



## Beaudesert & Henley in Arden

### Joint Parish Council

# Finance Regulations

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*These Regulations encompass the governance of the activities and administration of the body Council [JPC], the Clerk/RFO and, where appropriate, such associated and subordinate committees as the Council shall appoint in order to advise and recommend guidance in financial matters. The Accounts and Audit Regulations 2015 [as amended 2021].*

**BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL**  
**FINANCIAL REGULATIONS**

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## 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. Deleted last sentence as duplicates Standing Orders and not really necessary?

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 The Clerk has been appointed Responsible Financial Officer (RFO) and holds a statutory office; these regulations will apply accordingly.

1.8 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; and
- produces financial management information as required by the Council.

1.9 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.

1.10 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.

1.11 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.

1.12 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 to a maximum of **£8,000.00**

1.13 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 The RFO will provide a monthly budget tracking summary statement, based on reconciled accounts **to the date of publication**. The statement will be signed off by both the RFO and the Chair of the Council. This activity shall on conclusion be reported, including any exceptions, to and noted by the full Council. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair [or cheque signatory] shall be appointed to verify reconciliations for the current and deposit accounts produced by the RFO. The member shall sign the reconciliations and the bank statements proven to be downloaded from the JPC banking accounts, as evidence of verification. This activity shall be in conclusion be reported, including any exceptions, to the full Council membership and posted on the website in the relevant pages.

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 at the JPC Annual Meeting 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
- has 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 The RFO must each year, 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 full Council membership or, if applicable the Finance Committee, who in turn must pass their deliberations for full Council approval. This estimate of spending may be *detailed* for the **following twelve months** and as a matter of best practice, be appended by **a further two years forecast**, particularly where significant levels of revenue and capital spending and income are apparent.

3.2 The Council shall consider annual budget proposals, prepared by the RFO and the Chair of the Council, in relation to the Council's **twelve-month forecast** of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.3 The Council shall fix the precept, and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of **January** each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.4 The approved annual budget shall form the basis of financial control for the ensuing year

### **4. Budgetary control and authority to spend**

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over **£500.00**;
- the Clerk/RFO, for expedient and unplanned expenditure on items up to a maximum of **£750.00** in any one month, and in conjunction with the Chair, up to a maximum of **£1,000.00** in any month, expenditure in excess of these levels will be;
  - a] be made the subject of a recommendation by the Finance Committee if such has been established by the Council;
  - b] approved by full Council either at a public meeting or by the circulation of an email request to all members by the RFO indicating a majority vote in favour of the expenditure.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, **or an email record** and where necessary also by the appropriate Chair.

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

4.2 The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair 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.

4.3 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 **£750.00**. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

4.4 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.

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

4.6 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process. Refer to **Reserves Policy Document JPC-2021-10021**.

## **5. Banking arrangements and authorisation of payments**

5.1 The RFO shall prepare a schedule of payments made in the period preceding the meeting and a current list of outstanding payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. 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.

5.2 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.

5.3 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, at the next available Council [or Finance Committee] meeting.

5.4 The Clerk/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 Council [or finance committee];

b) An expenditure item authorised under 5.5 below, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee] **“or” deleted**

5.5 For each financial year the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation to include Salaries, PAYE, NI, and Pension Scheme Contributions, and regular maintenance contracts and the like for which Council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.6 In respect of grants a duly authorised committee shall make recommendations for expenditure and will provide evidence of the need for such expenditure by presenting a signed and completed grants application [**Grants Application Terms & Conditions Form JPC-2021-10023**]. Any Revenue or Capital Grant will be limited to £8,000 and shall before payment, be subject to ratification by resolution of the Council.

5.7 Members are subject to the Code of Conduct [**Document JPC-2021-10011**] that has been adopted by the Council and shall comply with the Code and Standing Orders [**JPC-2021-10012**] when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.

## **6. Instructions for the making of payments**

6.1 The 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/RFO shall give instruction that a payment shall be made.

6.3 All payments shall be affected by bank transfer in accordance with a resolution of full Council. The Council should maintain a cheque book for non-transferable payments and evidence of the date the payment was made, the amount and the payee recorded and entered on to the Council software as is the case with all electronic bank transfers.

6.4 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.

6.5 Cheques or orders shall be signed by one member and the Clerk, or two members in the Clerk's absence. No member shall sign cheques if the beneficiary has family or business connections with that member. Counterfoils which indicate agreement of the details of the cheque and the invoice to which they appertain, should be initialled by the signatories. Cheques or orders for payment should wherever possible be presented at a Council meeting, in matters of emergency, an email majority consent will be accepted by the RFO and noted at the next available meeting.

6.6 The JPC accountancy software package automatically backs-up all records on a continuous and ongoing basis.



6.7 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 clearly state 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.

6.8 Any corporate credit card used by the Council will be specifically restricted to use by the Clerk/RFO or Chair of the Council and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.9 Cash payments or receipts are not permitted unless resolved unanimously at a Council meeting and duly minuted.

## **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 Council 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 Council.

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 affected 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 In the event of the JPC wishing to arrange a loan, or loans, which must be to the entire satisfaction of the electorate through public consultation, shall clearly indicate the terms of the loan and any affect this may have on setting the precept and thus the contributions made by the electorate to the local authority.

8.3 Subsequent to approval by public consultation, all aspects of the loan(s) will first be the subject of debate by the Finance Committee and that there recommendations be taken to the full body Council for ratification and duly minuted.

8.4 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 to such loans shall be retained in the custody of the RFO.

8.8 Payments in respect of short term or long-term investments and/or loans, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 herein.

## **9. Income**

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Clerk/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 Clerk/RFO who will 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 the end of each quarter coinciding with the financial year end.

## **10. Orders for work, goods, and services**

10.1. An official order or letter shall be issued by the RFO, for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 below.

**10.3. A member may not issue an official order or make any contract on behalf of the Council.**

10.4. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **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 (vii) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. "for work in respect of green spaces, tree care and upkeep of general amenities where the exact range and scope of works may be difficult to establish for quotation purposes."

green spaces care [2 year contract term maximum], tree care and upkeep of general amenities, subject to a regular review, not less than annually, and where appropriate, competitive tenders [3], with the exception of emergency tree work which may be hazardous to the public, which will be at the discretion of the Clerk/Chair of the Council.

iii. for specialist services such as are provided by legal professionals acting in disputes;

iv. 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;

v. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

- vi. 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
  - vii. 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>.
- 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, JPC-2021-10012, and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) 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

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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 (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **12. Stores and equipment**

12.1. The JPC have provision for storage, where such items as materials to support projects may be stored. The insurance underwriting the Council's activities, shall be reviewed as the nature and value of items stored vary and adequate risk liability cover be in place.

12.2 The Clerk shall be responsible for the care and custody of stores and equipment.

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

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

## **13. Assets, properties, and estates**

13.1. 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.

13.2. 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. THE ASSETABLE VALUE OF ALL ITEMS, INCLUDING LAND AND EQUIPMENT will be adjusted ONLY by the addition of newly acquired assets entered at their purchase value. This register along with the **RISK REGISTER** shall be kept current by the Clerk and reviewed annually by full Council.

13.3 No property or land shall be **sold**, leased or otherwise disposed by the Council, without their authority, together with other consents as required by law.

13.4 No property or land shall be **purchased** or acquired by the Council, without their authority, together with other consents as required by law.

13.5 No tangible movable property shall be purchased or acquired without the authority, of the Council together with other consents as required by law.

## **14. Insurance**

14.1. Following the annual risk assessment, Regulation 17, the RFO shall effect all insurances and negotiate all claims on the Council's insurers, in consultation with the Clerk.

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

14.3. The Clerk/RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

14.4. The Clerk will notify the Council 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.

14.5. The Clerk of the Council, supported by a majority of Councillors, will be responsible for placing a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined and adopted at the Annual Meeting of the Council.

## **15. Risk Register**

The RFO will maintain a Risk Register for approval by the Council, along with risk management policy statements in respect of all activities of the Council, which shall be reviewed by the Council at least annually.

## **16. Suspension and revision of Financial Regulations**

16.1. It shall be the duty of the Council to review the Financial Regulations of the Council at the Annual Meeting. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

16.2. The Council may, by resolution of the Council duly notified prior to the Annual 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.



**17.00 Signatories to Document**

This document has been prepared by the Clerk/RFO, the Chair of the JPC and the Chair of the Finance Committee, and will be duly signed and adopted by the JPC on ratification at the said Council Meeting following:

Date of Meeting adopting these Financial Regulations .....

**Authorised Signatories:**

Clerk/RFO Name:.....

Signature.....

Chair of the JPC, Name.....

Signature.....

Chair of the JPC Finance Committee Name.....

Signature.....

Next review and re-adoption date.....

