



## **LLANHARAN COMMUNITY COUNCIL**

### **AUDIT COMMITTEE MINUTES**

**Minutes** of the **Audit Committee** meeting held by video link at 7pm on Tuesday 27<sup>th</sup> September 2022 in accordance with the:  
**Local Government and Elections (Wales) Act 2021**

**Present:** Councillors; Chris Parker (Chair), Janine Turner, David Evans, Rhys Jenkins. Will Thomas.

**Clerk to the Council:** Leigh Smith

**Office Administrator:** Lisa Phillips

**Apologies:** Cllr Robert Lewis-Watkin JP,

**Absent:** Councillor Geraint Hopkins JP.

#### **A2022/024 Welcome and apologies for absence**

##### ***RESOLVED***

Apologies and a reason for absence received from Councillor Robert Lewis-Watkin and approved by the Committee.

#### **A2022/025 Disclosures of personal and/or prejudicial interests**

None

#### **A2022/26 Minutes of meeting held Tuesday 7<sup>th</sup> July 2022**

Deferred to the next meeting of the Audit Committee.

#### **A2022/027 Matters arising**

NA



## **A2022/28 Minutes of meeting held Tuesday 23<sup>rd</sup> August 2022**

Deferred to the next meeting of the Audit Committee.

## **A2022/029 Matters arising**

NA

## **A2022/030 Report on year-to-date income and expenditure v budget**

Noted.

## **A2022/031 Consideration of budget line 'Foodbank'**

### ***RECOMMENDED***

To increase 'foodbank' budget by making a virement from general reserves of £3352 but source food at discounted cost to realise overall savings (Officers of the Council already perform this task for 'The Pantry').

## **A2022/032 To consider a proposed revision of the financial regulations**

### ***RECOMMENDED***

To adopt the revised version of the financial regulations subject to the alterations discussed during the meeting. The revised version (Version 3.1) to be presented to Full Council.

## **A2022/033 To consider quotations received for the erection and subsequent removal of 2022 Christmas lights**

### ***RECOMMENDED***

That the Clerk clarify with both vendors what level of after-fitting service is provided as part of their quotations, including response times to rectify faults and any extra costs.



***RECOMMENDED***

That The Clerk approach LML Electrics and offer the opportunity to requote.

**A2022/034 Urgent information or items for future agenda**

None

There being no further business, the meeting closed at 8.40pm

The next meeting of the Audit Committee will be held at a date to be determined.

Cllr. Chris Parker  
Chair of the Audit Committee



## **LLANHARAN COMMUNITY COUNCIL**

### **AUDIT COMMITTEE MINUTES**

**Minutes** of the **Audit Committee** meeting held by video link at 7pm on Tuesday 7<sup>th</sup> July 2022 in accordance with the:  
**Local Government and Elections (Wales) Act 2021**

**Present:** Councillors, Chris Parker, Robert Lewis-Watkin JP, Rhys Jenkins, Will Thomas.

**Clerk to the Council:** Leigh Smith

**Office Administrator:** Lisa Phillips

**Apologies:** Cllr Janine Turner.

**Absent:** Councillors David Evans, Geraint Hopkins JP.

#### **A2022/009 Welcome and apologies for absence RESOLVED**

Apologies and a reason for absence received from Councillor Janine Turner and approved by Council.

#### **A2022/010 Disclosures of personal and/or prejudicial interests**

Councillor Robert Lewis-Watkin declared a personal and prejudicial interest in relation to a grant application from Brynna FC with regards to agenda item 7. He left meeting whilst the item was considered.



### **A2022/011 Minutes of meeting held Tuesday 11th January 2022**

#### ***RESOLVED***

To approve the minutes as a true and accurate record of the meeting.

### **A2022/012 Matters arising**

None

### **A2022/013 Minutes of meeting held Tuesday 15<sup>th</sup> March 2022**

#### ***RESOLVED***

To approve the minutes as a true and accurate record of the meeting.

### **A2022/014 Matters arising**

None

### **A2022/015 Financial Regulations**

#### ***RECOMMENDED***

The Clerk to produce a second draft of the proposed revised Financial Regulations based on discussions held during the meeting, and for this draft to be presented to a future meeting of the audit Committee.

### **A2022/016 Grant Applications**

#### ***RECOMMENDED***

- To grant Bryncae FC the amount of £500 for the reasons specified in the application (broadly, general running costs).
- To grant LCDP the amount of £2000 for the reasons specified in the application.(Playday community event on 3<sup>rd</sup> August 2022).
- To grant Llanharan FC the amount of £900 for the reasons specified in the application (broadly, general running costs and expansion of teams).



- To grant Llanharan Rainbow Guides the amount of £400 for the reasons specified in the application. (Membership fees and for bulbs and flowers at war memorial and near the church hall).
- To grant Llanharan Horticultural Society the amount of £1200 for the reasons specified in the application. (General running costs and the hire of a van). Or the amount of £950 if it can be arranged that the Community Council van be made available to avoid the hire of a van.
- To grant Brynna FC the amount of £708 for the reasons specified in the application. (broadly, general running costs). The Clerk to clarify whether CIL could be used for the repairs to the dugouts and if so to inform the club of the CIL grant application process.

#### **A2022/017 Urgent information or items for future agenda**

None

There being no further business, the meeting closed at 8.55pm

The next meeting of the Audit Committee will be held on 8<sup>th</sup> September 2022

Cllr. Chris Parker  
Chair of the Audit Committee



## **LLANHARAN COMMUNITY COUNCIL**

### **AUDIT COMMITTEE MINUTES**

**Minutes** of the **Audit Committee** meeting held by video link at 7pm on Tuesday 23<sup>rd</sup> August 2022 in accordance with the:  
**Local Government and Elections (Wales) Act 2021**

**Present:** Councillors; Chris Parker (Chair), Robert Lewis-Watkin JP, Rhys Jenkins, Will Thomas.

**Clerk to the Council:** Leigh Smith

**Apologies:** Cllr Janine Turner.

**Absent:** Councillors David Evans, Geraint Hopkins JP.

#### **A2022/018 Welcome and apologies for absence**

##### ***RESOLVED***

Apologies and a reason for absence received from Councillor Janine Turner and approved by the Committee.

#### **A2022/019 Disclosures of personal and/or prejudicial interests**

None

#### **A2022/020 Minutes of meeting held Tuesday 7<sup>th</sup> July 2022**

Deferred to the next meeting of the Audit Committee.

#### **A2022/021 Matters arising**

NA



**A2022/022 Recommendations of working group tasked with selecting the 2022 Christmas lights**

***RESOLVED***

Under delegated authority granted by full council, to approve the placing of an order for the 2022 Christmas motifs for £8660.25

***RECOMMENDED***

That the string lights previously hired from 'The Festive Lighting Company' be purchased for a fee of £826.50

**A2022/023 Urgent information or items for future agenda**

None

There being no further business, the meeting closed at 7.30pm

The next meeting of the Audit Committee will be held on 6<sup>th</sup> October 2022

Cllr. Chris Parker  
Chair of the Audit Committee



## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>100 Income</b>						
1076 Precept	243,094	243,094	0			100.0%
1090 PSDF Re-invested dividend	414	80	(334)			517.0%
1100 Agency Income	(1,330)	1,330	2,660			(100.0%)
1900 Employment Allowance Income	0	4,000	4,000			0.0%
1990 Other Income	600	150	(450)			400.1%
<b>Income :- Income</b>	<b>242,778</b>	<b>248,654</b>	<b>5,876</b>			<b>97.6%</b>
<b>Net Income</b>	<b>242,778</b>	<b>248,654</b>	<b>5,876</b>			
<b>200 Administration</b>						
4000 Staff Salaries & Wages (Net)	22,521	56,092	33,571		33,571	40.2%
4005 Employer & Employee Pension	6,936	20,173	13,237		13,237	34.4%
4010 Employer & Employee NI & Tax	1,047	19,307	18,260		18,260	5.4%
4055 Mileage & Subsistence	69	100	31		31	68.9%
4057 HR Expenditure	199	0	(199)		(199)	0.0%
4060 Council Tax	2,247	2,400	153		153	93.6%
4065 Office Rent	2,625	3,500	875		875	75.0%
4070 IT Costs (Office 365)Web Site	698	7,246	6,548		6,548	9.6%
4075 Telephone & Broadband	314	1,400	1,086		1,086	22.4%
4080 Electric ( office)	262	3,500	3,238		3,238	7.5%
4085 Water Rates (for Office)	64	350	286		286	18.3%
4090 Stationery and postage	107	330	223		223	32.5%
4095 Cleaning Materials	(6)	123	129		129	(4.9%)
4100 Cleaning Contract	384	1,160	776		776	33.1%
4105 Office Cap ExpChain of Office	281	0	(281)		(281)	0.0%
4110 Office Maintenance	302	500	198		198	60.5%
4115 Professional and Legal Fees	3,041	3,500	459		459	86.9%
4116 Land Registry Fees	27	60	33		33	45.0%
4120 Internal Audit Fees	0	475	475		475	0.0%
4125 External Audit Fees	(1,458)	1,000	2,458		2,458	(145.8%)
4130 Subscriptions and Memberships	1,427	2,000	573		573	71.3%
4135 Bank Charges	73	150	77		77	48.5%
4140 Storage Space Rental	540	180	(360)		(360)	300.0%
<b>Administration :- Indirect Expenditure</b>	<b>41,702</b>	<b>123,546</b>	<b>81,844</b>	<b>0</b>	<b>81,844</b>	<b>33.8%</b>
<b>Net Expenditure</b>	<b>(41,702)</b>	<b>(123,546)</b>	<b>(81,844)</b>			
<b>220 Insurances</b>						
4200 General Insurance	4,277	4,000	(277)		(277)	106.9%
4205 Vehicle Insurance	443	1,750	1,307		1,307	25.3%

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4210 Office Insurance	0	87	87		87	0.0%
Insurances :- Indirect Expenditure	<b>4,719</b>	<b>5,837</b>	<b>1,118</b>	<b>0</b>	<b>1,118</b>	<b>80.9%</b>
<b>Net Expenditure</b>	<b>(4,719)</b>	<b>(5,837)</b>	<b>(1,118)</b>			
<u>240 Staff &amp; Member Training</u>						
4300 Members Training	0	525	525		525	0.0%
4305 Staff Training	0	1,050	1,050		1,050	0.0%
Staff & Member Training :- Indirect Expenditure	<b>0</b>	<b>1,575</b>	<b>1,575</b>	<b>0</b>	<b>1,575</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,575)</b>	<b>(1,575)</b>			
<u>260 Member's Allowances</u>						
4350 Chair	0	1,500	1,500		1,500	0.0%
4355 Special Responsibility	0	500	500		500	0.0%
4360 Member Allowances	3,950	2,100	(1,850)		(1,850)	188.1%
Member's Allowances :- Indirect Expenditure	<b>3,950</b>	<b>4,100</b>	<b>150</b>	<b>0</b>	<b>150</b>	<b>96.3%</b>
<b>Net Expenditure</b>	<b>(3,950)</b>	<b>(4,100)</b>	<b>(150)</b>			
<u>300 Plant &amp; Equipment</u>						
4400 Plant Purchase / Lease	2,936	7,000	4,064		4,064	41.9%
4405 Bowser Maintenance	0	400	400		400	0.0%
4410 Green Mower Maintenance	63	0	(63)		(63)	0.0%
4415 Red Tractor Maintenance	0	1,000	1,000		1,000	0.0%
4420 Portable & Hand Tools Purchase	10	250	240		240	4.1%
4425 Portable & Hand Tool Maint	329	400	71		71	82.2%
4430 PPE - New & Replacement	32	275	243		243	11.7%
4435 Plant & Equipment Fuel	1,182	2,500	1,318		1,318	47.3%
Plant & Equipment :- Indirect Expenditure	<b>4,553</b>	<b>11,825</b>	<b>7,272</b>	<b>0</b>	<b>7,272</b>	<b>38.5%</b>
<b>Net Expenditure</b>	<b>(4,553)</b>	<b>(11,825)</b>	<b>(7,272)</b>			
<u>400 Street Furnishings</u>						
4500 Hanging Baskets	7,844	7,500	(344)		(344)	104.6%
4505 Christmas Lights and Trees	0	26,000	26,000		26,000	0.0%
4510 Public Clocks - Maintenance	0	425	425		425	0.0%
4515 Notice Boards - Maintenance	0	100	100		100	0.0%
4520 Bus shelter - Maintenance	0	100	100		100	0.0%
4525 Planters - Maintenance	0	100	100		100	0.0%
4530 Benches & Tables Maintenance	0	100	100		100	0.0%
Street Furnishings :- Indirect Expenditure	<b>7,844</b>	<b>34,325</b>	<b>26,481</b>	<b>0</b>	<b>26,481</b>	<b>22.9%</b>
<b>Net Expenditure</b>	<b>(7,844)</b>	<b>(34,325)</b>	<b>(26,481)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>500 Community Functions</b>						
4600 Christmas Dinners	0	5,500	5,500		5,500	0.0%
4605 Soup and Carols	0	250	250		250	0.0%
4610 Firework Display	0	7,425	7,425		7,425	0.0%
4615 Multi Cultural Carnival	5,416	2,500	(2,916)		(2,916)	216.6%
4620 General Sponsorship	0	1,000	1,000		1,000	0.0%
Community Functions :- Indirect Expenditure	<b>5,416</b>	<b>16,675</b>	<b>11,259</b>	<b>0</b>	<b>11,259</b>	<b>32.5%</b>
<b>Net Expenditure</b>	<b>(5,416)</b>	<b>(16,675)</b>	<b>(11,259)</b>			
<b>550 Grants</b>						
4700 General Grants	5,458	12,500	7,042		7,042	43.7%
4710 LCDP - SLA	12,500	25,000	12,500		12,500	50.0%
4715 Wild Life Trust - Brynna Woods	0	10,000	10,000		10,000	0.0%
4720 Food Bank	4,123	3,500	(623)		(623)	117.8%
Grants :- Indirect Expenditure	<b>22,081</b>	<b>51,000</b>	<b>28,919</b>	<b>0</b>	<b>28,919</b>	<b>43.3%</b>
<b>Net Expenditure</b>	<b>(22,081)</b>	<b>(51,000)</b>	<b>(28,919)</b>			
<b>600 Outdoor Spaces</b>						
4800 Rights of Way	0	1,330	1,330		1,330	0.0%
4805 Skateboard Park - Maintenance	0	100	100		100	0.0%
4810 Play & O/Spaces Maintenance	130	100	(30)		(30)	130.0%
4815 General Repair Consumables	0	250	250		250	0.0%
Outdoor Spaces :- Indirect Expenditure	<b>130</b>	<b>1,780</b>	<b>1,650</b>	<b>0</b>	<b>1,650</b>	<b>7.3%</b>
<b>Net Expenditure</b>	<b>(130)</b>	<b>(1,780)</b>	<b>(1,650)</b>			
<b>620 War Memorials</b>						
4855 Other Maintenance	0	100	100		100	0.0%
War Memorials :- Indirect Expenditure	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(100)</b>	<b>(100)</b>			
<b>630 Llanharan Pantry</b>						
1991 Llanharan Pantry	1,452	0	(1,452)			0.0%
Llanharan Pantry :- Income	<b>1,452</b>	<b>0</b>	<b>(1,452)</b>			
4730 Llanharan Pantry Expenses	1,920	0	(1,920)		(1,920)	0.0%
Llanharan Pantry :- Indirect Expenditure	<b>1,920</b>	<b>0</b>	<b>(1,920)</b>	<b>0</b>	<b>(1,920)</b>	
<b>Net Income over Expenditure</b>	<b>(468)</b>	<b>0</b>	<b>468</b>			
6000 plus Transfer from EMR	1,920					
6001 less Transfer to EMR	1,452					
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>700 Allotments</b>						
1200 Allotment Income	52	2,500	2,448			2.1%
Allotments :- Income	<b>52</b>	<b>2,500</b>	<b>2,448</b>			<b>2.1%</b>
4900 Allotment Lease Costs	17	22	5		5	77.3%
4901 Allotment Maintenance	95	100	5		5	95.0%
4905 Allotment Water	70	350	280		280	20.0%
Allotments :- Indirect Expenditure	<b>182</b>	<b>472</b>	<b>290</b>	<b>0</b>	<b>290</b>	<b>38.5%</b>
<b>Net Income over Expenditure</b>	<b>(130)</b>	<b>2,028</b>	<b>2,158</b>			
<b>750 Community Infrastructure Levy</b>						
1300 Community Infrastructure Levy	143,087	0	(143,087)			0.0%
Community Infrastructure Levy :- Income	<b>143,087</b>	<b>0</b>	<b>(143,087)</b>			
4955 CIL Project 1 Memorial Garden	3,600	0	(3,600)		(3,600)	0.0%
4959 CIL Defibrillator	7,585	0	(7,585)		(7,585)	0.0%
4960 CIL British Legion	14,850	0	(14,850)		(14,850)	0.0%
Community Infrastructure Levy :- Indirect Expenditure	<b>26,035</b>	<b>0</b>	<b>(26,035)</b>	<b>0</b>	<b>(26,035)</b>	
<b>Net Income over Expenditure</b>	<b>117,052</b>	<b>0</b>	<b>(117,052)</b>			
6000 plus Transfer from EMR	26,035					
6001 less Transfer to EMR	143,087					
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
Grand Totals:- Income	<b>387,369</b>	<b>251,154</b>	<b>(136,215)</b>			<b>154.2%</b>
Expenditure	<b>118,531</b>	<b>251,235</b>	<b>132,704</b>	<b>0</b>	<b>132,704</b>	<b>47.2%</b>
<b>Net Income over Expenditure</b>	<b>268,838</b>	<b>(81)</b>	<b>(268,919)</b>			
plus Transfer from EMR	<b>27,955</b>					
less Transfer to EMR	<b>144,539</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>152,254</b>					

## Appendix 4

### ***Foodbank budget 2022/23***

The 'Foodbank' budget for 2022/23 is £3,500

£4,123 has been spent year to date.

£623 over budget.

There have been 8 weeks of school holidays to date in the 2022/23 financial year and there are 4 weeks remaining.

This gives a projected annual spend (based on rate rate) of £6,184 or £515 per week.

#### Options

- To cease further payments. Making a virement for the overspend from general reserves or another budget heading.
- To make a virement from general reserves of £2,681 and proceed with current arrangements (Food sourced by the Corner Shop at apparent retail prices and invoiced to the Community Council).
- To make a virement from general reserves of £2,681 but source food at discounted cost to realise overall savings (Officers of the Council already perform this task for 'The Pantry').
- To make a virement from general reserves of £2681 or another amount but to divert spend to 'The Pantry'
- Other options.

## Appendix 4a

### 'The Pantry' Finance report

	Date	£
<b>Money In</b>		
Arnold Clarke Grant	10/12/2021	£2,500.00
Transferred into bank (Janine)	08/02/2022	£32.84
RCT grant (Food support fund)	01/08/2022	£500.00
Asda award	01/08/2022	£300.00
Total cash receipts	Rolling	£1,764.50
total in		£5,097.34

<b>Money Out</b>		
FareShare Cymru	10/01/2022	£195.00
500 leaflets	01/07/2022	£96.56
Amazon order (Noticeboards etc..)	18/08/2022	£90.86
Fridge freezer	23/08/2022	£348.99
Chest freezer	23/08/2022	£278.99
25th Aug online shop Asda	25/08/2022	£98.45
30th Aug Aldi shop	30/08/2022	£21.45
5th Sept online shop Asda	05/09/2022	£346.95
5th Sept online shop Asda	05/09/2022	£72.45
Cash to Janine for Aldi visit	06/09/2022	£160.00
Aldi shop	06/09/2022	£93.29
Booker shop	09/09/2022	£276.32
Aldi shop	09/09/2022	£49.20
Booker shop	13/09/2022	£425.36
Aldi shop	20/09/2022	£103.55
total out		£2,657.42

<b>Balance of Funds</b>	<b>2439.92</b>
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Numbers attending the Pantry which now runs on a Saturday and a Wednesday have increased in recent months from an average of 4 or 5 per session to around an average of 15 per session.

The current average monthly spend of the pantry is around £1500 based on September month to date figures.

The current average monthly income (not including grant income) of the pantry is around £500 based on September month to date figures.

These figures are variable and do not account for stock levels but give an approximate spend run rate of £1000

Other recent income =

RCT food sustainability grant £500  
Ada grant £300

There is an opportunity to apply for a large grant to cover revenue and capital costs.

Up to £10,000 can be applied for.

However at current run rate there is sufficient reserves to continue operating at current useage levels until mid December.



# **Llanharan Community Council**

## **FINANCIAL REGULATIONS** **Version 3 DRAFT Sept 22**

These Financial Regulations were adopted by the council at its meeting on **xxxxxx**

Notes.

Acknowledgment to One Voice Wales as this policy is based upon their model Financial Regulations Wales 2019 document.



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**FINANCIAL REGULATIONS Version 2.02****Statement:**

The Clerk of the Council and the Project Officer/Assistant Clerk are for the purpose of this document the Proper Officers of the Council.

The Clerk of the Council is the Responsible Financial Officer.

In the context of these Standing Orders the terms:

1. "RFO" refers to the Responsible Financial Officer.
2. "A.G.M." refers to Annual General Meeting.
3. "the Chair" refers to Chairperson of the Council and or Chairperson of a Committee, Sub-committee, Working Group or any other body that the Council forms to carry out its functions effectively.
4. "the Deputy Chair" refers to Deputy (or Vice) Chairperson of the Council and or Deputy (or Vice) Chairperson of a Committee, Sub-committee, Working Group or any other body that the Council forms to carry out its functions effectively.
5. "RCTCBC" refers to Rhondda Cynon Taf County Borough Council.

## 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 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:
  - a. for the timely production of accounts,
  - b. that provide for the safe and efficient safeguarding of public money,
  - c. to prevent and detect inaccuracy and fraud and
  - d. identifying the duties of officers.
- 1.4. a 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 and may represent a breach in the Councillor's Code of Conduct.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Proper Officer has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO:
  - a. acts under the policy direction of the Council.

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- b. administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices,
  - c. determines on behalf of the Council its accounting records and accounting control systems,
  - d. ensures the accounting control systems are observed,
  - e. maintains the accounting records of the Council up to date in accordance with proper practices,
  - f. assists the Council to secure economy, efficiency and effectiveness in the use of its resources and
  - g. 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 comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- a. 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,
  - b. a record of the assets and liabilities of the Council and
  - c. 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:
- a. procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible,
  - b. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records,
  - c. identification of the duties of officers dealing with financial transactions and
  - d. division of responsibilities of those officers in relation to significant transactions,
  - e. 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

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approval of the RFO and that the approvals are shown in the accounting records and

- f. measures to ensure that risk is responsibly and effectively managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. Any decision regarding:

- a. setting the final budget or the precept (Council Tax Requirement),
- b. approving accounting statements,
- c. approving an annual governance statement,
- d. borrowing,
- e. writing off bad debts,
- f. addressing recommendations in any report from the internal or external auditors,
- g. shall be a matter for the full Council only.

1.14. In addition, the Council must:

- a. determine and keep under regular review the bank mandate for all Council bank accounts,
- b. approve any grant over £3,000
- c. a single commitment in excess of £3,000 and
- d. 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 (Wales) Regulations or “the regulations” shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, 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 Local Councils in Wales - A Practitioners’ Guide issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

## 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 (Wales) Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the **Audit Committee shall be presented with bank reconciliations for all accounts produced by the RFO. The RFO will highlight any unreconciled items or other anomalies. The Committee shall, by resolution approve the reconciliations as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.**
- 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 (Wales) 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, independence and be free from any actual or perceived conflicts of interest, including those arising from family relationships and
  - not be involved in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:

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- a. perform any operational duties for the Council,
  - b. initiate or approve accounting transactions or
  - c. 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 Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) 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 that has been delegated a budget shall review its three-year forecast of expenditure, receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Audit Committee 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 the end of December, 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 Audit Committee for the recommendations thereof to be considered by Council, by no later than the end of January.
- 3.3. The Council shall consider annual budget proposals in relation to the Council’s three year forecast of expenditure, 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.

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

4.1. Expenditure on 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:

- a. the Council for any item costing £3,000 or more except where previously and specifically delegated to a committee
- b. a duly delegated committee of the Council for any item costing over £1,000 but less than £3,000 except where specifically delegated to that committee, or
- c. the Proper Officer, in conjunction with Chair of Council or Chair of the appropriate committee, for any item costing **between £250 and £1,000**
- d. **The Proper Officer for any sundry item up to £250.**

**4.2. Such authority is to be evidenced by a meeting minute recording a resolution of Council or the appropriate Committee, or in the case of 4.1c an email or other verifiable form of electronic communication between the Proper Officer and the appropriate Chair. All payments made will be reported to Council in a subsequent Council meeting.**

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

**4.4.** 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 Council, or duly delegated committee. During the budget year and with the approval of Council 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').

4.5. Unspent provisions in the budgets for completed projects shall not be carried forward to a subsequent year.

4.6. 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 schedule **approved by both the HR Committee and Audit Committee for presentation to Full Council as part of the normal budget setting process.** The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.7. In cases of extreme risk to the delivery of Council services, the Proper Officer may authorise revenue expenditure on behalf of the Council which in the Proper Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work whether or not there is any budgetary provision for the



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expenditure, subject to a limit of £1,500. The Proper Officer shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

- 4.8. 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:

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- a. that the necessary funds are available and the requisite borrowing approval has been obtained.
- b. all capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.9. The RFO shall regularly provide the Audit committee (or such committee has directed by resolution of the Council) for the purpose of scrutiny, a statement of receipts and payments to date under each head of the budget, 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 10% of the budget. The Audit Committee (or such committee has directed by resolution of the Council) shall make its observations known to the next available Council meeting.

4.10. Changes in earmarked reserves shall be approved by Council 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.

5.2. Banking arrangements may not be delegated to a committee.

5.3. They shall be regularly reviewed for safety and efficiency.

5.4. This is intentionally blank

5.5. For spending authority and evidence of such see 4.2

5.6. All payments made will be reported to Council in a subsequent Council meeting.

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- 5.7. 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, authorised committee or a clause of these financial regulations to the appropriate values.
- 5.8. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.
- 5.9. The RFO shall have the delegated authority to take all steps to raise payment:
- a. of all invoices submitted which are in order and where a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998 or the due date for payment is before the next scheduled Meeting of Council and/or delegated committee and where the RFO certifies that there is no dispute or other reason to delay payment provided a list of such payments shall be submitted to the next appropriate meeting of Council and/or authorised committee.
  - b. of an expenditure item authorised under 5.10 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
  - c. fund transfers within the Councils banking arrangements up to the sum of £50,000 provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.10. For each financial year the RFO may draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like) for which Council or a duly authorised committee, may authorise payment for the year provided:
- a. that the requirements of Regulation 4.1 (Budgetary Controls) are adhered to
  - b. a list of any such payments made is reported to the next appropriate meeting of Council on each and every occasion - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.11. In respect of grants the Audit 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 £3000 shall before payment be subject to ratification by resolution of the Council.
- 5.12. Members are subject to the Code of Conduct that has been adopted by the

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Council and shall comply with the Code and Standing Orders when a decision to

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authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.

5.13. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.14. This line is intentionally blank.

5.15. 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.

**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 Proper Officer or RFO shall give instruction that a payment shall be made.

6.3. All payments shall, where possible and practical effected by electronic transfer (online banking, BACs, CHAPS)) or by 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. If thought appropriate and in accordance with Regulation 5, payment by cheque:

- a. signed by two authorised signatories (at least one of which must be a member).
- b. to indicate agreement of the details shown on the cheque for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- c. all such payments shall be reported to the Council at the next convenient meeting.

6.6. If thought appropriate and in accordance with Regulation 5, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit:

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- a. that the instructions are signed by two authorised signatories (at least one of which must be a member)
- b. all such payments as made shall be reported to the Council at the next convenient meeting.
- c. 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 and in accordance with Regulation 5, payment for certain items (principally salaries) may be made by banker's standing order

- a. provided that the instructions are signed, or otherwise evidenced by two authorised signatories (at least one of which must be a member) are retained
- b. all such payments as made shall be reported to the Council at the next convenient meeting.
- c. 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 and in accordance with Regulation 5, payment for certain items may be made by BACS or CHAPS methods:

- a. provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised signatories (at least one of which must be a member) are retained
- b. all such payments as made shall be reported to the Council at the next convenient meeting.

c. This line is intentionally blank

6.9. If thought appropriate and in accordance with Regulation 5, payment for certain items may be made by internet banking transfer:

- a. provided evidence is retained showing which signatory assigned the payment and which signatory authorised the payment.

6.10. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator.

6.11. The bank mandate approved by the Council shall identify at least 2 Councillors who will be authorised to approve transactions on those accounts.

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- 6.12. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.13. 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 on a document and held electronically in a location to which only the Proper Officers and Chair of the Council have access. If necessary, the PIN and / or passwords shall be changed as soon as practicable and access to the document restricted accordingly. And this 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.
- 6.14. 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.
- 6.15. 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.
- 6.16. 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.
- 6.17. 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.
- 6.18. 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 profoundly serious matter under these regulations.
- 6.19. Changes to account details for suppliers, which are used for internet banking may **only be changed once the RFO has confirmed with the supplier via a known and verifiable telephone number that the account detail changes are valid and correct.**
- 6.20. Any Debit Card issued for use will be specifically restricted to the Proper Officer [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by Council or **Audit** committee in writing before any order is placed.
- 6.21. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council [Finance Committee]. Transactions and purchases

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made will be reported to the [Council] [relevant committee] and authority for topping-up shall be at the discretion of the [Council] [relevant committee].

- 6.22. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO **unless a resolution of Council authorises otherwise**, and shall be subject to automatic payment in full at each month-end.

6.23. **This line is intentionally blank.**

- 6.24. The Council will not maintain any form of petty cash float **for expenditure. Although a small float not exceeding £50 may be held for the Pantry for the provision of providing change only**. All **other** cash received must be banked intact. Any payments made in cash by any employee of the Council, for example for postage or minor stationery items, shall be refunded on a regular basis, at least quarterly. via a claim for expense.

## 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 or relevant 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



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- c. by the external auditor or
- d. by any person authorised under Public Audit (Wales) Act 2004, 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 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.

8.2. as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.3. Any financial arrangement which does not require formal borrowing approval from the Welsh 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.

8.4. The Council will arrange for copies of bank statements to be mailed to the Chair should that person, for whatever reason, does not have access to Council's online banking arrangements.

8.5. 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.

8.6. 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.

8.7. All investments of money under the control of the Council shall be in the name of the Council.

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8.8. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.9. 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 Proper Officer.

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 made in cash or by cheque, received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all such 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.

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- 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 (including email) 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 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. The RFO shall ensure any contractor used by the Council has the appropriate liability insurances in place to provide safeguards against any liability due to faulty workmanship or any other mishap.

Over time the RFO should seek to draw up a list of approved contractors initially based on the list maintained by the Unitary Authority (Rhondda Cynon Taf CBC or its successor) and approved by Council and may make recommendations for contractors to be added to that list subject to an assessment of but by no means limited to, their performance and capability on providing previous similar works and or services, satisfactory references (if necessary), satisfactory safeguards against any liability due to faulty workmanship or any other mishap and proof of financial stability.

**FINANCIAL REGULATIONS Version 2.02****11.2.** 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:

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- i. for the supply of gas, electricity, water, sewerage and telephone services.
  - ii. for specialist services such as are provided by legal professionals acting in disputes.
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
  - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 (“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) .
- c. 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.
- d. Such invitation to tender shall state the general nature of the intended contract and the Proper Officer 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 Proper Officer 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.
- e. All seal tenders submitted are to be opened at the same time, after the stated closing date by the RFO in the presence of either the Chair or Deputy Chair of the Audit Committee, or in their absence by at least one other member of the Council.
- f. Any invitation to tender issued under this regulation shall be subject to Standing Orders 54 and shall refer to the terms of the Bribery Act 2010.
- g. When it is intended to enter into a contract 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 Regulation 11.1., where the value:

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- is less than £25,000 and greater than £6000 the RFO shall strive to obtain 3 quotations (priced descriptions of the proposed supply)
  - is below £6,000 and above £1,000 the Proper Officer or RFO shall strive to obtain 3 estimates of the cost of proposed supply
  - otherwise, Regulation 10.3 above shall apply.
- h. The Council shall not be obliged to accept the lowest or any tender, quotation 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.
- 11.3. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.
- a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
- b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

**12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (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.
- 12.3. 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.

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12.4. Any variation to a contract or addition to or omission from a contract must be approved by the Council and:

- a. The RFO to inform the contractor in writing.
- b. the Council being informed where the final cost is likely to exceed the financial provision.

**13. STORES AND EQUIPMENT**

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

13.2. Delivered 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 Proper Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council.

14.2. 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 (Wales) Regulations.

14.3. 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 £1,000.

14.4. No real property (interests in land) shall be:

- a. 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).

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- b. 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 Reg. 14.3. 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 Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with all other members of staff as appropriate.
- 15.2. All members of staff 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. If the Council becomes managing trustee of a charitable body the 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, or as determined by the Charity Commission. The 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 Proper Officer [with the RFO] 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 Proper Officer [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.
- 18.2. The RFO 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.
- 18.3. 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.

## **Appendix 5**

### **Erection and removal of Christmas lights, trees etc.. 2022**

Cost in 2021 = £16,400 LML Electrics.

#### **2022**

Quote 1 - £13,685 Centregate Ltd.

Quote 2 - £18,220 LML Electrics Ltd.



Units 11-12  
Wyndham Close,  
Brackla Industrial Estate.  
Bridgend, CF31 2AD  
TEL: 01656 650481  
FAX: 01656 649831  
EMAIL: Anthony.gough@centregreat.net

<b>To:</b>	<b>Leigh Smith</b>	<b>From :</b>	<b>Anthony Gough</b>
<b>Email:-</b>	<a href="mailto:project@llanharan-cc.gov.wales">project@llanharan-cc.gov.wales</a>	<b>Pages:</b>	<b>1</b>
<b>Client:</b>	<b>Llanharan Community Council</b>	<b>Date:</b>	<b>21 / 09 / 2022</b>
<b>Re:</b>	<b>Festive Installation</b>	<b>Ref:</b>	<b>AG / Llanharan / 2022</b>

Centregreat Ltd would like to thank you for the opportunity to tender for this scheme and we have pleasure in submitting our price for your consideration relating to the Festive Decorations Work throughout Llanharan for 2022 .

Item	Description	Cost
<b>Column Features</b>	Installation of 77no Column Mounted Features onto existing Columns with Power Sources already in place .  <b>Features as ordered with Festive Lighting</b>	<b>£6300.00</b>
<b>Christmas Tree's (1)</b>	Supply ,Installation and Removal of 2no 6Ft Christmas Trees c/w CoolWhite 'P' Lights to High Corner Public House -  If the requirement is delivery only with no supply or installation this would be Free Of Charge	<b>£660.00</b>
<b>Christmas Tree's (2)</b>	Installation and Removal of 7no 16Feet Christmas Trees c/w dressing using 120Mtrs of Lights ( supplied by others ) into locations as confirmed by the customer .  Following removal trees to be taken for disposal and recycling  <b>Trees and Lights as supplied by others</b>	<b>£4100.00</b>
<b>Dolau School</b>	Installation and Removal of 2no Strings of 60Mtrs of lights onto the railings outside the school facing the A473	<b>£185.00</b>



<b>Small Wall Tree's</b>	Installation and removal of 10Mtrs of String Lights to Each of the 61no Small 4Feet Wall Mounted Christmas Trees ( supplied by others ) and installation of the tree's themselves onto bracketry already in place on the premises to be used . Power Sources already in place.  <b>Lights to be supplied by Llanharan Council</b>	<b>£1400.00</b>
<b>Hanging Baskets</b>	Removal of approx. 70no Summer Hanging Baskets on 35no Street Lighting Columns and Installation of Winter Baskets and Icicle Lighting onto existing bracketry .Powered using existing power sources on the columns which are already in place – Storage of Baskets and replacement when icicle lights are removed during the first week of January or when Required as decided by yourselves .  <b>Lights to be supplied by customer for installation</b>	<b>£1040.00</b>
	<b>Overall Total for All works</b>	<b>£13685.00</b>

**Please note the following list of qualifications**

- We have allowed for plant, Competent tester & labourer
- We have allowed for some works to be carried out at night if necessary
- No allowance has been made for major traffic management
- We have assumed that access is available to all areas

Our standard terms and conditions apply and are available on request

Quotations are based on current costs for labour, plant and materials and will remain open for a period of thirty days after which time rates may be amended or subject to confirmation.

Payment is due within thirty days of our progress application or invoice date to approved accounts only.

**All rates are strictly nett of VAT at the prevailing rate.**

Should you require any additional information then please do not hesitate to contact us.

Yours faithfully

**Anthony Gough**

**Festive Lighting Contract Manager**

**Centregreat Ltd**

**Tel : 01656 650481      Mob : 07810 773897**





## LML Electrics

Lee Huckridge  
42 Terrys Way  
Llanharan, Pontyclun  
Cf729UJ  
☎ 07703296962  
☎ 01443238274  
lee@lmlelectrics.co.uk

ESTIMATE

est75

DATE

Sept 1, 2022

TOTAL

GBP £21,864.00

TO

### Llanharan Community Council

Clerk@llanharan-cc.gov.wales

DESCRIPTION	RATE	QTY	AMOUNT
The erection and taking down of Christmas Motifs, Trees and lights	£18,220.00	1	£18,220.00

The erection of 77 x motifs onto designated lampposts and connection to the appropriate mains supply as per spreadsheets marked Bridgend Rd and Brynna Rd

The erection of 61 x 4ft Christmas trees into the walled mounted brackets above various business premises, of which 39 will need to be individually decorated with a single light string and connection to the appropriate mains supply, details specified in the spreadsheet marked Business Premises.

The delivery of 2 x 6ft Christmas Trees and corresponding light strings plus associated ancillary equipment to the High Corner Public House as specified in the spreadsheet marked Business Premises.

The erection of 7 x 16ft Christmas trees to be decorated with 12 light strings per tree and connection to the mains supply as specified in the spreadsheet marked Community Trees.

The fastening of 2 x strings of 6 light strings to the fencing of Dolau school that faces the A473 and connection to the appropriate power points as specified in the spreadsheet marked Community Trees.

The taking down of all hanging baskets from lampposts when erecting motifs and trees.

The taking down of all motifs, lights and trees from business premises, lights from the fence of Dolau school and the Community Trees and lights.

DESCRIPTION	RATE	QTY	AMOUNT
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All motifs, lights and ancillary equipment to be returned in good order to a mutually agreed location for the Council to arrange shipment back to Festive Lighting.

Christmas trees to be taken to a mutually agreed location for recycling.

SUBTOTAL	£18,220.00
VAT (20%)	£3,644.00
TOTAL	GBP £21,864.00



DATE SIGNED  
Sept 1, 2022