **RESOLVED** the Town Centre Manager Job Title changes to "Town & Tourism Co-ordinator"

**PROPOSED:** Cllr. K. Dunleavy

**SECONDED:** Cllr. D. Baverstock

**CARRIED**

The Committee thanked the Town & Tourism Co-ordinator for all her hard work in developing the role and look forward to working with her on future projects

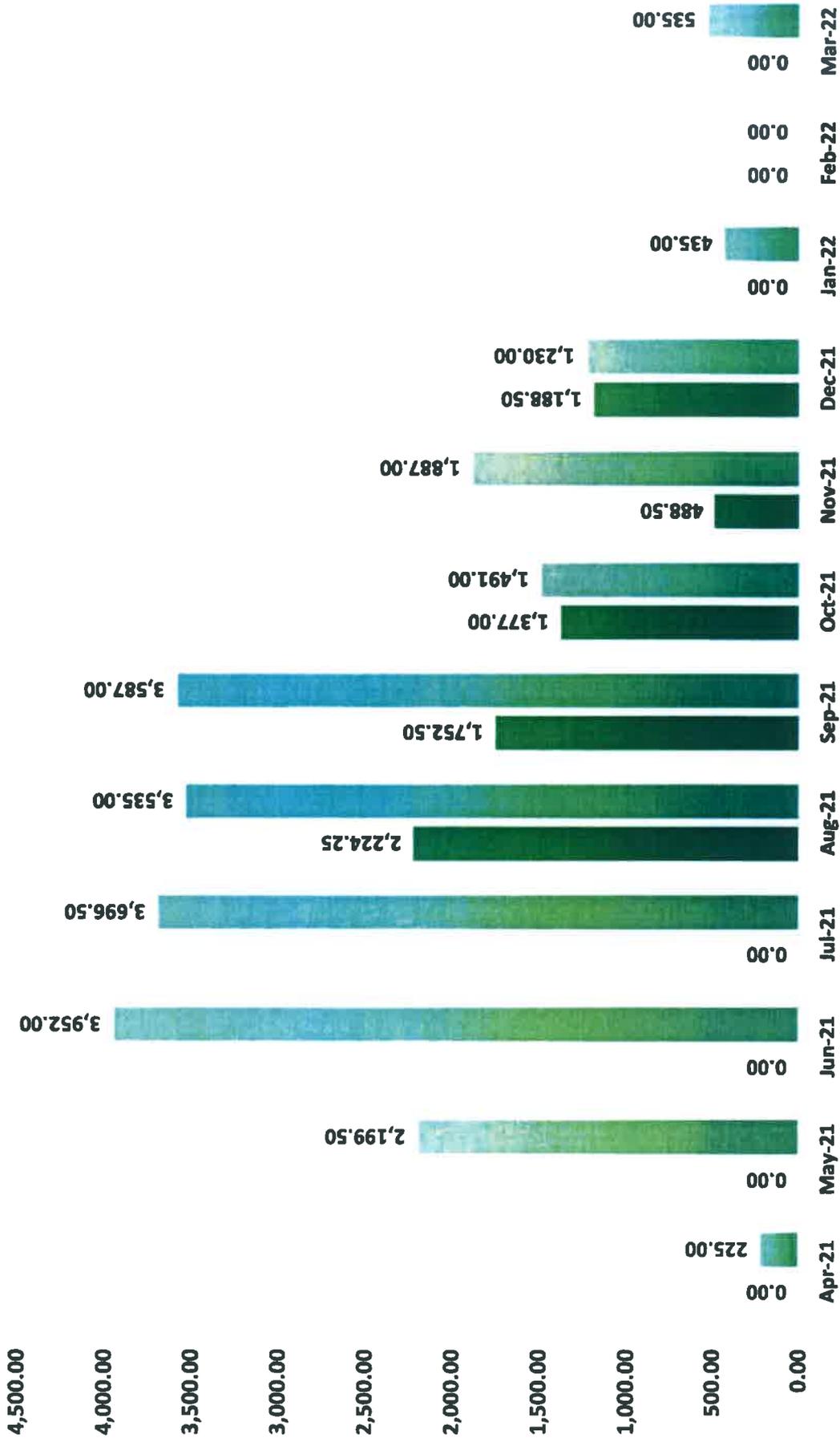
**A RESOLUTION that the press and the public be excluded from the meeting due to the confidential nature of the business to be discussed (LGA 1972, schedule 12). The nature of the business will relate to: Member of Staff - Salary Increase**

**PROPOSED:** Cllr. J. Parker

**SECONDED:** Cllr. N. Gwynne

**CARRIED**

# Romsey Town Hall Booking Income 2021 - 2022



Booking on System April 21 - Mar 22 - £22,773.00 - Cumalitive Total £10,073.00 - Jul



**Romsey Town Council**  
**Budget Report to 31st July 2021**

**General Notes:**

Attached are the summary income & expenditure report for month 4 to 31st July 2021. This report shows a current year surplus of income over expenditure of £136,875 which includes the 1st half of the precept which was received on 12th April 2021.

The council has a long term liability of a loan with a current balance of £55,674.82, this is paid in twice yearly instalments and will be fully repaid by 18th May 2035.

The balance sheet shows that total funds available to the council are £297,263:

This is made up of the following -

Current Year Surplus		£136,875
General Reserve Brought Forward		£115,059
Other Earmarked Reserves		£45,329
Total		£297,263

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 33.33% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 4 was 44.60% of the annual budget.

Please note this report is not designed to alleviate members or the RFO of their responsibility in managing the Town Council finances. It is merely provided as a snapshot of the current financial position and to highlight to members any potential problem areas that have been identified within the accounts.

The budget is set by The Council and it is the member's responsibility in partnership with the RFO to monitor and control the financial position throughout the year. More detailed information is available to Councillors than is provided for here.

**Analysis by Cost Centre**

<b>101 Administration</b>	
Month Budget	£9,192
Actual	£9,575
Under/(Over)	-£383

Year to Date Budget	£110,300
Actual	£38,140
% of Budget Used	34.58%

Annual subscription incurred in month 1 using up most of the annual subscription budget.

Annual IT & Computer cost of £4,993 for BTP incurred in month 1.

No further concerns.

**103 Grants**

No concerns.

**104 Civic**

No further concerns.

**105 Finance**

Annual insurance charge for 2021/22 of £4,849 incurred in month 1 using up 80.8% of its annual budget.

No further concerns.

**107 Market**

No concerns.

**Romsey Town Council**  
**Budget Report to 31st July 2021**

**Analysis by Cost Centre (Continued)**

<b>110 Town Hall</b>	
Month Budget	£14,633
Actual	£38,346
Under/(Over)	-£23,713

Year to Date Budget	£175,598
Actual	£117,341
% of Budget Used	66.82%

£68,505 incurred for town hall lift installation to date, due to be funded from PWLB loan and Test Valley grant. The council received PWLB loan for £99,965 in June & Test Valley grant for £25k was received in May 2021.

No further concerns.

**111 Town Hall Bar**

Very little income generated from town hall bar sales in July 2021, bar opened on end of July due to Covid-19.

No further concerns.

**112 Town Hall Film Shows**

No income generated from film shows as at July 2021 due to Covid-19.

No further concerns.

**120 Allotments**

No concerns.

**125 Town Centre Management**

No concerns.

**127 Romsey Security**

No concerns.

**130 Environmental**

No concerns.

**135 Marshalls**

No concerns.

**140 Planning**

No concerns.

**160 War Horse Fund**

No concerns.

**170 Christmas Lights Fund**

No concerns.

## Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Trade Debtors	(2,416)	
103	Prepayments	436	
105	VAT	6,308	
120	Bar Stock	1,070	
201	Lloyds Current Account	302,531	
202	Building Managers Imprest A/c	515	
204	TSB Deposit A/c	3,056	
212	Mayors Charity A/c	1,950	
215	War Horse A/c 35433560	14,511	
230	Bar Float	300	
235	Petty Cash - Allotment	85	
	<b>Total Current Assets</b>		<b>328,345</b>
	<u>Current Liabilities</u>		
500	Trade Creditors - CHQ	23,962	
505	Sundry Creditor	4,500	
534	Mayors Charity Control Acct	1,691	
545	Wilder Romsey	451	
561	Booking Deposits	78	
562	Damage Deposits	400	
	<b>Total Current Liabilities</b>		<b>31,082</b>
	<b>Net Current Assets</b>		<b>297,263</b>
	<b>Total Assets less Current Liabilities</b>		<b>297,263</b>
	<u>Represented by :-</u>		
301	Current Year Fund	136,875	
310	General Reserve	115,059	
321	EMR Allotment Fund	5,347	
339	EMR Marshals In Romsey	245	
340	EMR Elections	3,757	
343	EMR Romsey Website	3,344	
345	EMR War Horse Fund	11,483	
349	EMR Grants	2,200	
350	EMR Markets	1,908	
353	EMR Neighbourhood Plan	913	
354	CIL Receipts	7,556	
355	EMR WW1 Event	3,767	
356	EMR Romsey Emergency Plan	2,309	
358	EMR Tourism & Heritage App	2,500	
	<b>Total Equity</b>		<b>297,263</b>



## Summary Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration	Expenditure	107,159	38,140	110,300	72,160		72,160	34.6%
103 Grants	Expenditure	6,400	900	6,400	5,500		5,500	14.1%
104 Civic	Expenditure	3,831	1,593	8,995	7,402		7,402	17.7%
105 Finance	Income	312,571	158,197	318,031	159,834			49.7%
	Expenditure	17,365	4,469	14,090	9,621		9,621	31.7%
	Movement to/(from) Gen Reserve	<u>295,206</u>	<u>153,728</u>					
107 Market	Income	2,541	2,608	5,000	2,393			52.2%
	Expenditure	0	0	400	400		400	0.0%
	Movement to/(from) Gen Reserve	<u>2,541</u>	<u>2,608</u>					
110 Town Hall	Income	71,627	143,631	45,924	(97,707)			312.8%
	Expenditure	161,638	117,341	175,598	58,257		58,257	66.8%
	Movement to/(from) Gen Reserve	<u>(90,011)</u>	<u>26,290</u>					
111 Town Hall Bar	Income	0	26	2,000	1,974			1.3%
	Expenditure	1,231	(641)	2,340	2,981		2,981	(27.4%)
	Movement to/(from) Gen Reserve	<u>(1,231)</u>	<u>666</u>					
112 Town Hall Film Shows	Income	(500)	0	5,150	5,150			0.0%
	Expenditure	754	0	4,201	4,201		4,201	0.0%
	Movement to/(from) Gen Reserve	<u>(1,254)</u>	<u>0</u>					
120 Allotments	Income	3,510	70	2,705	2,635			2.6%
	Expenditure	3,510	311	2,705	2,394		2,394	11.5%
	Movement to/(from) Gen Reserve	<u>(0)</u>	<u>(241)</u>					
125 Town Centre Management	Income	4,000	4,000	4,000	0			100.0%
	Expenditure	18,306	9,257	26,281	17,024		17,024	35.2%
	Movement to/(from) Gen Reserve	<u>(14,306)</u>	<u>(5,257)</u>					
127 Romsey Security	Income	6,500	0	0	0			0.0%
	Expenditure	7,791	0	0	0		0	0.0%
	Movement to/(from) Gen Reserve	<u>(1,291)</u>	<u>0</u>					
130 Environmental	Expenditure	1,935	286	4,500	4,214		4,214	6.3%
140 Planning	Expenditure	0	0	1,000	1,000		1,000	0.0%
160 War Horse Fund	Income	4	0	0	(0)			0.0%
	Expenditure	4	0	0	(0)		(0)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
170 Christmas Lights Fund	Income	4,100	0	2,000	2,000			0.0%
	Expenditure	40,489	0	28,000	28,000		28,000	0.0%
	Movement to/(from) Gen Reserve	<u>(36,389)</u>	<u>0</u>					



## Summary Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	404,354	308,532	384,810	76,278			80.2%
Expenditure	370,413	171,657	384,810	213,153	0	213,153	44.6%
Net Income over Expenditure	<u>33,941</u>	<u>136,875</u>	<u>0</u>	<u>(136,875)</u>			
Movement to/(from) Gen Reserve	<u>33,941</u>	<u>136,875</u>					



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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>								
4001 Salaries	52,511	17,437	55,507	38,070		38,070	31.4%	
4002 Employers N.I	4,822	1,593	4,963	3,370		3,370	32.1%	
4003 Employers superann	8,096	2,894	8,830	5,936		5,936	32.8%	
4006 Contract Accountancy Costs	5,622	979	7,000	6,021		6,021	14.0%	
4009 Staff Travel	0	0	50	50		50	0.0%	
4013 Website Admin	348	297	350	53		53	85.0%	
4020 Staff Training	0	0	300	300		300	0.0%	
4040 Recruitment Advertisements	1,449	0	150	150		150	0.0%	
4512 Telephone	1,453	451	1,600	1,149		1,149	28.2%	
4513 Postage	679	320	500	180		180	64.0%	
4514 Stationery	337	245	850	605		605	28.8%	
4515 Photocopying	2,026	887	2,600	1,713		1,713	34.1%	
5012 Council Offices in Town Hall	12,000	4,000	12,000	8,000		8,000	33.3%	
5250 Subscriptions	2,822	2,217	2,600	383		383	85.3%	
5260 Outsourced Payroll	917	252	1,000	748		748	25.2%	
5270 I T & Computer Costs	11,380	6,570	12,000	5,430		5,430	54.7%	
7110 CAP - New Equipment	2,876	0	0	0		0	0.0%	
7355 Tfr from Earmarked Reserves	(180)	0	0	0		0	0.0%	
Administration :- Indirect Expenditure	<b>107,159</b>	<b>38,140</b>	<b>110,300</b>	<b>72,160</b>	<b>0</b>	<b>72,160</b>	<b>34.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(107,159)</b>	<b>(38,140)</b>	<b>(110,300)</b>	<b>(72,160)</b>				
<b>103 Grants</b>								
5103 Marshalls In Romsey	0	0	400	400		400	0.0%	
5890 Community Grants	3,200	900	4,000	3,100		3,100	22.5%	
5893 Community Grant - Bandstand	0	0	1,000	1,000		1,000	0.0%	
6100 Arts Festival	1,000	0	1,000	1,000		1,000	0.0%	
7350 Tfr to Earmarked Reserves	2,200	0	0	0		0	0.0%	
Grants :- Indirect Expenditure	<b>6,400</b>	<b>900</b>	<b>6,400</b>	<b>5,500</b>	<b>0</b>	<b>5,500</b>	<b>14.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,400)</b>	<b>(900)</b>	<b>(6,400)</b>	<b>(5,500)</b>				
<b>104 Civic</b>								
4001 Salaries	0	32	500	469		469	6.3%	
4043 Council Newsletter	2,035	75	2,400	2,325		2,325	3.1%	
5011 Council Use of Town Hall	0	0	2,000	2,000		2,000	0.0%	
6502 Members training	0	285	400	115		115	71.3%	
6550 Meetings Advertisements	0	0	50	50		50	0.0%	
6750 Mayors Allowance	124	0	500	500		500	0.0%	
6760 Town Crier	70	0	450	450		450	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6761 Mace Bearer	195	195	195	0		0	100.0%	
6762 Civic Costs	1,406	1,006	2,500	1,494		1,494	40.2%	
<b>Civic :- Indirect Expenditure</b>	<b>3,831</b>	<b>1,593</b>	<b>8,995</b>	<b>7,402</b>	<b>0</b>	<b>7,402</b>	<b>17.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,831)</b>	<b>(1,593)</b>	<b>(8,995)</b>	<b>(7,402)</b>				
<b>105 Finance</b>								
1060 Income - CIL Receipt	3,103	0	0	0			0.0%	
1176 Precept	309,420	158,191	317,981	159,791			49.7%	
1190 Interest Received	49	7	50	43			13.3%	
<b>Finance :- Income</b>	<b>312,571</b>	<b>158,197</b>	<b>318,031</b>	<b>159,834</b>			<b>49.7%</b>	<b>0</b>
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	5,472	4,849	6,000	1,151		1,151	80.8%	
5271 Audit Fees	2,663	(438)	1,690	2,128		2,128	(25.9%)	
5280 Bank Charges	178	58	400	342		342	14.5%	
5290 Legal & Professional Fees	950	0	500	500		500	0.0%	
5400 Elections	19,410	0	5,000	5,000		5,000	0.0%	
7350 Tfr to Earmarked Reserves	3,103	0	0	0		0	0.0%	
7355 Tfr from Earmarked Reserves	(14,410)	0	0	0		0	0.0%	
<b>Finance :- Indirect Expenditure</b>	<b>17,365</b>	<b>4,469</b>	<b>14,090</b>	<b>9,621</b>	<b>0</b>	<b>9,621</b>	<b>31.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>295,206</b>	<b>153,728</b>	<b>303,941</b>	<b>150,213</b>				
<b>107 Market</b>								
1030 Income - Market Stalls	2,541	2,608	5,000	2,393			52.1%	
<b>Market :- Income</b>	<b>2,541</b>	<b>2,608</b>	<b>5,000</b>	<b>2,393</b>			<b>52.2%</b>	<b>0</b>
5250 Subscriptions	0	0	400	400		400	0.0%	
<b>Market :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>400</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,541</b>	<b>2,608</b>	<b>4,600</b>	<b>1,993</b>				
<b>110 Town Hall</b>								
1001 Income - Rental	9,750	0	14,200	14,200			0.0%	
1002 Income - Bookings	8,544	13,991	15,000	1,009			93.3%	
1003 Town Council Office Rent	12,000	4,000	12,000	8,000			33.3%	
1009 Income - Grants	41,057	25,000	0	(25,000)			0.0%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	156	0	624	624			0.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	
1023 Income - Projector	25	675	0	(675)			0.0%	



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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1110 Income - Deposits Forfeited	95	0	0	0			0.0%	
1212 Income - Loan	0	99,965	0	(99,965)			0.0%	
<b>Town Hall :- Income</b>	<b>71,627</b>	<b>143,631</b>	<b>45,924</b>	<b>(97,707)</b>			<b>312.8%</b>	<b>0</b>
4001 Salaries	61,390	19,936	60,768	40,832	40,832		32.8%	
4002 Employers N.I	3,623	1,199	3,839	2,640	2,640		31.2%	
4003 Employers superann	7,861	2,877	8,314	5,437	5,437		34.6%	
4005 Holiday Cleaning	601	0	600	600	600		0.0%	
4008 Function Attendants & Casuals	3,149	1,454	5,000	3,547	3,547		29.1%	
4010 Wages - Maintenance	2,164	2,344	7,265	4,921	4,921		32.3%	
4020 Staff Training	0	560	1,200	640	640		46.7%	
4030 Uniforms	50	0	300	300	300		0.0%	
4501 Janitorial	575	286	1,100	814	814		26.0%	
4504 Catering Costs	4	4	100	96	96		3.6%	
4505 Health and Safety	2,764	25	1,000	975	975		2.5%	
4510 Rates	20,334	8,136	20,600	12,464	12,464		39.5%	
4511 Utilities	6,728	1,143	7,000	5,857	5,857		16.3%	
4520 Licences	803	249	2,450	2,201	2,201		10.2%	
4572 Long Term Building Repairs	64	0	20,000	20,000	20,000		0.0%	
4751 Maintenance External	1,500	(2,183)	1,500	3,683	3,683		(145.5%)	
4800 Maintenance Internal	10,000	8,359	10,000	1,641	1,641		83.6%	
4850 Furniture/Equipment Purchased	3,500	1,085	3,500	2,415	2,415		31.0%	
4851 Fixed Cost Maintenance	6,523	589	7,000	6,411	6,411		8.4%	
5011 Council Use of Town Hall	0	0	500	500	500		0.0%	
5220 Publicity & Marketing	0	0	2,000	2,000	2,000		0.0%	
5250 Subscriptions	8	0	0	0	0		0.0%	
5270 I T & Computer Costs	296	296	500	204	204		59.2%	
6014 Hanging baskets\Xmas Trees	372	0	700	700	700		0.0%	
7150 Loan Capital + Interest	4,952	2,476	4,952	2,476	2,476		50.0%	
7151 T Hall Lift Installation	47,805	68,505	5,410	(63,095)	(63,095)		1266.3%	
7350 Tfr to Earmarked Reserves	24,936	0	0	0	0		0.0%	
7355 Tfr from Earmarked Reserves	(48,363)	0	0	0	0		0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>161,638</b>	<b>117,341</b>	<b>175,598</b>	<b>58,257</b>	<b>0</b>	<b>58,257</b>	<b>66.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(90,011)</b>	<b>26,290</b>	<b>(129,674)</b>	<b>(155,964)</b>				
<b>111 Town Hall Bar</b>								
1013 Income - Bar Sales	0	26	2,000	1,974			1.3%	
<b>Town Hall Bar :- Income</b>	<b>0</b>	<b>26</b>	<b>2,000</b>	<b>1,974</b>			<b>1.3%</b>	<b>0</b>
3000 Bar Purchases	0	126	1,000	874		874	12.6%	
<b>Town Hall Bar :- Direct Expenditure</b>	<b>0</b>	<b>126</b>	<b>1,000</b>	<b>874</b>	<b>0</b>	<b>874</b>	<b>12.6%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	428	0	600	600		600	0.0%	
4304 Damaged Stock	302	34	0	(34)		(34)	0.0%	
4305 Stocktaking	0	0	240	240		240	0.0%	
4850 Furniture/Equipment Purchased	500	(800)	500	1,300		1,300	(160.0%)	
<b>Town Hall Bar :- Indirect Expenditure</b>	<b>1,231</b>	<b>(766)</b>	<b>1,340</b>	<b>2,106</b>	<b>0</b>	<b>2,106</b>	<b>(57.2%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,231)</b>	<b>666</b>	<b>(340)</b>	<b>(1,006)</b>				
<b>112 Town Hall Film Shows</b>								
1051 Income - Film Refreshments	0	0	150	150			0.0%	
1053 Income - Film Tickets	(500)	0	5,000	5,000			0.0%	
<b>Town Hall Film Shows :- Income</b>	<b>(500)</b>	<b>0</b>	<b>5,150</b>	<b>5,150</b>			<b>0.0%</b>	<b>0</b>
4008 Function Attendants & Casuals	754	0	1,126	1,126		1,126	0.0%	
4950 Film Hire/Purchases	0	0	2,950	2,950		2,950	0.0%	
4951 Film Refreshment Costs	0	0	125	125		125	0.0%	
<b>Town Hall Film Shows :- Indirect Expenditure</b>	<b>754</b>	<b>0</b>	<b>4,201</b>	<b>4,201</b>	<b>0</b>	<b>4,201</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,254)</b>	<b>0</b>	<b>949</b>	<b>949</b>				
<b>120 Allotments</b>								
1000 Income - General	3,510	70	2,705	2,635			2.6%	
<b>Allotments :- Income</b>	<b>3,510</b>	<b>70</b>	<b>2,705</b>	<b>2,635</b>			<b>2.6%</b>	<b>0</b>
4509 Water Rates	729	256	750	494		494	34.1%	
5250 Subscriptions	55	55	55	0		0	100.0%	
5300 Rent - Broadlands	1,100	0	1,100	1,100		1,100	0.0%	
5309 Maintenance Equipment	0	240	150	(90)		(90)	160.0%	
5311 Hedge Cutting	0	0	220	220		220	0.0%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	0	180	180		180	0.0%	
7116 CAP - Allotments Road	400	0	0	0		0	0.0%	
7350 Tfr to Earmarked Reserves	1,626	0	0	0		0	0.0%	
7355 Tfr from Earmarked Reserves	(400)	(240)	0	240		240	0.0%	
<b>Allotments :- Indirect Expenditure</b>	<b>3,510</b>	<b>311</b>	<b>2,705</b>	<b>2,394</b>	<b>0</b>	<b>2,394</b>	<b>11.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(0)</b>	<b>(241)</b>	<b>0</b>	<b>241</b>				
<b>125 Town Centre Management</b>								
1405 Income - Town Centre Grant	4,000	4,000	4,000	0			100.0%	
<b>Town Centre Management :- Income</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	16,629	5,914	19,622	13,708		13,708	30.1%	
4002 Employers N.I	1,053	393	1,259	866		866	31.2%	
4500 Town Centre Management	397	369	1,000	631		631	36.9%	
4512 Telephone	296	81	400	319		319	20.3%	
5405 Town Centre Events	0	0	4,000	4,000		4,000	0.0%	
7350 Tfr to Earmarked Reserves	0	2,500	0	(2,500)		(2,500)	0.0%	
7355 Tfr from Earmarked Reserves	(69)	0	0	0		0	0.0%	
<b>Town Centre Management :- Indirect Expenditure</b>	<b>18,306</b>	<b>9,257</b>	<b>26,281</b>	<b>17,024</b>	<b>0</b>	<b>17,024</b>	<b>35.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(14,306)</b>	<b>(5,257)</b>	<b>(22,281)</b>	<b>(17,024)</b>				
<b>127 Romsey Security</b>								
1009 Income - Grants	6,500	0	0	0			0.0%	
<b>Romsey Security :- Income</b>	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
5352 Romsey Security	7,791	0	0	0		0	0.0%	
<b>Romsey Security :- Indirect Expenditure</b>	<b>7,791</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,291)</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>130 Environmental</b>								
4511 Utilities	155	0	100	100		100	0.0%	
6009 Land at the Star Maintenance	334	0	300	300		300	0.0%	
6011 Town Seats	150	0	400	400		400	0.0%	
6012 Street Lights	1,082	99	2,000	1,901		1,901	5.0%	
6015 Signs	127	0	500	500		500	0.0%	
6022 Planting for ComMarket	0	0	400	400		400	0.0%	
6023 Drinking Water Fountain	11	29	400	371		371	7.3%	
6024 Electricity for Bollards USE 4	77	158	0	(158)		(158)	0.0%	
6025 Bollard/St Furn Mtce	0	0	400	400		400	0.0%	
<b>Environmental :- Indirect Expenditure</b>	<b>1,935</b>	<b>286</b>	<b>4,500</b>	<b>4,214</b>	<b>0</b>	<b>4,214</b>	<b>6.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,935)</b>	<b>(286)</b>	<b>(4,500)</b>	<b>(4,214)</b>				
<b>140 Planning</b>								
5011 Council Use of Town Hall	0	0	1,000	1,000		1,000	0.0%	
<b>Planning :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>160 War Horse Fund</b>								
1190 Interest Received	4	0	0	(0)			0.0%	
War Horse Fund :- Income	<u>4</u>	<u>0</u>	<u>0</u>	<u>(0)</u>				<u>0</u>
4855 War Horse Fund Expenses	2,868	160	0	(160)		(160)	0.0%	
7350 Tfr to Earmarked Reserves	4	0	0	(0)		(0)	0.0%	
7355 Tfr from Earmarked Reserves	(2,868)	(160)	0	160		160	0.0%	
War Horse Fund :- Indirect Expenditure	<u>4</u>	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
<b>170 Christmas Lights Fund</b>								
1009 Income - Grants	1,000	0	2,000	2,000			0.0%	
1011 Income - Donations	3,100	0	0	0			0.0%	
Christmas Lights Fund :- Income	<u>4,100</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>				<u>0</u>
6764 Christmas in Romsey	33,819	0	24,000	24,000		24,000	0.0%	
6765 Christmas Light Refurb	12,663	0	4,000	4,000		4,000	0.0%	
7355 Tfr from Earmarked Reserves	(5,993)	0	0	0		0	0.0%	
Christmas Lights Fund :- Indirect Expenditure	<u>40,489</u>	<u>0</u>	<u>28,000</u>	<u>28,000</u>	<u>0</u>	<u>28,000</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>(36,389)</u>	<u>0</u>	<u>(26,000)</u>	<u>(26,000)</u>				
Grand Totals:- Income	<u>404,354</u>	<u>308,532</u>	<u>384,810</u>	<u>76,278</u>			<b>80.2%</b>	
Expenditure	<u>370,413</u>	<u>171,657</u>	<u>384,810</u>	<u>213,153</u>	<u>0</u>	<u>213,153</u>	<b>44.6%</b>	
<b>Net Income over Expenditure</b>	<u>33,941</u>	<u>136,875</u>	<u>0</u>	<u>(136,875)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>33,941</u>	<u>136,875</u>						



## List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2021	Screwfix Ltd	DD01	38.92		6600-Combination locking bolt
05/07/2021	Scottish Water business Stream	DD02	45.00		P/Ledger Electronic Payment
06/07/2021	ProAc Solutions Ltd	BACS01	161.40		6678-Supply 24 port Gbit switc
08/07/2021	British Telecommunications plc	DD03	37.20		6673-Monthly phone-June 21
12/07/2021	PEAC (UK) Limited	DD04	300.00		6643-Coper lease rental Jul-Oc
13/07/2021	Franco-Typ	DD05	200.00		Franco-Typ-Frinking top-up
14/07/2021	Octopus Energy Limited	DD06	261.36		P/Ledger Electronic Payment
14/07/2021	Anglico Workplace Technologies	BACS02	129.76		6669-copier charge
14/07/2021	Hampshire County Council	BACS03	15.26		6671-Batteries
14/07/2021	Hampshire Association of Local	BACS04	342.00		6670-Cllr development-24.6.21
14/07/2021	HM Revenue & Customs	BACS05	2,265.12		6679-HMRC PAYE/NI Due June21
14/07/2021	Hampshire Pension Fund	BACS06	2,013.52		6680-Pension Due June 2021
14/07/2021	Mr R. & Mrs S. M. Sankey - Mac	BACS07	195.00		6684-Mace Bearer 2021/22
14/07/2021	Test Valley Borough Council	BACS08	192.00		6667-War horse CCTV Jul 21/22
14/07/2021	Toye Kenning & Spencer Ltd	BACS09	104.10		6665-Collarettes-Ribbon
14/07/2021	Meadowfield Fences	BACS10	288.00		6668-6 ton scalping-car park
14/07/2021	Janet Burnage	BACS11	237.85		6686-Romsey Wildlife
14/07/2021	Debbie Forder	BACS12	25.00		6685-Eye test claim
15/07/2021	Test Valley Borough Council	Std Ord	2,033.00		Test Valley-Rates 2021/22
16/07/2021	Town Hall Imprest A/c	Tfr	600.00		Top-Up Town Hall Card A/C
16/07/2021	Southern Cross Consulting Ltd	DD07	47.00		6674-VoIP Call charge - June
19/07/2021	NEST Pension Due	DD08	135.65		NEST Pension Due
23/07/2021	ACE Liftaway Limited	DD09	58.80		6676-Refuse collection -June
26/07/2021	Staff Salaries-July 2021	BACS	10,330.80		Staff Salaries-July 2021
26/07/2021	PFP Energy Ltd	DD10	34.02		6704-Gas 14.06-13.07.21
27/07/2021	Charlie Waterman	BACS13	325.00		6710-Bar painting-Lab&Mats
27/07/2021	Haycal Developments	BACS14	12,405.00		6709-Left shafts & assoc. work
29/07/2021	Scottish Water business Stream	DD11	135.28		6698-Water 03.06-13.07 Allot.
30/07/2021	Utility Warehouse Limited	DD12	78.22		6702-Monthly phone+broadband
<b>Total Payments</b>			<b>33,034.26</b>		



**Romsey Town Council 2021-22**

	Actual April	Actual May	Actual June	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December	Actual January	Actual February	Actual March	Actual To Date	Annual Bud	Variance Annual Total
<b>TOTAL SALARIES COSTS</b>															
4001 Salaries	10,757	10,795	10,883	10,884	-	-	-	-	-	-	-	-	43,319	136,997	93,678
4002 Employers N.I.	797	804	791	793	-	-	-	-	-	-	-	-	3,185	10,061	6,876
4003 Employers Superann	1,351	1,352	1,623	1,445	-	-	-	-	-	-	-	-	5,771	17,144	11,373
4005 Holiday Cleaning	-	-	-	-	-	-	-	-	-	-	-	-	-	600	600
4008 Function Attendants & Casuals	-	-	594	860	-	-	-	-	-	-	-	-	1,454	5,000	3,546
4008 Film Show Attendants	-	-	-	-	-	-	-	-	-	-	-	-	-	1,126	1,126
4010 Wages - Maintenance	586	586	586	586	-	-	-	-	-	-	-	-	2,344	7,265	4,921
4011 Fixed Pension Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>13,491</b>	<b>13,537</b>	<b>14,477</b>	<b>14,568</b>	-	-	-	-	-	-	-	-	<b>56,073</b>	<b>178,193</b>	<b>122,120</b>
<b>Administration Salaries</b>															
4001 Salaries	4,368	4,405	4,332	4,332	4,332	-	-	-	-	-	-	-	17,437	55,507	31%
4002 Employers N.I.	399	405	394	395	-	-	-	-	-	-	-	-	1,593	4,963	32%
4003 Employers superann	678	679	814	723	-	-	-	-	-	-	-	-	2,894	8,830	33%
4011 Fixed Pension Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>5,445</b>	<b>5,489</b>	<b>5,540</b>	<b>5,450</b>	-	-	-	-	-	-	-	-	<b>21,924</b>	<b>69,300</b>	<b>32%</b>
<b>Town Hall Salaries</b>															
4001 Salaries	4,911	4,911	5,041	5,073	-	-	-	-	-	-	-	-	19,936	60,768	33%
4002 Employers N.I.	300	300	299	300	-	-	-	-	-	-	-	-	1,199	3,839	31%
4003 Employers superann	673	673	809	722	-	-	-	-	-	-	-	-	2,877	8,314	35%
4005 Overtime Cleaning	-	-	-	-	-	-	-	-	-	-	-	-	-	600	0%
4008 Function Attendants & Casuals	-	-	594	860	-	-	-	-	-	-	-	-	1,454	5,000	29%
4010 Wages - Maintenance	586	586	586	586	-	-	-	-	-	-	-	-	2,344	7,265	32%
<b>TOTAL</b>	<b>6,470</b>	<b>6,470</b>	<b>7,329</b>	<b>7,541</b>	-	-	-	-	-	-	-	-	<b>27,810</b>	<b>85,786</b>	<b>32%</b>
<b>Town Hall Bar Salaries</b>															
4001 Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	600	0%
4002 Employers N.I.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4003 Employers superann	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>600</b>	<b>0%</b>
<b>Town Hall Film Shows</b>															
4008 Function Attendants & Casuals	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>1,126</b>	<b>0%</b>
<b>Town Centre Manager</b>															
4001 Salaries	1,478	1,479	1,478	1,479	-	-	-	-	-	-	-	-	5,914	19,622	30%
4002 Employers N.I.	98	99	98	98	-	-	-	-	-	-	-	-	393	1,259	31%
4003 Employers superann	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,576</b>	<b>1,578</b>	<b>1,576</b>	<b>1,577</b>	-	-	-	-	-	-	-	-	<b>6,307</b>	<b>20,881</b>	<b>30%</b>
<b>Civic Salaries</b>															
4001 Salaries	-	-	32	-	-	-	-	-	-	-	-	-	32	500	6%
4002 Employers N.I.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4003 Employers superann	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	-	-	<b>32</b>	-	-	-	-	-	-	-	-	-	<b>32</b>	<b>500</b>	<b>6%</b>

**178,193**

Total % of budget used to date **31.47%**  
% of budget should be used to date **33.33%**



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

**ROMSEY TOWN COUNCIL  
FINANCIAL REGULATIONS [ENGLAND]  
ADOPTED 3<sup>TH</sup> SEPTEMBER 2021**

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These Financial Regulations were adopted by the Council at its Meeting held on 3<sup>rd</sup> September 2019

## 1. GENERAL

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

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<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

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

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment not in the budget in excess of [£5,000];
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

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

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council via the [Finance Committee].
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

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

- 3.1. [Each committee (if any) shall review its ~~three~~ one year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast].
- 3.2. The RFO must each year, by no later than October, 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 Finance & Resources Committee. The Committee to make a budget recommendation to Full Council at the November meeting
- 3.3. The council shall consider annual budget proposals in relation to the council's ~~three~~ one year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.6. RTC will have a general reserve of 4 months running costs (Resolution No. 18/07 Full Council Meeting 24<sup>th</sup> July 2018)

#### 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. Anything in excess of the budget to be approved by the Finance Committee

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

- 4.2. During the budget year and with the approval of Finance Committee having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk'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 Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter. The Clerk may also in consultation with the relevant Chairman of the Committee incur expenditure for emergency repairs to the sum of £1,500. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

- 4.9. Changes in earmarked reserves shall be approved by the Finance Committee as part of the budgetary control process.

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

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency
- 5.2. The RFO shall prepare a schedule of payments forming part of the Agenda for the Meeting and, present the schedule to council [and finance committee]. The council / committee shall review the schedule for compliance. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.
- 5.5. The 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 council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee];
  - 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 the finance committee or
- 5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the council.
- 5.7. 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.

- 5.8. Cheques drawn on the bank account in accordance shall be signed by any two members of Council or the RFO and each invoice received and paid shall be authorised by two Councillors.

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

- 6.1. The council will make safe and efficient arrangements for the making of its payments. All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by Direct Debit or BACS ~~cheque~~ or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].
- 6.4. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- ~~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.~~
- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- ~~6.7. If thought appropriate by the council, salaries will be approved by a cheque signatory and paid by BACS payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.~~
- 6.8. 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.

- 6.9. 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 Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords 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.
- 6.10. 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.
- 6.11. 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.
- 6.12. 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.
- 6.13. 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.
- 6.14. 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.
- 6.15. 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 [two of] the Clerk [the RFO] [a member]. A programme of regular checks of standing data with suppliers will be followed.
- 6.16. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£1000] unless authorised by council or finance committee in writing before any order is placed.
- 6.17. 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 regular basis, at least quarterly.

## 7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 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 finance 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 finance committee
- 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 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.
- 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 council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 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 council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be 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.
- 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 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 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.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

- 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. [Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below)].

## **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. 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. For each official order over the value of £1,000, two quotations shall be sought. For works totalling £10,000 or more than three quotations will be sought and placed before Council. For orders anticipated to be in excess of £25,000, public tenders shall be sought unless Council resolve not to do so.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the

RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## 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 council;
  - 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 council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.

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<sup>2</sup> 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

<sup>3</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

- d. 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.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 61,62 and 64, <sup>4</sup> [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- h. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

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

- 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 Clerk to the contractor in writing, the council being

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<sup>4</sup> Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

informed where the final cost is likely to exceed the financial provision providing this does not conflict with the terms of the contract with regards to payment.

### **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 council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect 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, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## **16. CHARITIES**

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

## **17. RISK MANAGEMENT**

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

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

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the finance committee and the finance committee will make a recommendation to Council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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