



BRIDLINGTON TOWN COUNCIL

FINANCIAL REGULATIONS

Adopted by the Full Council
at the Full Council Meeting July 2025

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1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. They are one of the council's governing documents and shall be observed in conjunction with the council's standing orders.
- 1.2 Councillors are expected to follow these regulations and not entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4 In these Financial Regulations:
- 'Accounts and Audit Regulations' means the regulations issued under 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.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper Practices' means those set out in *The Practitioners Guide*.
 - *Practitioners Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5 The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council.

The RFO;

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

1.6 **The council must not delegate any decision regarding:**

- **Setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls;**
- **approving the accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7 In addition, the council shall:

Determine and regularly review the bank mandate for all council bank accounts;

Authorise and grant or single commitment in excess of £5000.00

2. RISK MANAGEMENT

2.1 **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2 The Clerk (with the RFO) shall prepare, for approval by the council, a risk management policy statements in respect of all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3 When considering any new activity, the Clerk (with the RFO) shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4 **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5 **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities**

- 2.6 At the council's Finance and General Purposes Committee meetings, the committee will receive the most recent available bank reconciliations and corresponding bank statements (for all accounts) produced by the RFO. The Chair of the Finance and General Purposes committee shall sign the reconciliations and original bank statements as evidence of verification. This activity, including any exceptions, shall be recorded in the Finance and General Purposes committee meeting minutes.
- 2.7 Regular back-up copies shall be made of the records on any council computer and either stored online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.
- 2.8 Emergency Planning Expenditure – is set at a maximum of £500 to be taken from General Reserves if required.

3. ACCOUNTS AND AUDIT

- 3.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2 **The accounting records determined by the RFO shall be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day to day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of assets and liabilities of the council**
- 3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit regulations.
- 3.5 **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6 **Any officer or member of the Council shall make available such documents and records as the internal or external auditor consider 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.
- 3.7 The internal auditor shall be appointed by Bridlington Town Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8 The council shall ensure that the Internal Auditor:

- is competent and independent of the operations of the Council;
- reports to Council in writing, or in person, on a regular basis with a minimum of one written report during the financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council.

3.9 Internal or external auditors may not under any circumstances:

- Perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions: or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in proper practices.

3.11 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 documents required by the Local Government Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from the internal or external auditors.

4. BUDGET and PRECEPT

4.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with the Local Government Finance Act 1992 or succeeding legislation.

4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule located with the salaries and wages documents.

4.3 No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of lifespan of assets and cost implications of repair or replacement.

4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them

on the Reserves Allocations list with the approval of the Finance and General Purposes committee.

- 4.5 Each committee, if any, shall review its draft budget and submit any proposed amendments to the Finance and General Purposes Committee not later than the end of November each year.
- 4.6 The draft budget, with any proposals from councillors or committees including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and General Purposes Committee and a recommendation made to the Full Council.
- 4.7 Having considered the proposed budget; the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the January Full Council meeting date for the ensuing financial year.
- 4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9 The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10 The agreed budget provides the basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Financial and General Purposes Committee.

5. PROCUREMENT

- 5.1 **Members and officers are responsible for obtaining value for money at all times.** Any office procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3 Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 **For a contract for the supply of goods, services or works where the estimated value will exceed the threshold set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6 For contracts estimated to exceed £60,000 including VAT the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7 **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8 For contracts greater than £3,000 excluding VAT the Clerk or RFO shall try to seek at least three quotes;
- 5.9 Where the value is between £500 and £3,000 excluding VAT the Clerk or RFO shall try to obtain three estimates, which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10 For smaller purchase, Officers, under direction of the Clerk or RFO, shall seek to achieve value for money.
- 5.11 **Contracts must not be split to avoid compliance with these rules.**
- 5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) and (iv) below;
- i) specialist services, such as legal professionals acting in disputes;
 - ii) repairs to, or parts for, existing machinery or equipment;
 - iii) works, goods or services that constitute an extension of an existing contract;
 - iv) goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Clerk or RFO, under delegated authority, for any items below £500.00 excluding VAT.
- 5.16 No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.
- 5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk or RFO may authorise expenditure up to a limit of £2000 on repair, replacement or other work on behalf of the Council which in the Clerk or RFO's judgement it is necessary whether or not there is any budgetary provision for the expenditure. The Clerk or RFO shall report such action to the Council as soon as practicable thereafter.

- 5.19 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

6. BANKING AND PAYMENTS

- 6.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements shall not be delegated to a committee. The banking arrangements shall be reviewed regularly for security and efficiency
- 6.2 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error.
- 6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5 All payments shall be made by Banking Automated Credit System (BACS) payment (preferred payment method), cheque, bank card, petty cash or other order drawn on the Council's bankers, in accordance with a resolution of council, or duly delegated committee, or a delegated decision by an officer. All payments regardless of payment method shall be signed, or otherwise evidenced, by two members of council and reported to council as made.
- 6.6 The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i) Any payments up to £500.00 excluding VAT, within an agreed budget
 - ii) Payments of up to £2000.00 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises
 - iii) Any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, or to comply with contractual terms where the due date of the payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
 - iv) Fund transfers within the council's banking arrangements up to the sum of £15,000, provided that a record of such transfers is kept and signed by any two councillors.
- 6.7 The RFO shall prepare a monthly statement of balances to include all income and expenditure, forming part of the agenda for the meeting, to be presented to Full Council. The council shall review the statement of balances, and it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within the minutes of the meeting at which payment was authorised.

7. ELECTRONIC PAYMENTS

- 7.1 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Primary User. The Clerk shall be appointed as a Secondary User. The RFO/Clerk is authorised to make payments up to a maximum of £15,000 per day for payments for Bridlington Town Council.
- 7.2 All Authorised Signatories shall be able to ask, the RFO or Clerk, to view the council's bank accounts online.
- 7.3 No employee shall disclose any PIN or password, relevant to the council or its banking, and shall always act in accordance with the rules set by the council's bankers in respect of the access to the online banking provision.
- 7.4 The RFO shall process all items due for payment online. A transaction list of payments made, together with the relevant invoices shall be checked and authorised by two Councillors of Council. All documentation shall be retained for audit purposes and a full list of all payments made in a month shall be provided to the next full council meeting and appended to the minutes.
- 7.5 In the prolonged absence of the RFO, the Clerk shall be authorised act in the place of the RFO.
- 7.6 With the approval of the council in each case, regular payment for utility supplies (energy, telephone and water) Public Works Loans and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 7.7 If thought appropriate by the council regular payments of fixed sums may be made by banker's standing order, provided that the instructions are approved by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.8 Account details for suppliers should be treated with care. Changes to banking details are a potential area for fraud and Officers and Members should ensure any requested changes are genuine.
- 7.9 Members and Officers shall ensure that any computer used for the council's financial business has adequate security, with antivirus, anti-spyware and firewall software installed and regularly updated.
- 7.10 Remembered password facilities should not be used on any computer used for council banking.

8. CHEQUE PAYMENT

- 8.1 Cheques or orders for payment drawn on the bank account in accordance with a resolutions or delegated decisions shall be signed by two members of Council in accordance with a resolution instructing that payment.

- 8.2 A member who is a bank signatory, having 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.
- 8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and invoice.

9. PAYMENT CARDS

- 9.1 The council shall instruct its bankers to issue two Debit Cards against its Business account, one in the name of the incumbent Town Clerk and one in the name of the incumbent RFO for their sole use in the purchase of essential items for the council. where it is not viable to make payment by the councils preferred payment method of BACS. Receipts for such purchases must be obtained and recorded in the same manner as all other financial transactions of the council. Under absolutely no circumstance will personal use of these debit cards be permitted. Debit cards must be surrendered by staff immediately upon leaving any role with the council.
- 9.2 Any corporate credit card or trade card account opened by the council will be only used under the direction of and with the authorisation of the Clerk or RFO and any balance shall be paid in full each month.
- 9.3 Personal credit or debit cards of members of staff shall not be used other than in rare circumstances when other payment methods are not available and only up to a maximum of £200. Any such expenditure will only be reimbursed to the staff member with a valid receipt and valid reason of the expenditure incurred.

10. PETTY CASH

- 10.1 The RFO shall maintain a petty cash system and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Receipts for payments made from petty cash shall be kept, substantiating the payment.
 - b) Cash income received will be recorded on a 'petty cash received' slip and on the Petty cash records accordingly.
 - c) The amount of petty cash held should be economically sensible with any excesses being deposited in the council's bank account by the close of the banking day.
 - d) The Town Clerk and RFO have direct access to the Petty Cash. All other staff and Councillors should liaise with the Town Clerk and RFO accordingly in respect of purchases from Petty Cash.
 - e) Payment to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. PAYMENT OF SALARIES AND ALLOWANCES

- 11.1 **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2 **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

- 11.3 Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of council or Staffing committee.
- 11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6 Each 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, with the total of such payments each calendar month reported in the cashbook.
- 11.7 Any termination payments shall be supported by a report to the council setting out a clear business case. Termination payments shall only be authorised by council.
- 7.8 Before employing interim staff, the council must consider a full business case.

12. LOANS AND INVESTMENTS

- 12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval.
- 12.2 Any financial arrangement which does not require formal approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money for the proposed transaction.
- 12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4 All investments of money under the control of the Council shall be in the name of the Council.
- 12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6 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 these regulations.
- 12.7 The Council should seek to avoid providing any loans to third parties, but should it be deemed appropriate for a particular instance absolute due diligence must be undertaken and evidenced to ensure that appropriate repayment arrangements are put in place and adequate security is obtained prior to making such loans.

13. INCOME

- 13.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 13.2 The Council will review all fees and charges for work done, services provided, or goods sold at least annually, as part of the budget-setting process, following a report of the Clerk.
- 13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4 All sums received on behalf of the Council shall be accounted for by the appropriate procedure as directed by the RFO. In all cases, all monies shall be deposited with the Council's bankers with such frequency as the RFO considers necessary. The origin of each receipt shall be recorded on the paying-in slip or other record.
- 13.5 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 13.6 The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 13.7 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 and that appropriate care is taken in the security and safety of individuals banking such cash.
- 13.8 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).

14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments which shall be made within the time specified in the contract by the RFO upon signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2 Any variation of, or addition to or omission from a contract must be authorised by the council to the Contractor in writing, the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. STORES AND EQUIPMENT

- 15.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2 Goods received into store or otherwise delivered must be checked as to order and quality at the time delivery is made.

- 15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

16. ASSETS, PROPERTIES AND ESTATES

- 16.1 The Clerk shall make appropriate arrangements for the safe custody of all title deeds and Land Registry Certificates of properties owned by the Council.
- 16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is maintained is kept up to date with a record of all properties held by the Council, location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 16.3 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.
- 16.4 No interest in land 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. 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 where required by law).
- 16.5 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, except where the estimated value of any one item of tangible movable property does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. INSURANCE

- 17.1 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3 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. The RFO shall negotiate with the council's insurers (in conjunction with the Clerk).
- 17.4 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 the Clerk].
- 17.5 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 by the Council.

18. CHARITIES

- 18.1 Where the Council is sole trustee of a Charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial

reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 19.1 The Council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

20. EXPENSES

Members and Officers of the council claim legitimate council expenses in accordance with Appendix 2.

Appendix 1 – Tender Process

- (1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- (2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post unless an electronic tendering process has been agreed by the council.
- (3) Where a postal process is used, 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. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- (4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody access any tender before the expiry of the deadline for submission.
- (5) Any invitation to tender issued under this regulation shall be subject to Standing Orders 18c to 18e and shall refer to the terms of the Bribery Act 2010.
- (6) Where 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.

Appendix 2 – Members and Officers Allowances and Expenses

1. Parish Basic Allowance:

No basic allowance will be paid to any member or officer of the council.

2. Mayor's Allowance:

The Mayor of Bridlington is authorised a maximum of £1,000 per civic year to cover out of pocket expenses incurred in carrying out the civic duties on the production of relevant claims and receipts where realistic to do so.

(a) This sum does not include travelling expenses incurred outside of the Parish boundary.

(b) This sum does not include expenses incurred in the staging of civic events.

No more than £5.00 (five pounds) donation per organisation should be offered at Civic attendances.

3. Travelling & Subsistence Allowances:

The responsibilities and duties in respect of which members or officers should receive travelling and subsistence allowances are as follows:-

- (a) Attendance at a meeting of the council, committee or sub-committee, or any other body to which the council makes appointments;
- (b) Attendance at a meeting of any association of authorities of which the council is a member;
- (c) Attendance while tender documents are opened;
- (d) Attendance at approved training events;
- (e) Any other duties approved by the council;
- (f) Allowance for travel inside the Parish of Bridlington is approved for Civic Heads only, where the use of a vehicle for attendance is essential due to a disability or in the interest of safety of individuals or council assets.
- (g) Where it has been necessary to incur car parking charges whilst undertaking duties or business, within the Parish of Bridlington, on behalf of the council, the parking charge will be reimbursed on the production of a valid parking ticket. However, parking fines will not be reimbursed under any circumstances.

i) Travelling Allowances

Cars and Vans	£0.45 per mile up to 10,000 miles, £0.24 over 10,000 miles
Motorcycles	£0.24 per mile up to 10,000 miles, £0.24 over 10,000 miles

Bicycle	£0.20 per mile up to 10,000 miles, £0.20 over 10,000 miles
Public Transport	Actual Cost of ticket/s (standard class fare)

ii) Subsistence Allowances

Actual cost not exceeding –

	£	
Breakfast – more than 4 hours before 11 am		5.50
Lunch – more than 4 hours including 12 noon to 2 pm		7.50
Tea – more than 4 hours including 3 to 6 pm		3.00
Dinner – more than 4 hours ending after 7 pm		15.00
Overnight (covering 24 hours) - London		120.00
- Elsewhere		105.00
Out of pocket expenses (per night)		4.00