

SECTION 1A - To be filled in by submitter of the Motion:

Report from	Town Clerk
On behalf of	Following recommendation to Full Council for approval from Finance and Governance Committee, 11th July 2023, item 25/23-24(4)
Date	20 th July 2023
For Meeting of Council/Committee	Full Council
Date of meeting	25 th July 2023
Agenda item no.	107/23-24
Confidentiality	N/A
TITLE OF MOTION	UPDATES TO <u>FINANCIAL REGULATIONS</u>
MOTION(S)	To approve proposed changes to sections 6.18, 5.6 b and 5.8 in the Council's Financial Regulations, for adoption by the Council – see Motion report, <u>attached</u> , for details.
Background	<p>The below proposed changes have been recommended by the Finance and Governance Committee to be presented to Full Council for approval and adapt the Council's Financial Regulations accordingly – see Finance and Governance Committee, 11th July 2023, item 25/23-24(4)]:</p> <ol style="list-style-type: none"> 1) Change section 6.18, from: <ul style="list-style-type: none"> 'Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance and Governance Committee in writing before any order is placed' to: 'Any Debit or Credit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a monthly transaction maximum value as well as single transaction maximum value of £1,000 unless authorised by Council or Finance and Governance Committee in writing before any order is placed.' <ul style="list-style-type: none"> ➤ This to reduce risk of Clerk needing to use personal payment systems when company credit card limit has been reached. [Following task RFO set at Finance and Governance Committee meeting 21st March 2023, item 79/22-23(4)] 2) Change section 5.6 b from: <ul style="list-style-type: none"> 'An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and Governance Committee]; or' to: 'An expenditure item authorised under 5.7 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and Governance Committee]; or' <ul style="list-style-type: none"> ➤ This to allow for contractual payments (e.g., staff salaries; HMRC; pension) as well as any invoices that need paying on time to be made at all times, e.g. during August when normally no Council meeting is taking place; and also to account for previously inserted section 5.3. 3) Change section 5.8. from: <ul style="list-style-type: none"> 'A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.' to:

	<p><i>'A record of regular payments made under 5.7 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.'</i></p> <p>➤ This to account for previously inserted section 5.3.</p>
Issues/items for consideration by the Council	To consider above proposals for changes to Financial Regulations.
Recommendations	For the Town Council; To approve proposed changes to sections 6.18, 5.6 b and 5.8 in the Council's Financial Regulations, for adoption by the Council.
Appendices	N/A
Documents:	N/A

SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	N/A
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PLEASE NOTE: Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear daysⁱ before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Effective Governance	
Staffing Implications: ⁱⁱ	YES – should help ensure staff have access to sufficient credit on the company credit card, to cover expenses needed.	√
Volunteer need implications:	N/A	
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity ^v	There are no (negative) bio-diversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council's Plastic-Free Pledge N/A	
Financial ^{vi}	There are no financial implications at this stage N/A	
	There will be financial implications; Details: N/A. Note that direct debits from company credit card are taken around the 16 th each month, for the preceding month's expenditure.	
	There is provision within the budget Budget heading & details: N/A	
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications ^{vii}	Details: N/A	

Legal	Power under which the spend can be actioned: ^{viii} N/A. NB; for more information about Financial Regulations see also the Practitioners Guide , latest version March 2023.	
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: N/A	
	Other considerations: N/A	
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: YES – the change proposed under section 6.18 should help ensure that the clerk does no longer need to use their own credit card for Council purposes – to comply with Financial Regulations 6.20.	√
Other Considerations:	N/A	

ⁱ Northstowe Town Council's [Standing Order 9 b,d](#).

ⁱⁱ The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

ⁱⁱⁱ The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

^v The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

^{vi} It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

^{vii} See also Town Council's [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council's [Data Protection Policy](#).

^x See Town Council's [Risk Management Plan](#).