

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL
ON TUESDAY 4th JUNE 2024 AT 6.30PM**

Committee members present: Mr N Bennett – Chair
Mrs M Barrett
Mr S Hall – arrived at 6:35pm
Ms E Murphy
Miss A Owen
Mr T Register
Mr N Younger

Officers in attendance: Mr C Griffin – Town Clerk
Mrs D Deeks – Administration Manager/s151 Officer

1. **SUBSTITUTES AND APOLOGIES**

Apologies for absence were received from Councillor Mrs P Berry-Kilby.

2. **DECLARATIONS OF INTEREST**

Councillor Mr T Register and Councillor A Owen declared that they were Babergh District Councillors.

3. **DECLARATIONS OF GIFTS & HOSPITALITY**

No gifts or hospitality were declared.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **ELECTION OF THE VICE CHAIRMAN**

It was proposed that Councillor Mr T Register be elected as the vice chairman of the committee for the year 2024/2025. There being no other nominations the motion was then put to a vote.

It was RESOLVED that Councillor Mr T Register be elected vice chairman of Finance Committee for the ensuing year.

6. **MINUTES**

RESOLVED

That the minutes of the meeting of the Finance Committee held on 7th May 2024 be confirmed as an accurate record.

7. ACTIONS FROM PREVIOUS MINUTES

The Town Clerk gave a quick overview of the key actions from the previous meeting.

- Cllr Mrs P Berry-Kilby had completed the end of year Internal Control Report.
- Funds had been transferred between savings accounts to ensure maximum interest.

RESOLVED

To note the Town Clerk's update.

8. APPROVAL OF BANK PAYMENTS FOR APRIL 2024

The list of payments in excess of £500 and direct debit payments for April 2024 were presented to members for their approval (a copy list is shown at minute pages 370 to 372).

RESOLVED

To approve all listed payments over £500 and all direct debit payments for April 2024.

9. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR APRIL 2024

Members discussed the income and expenditure reports for the period 1st to 30th April 2024, as shown at minute pages 373 to 382.

RESOLVED

To note the Income and Expenditure reports for April 2024.

10. TO REVIEW THE NEW NALC DRAFT FINANCE REGULATIONS

NALC had recently updated their Model Financial Regulations for Local Councils. The draft had a number of areas where each council would have to choose the most suitable option for their own circumstances and edit the text accordingly. The Town Clerk and RFO had completed this editing and had kept the levels of delegation the same as in the previous version of Sudbury Town Council's financial regulations. They had highlighted some areas in yellow where they wished members to discuss the options and decide on the best alternative. Members agreed that under Procurement 5.7 the limit of estimated contracts be reduced to £10,000 from £30,000 and that under Banking and Payments 6.7 be removed as it did not apply to Sudbury Town Council.

RESOLVED

To recommend the new NALC Model Financial Regulation, as amended and shown on pages 383 to 397, for adoption by the Full Council.

11. TO REVIEW THE COUNCILLORS END OF YEAR INTERNAL CONTROL REPORT

The RFO reported that Councillor Mrs P Berry-Kilby had completed the year-end Internal Control checks and only one minor error had been identified. Councillor Hall and Councillor Murphy both volunteered to complete future quarters' Internal Control checks.

RESOLVED

To thank Cllrs Berry-Kilby, Hall and Murphy, and to note the end of year Internal Control Report.

12. TO RECEIVE AN UPDATE FROM THE TOWN CLERK AND THE RFO ON FINANCIAL MATTERS, BANK BALANCES AND ANY PRIVATE & CONFIDENTIAL MATTERS

The RFO requested that the committee write off a set of six Jubilee mugs at a cost of £51.00 for council use.

The RFO had received a request from St Gregory's church for the council to consider an early grant application for £2,520.00 for repair to their porch gate. The Town Clerk noted that, as section 19 of the Local Government Act 1894 had been amended in December 2023, it was now possible for the council to use discretionary powers to fund church repairs or improvements. However, this change did not place any duty on the council to do this.

The Town Clerk gave an update on the funds held in all bank accounts and investments. He displayed the monthly balances for all these accounts over the previous year in a coloured chart detailing the way funds flowed in and out in a predictable manner. This knowledge would enable funds to be kept in the most advantageous interest earning accounts throughout the year.

Councillor Hall proposed that Members be given notice to consider next year's budget requirements for Leisure and Environment at the July meeting.

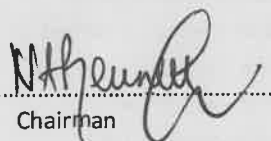
RESOLVED

To approve the write off £51.00 and note the Town Clerk's monthly finance report.

To agree that it would be unfair to hear any Grant applications until after all applications had been received by the end of June and therefore resolve to hear the application from St Gregory's Church with the other applications in September 2024.

To agree that all committees should be reminded of their duty to consider their budget requirements for the next financial year as soon as the general election was over.

The business of the meeting concluded at 8:00pm.


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Chairman

Time: 15:39

Bank Current Account

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	SSE Energy Supply Limited	FPI	3.75		SSE Electric - 29/11-29/02/24
02/04/2024	Indeed 90766652 CD 4432	DEB	23.26		Job Advert-Events/Admin Role
02/04/2024	WWW.ARGOS.CO.UK CD 4432	DEB	299.98		2X Samsung Phones-22/04/24
02/04/2024	SumUp Payments Ltd	FPI-02/04	0.44		Purchase Ledger Payment
02/04/2024	SumUp Payments Ltd	FPI- 02/04	0.51		Purchase Ledger Payment
03/04/2024	SSE Energy Supply Limited	DD.	1,338.56		SSE Gas - 31/01-29/02/24
03/04/2024	Allstar Business Solutions Lim	DD .	121.31		Allstar Fuel - 20/03-26/03/24
03/04/2024	PASS PORTABLE APP CD 4432	DEB	300.00		PAT TestingKit/Cal.Certificate
03/04/2024	SumUp Payments Ltd	FPI-03/04	2.67		Purchase Ledger Payment
04/04/2024	NEST IT000000933597	DD	107.93		NEST IT000000933597
04/04/2024	ICELAND CD 4432	DEB	1.35		Milk - 03/04/2024
04/04/2024	SumUp Payments Ltd	FPI-04/04	1.45		Purchase Ledger Payment
05/04/2024	Verizon Connect UK Limited	FPO	28.80		Trackers for Vans X2-Mar24
05/04/2024	Sudbury Museum Trust	FPO .	21.00		6X Whats in the Name
05/04/2024	County Broadband Ltd	DD .	54.60		Real Fibre - 03/04-02/05/2024
05/04/2024	Treadfirst	FPO	10.00		Tyre Tube for Tractor-02/04/24
05/04/2024	Felix of Long Melford	FPO	406.35		Felix Tickets Sold - Feb24
05/04/2024	BNP Paribas Lease Group (Renta	DD	454.80		BNP PARIBAS LEASIN A1E12615
08/04/2024	Perninsula	DD	364.84		Heath & Safety - Apr24
08/04/2024	High Speed Training Ltd	BP	186.00		PAT Testing Training X5 Staff
08/04/2024	NABMA	BP.	434.00		NABMA Yr Subscription 24/25
08/04/2024	SumUp Payments Ltd	FPI-08/04	1.57		Purchase Ledger Payment
08/04/2024	SumUp Payments Ltd	FPI- 08/04	0.23		Purchase Ledger Payment
09/04/2024	TESCO STORE 3234 CD 4432	DEB	141.69		Food Pickup/Drop off-22/03
09/04/2024	A J Smith	BP	2,646.00		Remove/Reinstate Signs TownCen
09/04/2024	McColls Store 0913 - Sudbury	BP .	39.75		Newspapers - 02/03-30/03
09/04/2024	SumUp Payments Ltd	FPI-09/04	6.96		Purchase Ledger Payment
10/04/2024	MARTIN MCCOLL CD 4432	DEB	1.55		Milk - 10/04/2024
10/04/2024	Eastern Lift Services Ltd	BP .	2,241.60		Lift Maintenance01/04-31/03/25
10/04/2024	Verizon Connect UK Limited	BP .	28.80		Tracker for Vans X2-Apr24
10/04/2024	Suffolk Association of Local C	BP .	1,741.19		SALC Membership 2024/25
10/04/2024	Felix of Long Melford	BP	635.67		Felix Ticket Sales - Mar24
10/04/2024	SumUp Payments Ltd	FPI-10/04	9.28		Purchase Ledger Payment
11/04/2024	BDC INTERNET CD 4432	DEB	60.00		BDC Chair's Event Tickets x2
11/04/2024	SumUp Payments Ltd	FPI-11/04	3.25		Purchase Ledger Payment
12/04/2024	SumUp Payments Ltd	FPI-12/04	1.27		Purchase Ledger Payment
15/04/2024	BABERGH DC CTAX BU	DD	447.25		BDC Bus Rates-01/04-30/04
15/04/2024	BABERGH DC CTAX BU	DD	550.75		BDC Business Rates-01/04-30/04
15/04/2024	BABERGH DC CTAX BU	DD	572.20		BDC Bus Rates GND FLR-Apr24
15/04/2024	BABERGH DC CTAX BU	DD	405.99		BDC Bus Rates 1st FLR-Apr24
15/04/2024	BABERGH DC CTAX BU	DD	123.50		BDC Bus Rates RO TH-Apr24
15/04/2024	ICO ZA111753	DD	55.00		ICO Data Protection16/04-15/04
15/04/2024	SumUp Payments Ltd	FPI-15/04	2.54		Purchase Ledger Payment
15/04/2024	SumUp Payments Ltd	FPI- 15/04	4.67		Purchase Ledger Payment
16/04/2024	TESCO STORE 3234 CD 4432	DEB	143.63		Food-Pickup/Drop off-10/04
16/04/2024	WEST SUFFOLK COUNC CD	DEB	75.00		2X Civic Dinner WSC-10/05
16/04/2024	RTM Autos	FPO .	1,100.00		Repairs to Transit YR20 NVX

Continued on Page 2

Bank Current Account

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/04/2024	ARVAL BNP PARIBAS GROUP	DD .	701.10		ARVAL Van Lease X2-Apr24
17/04/2024	SGW Payroll Ltd	DD .	113.28		SGW Payroll Support-Mar24
17/04/2024	Cadcorp	BP .	450.00		Cadcorp Maint.-01/03-28/02/25
17/04/2024	G A Smith Gardening Services L	FPO .	1,420.00		Grave Digging Costs - Apr24
17/04/2024	Allstar Business Solutions Lim	DD .	116.63		Allstar Diesel/Unleaded-Apr24
17/04/2024	Applications Assist Ltd	BP .	408.00		DBS Checks X 4 - 08/04/24
17/04/2024	Rialtas Business Solutions Lim	BP .	1,330.80		Rialtas VAT Digital01/04-31/03
17/04/2024	Ambrose Electrical Ltd	BP .	114.00		Emergency Light in Museum
17/04/2024	GOSLINGS	BP *	72.06		Framing Coat of Arms-15/04
17/04/2024	Anglian Water	BP /	17.38		A.Water - 07/01-06/04/2024
17/04/2024	Sudbury Common Lands Charity	BP -	2,025.02		Ranger Ser/V Trail-01/01-31/03
17/04/2024	3IT Ltd	BP -	416.72		3IT Monthly Support-Apr 24
17/04/2024	SumUp Payments Ltd	FPI-17/04	2.24		Purchase Ledger Payment
17/04/2024	EVOLVE	BP	645.73		Printing & Usage -04/01-03/07
18/04/2024	ICELAND CD 4432	DEB	1.35		Milk - 17/04/2024
18/04/2024	Paula Stevens	FPI	8.00		1x Lavenham House-Sep23
18/04/2024	Norton Electrical - Lee Willia	BP -	2,776.00		Electric Works M.Hill Pillars
18/04/2024	SD Tree Services	BP - 18/04	70.00		Removal of limb-16/04
18/04/2024	Anglian Water	BP *	154.40		A.Water- 07/01-06/04/2024
18/04/2024	SumUp Payments Ltd	FPI-18/04	1.42		Purchase Ledger Payment
19/04/2024	HMRC - ACCOUNTS OF	BP	8,546.40		HMRC - PAYE/NI-06/03-05/04/24
19/04/2024	SumUp Payments Ltd	FPI-19/04	1.78		Purchase Ledger Payment
22/04/2024	WWW.ARGOS.CO.UK CD 4432	DEB	149.99		1X Samsung A15 - 19/04/24
22/04/2024	A PHONE SHOP CD 4432	DEB	35.00		A15 Case & Charger-19/04
22/04/2024	SumUp Payments Ltd	FPI-22/04	1.27		Purchase Ledger Payment
23/04/2024	POST OFFICE COUNTEN CD 4432	DEB	220.00		Stamps X 200 - 22/04/2024
23/04/2024	AMAZON* 203-122099 CD 4432	DEB	24.57		2x A15 Phone Cases-22/04
23/04/2024	Personnel Advice & Solutions L	FPO .	120.00		Review of Contracts
23/04/2024	EE Limited	DD *	76.49		EE Mobile Phones-15/04
23/04/2024	SumUp Payments Ltd	FPI-23/04	6.57		Purchase Ledger Payment
24/04/2024	RTM Autos	BP -24/04	1,070.00		Repairs to YR20 OCB-Apr24
24/04/2024	Allstar Business Solutions Lim	DD .	146.56		Allstar Unleaded/Diesel-Apr24
24/04/2024	SumUp Payments Ltd	FPI-24/04	4.01		Purchase Ledger Payment
25/04/2024	SUFFOLK CC PENSION	BP	5,710.26		SCC Staff Pension-Apr24
25/04/2024	ICELAND CD 4432	DEB	1.35		Milk - 24/04/24
25/04/2024	MRS J F OSBORNE	BP	36.20		Mileage/Donation S.Market
25/04/2024	ROYS SUDBURY CD 4432	DEB	20.47		Cleaning Materials-24/04
25/04/2024	SERVICE CHARGES REF :	PAY	60.32		Lloyds Ser Chg.10/02-09/03
25/04/2024	SUDBURY OFFICE SUP CD 4432	DEB	54.25		Dymo Refills X 2-25/04
25/04/2024	TOOLSTATION UK CD 4432	DEB	194.40		Cleaning Equipment - 24/04
25/04/2024	STC STAFF PAYROLL-APR24	BP	24,161.91		STC STAFF PAYROLL-APR24
25/04/2024	SumUp Payments Ltd	FPI-25/04	1.30		Purchase Ledger Payment
26/04/2024	3IT LTD CD 4432	DEB	93.00		3IT J.Byham - AAT Exam-03/05
26/04/2024	AMAZON* 203- CD 4432	DEB	169.17		USB X3/HDMI Cables X6-26/04
26/04/2024	Sudbury Office Supplies	FPO -	61.02		Laminating Pouches A4/A3-15/04
26/04/2024	RTM Autos	FPO *	670.00		Repair to Van YR20NVX-24/04
26/04/2024	Auto Innovations	FPO =	148.80		Entrance Sign/4x Panels-17/04

Bank Current Account

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/04/2024	SSE Energy Supply Limited	DD	2,288.01		SSE Electric - 29/11-01/04/24
26/04/2024	SumUp Payments Ltd	FPI-26/04	0.11		Purchase Ledger Payment
29/04/2024	POST OFFICE COUNTEN CD 4432	DEB	11.59		Postage Costs-26/04
29/04/2024	WORKPLACEDPOT.CO. CD	DEB	86.38		Rubber Kerb Ramp X2
29/04/2024	BABERGH DC	BP	70.00		BDC - Premises Licence
29/04/2024	The Stevenson Centre	BP -29/04	30.00		Meeting Room Booking - 24/04
29/04/2024	SumUp Payments Ltd	FPI-29/04	0.25		Purchase Ledger Payment
29/04/2024	SumUp Payments Ltd	FPI- 29/04	0.44		Purchase Ledger Payment
30/04/2024	TESCO STORE 3234 CD 4432	DEB	134.72		Food Pickup/Drop off-24/04
30/04/2024	NEST IT000000933597	DD	21.03		NEST IT000000933597
30/04/2024	SAVERS HEALTH & BE CD 4432	DEB	5.19		Washingup Liquid/Sponge
30/04/2024	FIRST RESCUE TRAIN CD 4432	DEB	151.20		Defib Pads X 2 - 29/04/24
30/04/2024	SumUp Payments Ltd	FPI-30/04	0.98		Purchase Ledger Payment
Total Payments			70,630.06		

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Corporate Management</u>								
1045 Neighbourhood CIL	2,593	2,593	0	(2,593)			0.0%	2,593
1176 Precept	410,319	410,319	820,638	410,319			50.0%	
Corporate Management :- Income	<u>412,912</u>	<u>412,912</u>	<u>820,638</u>	<u>407,726</u>			<u>50.3%</u>	<u>2,593</u>
Net Income	<u>412,912</u>	<u>412,912</u>	<u>820,638</u>	<u>407,726</u>				
6001 less Transfer to EMR	2,593	2,593						
Movement to/(from) Gen Reserve	<u>410,319</u>	<u>410,319</u>						
<u>102 Democratic Represent'n & Mgmt</u>								
4008 Training, Courses, Meetings	0	0	1,600	1,600		1,600	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4100 Election Expenses	0	0	6,200	6,200		6,200	0.0%	
Democratic Represent'n & Mgmt :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>8,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(8,000)</u>	<u>(8,000)</u>				
<u>103 Grants</u>								
4303 Grants Power General	0	0	45,000	45,000		45,000	0.0%	
Grants :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>45,000</u>	<u>45,000</u>	<u>0</u>	<u>45,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(45,000)</u>	<u>(45,000)</u>				
<u>109 Central Services/Admin</u>								
1040 Grants Receivable	0	0	500	500			0.0%	
1098 Miscellaneous Income	0	0	10	10			0.0%	
1190 Bank Interest Receivable	828	828	31,400	30,572			2.6%	
Central Services/Admin :- Income	<u>828</u>	<u>828</u>	<u>31,910</u>	<u>31,082</u>			<u>2.6%</u>	<u>0</u>
4001 Salaries & Wages	16,400	16,400	236,518	220,118		220,118	6.9%	
4008 Training, Courses, Meetings	123	123	4,500	4,377		4,377	2.7%	
4009 Travel & Subsistence	0	0	500	500		500	0.0%	
4010 Misc Staff Costs	7	7	364	357		357	1.9%	
4016 Refuse Disposal	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	29	29	420	391		391	7.0%	
4021 Mobile Telephones & Broadband	91	91	600	509		509	15.2%	
4022 Postage	227	227	340	113		113	66.9%	
4023 Printing & Stationery	96	96	2,600	2,504		2,504	3.7%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4025 Subscriptions and membership	1,506	1,506	2,546	1,040		1,040	59.2%	
4026 Insurance	8,234	8,234	8,931	697		697	92.2%	
4033 Advertising/Press Releases	23	23	600	577		577	3.9%	
4041 Equipt Repairs & Mtce	0	0	200	200		200	0.0%	
4042 Equipt Running Costs/Rental	710	710	3,321	2,611		2,611	21.4%	
4043 Equipt/Small Tools Purchase	0	0	5,500	5,500		5,500	0.0%	
4044 IT Support/Software Mtce	5,578	5,578	10,954	5,376		5,376	50.9%	
4052 Bank & Cardnet Charges	(48)	(48)	1,150	1,198		1,198	(4.1%)	
4060 Audit Fees - External	0	0	3,003	3,003		3,003	0.0%	
4061 Audit Fees - Internal	0	0	770	770		770	0.0%	
4064 Other Professional Fees	906	906	19,398	18,492		18,492	4.7%	
4110 Staff Welfare	0	0	250	250		250	0.0%	
Central Services/Admin :- Indirect Expenditure	33,883	33,883	302,765	268,882	0	268,882	11.2%	0
Net Income over Expenditure	(33,055)	(33,055)	(270,855)	(237,800)				
201 Market - Charter Street								
1020 Market Rent & Tolls	6,684	6,684	78,000	71,316			8.6%	
1021 Market Electricity Recovered	327	327	4,200	3,873			7.8%	
1079 Licence income	21	21	0	(21)			0.0%	
Market - Charter Street :- Income	7,033	7,033	82,200	75,167			8.6%	0
4001 Salaries & Wages	2,577	2,577	38,635	36,058		36,058	6.7%	
4007 Workwear and Footwear	0	0	250	250		250	0.0%	
4008 Training, Courses, Meetings	155	155	500	345		345	31.0%	
4011 Rates	447	447	5,632	5,185		5,185	7.9%	
4012 Water	1	1	151	150		150	0.8%	
4014 Electricity	(8)	(8)	2,400	2,408		2,408	(0.3%)	
4016 Refuse Disposal	0	0	12,012	12,012		12,012	0.0%	
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	0	0	500	500		500	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4021 Mobile Telephones & Broadband	8	8	176	168		168	4.4%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4025 Subscriptions and membership	434	434	400	(34)		(34)	108.5%	
4033 Advertising/Press Releases	0	0	2,000	2,000		2,000	0.0%	
4041 Equipt Repairs & Mtce	2,848	2,848	1,084	(1,764)		(1,764)	262.7%	
4043 Equipt/Small Tools Purchase	446	446	2,000	1,554		1,554	22.3%	
4052 Bank & Cardnet Charges	25	25	0	(25)		(25)	0.0%	
4069 Licences	70	70	200	130		130	35.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
Market - Charter Street :- Indirect Expenditure	7,003	7,003	66,290	59,287	0	59,287	10.6%	0
Net Income over Expenditure	29	29	15,910	15,881				

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204 Street Fairs								
1030 Function Income	0	0	2,600	2,600			0.0%	
Street Fairs :- Income	0	0	2,600	2,600			0.0%	0
4001 Salaries & Wages	0	0	1,348	1,348		1,348	0.0%	
4069 Licences	0	0	2,785	2,785		2,785	0.0%	
Street Fairs :- Indirect Expenditure	0	0	4,133	4,133	0	4,133	0.0%	0
Net Income over Expenditure	0	0	(1,533)	(1,533)				
205 Council Public Events								
1068 Party in the Park Income	0	0	700	700			0.0%	
Council Public Events :- Income	0	0	700	700			0.0%	0
4001 Salaries & Wages	0	0	13,346	13,346		13,346	0.0%	
4008 Training, Courses, Meetings	0	0	150	150		150	0.0%	
4023 Printing & Stationery	0	0	50	50		50	0.0%	
4128 Party in the Park Expenses	0	0	5,250	5,250		5,250	0.0%	
4135 Other Council Events	0	0	500	500		500	0.0%	
Council Public Events :- Indirect Expenditure	0	0	19,296	19,296	0	19,296	0.0%	0
Net Income over Expenditure	0	0	(18,596)	(18,596)				
206 Town Economy								
1040 Grants Receivable	15,000	15,000	0	(15,000)			0.0%	15,000
Town Economy :- Income	15,000	15,000	0	(15,000)				15,000
4001 Salaries & Wages	2,304	2,304	52,017	49,713		49,713	4.4%	
4008 Training, Courses, Meetings	91	91	500	409		409	18.3%	
4009 Travel & Subsistence	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	0	0	1,175	1,175		1,175	0.0%	
4025 Subscriptions and membership	0	0	250	250		250	0.0%	
4033 Advertising/Press Releases	0	0	3,425	3,425		3,425	0.0%	
4042 Equipt Running Costs/Rental	0	0	11,300	11,300		11,300	0.0%	
4044 IT Support/Software Mtce	0	0	473	473		473	0.0%	
4048 New equipment/furniture	2,205	2,205	4,100	1,895		1,895	53.8%	2,205
4055 TICBooks/Guides/Maps forResale	0	0	1,200	1,200		1,200	0.0%	
4105 Town Centre Events	0	0	2,000	2,000		2,000	0.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
Town Economy :- Indirect Expenditure	4,600	4,600	76,790	72,190	0	72,190	6.0%	2,205
Net Income over Expenditure	10,400	10,400	(76,790)	(87,190)				
6000 plus Transfer from EMR	2,205	2,205						
6001 less Transfer to EMR	15,000	15,000						
Movement to/(from) Gen Reserve	(2,395)	(2,395)						

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>211 Town Hall Building</u>								
1000 Letting Income	788	788	5,000	4,212			15.8%	
1016 Rent from Registrar	0	0	11,780	11,780			0.0%	
Town Hall Building :- Income	788	788	16,780	15,992			4.7%	0
4001 Salaries & Wages	772	772	16,966	16,194	16,194	16,194	4.5%	
4004 Cleaners & Casual payroll costs	0	0	18,172	18,172	18,172	18,172	0.0%	
4007 Workwear and Footwear	0	0	100	100	100	100	0.0%	
4008 Training, Courses, Meetings	183	183	500	317	317	317	36.5%	
4011 Rates	1,102	1,102	11,252	10,150	10,150	10,150	9.8%	
4012 Water	11	11	630	619	619	619	1.7%	
4013 Gas	1,115	1,115	7,500	6,385	6,385	6,385	14.9%	
4014 Electricity	(381)	(381)	20,000	20,381	20,381	20,381	(1.9%)	
4017 Cleaning & Consumables	183	183	1,200	1,017	1,017	1,017	15.3%	
4020 Miscellaneous Expenses	0	0	250	250	250	250	0.0%	
4025 Subscriptions and membership	68	68	0	(68)	(68)	(68)	0.0%	
4040 Property Repairs & Mtce	0	0	24,700	24,700	24,700	24,700	0.0%	
4041 Equipt Repairs & Mtce	2,460	2,460	14,912	12,452	12,452	12,452	16.5%	
4042 Equipt Running Costs/Rental	243	243	1,010	767	767	767	24.1%	
4043 Equipt/Small Tools Purchase	8	8	500	492	492	492	1.7%	
4063 Audit and Legal Fees	0	0	500	500	500	500	0.0%	
4110 Staff Welfare	0	0	100	100	100	100	0.0%	
4987 Loan Repayment - Capital	0	0	3,566	3,566	3,566	3,566	0.0%	
4988 PWLB Interest 494354	0	0	14,584	14,584	14,584	14,584	0.0%	
Town Hall Building :- Indirect Expenditure	5,765	5,765	136,442	130,677	0	130,677	4.2%	0
Net Income over Expenditure	(4,977)	(4,977)	(119,662)	(114,685)				
<u>212 Public Clocks</u>								
4041 Equipt Repairs & Mtce	0	0	2,500	2,500	2,500	2,500	0.0%	
Public Clocks :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
<u>213 Street Wardens</u>								
1091 Service Costs Income - Babergh	0	0	31,081	31,081			0.0%	
Street Wardens :- Income	0	0	31,081	31,081			0.0%	0
4001 Salaries & Wages	2,374	2,374	31,174	28,800	28,800	28,800	7.6%	
4007 Workwear and Footwear	0	0	300	300	300	300	0.0%	
4017 Cleaning & Consumables	0	0	1,500	1,500	1,500	1,500	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4041 Equipt Repairs & Mtce	0	0	250	250		250	0.0%	
4042 Equipt Running Costs/Rental	464	464	2,000	1,536		1,536	23.2%	
4110 Staff Welfare	0	0	150	150		150	0.0%	
Street Wardens :- Indirect Expenditure	2,838	2,838	35,474	32,636	0	32,636	8.0%	0
Net Income over Expenditure	(2,838)	(2,838)	(4,393)	(1,555)				
<u>221 Allotments</u>								
1010 Rent Receivable	100	100	2,428	2,328			4.1%	
Allotments :- Income	100	100	2,428	2,328			4.1%	0
4001 Salaries & Wages	136	136	1,581	1,445		1,445	8.6%	
4012 Water	(11)	(11)	350	361		361	(3.0%)	
4020 Miscellaneous Expenses	0	0	355	355		355	0.0%	
4022 Postage	0	0	65	65		65	0.0%	
4041 Equipt Repairs & Mtce	0	0	75	75		75	0.0%	
Allotments :- Indirect Expenditure	125	125	2,426	2,301	0	2,301	5.2%	0
Net Income over Expenditure	(25)	(25)	2	27				
<u>239 Open Spaces&Closed Churchyards</u>								
1040 Grants Receivable	0	0	1,000	1,000			0.0%	
Open Spaces&Closed Churchyards :- Income	0	0	1,000	1,000			0.0%	0
4001 Salaries & Wages	796	796	6,438	5,642		5,642	12.4%	
4011 Rates	0	0	140	140		140	0.0%	
4014 Electricity	(0)	(0)	650	650		650	(0.1%)	
4028 Refuse/Doggy Bag Supplies	0	0	1,000	1,000		1,000	0.0%	
4040 Property Repairs & Mtce	0	0	800	800		800	0.0%	
4045 Grounds Maintenance	20	20	2,727	2,707		2,707	0.7%	
4058 Tree Surgery/Works	0	0	5,000	5,000		5,000	0.0%	
4065 Closed Churchyards maintenance	0	0	8,200	8,200		8,200	0.0%	
4066 The Croft maintenance	0	0	5,173	5,173		5,173	0.0%	
4068 Valley Walk	0	0	4,740	4,740		4,740	0.0%	
4109 Dog/Litter Bin emptying	0	0	7,728	7,728		7,728	0.0%	
Open Spaces&Closed Churchyards :- Indirect Expenditure	816	816	42,596	41,780	0	41,780	1.9%	0
Net Income over Expenditure	(816)	(816)	(41,596)	(40,780)				

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
241 Cemetery								
1000 Letting Income	800	800	9,600	8,800			8.3%	
1060 Cemetery Fees & Charges	2,815	2,815	48,000	45,185			5.9%	
Cemetery :- Income	3,615	3,615	57,600	53,985			6.3%	0
4001 Salaries & Wages	3,907	3,907	57,124	53,217		53,217	6.8%	
4005 Grave Digging Costs	1,420	1,420	14,400	12,980		12,980	9.9%	
4007 Workwear and Footwear	0	0	400	400		400	0.0%	
4008 Training, Courses, Meetings	0	0	700	700		700	0.0%	
4011 Rates	551	551	6,943	6,392		6,392	7.9%	
4012 Water	0	0	350	350		350	0.0%	
4014 Electricity	(2)	(2)	600	602		602	(0.4%)	
4016 Refuse Disposal	602	602	715	113		113	84.2%	
4018 Vehicle Rental/Repairs/Exps	8	8	1,000	992		992	0.8%	
4019 Diesel	61	61	550	489		489	11.0%	
4021 Mobile Telephones & Broadband	8	8	180	172		172	4.3%	
4023 Printing & Stationery	0	0	1,550	1,550		1,550	0.0%	
4025 Subscriptions and membership	0	0	110	110		110	0.0%	
4040 Property Repairs & Mtce	0	0	7,500	7,500		7,500	0.0%	
4041 Equipt Repairs & Mtce	0	0	500	500		500	0.0%	
4043 Equipt/Small Tools Purchase	0	0	1,400	1,400		1,400	0.0%	
4044 IT Support/Software Mtce	53	53	100	48		48	52.5%	
4045 Grounds Maintenance	314	314	6,558	6,244		6,244	4.8%	
4058 Tree Surgery/Works	70	70	5,000	4,930		4,930	1.4%	
4064 Other Professional Fees	65	65	1,256	1,191		1,191	5.2%	
4078 New Cemetery	0	0	13,510	13,510		13,510	0.0%	
4080 Flint Lodge Repairs & Maint	0	0	2,650	2,650		2,650	0.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
Cemetery :- Indirect Expenditure	7,056	7,056	123,146	116,090	0	116,090	5.7%	0
Net Income over Expenditure	(3,441)	(3,441)	(65,546)	(62,105)				
243 War Memorial, Aelfhun & Gains								
4040 Property Repairs & Mtce	0	0	1,800	1,800		1,800	0.0%	
War Memorial, Aelfhun & Gains :- Indirect Expenditure	0	0	1,800	1,800	0	1,800	0.0%	0
Net Expenditure	0	0	(1,800)	(1,800)				
250 Information Centre								
1018 Books,Maps,publications/Income	137	137	1,200	1,063			11.4%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1019 TIC Agency commission received	138	138	1,500	1,362			9.2%	
1022 Gift Sales Income	36	36	650	614			5.6%	
1025 TIC Sundry Sales	21	21	250	229			8.2%	
1031 Foodstuff Sales	149	149	273	124			54.6%	
1032 Doggy Bag Income	153	153	1,680	1,527			9.1%	
1098 Miscellaneous Income	0	0	50	50			0.0%	
Information Centre :- Income	634	634	5,603	4,969			11.3%	0
4001 Salaries & Wages	2,451	2,451	39,437	36,986		36,986	6.2%	
4008 Training, Courses, Meetings	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	0	0	180	180		180	0.0%	
4022 Postage	4	4	20	16		16	21.0%	
4023 Printing & Stationery	0	0	2,360	2,360		2,360	0.0%	
4028 Refuse/Doggy Bag Supplies	0	0	1,400	1,400		1,400	0.0%	
4041 Equipt Repairs & Mtce	0	0	100	100		100	0.0%	
4043 Equipt/Small Tools Purchase	0	0	100	100		100	0.0%	
4049 TIC food purchases for resale	0	0	210	210		210	0.0%	
4052 Bank & Cardnet Charges	0	0	960	960		960	0.0%	
4054 TIC Gift Purchases for Resale	8	8	500	492		492	1.6%	
4055 TICBooks/Guides/Maps forResale	0	0	500	500		500	0.0%	
4110 Staff Welfare	0	0	150	150		150	0.0%	
Information Centre :- Indirect Expenditure	2,463	2,463	46,217	43,754	0	43,754	5.3%	0
Net Income over Expenditure	(1,829)	(1,829)	(40,614)	(38,785)				
<u>252 Christmas Lights</u>								
1055 Sponsorships Received	0	0	300	300			0.0%	
Christmas Lights :- Income	0	0	300	300			0.0%	0
4001 Salaries & Wages	0	0	9,163	9,163		9,163	0.0%	
4008 Training, Courses, Meetings	0	0	600	600		600	0.0%	
4101 Christmas Lights	0	0	6,820	6,820		6,820	0.0%	
4104 Christmas Trees	0	0	3,350	3,350		3,350	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	19,933	19,933	0	19,933	0.0%	0
Net Income over Expenditure	0	0	(19,633)	(19,633)				
<u>261 Museum</u>								
4041 Equipt Repairs & Mtce	0	0	800	800		800	0.0%	
Museum :- Indirect Expenditure	0	0	800	800	0	800	0.0%	0
Net Expenditure	0	0	(800)	(800)				

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Street Lighting								
4014 Electricity	0	0	7,000	7,000		7,000	0.0%	
4040 Property Repairs & Mtce	0	0	3,375	3,375		3,375	0.0%	
4041 Equipt Repairs & Mtce	0	0	1,625	1,625		1,625	0.0%	
Street Lighting :- Indirect Expenditure	0	0	12,000	12,000	0	12,000	0.0%	0
Net Expenditure	0	0	(12,000)	(12,000)				
302 Street Furniture & Equipment								
4020 Miscellaneous Expenses	0	0	50	50		50	0.0%	
4041 Equipt Repairs & Mtce	126	126	1,500	1,374		1,374	8.4%	
4043 Equipt/Small Tools Purchase	17	17	490	473		473	3.4%	
Street Furniture & Equipment :- Indirect Expenditure	143	143	2,040	1,897	0	1,897	7.0%	0
Net Expenditure	(143)	(143)	(2,040)	(1,897)				
311 Highways								
1041 Parking Permits Francis Road	1,563	1,563	2,250	688			69.4%	
Highways :- Income	1,563	1,563	2,250	688			69.4%	0
4020 Miscellaneous Expenses	73	73	100	27		27	72.6%	
4044 IT Support/Software Mtce	344	344	300	(44)		(44)	114.6%	
Highways :- Indirect Expenditure	416	416	400	(16)	0	(16)	104.1%	0
Net Income over Expenditure	1,146	1,146	1,850	704				
312 Footpaths								
4014 Electricity	0	0	1,600	1,600		1,600	0.0%	
4040 Property Repairs & Mtce	0	0	1,350	1,350		1,350	0.0%	
4041 Equipt Repairs & Mtce	0	0	750	750		750	0.0%	
4045 Grounds Maintenance	0	0	100	100		100	0.0%	
Footpaths :- Indirect Expenditure	0	0	3,800	3,800	0	3,800	0.0%	0
Net Expenditure	0	0	(3,800)	(3,800)				
321 Floral Displays & Bedding Mtce								
4011 Rates	0	0	100	100		100	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4042 Equipt Running Costs/Rental	252	252	1,500	1,248		1,248	16.8%	
4043 Equipt/Small Tools Purchase	0	0	100	100		100	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Grounds Maintenance	4,000	4,000	22,314	18,314		18,314	17.9%	
Floral Displays & Bedding Mtce :- Indirect Expenditure	<u>4,252</u>	<u>4,252</u>	<u>24,114</u>	<u>19,862</u>	<u>0</u>	<u>19,862</u>	<u>17.6%</u>	<u>0</u>
Net Expenditure	(4,252)	(4,252)	(24,114)	(19,862)				
341 Community Wardens								
1040 Grants Receivable	0	0	500	500			0.0%	
1075 Community Warden services	0	0	34,236	34,236			0.0%	
Community Wardens :- Income	<u>0</u>	<u>0</u>	<u>34,736</u>	<u>34,736</u>			<u>0.0%</u>	<u>0</u>
4001 Salaries & Wages	4,390	4,390	101,001	96,611		96,611	4.3%	
4006 Health & Safety Equipment	0	0	350	350		350	0.0%	
4007 Workwear and Footwear	55	55	1,200	1,145		1,145	4.6%	
4008 Training, Courses, Meetings	91	91	2,500	2,409		2,409	3.7%	
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	3,448	3,448	18,800	15,352		15,352	18.3%	
4019 Diesel	138	138	4,500	4,362		4,362	3.1%	
4020 Miscellaneous Expenses	55	55	100	45		45	55.5%	
4021 Mobile Telephones & Broadband	423	423	540	117		117	78.4%	375
4022 Postage	0	0	140	140		140	0.0%	
4026 Insurance	1,222	1,222	1,800	578		578	67.9%	
4041 Equipt Repairs & Mtce	143	143	7,000	6,857		6,857	2.0%	
4043 Equipt/Small Tools Purchase	0	0	1,000	1,000		1,000	0.0%	
4110 Staff Welfare	0	0	900	900		900	0.0%	
4863 Purchases for re-sale	16	16	0	(16)		(16)	0.0%	
Community Wardens :- Indirect Expenditure	<u>9,983</u>	<u>9,983</u>	<u>139,931</u>	<u>129,948</u>	<u>0</u>	<u>129,948</u>	<u>7.1%</u>	<u>375</u>
Net Income over Expenditure	(9,983)	(9,983)	(105,195)	(95,212)				
6000 plus Transfer from EMR	375	375						
Movement to/(from) Gen Reserve	(9,608)	(9,608)						
499 Bingo&Raffle								
1001 Bingo&Raffle Tickets Income	189	189	1,260	1,071			15.0%	
1098 Miscellaneous Income	1	1	0	(1)			0.0%	
Bingo&Raffle :- Income	<u>190</u>	<u>190</u>	<u>1,260</u>	<u>1,070</u>			<u>15.1%</u>	<u>0</u>
4020 Miscellaneous Expenses	18	18	24	6		6	76.8%	
4500 Bingo&Raffle Prizes Paid	110	110	1,200	1,090		1,090	9.2%	
4502 BingoTickets and Pens	0	0	24	24		24	0.0%	
Bingo&Raffle :- Indirect Expenditure	<u>128</u>	<u>128</u>	<u>1,248</u>	<u>1,120</u>	<u>0</u>	<u>1,120</u>	<u>10.3%</u>	<u>0</u>
Net Income over Expenditure	62	62	12	(50)				

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 Civic Activities								
4001 Salaries & Wages	400	400	19,572	19,172		19,172	2.0%	
4008 Training, Courses, Meetings	0	0	100	100		100	0.0%	
4017 Cleaning & Consumables	0	0	820	820		820	0.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
4129 Mayors Allowance	171	171	3,500	3,329		3,329	4.9%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
4132 Civic & Ceremonial	72	72	4,004	3,932		3,932	1.8%	
4133 Tributes - Floral etc	0	0	230	230		230	0.0%	
4135 Other Council Events	0	0	200	200		200	0.0%	
Civic Activities :- Indirect Expenditure	643	643	28,976	28,333	0	28,333	2.2%	0
Net Expenditure	(643)	(643)	(28,976)	(28,333)				
Grand Totals:- Income	442,662	442,662	1,091,086	648,424			40.6%	
Expenditure	80,116	80,116	1,146,117	1,066,001	0	1,066,001	7.0%	
Net Income over Expenditure	362,546	362,546	(55,031)	(417,577)				
plus Transfer from EMR	2,580	2,580						
less Transfer to EMR	17,593	17,593						
Movement to/(from) Gen Reserve	347,533	347,533						



Sudbury Town Council
FINANCIAL REGULATIONS 2024

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These Financial Regulations were adopted by the council at its meeting held on 11 June 2024.

1. General

- 1.1. These Financial Regulations govern the financial management of 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 to 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.
 - '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 council 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 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 any grant or single commitment in excess of £5,000;

2. Risk management and internal control

- 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 finance committee, 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.
- 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. Once approved, it shall be included in the risk management plan.
- 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 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. 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 Finance Committee.
- 2.7. 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.

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 must 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 the 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 must 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 the finance committee 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 financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each 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 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 The Practitioners Guide.
- 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 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 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 finance committee 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 finance committee.
- 4.3. No later than October 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 the 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 in an earmarked reserve) with the approval of the finance committee.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of September each year.
- 4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. 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.

- 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 a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or restructuring between, any earmarked reserves shall be agreed by the finance committee.

5. Procurement

- 5.1. **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.
- 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 these 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 thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 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 £10,000 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 Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the RFO shall seek at least 3 fixed-price quotes;

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

- 5.9. where the value is between £500 and £3,000 excluding VAT, the RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots 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) to (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 finance 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 heading may be authorised by:
- the Clerk, under delegated authority, for any items up to £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items up to £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items up to £5,000 excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
- Another manager may only authorise expenditure on behalf of the Clerk when he is absent on leave and has specifically delegated this authority in writing.
- Such authorisation must be supported by a minute, an email or other auditable evidence trail, duly signed by the Clerk, and where necessary, also by the appropriate Chair.
- 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 heading other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency. This limitation does not apply to those budget

headings that have a business income, as in these cases extra expenditure should be balanced against extra income.

- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and 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 person, committee or full council authorising it is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank with additional deposits held by other banks to spread the risk and earn the maximum interest. The arrangements shall be reviewed annually 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. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation. 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.
- 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 online banking, in accordance with a resolution of the council, a duly delegated committee or a delegated decision by the Clerk, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National

Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the finance committee may authorise in advance for the year.

6.7. Not used.

6.8. A list of such payments shall be reported to the next appropriate meeting of the Finance Committee for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

- i. an expenditure item authorised under 5.15 above (authority to spend), provided that the final cost is not more than 10% greater than the original value approved up to a maximum of £5,000. A list of such payments shall be submitted to the next appropriate meeting of the council or finance committee.
- ii. any other payments of up to £3,000 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 for payment is before the next scheduled meeting of the finance committee, 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 the council or finance committee.
- iv. Fund transfers within the councils banking arrangements up to the sum of £200,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the council or finance committee.

6.10. Not used.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of officers who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

7.2. All full access users shall have access to view the council's bank accounts online.

7.3. 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.

7.4. The Service Administrator or an authorised finance officer shall set up all items due for payment online. Before setting up any online payment, the officer involved must examine the authorisation for expenditure (under paragraph 5.15), the confirmation of the delivery of the item or service, the relevant invoices and the authorisation to make the payment (under paragraphs 6.3 to 6.10). If the officer is not clear that all these are correct, they are to clarify the details with the RFO before setting up the payment. The documents showing these shall be passed to the second authorised signatory to be examined and signed before they approve the bank payment.

- 7.5. In the prolonged absence of the RFO another finance officer shall be assigned the checking duties necessary until the return of the RFO. There should never be a need to relax the full range of checks due to staff absence.
 - 7.6. Not used.
 - 7.7. Evidence shall be retained showing which officers approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
 - 7.8. A full list of all payments made in a month shall be provided to the next finance committee meeting and appended to the minutes.
 - 7.9. With the approval of the finance committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved online by two authorised officers. The approval of the use of each variable direct debit shall be reviewed by the finance committee at least every two years.
 - 7.10. Payment may be made by BACS or CHAPS by resolution of the finance committee provided that each payment is approved online by two authorised officers, evidence is retained and any payments are reported to the finance committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
 - 7.11. 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 online by two authorised officers, 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 finance committee at least every two years.
 - 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
 - 7.13. 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.
 - 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.
- 8. Cheque payments**
- 8.1. Cheques are not used by Sudbury Town Council, other than for cash withdrawals.
 - 8.2. Not used.
 - 8.3. Not used.

9. Payment cards

- 9.1. 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 £2,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. Not used.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, RFO, Business Manager and Operations Manager and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash account of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments 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 the council or HR 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 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 the finance committee to ensure that the correct payments have been made.
- 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 the full council.

11.8. Before employing interim staff, the HR committee 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 borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (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 of 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 investment 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, shall be made in accordance with these regulations.

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. The RFO shall be responsible for the collection of all amounts due to the council.
- 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 deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly 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 from the software by the due date.
- 13.7. Not used

13.8. Not used

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 based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to, or omission from a contract must be authorised by the Clerk to the contractor in writing, with 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. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods 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.
- 15.5. The authority to write off stores and equipment shall be delegated to the same level as the authority for procurement in section 5.15.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their 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 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, or a duly delegated committee or officer as per levels of authority in paragraph 5.15, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. 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, damage or event likely to lead to a claim, and shall report these to the finance committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. 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 annually by the finance committee.

18. Charities - Reserved

- 18.1. Not used.

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 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 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.

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 accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 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, 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.

