



# FINANCIAL REGULATIONS

TOWN COUNCIL MEETING

REPORT 39/23

14 AUGUST 2023

The purpose of this Report is to ask Members to consider and approve updated Financial Regulations.

## DETAILS

### BACKGROUND

It is good practice for the Town Council to periodically review the content of its financial regulations. The current regulations have not been reviewed for a period of years and it is appropriate to consider some amendments at the present time. As RFO, Gareth Hughes has examined the current regulations and attach an updated version with recommended changes highlighted in red.

The current regulations were found to be generally satisfactory but minor amendments have been made to clarify arrangements regarding reporting requirements.

### BANK MANDATE

The current regulations do not include any content regarding the bank mandate or signatories to the bank account. The following have therefore been included in the revised regulations –

- a) The Council will provide for five signatories to the bank account, to include the Clerk, the RFO and three members to be appointed by the Council.
- b) Cheques drawn on the bank account in accordance with paragraph 5b shall be signed by the Clerk or RFO and two members of Council.
- c) Any changes to the bank mandate must be approved by the Clerk or RFO and two other signatories and reported to the next meeting of the Council.

For information, the current bank mandate provides for the following:-

That there be four authorised signatories including the Town Clerk with three signatures required for any transaction, formal documents or changes with the Town Clerk's being one of them:

There is also an agreed limit on the amount which can be paid out on any one date, this amount is currently £10,000. This sum is insufficient to accommodate the monthly payment of salary to staff, current payments have to be phased to ensure that contractual obligations are met. This is clearly not a satisfactory arrangement and it is recommended that this limit be raised to £30,000 as of August 2023.

### RECOMMENDATIONS

- (i) The Town Council approve the revised Financial Regulations as circulated.
- (ii) The Town Council approve the Clerk and RFO and three Councillors as signatories to the bank account.
- (iii) That the daily payments limit be set at £30,000.