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LLANFYLLIN
TOWN COUNCIL

FINANCIAL REGULATIONS

LLANFYLLIN TOWN COUNCIL

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1 Document History

Change Type	Description	Adopted Date
Initial Creation	Original	18th September 2024
Revision 1	Clauses 6.8, 6.9, 6.15 and 6.18 Updated	21 January 2026

2 General

2.1 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 and shall be observed in conjunction with the Council's Standing Orders.

2.2 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.

2.3 Deliberate or willful breach of these Regulations by an employee may give rise to disciplinary proceedings.

2.4 In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, 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 the 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.

2.5 The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Clerk has been appointed as RFO/Clerk and these regulations apply accordingly. The RFO/Clerk

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

2.6 The accounting records determined by the RFO/Clerk shall be sufficient to show and explain the Council's transactions and to enable the RFO/Clerk 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.

2.7 The accounting records shall contain:

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

2.8 The accounting control systems shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
- procedures must be in place to ensure that uncollectable amounts, including any bad debts, are not submitted to the Council for write-off approval without the consent of the RFO/Clerk. The necessary approvals must be documented in the accounting records.
- measures to ensure that risk is properly managed.

2.9 **The Council must not delegate any decision regarding:**

- **setting the final budget or the precept (Council Tax Requirement)**
- **approving accounting statements**
- **approving an annual governance statement**
- **borrowing**
- **writing off bad debts**
- **declaring eligibility for the General Power of Well-Being**
- **addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.**

2.10 In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts
- authorise any grant or a single commitment more than £5,000

3 Risk Management

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

3.2 The RFO/Clerk shall prepare, for approval by the Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

3.3 When considering any new activity, the RFO/Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

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

3.5 **The accounting control systems determined by the RFO/Clerk 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.**

3.6 At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO/Clerk. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Policy & Finance Committee.

3.7 Regular back-up copies shall be made of the records on any council computer and stored either 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.

4 Accounts and Audit

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO/CLERK in accordance with the Accounts and Audit Regulations.

4.2 **The accounting records determined by the RFO/Clerk must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
- **a record of the assets and liabilities of the council**

4.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

4.4 The RFO/Clerk 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/Clerk shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

4.5 **The Council must 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.**

4.6 **Any officer or member of the Council must 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/Clerk, internal

auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

4.7 The internal auditor shall be appointed by the council or a committee of the 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.

4.8 The Council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the Council.
- reports to the Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
- can demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- is not involved in the management or control of the Council.

4.9 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.

4.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in The Practioners Guide.

4.11 The RFO/Clerk 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 Accounts and Audit (Wales) Regulations.

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

5 Budget and Precept

5.1 **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.**

5.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the Council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or Policy & Finance Committee.

5.3 No later than October each year, the RFO/Clerk shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

5.4 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 in an earmarked reserve) with the formal approval of the full Council.

5.5 Each committee (if any) shall review its draft budget and submit any proposed amendments to the Policy & Finance Committee not later than the end of November each year.

5.6 The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Finance Committee and a recommendation made to the Council.

5.7 Having considered the proposed budget and forecast, 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 end of January for the ensuing financial year.

5.8 **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.**

5.9 The RFO/Clerk shall **issue the precept to the billing authority no later than the end of January** and supply each member with a copy of the agreed annual budget.

5.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

5.11 Earmarked reserves are agreed by the Council and withdrawals for the agreed purpose are delegated to the RFO/Clerk. Any addition to any earmarked reserve shall be agreed by the council. If the funds are required to be spent on alternative projects approval would be needed from the Council.

6 Procurement

6.1 **Members and officers are responsible for obtaining value for money at all times.** Any officer 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.

6.2 The RFO/Clerk 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 recorded in the minutes.

6.3 Every contract shall comply with the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.

6.4 **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

6.5 Where the estimated value is below the Government threshold, the council shall obtain prices as follows:

6.6 For contracts estimated to exceed £60,000 including VAT, the RFO/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.

6.7 **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the publication of invitations and notices about the award of contracts.**

6.8 For contracts greater than £1,500 including VAT the RFO/Clerk shall seek at least three fixed price quotes.

6.9 Where the value is between £500 and £1,500 including VAT, the RFO/Clerk shall try to obtain three estimates which might include evidence of online prices, or recent prices from regular suppliers.

6.10 For smaller purchases, the RFO/Clerk shall seek to achieve value for money.

6.11 **Contracts must not be split into smaller lots to avoid compliance with these rules.**

6.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items below:

- specialist services, such as legal professionals acting in disputes.
- repairs to, or parts for, existing machinery or equipment.
- works, goods or services that constitute an extension of an existing contract.
- goods or services that are only available from one supplier or are sold at a fixed price

6.13 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.

6.14 The Council shall not be obliged to accept the lowest or any tender, quote, or estimate.

[1] The Regulations require councils to use the Sell2 Wales website if they advertise contract opportunities and to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

6.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The RFO/Clerk under delegated authority, for any items below £500 including VAT.
- the RFO/Clerk, in consultation with the Chair of the Council (or Chair of the appropriate committee), for any items below £1,500 including VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £3,000 including VAT
- the council for all items over £3,000 including VAT.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

No individual may approve or authorise expenditure if they have a family, financial or business relationship with another person involved in approving or authorising the same expenditure. In such cases, both individuals must not jointly approve or authorise the payment. An alternative authorised approver must be used to maintain transparency and avoid any conflict of interest.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO/Clerk, and the Chair or Deputy Chair or when necessary, by the alternative authorised approver.

6.16 No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

6.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

6.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the RFO/Clerk, in conjunction with one other Councillor or Chair of a Committee may authorise expenditure of up to £2,000 including VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The RFO/Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter. RFO/Clerk shall seek at least three quotes where feasible.

6.19 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, Welsh Government borrowing approval has been obtained first.

7 Banking and Payments

7.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO/Clerk, and authorised by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

7.2 The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. More than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.

7.3 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 RFO/Clerk.

7.4 The RFO/Clerk shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The

approved schedule shall be ruled off and initialed by two Councillors present at the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised.

7.5 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.

7.6 All payments shall be made by online banking or cheque in accordance with a resolution of the Council unless the Council resolves to use a different payment method.

7.7 No individual may approve or authorise a payment if they have a family, financial or business relationship with another person involved in approving or authorising the same payment. In such cases, both individuals must not jointly approve or authorise the payment. Alternative authorised approver must be used to maintain transparency and avoid any conflict of interest.

7.8 For each financial year RFO/Clerk shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements budgetary controls are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

7.9 A record of regular payments made under 7.8 above shall be drawn up and be signed by two members on every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

7.10 Grant Approval and Payment Procedures: Expenditure on grants given shall be approved by a duly authorised committee, provided that such approval remains within the expenditure limits set by the Council under Clause 5.15 and complies with any policy statements previously adopted by the Council.

For any grant exceeding the values in 6.15, payment shall not be made until the proposed expenditure has been submitted to the Council and ratified by a formal resolution. This additional step ensures that larger grants receive direct oversight and explicit approval from the full Council before any funds are disbursed.

7.11 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest unless a dispensation has been granted.

7.12 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.

7.13 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

8 Electronic Payments

8.1 Where internet banking arrangements are made with any bank, the RFO/Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify several members who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The RFO/Clerk may be an authorised signatory, but no signatory may be involved in approval of any payment to themselves.

8.2 All authorised signatories shall have access to view the Council's bank accounts online.

8.3 No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated committee.

8.4 The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to the authorised signatories for validation.

8.5 In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

8.6 The authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

8.7 Evidence shall be retained showing which officers approved the payment online.

8.8 A full list of all payments made in a month shall be provided to the next meeting.

8.9 With the approval of the Policy & Finance Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two bank signatories and reported to the Policy & Finance Committee. The approval of the use of each variable direct debit shall be reviewed by the Policy & Finance Committee at least every two years.

8.10 If thought appropriate by the Council, regular payments of fixed sums may be made by Bank Standing Order, provided that two bank signatories sign the instructions, evidence of this is retained and any payments are reporting to the Council when made. The Policy & Finance Committee shall review the approval of a Bank Standing Order at least every two years.

8.11 Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

8.12 Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for Council banking.

8.13 Cards and card readers for the purposes of internet banking payments should be pin and password protected and kept in a safe when not in use. Passwords shall be changed regularly. Access to any internet banking accounts will be directly to the access page, and not through a search engine or email link.

9 Cheque Payments

9.1 Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

9.2 No individual may approve or authorise a payment if they have a family, financial or business relationship with another person involved in approving or authorising the same payment. In such cases, both individuals must not jointly approve or authorise the payment. Alternative authorised approver must be used to maintain transparency and avoid any conflict of interest.

9.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9.4 Cheques for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

10 Payment Cards

10.1 Any Debit Card issued for use will be specifically restricted to RFO/Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or Policy & Finance Committee in writing before any order is placed.

10.2 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Policy & Finance Committee. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

10.3 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO/Clerk and any balance shall be paid in full each month.

10.4 Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

11 Petty Cash

11.1 The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the RFO/Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

12 Payment of Salaries & Allowances

12.1 **As an employer, the Council must make arrangements to meet fully the statutory requirements placed on all employers by legislation**.

12.2 **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**

12.3 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 the Council

12.4 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.

12.5 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.

12.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by Policy & Finance Committee to ensure that the correct payments have been made.

12.7 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 the full council.

13 Loans and Investments

13.1 All borrowings shall be in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

13.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

13.3 The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the RFO/Clerk.

13.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

13.5 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, Proper Practices, and guidance. The Council shall review any Strategy and Policy at least annually.

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

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

13.8 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with these regulations.

14 Income

14.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO/Clerk.

14.2 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/Clerk and the RFO/Clerk shall be responsible for the collection of all accounts due to the Council.

14.3 The Council will review all fees and charges at least annually, following a report from the RFO/Clerk.

14.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.

14.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO/Clerk. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO/ Clerk considers necessary.

14.6 The origin of each receipt shall be entered on the paying-in slip.

14.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

14.8 The RFO/Clerk shall ensure that VAT is correctly recorded in the council's accounting software and any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

14.9 Where any significant sums of cash are regularly received by the Council, the RFO/Clerk 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.

14.10 Where the Council receives grant funding that is intended wholly or partly for onward distribution to third parties, including but not limited to local businesses, community groups, or individuals, the Council shall act as the accountable body only and shall not treat such funds as Council income or expenditure for budget-setting purposes, except where administration costs are explicitly permitted by the grant conditions.

14.11 All such grants shall be administered strictly in accordance with the terms and conditions set by the awarding body, including eligibility criteria, decision-making processes, reporting requirements, and timescales. Where the grant is received from Powys County Council or another public body, the Council shall comply fully with any scheme rules or guidance issued.

14.12 The Clerk shall ensure that clear written procedures are in place for the administration of each onward-distribution grant scheme, including:

a) receipt and verification of applications;

b) assessment against published criteria;

c) approval arrangements

d) payment controls and evidence requirements; and

e) monitoring, reporting, and audit trails.

14.13 Funds received for onward distribution shall be held separately within the Council's accounting system, either by use of a distinct cost centre, earmarked reserve, or other appropriate accounting mechanism, to ensure transparency and a clear audit trail.

14.14 Payments made to third parties from such grants shall not be made unless the Council is satisfied that all scheme conditions have been met and that appropriate records are retained to demonstrate compliance.

14.15 Where the Council manages grant funding on behalf of another organisation, the respective roles and responsibilities shall be clearly documented in writing, including confirmation that the Council is acting as an administrator or accountable body only, unless otherwise agreed.

14.16 Any unspent grant funds, or funds deemed ineligible for distribution, shall be dealt with in accordance with the grant conditions, including repayment where required.

14.17 The Clerk shall ensure that Members are kept informed of the receipt, distribution, and closure of onward-distribution grant schemes, and that relevant information is included in financial reports where appropriate.

15 Assets, Properties and Estates

15.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO/Clerk shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

15.2 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 written report 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).

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 does not exceed £500. In each case a written report shall be provided to council with a full business case

15.3 The RFO/Clerk 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, in conjunction with a health and safety inspection of assets.

16 Insurance

16.1 The RFO/Clerk 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.

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

16.3 The RFO/Clerk shall be notified of any loss, liability, damage, or event likely to lead to a claim, and shall report these to the Policy & Finance Committee at the next available meeting. The RFO/Clerk shall negotiate all claims on the Council's insurers.

16.4 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, or duly delegated committee.

17 Suspension and Revision of Financial Regulations

17.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO/Clerk shall monitor changes in legislation or Proper Practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

17.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations if reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

17.3 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