

# Charter Trustees for Poole

## Financial Regulations

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## INDEX

1. GENERAL.....	3
2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL) .....	5
3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .....	7
4. BUDGETARY CONTROL AND AUTHORITY TO SPEND .....	7
5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS .....	9
6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS.....	10
7. PAYMENT OF SALARIES.....	11
8. LOANS AND INVESTMENTS.....	12
9. INCOME.....	13
10. ORDERS FOR WORK, GOODS AND SERVICES.....	13
11. CONTRACTS .....	14
12. STORES AND EQUIPMENT .....	15
13. ASSETS.....	15
14. INSURANCE.....	16
15. RISK MANAGEMENT .....	16
16. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	16

## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Charter Trustees and their officers and may only be amended or varied by resolution of the Charter Trustees. Financial regulations are one of the Charter Trustees' three governing policy documents providing procedural guidance for members and officers, the other documents being Standing Orders and the Charter Trustee's Handbook. Financial regulations must be observed in conjunction with the Charter Trustees' Standing Orders and any individual financial regulations relating to contracts.
- 1.2. The Charter Trustees are responsible in law for ensuring that their financial management is adequate and effective and that the Charter Trustees have a sound system of internal control which facilitates the effective exercise of the Charter Trustees' functions, including arrangements for the management of risk.
- 1.3. The Charter Trustees' 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 Charter Trustees meet these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Charter Trustees must review the effectiveness of the system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by a Charter Trustee or employee may give rise to disciplinary proceedings.
- 1.7. The Responsible Financial Officer (RFO) shall be appointed by Bournemouth, Christchurch and Poole Council and will be a CCAB qualified accountant.
- 1.8. Bournemouth, Christchurch and Poole Council will appoint other officers as appropriate to provide administrative, secretarial and financial support to the Charter Trustees.
- 1.9. The RFO;
  - acts under the policy direction of the Charter Trustees;
  - administers the Charter Trustees' financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the Charter Trustees their accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the Charter Trustees up to date in accordance with proper practices;
  - assists the Charter Trustees to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Charter Trustees.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Charter Trustees' 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 Charter Trustees 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 of all sums of money received and expended by the Charter Trustees and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the Charter Trustees; and
  - a record of the Charter Trustees' 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 Charter Trustees 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 Charter Trustees 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 Charter Trustees are 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;
- writing off bad debts;
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the Charter Trustees only.

1.14. In addition the Charter Trustees must:

- determine and keep under regular review the bank mandate for all bank accounts;
- nominate two budget signatories to authorise expenditure which is not part of the approved annual budget and to approve “out of pocket expenses” incurred by the Mayor in the course of their civic duties;
- 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 sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force unless otherwise specified.

1.16. In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Smaller Authorities in England - a Practitioners’ Guide to Proper Practices*, available from the website of the NALC.

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

2.1. All accounting procedures and financial records of the Charter Trustees shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices. Financial records will be retained in accordance with legislative requirements.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor 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 Charter Trustees at the next appropriate meeting.

- 2.3. The RFO shall complete the Annual Governance and Accountability Return, including the accounting statements and any related documents of the Charter Trustees 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 Charter Trustees within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Charter Trustees 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 Charter Trustees shall make available such documents and records as appear to the Charter Trustees to be necessary for the purpose of the audit and shall, as directed by the Charter Trustees, supply the RFO, internal auditor, or external auditor with such information and explanation as the Charter Trustees consider 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 Charter Trustees in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the Charter Trustees;
  - report to Charter Trustees 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 Charter Trustees.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the Charter Trustees;
  - initiate or approve accounting transactions; or
  - direct the activities of any Charter Trustee 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 the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations or any superseding legislation.

- 2.10. The RFO shall, without undue delay, bring to the attention of all Charter Trustees any correspondence or report from internal or external auditors.

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

- 3.1. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and level of precept for the following financial year in the form of a budget to be considered by the Charter Trustees in their budget setting meeting.
- 3.2. The Charter Trustees shall set 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.
- 3.3. The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.4. The budget process will include consideration of the use and level of reserves and the RFO shall strive to ensure a minimum prudent level of reserves are maintained.

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- officers appointed by BCP Council to cover the secretarial and financial requirements of the Charter Trustees up to the amount included for that class of expenditure in the approved budget;
  - the budget signatories for “out of pocket expenses” incurred by the Mayoral Party in the course of their civic duties;
- 4.2. Authority is to be evidenced by an authorisation slip duly signed by the appropriate officer or budget signatory. E-signatures backed up by an email are sufficient authorisation.

- 4.3. No expenditure may be authorised that will exceed the amount provided in the budget for that class of expenditure other than by resolution of the Charter Trustees. During the budget year and with the approval of the Charter Trustees 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').
- 4.4. In cases of urgency both budget signatories may approve virement between budget headings, which must be reported formally to the next meeting of the Charter Trustees.
- 4.5. Unspent provisions in the budget shall not be carried forward to a subsequent year.
- 4.6. Where applicable salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Mayor. The RFO will inform the Charter Trustees of any changes impacting on their budget requirement for the coming year as part of the budget process.
- 4.7. Where the Charter Trustees are supported by officers employed by, or financial systems and accommodation owned by BCP Council, the RFO will ensure that the Charter Trustees are recharged for a fair and proportionate share of the cost of these services and that these recharges are kept under review, informing the Charter Trustees of any changes as part of the budget process.
- 4.8. No expenditure shall be authorised in relation to any project and no contract entered into or tender accepted involving expenditure unless the Charter Trustees are satisfied that the necessary funds are available.
- 4.9. All expenditure shall be administered in accordance with the Charter Trustees' standing orders and financial regulations relating to contracts.
- 4.10. The RFO shall provide the Charter Trustees with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure at the appropriate date against that planned as shown in the budget. These statements are to be prepared at least twice a year to include a mid-year estimate and the year-end and shall show explanations of material variances. For this purpose "material" shall be variances in excess of £1,000 of the budget.
- 4.11. Changes in earmarked reserves shall be approved by Charter Trustees as part of the budgetary control process.

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

- 5.1. The Charter Trustees' banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Charter Trustees. They shall be regularly reviewed for control and efficiency.
- 5.2. All invoices for payment shall be examined, verified and certified by the appropriate authorised officer 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 Charter Trustees in line with the approved budget.
- 5.3. All invoices must be addressed to The Charter Trustees For Poole in order for payment to be authorised.
- 5.4. The appropriate authorised officer shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.
- 5.5. Authorisation to spend is to be evidenced by an authorisation slip duly signed by the appropriate officer or budget signatory in the case of the Mayor's out of pocket expenses.
- 5.6. The appropriate authorised officer shall prepare a quarterly schedule of payments and, together with the relevant invoices, present the schedule to a budget signatory to review the payments for compliance. The schedule of payments made should be signed by the budget signatory to evidence the review has taken place.
- 5.7. The RFO shall have delegated authority to authorise fund transfers within the Charter Trustees' banking arrangements for cash flow or investment purposes.
- 5.8. Only Charter Trustees shall approve grants, awards and disbursements, and these shall be in accordance with any limits and policy statements approved by them.
- 5.9. Charter Trustees 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.

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

- 6.1. The Charter Trustees will make safe and efficient arrangements for the making of their payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the appropriate authorised officer, RFO, Charter Trustee or budget signatory shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Charter Trustees' bankers, or otherwise, in accordance with the authorisation.
- 6.4. Cheques shall be signed by two appropriate authorised officers in accordance with the bank mandate.
- 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. Direct debits will not be authorised for use unless by resolution of the Charter Trustees.
- 6.7. If thought appropriate by the Charter Trustees, 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 budget signatories, are retained and any payments are reported to Charter Trustees at their next meeting. The approval of the use of a banker's standing order shall be renewed by resolution of the Charter Trustees at least every two years.
- 6.8. If thought appropriate by the Charter Trustees, payment may be made by BACS, CHAPS or internet banking methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Charter Trustees at least every two years.
- 6.9. Authorised officers on the bank mandate will be responsible for keeping all PIN numbers and passwords in a secure manner and ensure that they are regularly changed.
- 6.10. No officer or Charter Trustee shall disclose any personal PIN or password, relevant to the working of the Charter Trustee or its bank accounts.
- 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 Charter Trustees, and any members using computers for the Charter Trustees' 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, an appropriate officer shall be appointed as the Service Administrator. The bank mandate approved by the Charter Trustees shall identify a number of authorised officers who will be authorised to approve transactions on those accounts.
- 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 Charter Trustee 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 a budget signatory. A programme of regular checks of standing data with suppliers will be followed.
- 6.16. The use of debit and credit cards is not authorised for making payments.
- 6.17. The Charter Trustees will not maintain any form of cash float. Any cash received must be banked intact.
- 6.18. Officers will have access to the BCP Procurement cards currently in use to purchase sundry items of low value. These will be subject to the limits and controls implemented by BCP Council and will be kept under review. The issue of procurement cards must be authorised by the Responsible Financial Officer.

## **7. PAYMENT OF SALARIES**

- 7.1. Where applicable, as an employer the Charter Trustees 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 the Charter Trustees.
- 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 Charter Trustee meeting, as set out in these regulations above. The payroll process shall be undertaken by the appropriately authorised officer.
- 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 Charter Trustees.
- 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 Charter Trustee who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under the Local Audit and Accountability Act 2014 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 Charter Trustees. Termination payments shall only be authorised by Charter Trustees.
- 7.8. Before employing interim staff the Charter Trustees must consider a full business case.
- 7.9. In accordance with Standing Orders officers may be appointed by BCP Council to cover the secretarial and financial requirements of the Charter Trustees. These officers shall be employed by BCP Council.
- 7.10. The proportionate cost of officers appointed by BCP Council will be recharged to the Charter Trustees. The RFO will keep the value of these recharges under review to ensure that they are proportionate.
- 7.11. Changes required to officer costs that are recharged by BCP Council to the Charter Trustees will be agreed as part of the annual budget setting process.

## **8. LOANS AND INVESTMENTS**

- 8.1. The Charter Trustees will not incur long term external debt through borrowing.
- 8.2. The Charter Trustees will arrange with the Charter Trustees' banks and investment providers for the sending of a copy of each statement of account to the appropriately authorised officer.
- 8.3. All loans and investments shall be negotiated in the name of the Charter Trustees and shall be for a set period in accordance with Charter Trustee policy.
- 8.4. The Charter Trustees 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 Charter Trustees at least annually.
- 8.5. All investments of money under the control of the Charter Trustees shall be in the name of the Charter Trustees.

- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. 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).
- 8.8. Provisions 8.2 to 8.7 shall not apply where the Charter Trustees, for reasons of efficiency, pool their cash balances with BCP Council for investment purposes. In this case the investments will be made in accordance with the Strategy and Policy of BCP Council, and the Charter Trustees will be credited at the year end with the average investment return that BCP Council achieves for the relevant financial year.

## **9. INCOME**

- 9.1. The collection of all sums due to the Charter Trustees shall be the responsibility of and under the supervision of the RFO.
- 9.2. Any sums found to be irrecoverable and any bad debts shall be reported to the Charter Trustees and shall be written off in the year.
- 9.3. All sums received on behalf of the Charter Trustees shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Charter Trustees' bankers with such frequency as the RFO considers necessary. Sequential carbon receipt books should be used to record all income received.
- 9.4. The origin of each receipt shall be entered on the paying-in slip.
- 9.5. Personal cheques shall not be cashed out of money held on behalf of the Charter Trustees.
- 9.6. 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.

## **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, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Charter Trustees.

## 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 Charter Trustees;
  - v. for additional audit work of the external auditor; 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 Charter Trustees intend 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 Charter Trustees shall comply with the relevant requirements of the Regulations.
- 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).
- 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 Charter Trustees.
- e. Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. Unless the tendering process is to be managed through an E-tendering system, the invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of Charter Trustees.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, 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 RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The Charter Trustees shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Charter Trustees do not accept any tender, quote or estimate, the work is not allocated and the Charter Trustees require 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. STORES AND EQUIPMENT**

- 12.1. The officer in charge of each function shall be responsible for the care and custody of stores and equipment in that section.
- 12.2. 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.
- 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**

- 13.1. No tangible moveable assets shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Charter Trustees, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 13.2. The RFO shall ensure that an appropriate and accurate Register of Assets is kept up to date. The RFO will ensure assets are revalued at appropriate intervals. 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.

## **14. INSURANCE**

- 14.1. Following the annual risk assessment (per Regulation 15), the RFO shall effect all insurances and negotiate all claims on the Charter Trustees' insurers.
- 14.2. The Clerk shall give prompt notification to the Charter Trustees of all new risks which require to be insured and of any alterations affecting existing insurances.
- 14.3. The RFO shall keep a record of all insurances effected by the Charter Trustees and the property and risks covered thereby and annually review it.
- 14.4. 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 the Charter Trustees at the next available meeting.
- 14.5. All appropriate members and employees of the Charter Trustees shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Charter Trustees.

## **15. RISK MANAGEMENT**

- 15.1. The Charter Trustees are responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Charter Trustees, a risk register in respect of all activities of the Council. The Risk Register and consequential risk management arrangements shall be reviewed by the Charter Trustees at least annually.
- 15.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Charter Trustees.

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

- 16.1. It shall be the duty of the Charter Trustees to review the Financial Regulations from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Charter Trustees of any requirement for a consequential amendment to these Financial Regulations.
- 16.2. The Charter Trustees may, by resolution of the Charter Trustees duly notified prior to the relevant meeting, 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 Charter Trustees.
- 16.3. In any case of suspension or revision to the financial regulations, this must be limited to ensure prevailing UK legislative requirements continue to be followed thus remaining lawful.

