

**COLTISHALL PARISH COUNCIL**

**STANDING ORDERS**

**&**

**FINANCIAL REGULATIONS**

**Adopted 3<sup>rd</sup> November 2003**

**Latest amendment July 2008**

# **COLTISHALL PARISH COUNCIL**

## **STANDING ORDERS**

### **MEETINGS**

1. Meetings of the Council shall be held at Coltishall Village Hall at 7.30 p.m. on the first working Monday of January, March, May, July, September and November, unless the Council otherwise decides.

Not less than 7 days before any meeting notice shall be posted in Parish Notice Boards to the meeting and delivered to Parish Councillors with Minutes of the previous meeting and other relevant documents.

2. The Statutory Annual Meeting shall be held on the first working Monday in May.

### **CHAIRMAN OF MEETING**

3. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.

### **PROPER OFFICER**

4. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he or she shall be the Clerk of the Council:

- (a) To receive declarations of acceptance of office
- (b) To receive and record notices disclosing pecuniary interests
- (c) To receive and retain plans and documents
- (d) To sign notices or other documents on behalf of the Council
- (e) To receive copies of bylaws made by a District Council
- (f) To certify copies of bylaws made by the Council
- (g) To sign summonses to attend meetings of the Council

In any other cases the proper officer shall be the person nominated by the Council and, in default of nomination, the Clerk of the Council.

### **QUORUM**

5. Four members shall constitute a quorum.

6. If a quorum is not present when the Council meets or if during a meeting the number of councillors present and not debarred by reason of a declared pecuniary interest falls below the quorum, the business not transacted at the meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

## **VOTING**

7. Members shall vote by show of hands, or, if at least two members so request, by signed ballot.
8. If a member so requires, the Clerk of the Council shall record the names of the members who voted on any question so as to show whether they voted for or against it.
9. (1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote and in the case of an equality of votes may give a casting vote regardless of whether he or she gave, or did not give, an original vote  
  
(2) If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he or she may not give an original vote in an election for Chairman.  
  
(3) The person presiding must give a casting vote whenever there is an equality of votes in an Election for Chairman.

## **ORDER OF BUSINESS**

10. At each Annual Meeting the first business shall be
  - (a) To elect a Chairman.
  - (b) To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
  - (c) To receive declarations of acceptance of office of previously elected Councillors.
  - (d) To receive declarations of interest.
  - (e) To receive apologies for absence.
  - (f) To elect a Vice-Chairman
  - (g) To appoint Committees.
  - (h) To make appointments to other bodies.

And shall thereafter follow the order set out in Standing Order 12.

11. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received.

12. After the first business has been completed, the order of business unless the Council otherwise decides on the ground of urgency, shall be as follows: -

- (a) To read and consider the minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
  - (b) After consideration to approve the signature of the Minutes by the person presiding as a correct record.
  - (c) To deal with business expressly required by statute to be done.
  - (d) To receive apologies for absence.
  - (e) To dispose of business, if any, remaining from the last meeting.
  - (f) To receive and consider reports, and recommendations for action from officers of the Council, Chairman, Planning, Highways, Footpaths, Tree Warden, Allotments, Finance.
  - (g) To consider resolutions or recommendations.
  - (h) To receive reports from other village organisations.
  - (i) Any other business specified in the summons.
  - (j) To receive questions from Parishioners. (See Standing Order 57)
13. A motion to vary the order of business on the ground of urgency
- (a) May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
  - (b) Shall be put to the vote without discussion.

### **RESOLUTIONS MOVED ON NOTICE**

14. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk of the Council or the mover has given notice in writing of its terms and has delivered the notice to the Clerk of the Council at least 14 clear days before the next meeting of the Council.
15. The Clerk of the Council shall insert in the summons for every meeting all notices of motion or recommendation properly given.
16. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
17. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

## **RESOLUTIONS MOVED WITHOUT NOTICE**

18. Resolutions dealing with the following matters may be moved without notice: -
- (a) To appoint a Chairman of the meeting
  - (b) To correct the minutes
  - (c) To approve the minutes
  - (d) To alter the order of business
  - (e) To proceed to the next business.
  - (f) To close or adjourn the debate.
  - (g) To refer a matter to a committee.
  - (h) To appoint a committee or any members thereof.
  - (i) To adopt a report.
  - (j) To authorize the sealing of documents.
  - (k) To amend a resolution.
  - (l) To give leave to withdraw a resolution or an amendment.
  - (m) To exclude the public (See Order 52)
  - (n) To silence or eject from the meeting a member named for misconduct (See Order 24)
  - (o) To invite a member having an interest in the subject matter under debate to remain (See Orders 44 & 45).
  - (p) To give the consent of the Council where such consent is required by these Standing Orders.
  - (q) To suspend any Standing Order (See Order 61).

## **RULES OF DEBATE**

19. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be signed by the Chairman.
20. (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him or her before it is further discussed or put to the meeting.
- (b) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of the order.
  - (c) An amendment shall be either: -
    - (i) To leave out words.
    - (ii) To leave out words and insert or add others.
    - (iii) To insert or add words.
  - (d) An amendment shall not have the effect of negating the motion before the Council.
  - (e) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

- (f) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
  - (g) A member may make a point of order or a personal explanation. A member shall be heard forthwith. He or she shall confirm a personal explanation to some material part of a former speech, which may have been misunderstood.
  - (h) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
  - (i) When a resolution is under debate no other resolution shall be moved except the following: -
    - (i) To amend the resolution
    - (ii) To proceed to the next business
    - (iii) To adjourn the debate
    - (iv) That the question be now put
    - (v) That a member named be not further heard
    - (vi) That a member named do leave the meeting
    - (vii) That the resolution be referred to a committee
    - (viii) To exclude the public and press
    - (ix) To adjourn the meeting.
21. (a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Chairman and observe the authority of the Chairman at all times.
- (c) Members shall at all times confine their remarks to the subject under debate. In particular abusive or personal comments directed at any individual or organization whether they are present or not are expressly forbidden.
22. Members of the Public shall be bound by these rules when speaking in accordance with Standing Orders.
23. At the end of any speech a member may, without comment, move "that the Council do now adjourn". If such motion is seconded the Chairman shall put the motion but, in the case of a motion "to put the question", only if he or she is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he or she shall call upon the mover to exercise or waive his or her right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

## **DISORDERLY CONDUCT**

24. (a) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalize the Council or bring it into contempt or ridicule.
- (b) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) of this Order, the Chairman shall express that opinion to the Council and hereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- (c) If either of the motions mentioned in paragraph (b) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably necessary to enforce them.

## **FAILURE TO ATTEND MEETINGS**

25. If a member fails throughout a period of six consecutive months from the date of his/her last attendance to attend any meeting of the Council, he/she shall, unless the failure was due to some reason approved by the Council before the expiry of that period, cease to be a member of the Council. The failure to attend begins on the date of the first meeting at which the member fails to attend, and ends on the date of the last meeting at which the member fails to attend. **(Adopted July 2008)**

## **RIGHT OF REPLY**

26. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

## **ALTERATION OF RESOLUTION**

27. A member may, with the consent of his or her seconder, move amendments to his own resolution.

## **RESCISSION OF PREVIOUS RESOLUTION**

28. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least four members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

(a) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.

## **VOTING ON APPOINTMENTS**

29. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

## **DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL**

30. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order no. 53)

## **EXPENDITURE**

31. Orders for the payment of money shall be authorized by resolution of the Council and signed by two members and countersigned by the Clerk of the Council. See also Financial Regulations 5.3

## **SEALING OF DOCUMENTS**

32. (a) A document shall not be sealed on behalf of the council unless its sealing has been authorized by a resolution.  
(b) Any two members of the Council may seal, on behalf of the council, any document required by law to be issued under seal.

## **COMMITTEES AND SUB-COMMITTEES**

33. The council may at the Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf -
- (a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting, except that the Chairman of a committee shall continue to hold that office until the first meeting of the committee following the Annual Meeting, and
- (b) May subject to the provisions of Order 32 above at any time dissolve or alter the membership of a committee.



34. The Chairman of the Council shall be a member of every committee.
35. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office subject to the provisions of Order 32 (a) above.
36. The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
37. Every committee may appoint sub-committees for purposes to be specified by the committee.
38. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one third of its members and not less than three members.
39. The Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply to committee and subcommittee meetings.
40. Members of committees and sub-committees shall vote by show of hands, or, if at least two members so request, by signed ballot.
41. Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

#### **PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS**

42. (a) A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.  
(b) Members attending meetings of committees of which they are not members shall sit in the public area

## **INTERESTS**

43. If any member has any pecuniary interest, direct or indirect, within the meaning of sections 94 to 98 and section 105 of the Local Government Act, 1972, in any contract, proposed contract or other matter, he or she shall, while it is under consideration by the Council withdraw from the meeting unless the interest is trivial in the manner described in section 97 (5) or: -
- (a) The disability imposed upon him or her by those sections has been removed by the District council: or
  - (b) The Council invite him or her to remain: or
  - (c) The contract, proposed contract or other matter is under consideration as part of the report of a committee and is not itself the subject of debate.
44. The Clerk of the Council shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the Council of a pecuniary interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any member.
45. If any member has a non-pecuniary interest within the ambit of the National Code of Local Government Conduct he or she shall, having declared it, be invited to withdraw from the meeting by the Chairman.
46. If a candidate for any appointment under the Council is to his or her knowledge related to any member or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk of the Council. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk to the Council shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed Standing Order 51 shall apply. The Clerk of the Council shall make known the purport of this Standing Order to every candidate.

## **CANVASSING OF AND RECOMMENDATIONS BY MEMBERS**

47. (a) Canvassing of members or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk of the Council shall make known the purport of this subparagraph of this Standing Order to every candidate.
- (b) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion: but, nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment
48. Standing Orders Nos. 46 and 47 shall apply to tenders as if the person making the tender were a candidate for any appointment.

## **INSPECTION OF DOCUMENTS**

49. A member may for the purpose of his or her duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
50. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council
51. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council. either
  - (a) Inspect any lands or premises which the council has a right or duty to inspect: or
  - (b) Issue orders unless authorized to do so by the Council or the relevant committee or sub-committee.

## **ADMISSION OF THE PUBLIC AND PRESS TO MEETING**

52. The public shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolution, viz: "To exclude the press and public from the meeting for the consideration of the following matter(s) in view of the (personal) (confidential) nature of the business to be transacted".
53. The clerk of the Council shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
54. If a member of the public interrupts the proceedings at any meeting, or otherwise contravenes these Standing Orders, the chairman may, after warning, order that he or she be removed from the Council chamber.

## **CONFIDENTIAL BUSINESS**

55. (a) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, committee or the sub-committee as the case may be.
  - (b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

## **MEETING NOTIFICATION TO COUNTY AND DISTRICT COUNCILLORS**

56. A notice of meeting shall be sent to the County Councillors for the division and the District Councillors for the ward.

# **COLTISHALL PARISH COUNCIL**

## **FINANCIAL REGULATIONS**

These Financial Regulations were adopted by Coltishall Parish Council at its Meeting held on 3rd November, 2003.

### **1. GENERAL**

- 1.1 These financial regulations shall govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

### **2. ANNUAL ESTIMATES**

- 2.1 The Council shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of January each year.
- 2.2 Detailed estimates of all receipts and payments shall be prepared each year by the RFO.
- 2.3 The Council shall review the estimates not later than January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.

### **3. BUDGETARY CONTROL**

- 3.1 Expenditure on revenue may be incurred up to the amount included in the approved budget.
- 3.2 No expenditure may be incurred which cannot be met from the amount provided in the revenue budget unless a virement has been approved by the Council.
- 3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £100.00 after consultation with the Chairman. The Clerk shall report the action to the Council as soon as practicable.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.

- 3.6 No expenditure shall be incurred in relation to any capital project nor contract entered into nor tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

#### **4. ACCOUNTING AND AUDIT**

- 4.1 All account procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 1996.
- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Councils accounting, financial and other operations in accordance with the Regulation 5 of the Accounts and Audit Regulations 1996. Any officer or member of the Council shall, if the RFO requires, make available such documents of the Council which appear to the RFO to be necessary for the purpose of the audit and shall supply the RFO with such information and explanation as the RFO considers necessary for that purpose.

#### **5. BANKING ARRANGEMENTS AND CHEQUES**

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 5.2 A schedule of payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to the Council. If the schedule is in order it shall be authorized by a resolution of the Council and shall be initialled by the Chairman of the Meeting, and form part of the meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.
- 5.3 Two members of the Council shall sign cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2., and Standing Order 30.

#### **6. PAYMENT OF ACCOUNTS**

- 5.4 Apart from any petty cash payments all payments shall be effected by cheque or other order drawn on the Council's bankers.
- 5.5 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services, to which the invoice relates, shall have been received, carried out, examined and approved.

- 5.6 The RFO shall examine invoices in relation to arithmetic, accuracy and shall analyze them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
- 5.7 The Council will not maintain any form of cash float. All cash received must be banked.

## **6. PAYMENT OF SALARIES**

- 6.1 The payment of all salaries shall be made in accordance with payroll records, and salaries shall be as agreed by Council.

## **7. LOANS AND INVESTMENTS**

- 7.1 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. Changes to loans and investments shall be reported to Council at the earliest opportunity.
- 7.2 All investments of money under the control of the Council shall be in the name of the Council.
- 7.3 All borrowings shall be effected in the name of the Council.
- 7.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **8. INCOME**

- 8.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 8.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 8.3 The Council will review all fees and charges annually, following a report of the Clerk.
- 8.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council.
- 8.5 All sums received on behalf of the Council shall be banked as directed by the RFO. In all cases all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 8.6 The origin of each receipt shall be entered on the paying-in slip.
- 8.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

## **9. ORDERS FOR WORK, GOODS AND SERVICES**

- 9.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared. Copies of orders shall be maintained.

9.2 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to 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 from appropriate suppliers.

## 10. CONTRACTS

10.1 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 by direction of the Council or in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (v) below:
  - (i) For the supply of gas, electricity, water, sewerage and telephone services.
  - (ii) For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
  - (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) Where it is intended to enter into a contract exceeding £2500 in value 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 paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.

(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 recommendation to the Council.

(d) Such 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 on appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in 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) The Clerk in the presence of at least one member of Council shall open all sealed tenders at the same time on the prescribed date.

(f) If less than three tenders are received for contracts above £2500 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(g) Any invitation to tender issued under this regulation shall contain a statement to the effect of this Regulation.

(h) The Council shall not be obliged to accept the lowest or any tender.

## **11. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 11.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorized certificates of the architect or other consultants engaged to supervise the contract.
- 11.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 11.3 Any variation to a contract or addition to or omission from a contract must be approved by the clerk in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **12. STORES AND EQUIPMENT**

- 12.1 A record is to be kept by the Clerk of all stores and equipment.

## **13. PROPERTIES AND ESTATES**

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned 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 Regulation 4(3) (b) of the Accounts and Audit Regulations 1996.
- 13.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council save where the estimated value of any one item does not exceed £50.

## **14. INSURANCE**

- 14.1 The RFO shall effect all insurance and negotiate all claims on the Council's insurers (in consultation with the Clerk).
- 14.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles that require to be insured and of any alterations affecting existing insurance.
- 14.3 The RFO shall keep a record of all insurance effected by the Council and the property and risks covered thereby and annually review it.
- 14.4 The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim.
- 14.5 All appropriate employees of the Council shall be included in suitable fidelity guarantee insurance.



## **15. REVISION OF FINANCIAL REGULATIONS**

15.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.

These Regulations imply that the Council has only one employee who is the Clerk and the Responsible Financial Officer. The distinction is maintained so that the Council with a member undertaking RFO duties can see the different duties.

**FINANCIAL REGULATIONS 3<sup>rd</sup> November 2003.**

**Last Review/amendment July 2008**

**COLTISHALL PARISH COUNCIL**