



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Yeovil Town Council

Wednesday 5th April 2023

7:00pm

Town House, 19 Union Street, Yeovil BA20 1PQ

For further information on the items to be discussed, please contact town.clerk@yeovil.gov.uk.

Amanda Card, Town Clerk
29th March 2023

This information is also available on our website: www.yeovil.gov.uk

Yeovil Town Council

Members of Yeovil Town Council are summoned to attend:

Evie Potts-Jones – Mayor of Yeovil Town

Andy Kendall – Deputy Mayor of Yeovil Town

Barry Boyton

Jane Lowery

Jade Cabell

Graham Oakes

Tareth Casey

Wes Read

Nigel Gage

Ashley Richards

Karl Gill

Jeny Snell

Emma-Jayne Hopkins

Andy Soughton

Kaysar Hussain

Roy Spinner

Tony Lock

Rob Stickland

Pauline Lock

Helen Stonier

Jamie Lock

Liam Watts

Sarah Lowery

Dave Woan

Public Comments at meetings

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail ytic@yeovil.gov.uk by 9:00am on Wednesday 5th April 2023. Instructions will be sent to you to view the meeting.

Equality Act 2010

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at www.yeovil.gov.uk. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

The Town Council photograph will be taken at Town House carpark (weather permitting) at 6:30 pm. Please arrive for 6:20 pm.

Prior to the start of the meeting, Members are invited to join the Mayor's Chaplain in the Council Chamber for prayers.

A G E N D A

Public Comment (15 Minutes)

11/065 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85(1)*

11/066 DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

11/067 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

To confirm as a correct record the Minutes of the previous Town Council Meeting held on 24th January 2023.

11/068 MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS

To note the Mayor and Deputy Mayor's recent and forthcoming engagements as attached at pages 3 to 5.

11/069 REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

To note the meetings of each Committee, any resolutions and recommendations contained therein to be ratified.

Planning Committee – 23rd January 2023 / 20th March 2023
Presented by Cllr Jeny Snell

Promotions and Activities Committee – 14th March 2023.
Presented by Cllr Emma-Jayne Hopkins

Grounds and General Maintenance Committee – 13th March 2023.
Presented by Cllr Roy Spinner

Buildings and Civic Matters Committee – 21st March 2023.

Presented by Cllr Rob Stickland

Policy, Resources and Finance Committee – 28th March 2023.

Presented by Cllr Graham Oakes

11/070 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Members who represent the Town Council on outside bodies should take this opportunity to report on any matters of interest.

- Westfield Community Association – 9th February 2023 (minutes previously circulated).
- Yeovil Crematorium and Cemetery Committee – 8th March 2023 (minutes previously circulated)

11/071 MAYOR ELECT AND DEPUTY MAYOR ELECT

Members to consider nominations for the office of Town Mayor and Deputy Mayor for the Municipal Year 2023/24. The election of Town Mayor and Deputy Mayor will take place at the next Annual Meeting of the Town Council, which will be held on 2nd May 2023.

11/072 RISK STRATEGY

Members to approve the recommendation by the Policy, Resources and Finance Committee to adopt the Risk Strategy and Risk Assessment for Yeovil Town Council as attached at pages 6 to 15.

11/073 FINANCIAL REGULATIONS

Members to approve the recommendation by the Policy, Resources and Finance Committee to adopt the updated Financial Regulations for Yeovil Town Council as attached at pages 16 to 30.

11/074 FORWARD PLAN

The Forward Plan, attached at page 31, lists the items due to be discussed and the decisions due to be made by Yeovil Town Council.

The timings given are indicative and occasionally may be rescheduled and new items added as required.

It is **RECOMMENDED** that Yeovil Town Council approve the Forward Plan.

Public Comment (15 Minutes)

List of Engagements attended/to be attended by the Mayor of Yeovil, Councillor Evie Potts-Jones and the Deputy Mayor of Yeovil, Councillor Andy Kendall from 7 March 2023 to 2 May 2023

<u>March Engagements</u>
- The Mayor of Yeovil, Councillor Evie Potts-Jones visited Stuart Foster Funeral Services, Yeovil
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Chard for 'Chard Together'
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Dance Infinity by the Dance Factory at The Octagon Theatre
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Wimborne Minster for their Annual Civic Service
- The Deputy Mayor of Yeovil, Councillor Andy Kendall attended the Countrywide Service of Thanksgiving Service to celebrate the contribution and coming together of the 5 councils
- The Mayor of Yeovil, Councillor Evie Potts-Jones had a meeting with Avon and Somerset Police with the Town Clerk, Amanda Card
- The Mayor of Yeovil, Councillor Evie Potts-Jones visited Gods House International Centre, Bristol celebrating Womanhood Conference
- The Deputy Mayor of Yeovil, Councillor Andy Kendall attended the planting of trees to symbolise each month that Ukrainians have spent on safety and protection in the UK
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Legal Service at Wells Cathedral invited by The High Sheriff of Somerset
- The Mayor of Yeovil, Councillor Evie Potts-Jones visited Police and Crime Commissioner at Portishead along with Jamie Harriott who spent the week doing work experience with her
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended a meeting with Yeovil Pickleball Club to discuss the growth and benefits of the sport locally.
- The Mayor of Yeovil, Councillor Evie Potts-Jones visited Lufton Nursery with Jamie Harriott – Work Experience
- The Mayor of Yeovil, Councillor Evie Potts-Jones met with Avon and Somerset Police, along with Town Clerk, Amanda Card to discuss local issues

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended a Charity Football Match at Bucklers Mead

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Charity Rugby Match for Katherine Rutherford Sunshine Glioblastoma Foundation

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Yeovil Half Marathon

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Yeovil Amateur Operatic Society for the performance of Anything Goes at the Octagon Theatre

- The Mayor of Yeovil, Councillor Evie Potts-Jones welcomed Primrose Lane Primary School's School Council to visit the Town House

- The Mayor of Yeovil, Councillor Evie Potts-Jones and Deputy Mayor, Councillor Andy Kendall visited Yeovil Opportunity Group's AGM, Celebration of Achievement since COVID

- The Mayor of Yeovil, Councillor Evie Potts-Jones sponsored 2 books for Prisoners as part of 'Gifted Books of Devotions'

- The Mayor of Yeovil, Councillor Evie Potts-Jones sponsored a banner to help advertise the Armed Forces and Veterans Breakfast Club in Yeovil.

April Engagements

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Yeovil Town Football Club as VIP Guest of Mark Robinson to watch Yeovil vs Southend

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended a meeting with NHS and Chairperson of Street – talking Community Engagement

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Official Opening of Chestnut Lodge Care Home

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend a Crime Reduction Meeting

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend West Abbey Care Home's Open Day

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Corfe Mullen's Celebration of Service

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Renewable Equipment Solutions (R.E.S)

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Portland Town Council for their Civic Day

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Yeovil District Hospital, visiting Staff from ICU

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Yeovil Town Centre Scouts Groups, St Georges Day Parade

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Abbey Hill Steam Rally

- The Mayor of Yeovil, Councillor Evie Potts-Jones will meet with South Wessex Community Rail Partnership to discuss their ongoing projects and demands

- The Mayor of Yeovil will visit Compton View Care Home with the completed and bound Condolence Book for late Queen.

May Engagements

- The Mayor of Yeovil, Councillor Evie Potts-Jones will visit Home Instead in Yeovil – a private Home Care Company

YEOVIL TOWN COUNCIL



RISK STRATEGY

1. Introduction

The Council delegates the carrying out of its risks assessments to the Policy, Resources and Finance Committee under Local Government Act 1972 (S101). The risk assessment is reviewed in January each year.

Where a committee considers the risk assessment under delegated powers, the full Council must specifically review, and minute the review, of the risk assessment (rather than simply adopting the minutes of that Committee including all recommendations).

2. Risk Management Strategy

Yeovil Town Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risks are maintained at an acceptable level. The Town Council will take any action that is deemed necessary.

The Town Clerk reviews risks on a regular basis, including any newly identified risks, and will report on such matters to the Policy, Resources and Finance Committee. The review will include identification of any unacceptable levels of risk.

The Guidance on Governance and Accountability for Local Councils in England (published by the Joint Practitioners' Advisory Group) makes the following observations regarding risk management:

- Risk management is not just about financial management: it is about ensuring the achievement of objectives set by the council to deliver high quality public services; and
- The local council audit approach seeks to encourage local councils to address these issues by placing emphasis on the need to keep under review and, if necessary, to strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to taxpayers

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. Therefore, each year Members should:

- take steps to identify and update their record of key risks facing the Council;

- evaluate the potential consequences to the Council if an event identified as a risk takes place (in terms of likelihood and impact);
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences; and
- record any conclusions or decisions reached.

3. Assessment of Risk

Each risk will be assessed in terms of its likelihood and impact on the Council.

Likelihood


		Probability	Possible Indicators
4	Almost Certain	> 90%	Frequent occurrence
3	Likely	> 60%	Regular occurrence
2	Possible	> 10%	Occasional occurrence
1	Unlikely	< 10%	Has never occurred

Impact

		Risk Threat
4	Major	Financial Impact > £500,000 Fatality/disabling injuries to public or staff / adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
3	Serious	Financial Impact > £250,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
2	Significant	Financial Impact > £50,000 Adverse service users complaints / service disruption / minor injuries and near misses to staff and public
1	Minor	Financial impact less than £5,000 / isolated complaints / minor service disruption

4. Risk Matrix

	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
Likelihood		1	2	3	4
		Impact			



The legend indicates the risk levels based on the color of the cells in the matrix:

- High: Red
- Medium: Yellow
- Low: Green

The key risks for the Council are assessed for impact and likelihood (using the criteria listed above); so that risks are identified as low, medium or high.

Controls are then identified in order to mitigate the risk. It is anticipated that the risk will be reviewed annually unless there is a change in intelligence. The table also assigns responsibility to the relevant people.

5. Risk Register

Ref	Risk	Impact	Likelihood	Level	Controls	Review	Responsibility
ASSETS							
1	Protection of physical assets	3	2	Medium	Asset Register updated annually, with any changes through additions and disposals updated on an adhoc basis. This is presented to Council annually with Annual Accounts. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by South Somerset District Council on a weekly basis. Yeovil Cemetery is checked and maintained by Cemetery workforce. Insurance cover reviewed annually, with any changes through additions and disposals updated on an adhoc basis. Currently insured with Zurich Municipal. Recommendations as necessary to Policy, Resources and Finance Committee to update cover.	January 2024	Town Clerk/ Relevant Committees
2	Security for vulnerable buildings, amenities or equipment	3	2	Medium	Appropriate security devices are fitted to all of the Council's buildings and linked as necessary to a central control station. CCTV at both Milford Hall and Town House. Atlas Security first point of contact for any breaches, for quick response and safety of staff. Designated staff are responsible for the security of these buildings. Fobs required to enter the back offices of Town House. In the event of any breaches of security, appropriate measures are taken as soon as practicable to re-secure the property. Crime reports are obtained for all breaches of security by contacting Avon and Somerset Constabulary.	January 2024	Town Clerk/ Relevant Committees

3	Maintenance for vulnerable buildings, amenities or equipment	3	2	Medium	All premises are maintained within the approved budget. Maintenance is undertaken in-house where possible and external contractors used as required. Issues found are addressed as appropriate. Inspections for equipment and safety features programmed as required. Legislation and best practice reviewed on a regular basis.	January 2024	Town Clerk/ Relevant Committees
4	Provision of amenities/facilities for local community groups	3	2	Medium	The council has approved the hire of Milford Community Hall, and the Town House on an hourly charge basis. Conditions of hire have been reviewed that will assist in safeguarding the Council's assets	January 2024	Town Clerk/ Relevant Committees
5	Security and safety of defibrillators	4	1	Medium	Monthly visual checks carried out on all defibrillator cabinets. Defibrillators connect via 3G and will send warnings if there are any problems with the defibrillator. Defibrillators registered with the Circuit which sends notifications if the defibrillator is accessed.	January 2024	Town Clerk / BCM

FINANCE

6	Banking arrangements	2	1	Low	Reviewed periodically by Policy, Resources and Finance Committee. All cheques require two Members' signatures. The Policy, Resources and Finance Committee review all payments and income following their consideration by the service committees. Suppliers paid by BACS where appropriate.	January 2024	Town Clerk / PR&F
7	Protection of Investments	2	1	Low	An investment register is reviewed on a monthly basis.	January 2024	Town Clerk / PR&F
8	Consequential loss of income	2	1	Low	Insurance cover (to cover loss of income and relocating office). Computers backed up periodically through the day; data saved in house on server and to the cloud. IT support quickly accessed and data can be restored if/when appropriate.	January 2024	Town Clerk / PR&F
9	Loss of cash through theft or dishonesty	1	1	Low	Fidelity Guarantee cover up to £2 million for employees and members. Minimal cash kept on premises, and	January 2024	Town Clerk / PR&F

					segregation of duty for all non-cash payments made. Bank Reconciliations conducted on a monthly basis.		
10	Financial controls and records	3	1	Medium	Financial Regulations in place and reviewed annually. Two signatories on cheques, and segregation of duty for BACs payments. Internal and external audit.	January 2024	Town Clerk / PR&F
11	Comply with HMRC Regulations	2	1	Low	VAT payments and claims calculated by Finance Officer and checked by RFO. Internal and external auditor to provide assurance.	January 2024	Town Clerk / PR&F
12	Sound budgeting to underlie annual precept	3	2	Medium	Budget workshop held annually. Inflationary increases applied to costs of goods and services. Committees consulted. Policy, Resources and Finance Committee recommend budget to Council. Expenditure against budget reported to Policy, Resources and Finance Committee on a regular basis, with material variations explained and considered. Outturn report at the end of the financial year.	January 2024	Town Clerk / PR&F
13	Complying with borrowing restrictions	1	1	Low	No new borrowing likely at present.	January 2024	Town Clerk / PR&F
14	Ensuring robustness of insurance providers	4	1	Medium	The Council currently insures with Zurich Municipal on a 3-year basis. A tender process is conducted at the end of each 3 years to ensure best value and to ensure that the Council is adequately covered. Insurance company informed of any additions and disposals.	January 2024	Town Clerk / PR&F
15	Clear statements of management responsibility for each service	2	1	Low	Under the Council's Scheme of Delegation, each of the service committees and the Policy, Resource and Finance Committee have delegated management responsibility for their own budget. Expenditure and income reported to each committee meeting with an Outturn report at the end of the financial year.	January 2024	Town Clerk / PR&F

16	Inappropriate use of Procurement Card	2	1	Low	There is one procurement card which is the responsibility of; and kept secure by the Town Clerk. Records are kept and reconciled with the statement on a monthly basis. Credit limit £2,000.	January 2024	Town Clerk / PR&F
PROCUREMENT							
17	Awarding of contracts for services and the purchase of capital equipment	3	1	Medium	The Financial Procedures are reviewed every year to ensure they are fit for purpose. Best value is sought for all purchases of services, equipment and assets. For larger contracts, the Council utilises Contract Finder and will seek references where appropriate for those organisations awarded contracts. Relevant expertise sought for complex specifications.	January 2024	Town Clerk / PR&F
18	Professional services and contractors	3	1	Medium	The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) the provider of any professional services it requires. Where necessary, all prospective contractors are required to provide references for which they have recently undertaken similar work and adequate insurances. Due diligence is given where the number of prospective contractors are limited	January 2024	Town Clerk/ Relevant Committees
LIABILITY							
19	Risk of damage to third party property or individuals/Legal liability	3	2	Medium	Public Liability Insurance £15 million – covering personal accident liability for employees and members. Open spaces checked regularly. Risk assessments of individual events such as Christmas lights, Super Saturday conducted as necessary. Advice is sought and consideration given for any new event added.	January 2024	Town Clerk/ Relevant Committees

20	Legal liability as consequence of assets ownership (especially burial ground, playgrounds etc.)	4	2	High	Insurance in place. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by South Somerset District Council on a weekly basis. Yeovil Cemetery is checked and maintained by Cemetery workforce.	January 2024	Town Clerk/ Relevant Committees
EMPLOYER LIABILITY							
21	Comply with Employment Law	1	2	Low	Yeovil Town Council is member of SALC. Town Clerk is a member of SLCC. Subscription to South West Councils. Policies reviewed and updated as necessary.	January 2024	Town Clerk / PR&F
22	Comply with Inland Revenue requirements	2	1	Low	Sage Payroll software which is IR compliant is used. Internal and External auditor carry out checks.	January 2024	Town Clerk / PR&F
23	Safety of Staff and visitors	2	1	Low	Visitors book to sign in and out. Camera fitted at front desk of Town House. Regular risk assessments. During the pandemic, the admittance of visitors to Town House are restricted.	January 2024	Town Clerk / Council
24	Recognise and accepts responsibility as employer	3	2	Medium	Policies and Procedures in place and regularly reviewed. Staff concerns treated as appropriate.	January 2024	Town Clerk / Council
25	Facilities Officer Safety	2	2	Medium	Lone working policy that all staff members are aware of. Key duties risk assessed.	January 2024	Town Clerk / Council
26	Remote working health and well-being	2	2	Medium	Regular check-ins with those working remotely.	January 2024	Town Clerk / PR&F
27	Protection of staff against malicious behaviour (both online and offline)	3	2	Medium	Dignity at Work Policy available. Notices on Facebook and within office that that Yeovil Town Council will not tolerate bullying or harassment of any of its employees, officials, members, contractors, visitors to the council or	January 2024	Town Clerk / PR&F

					members of the public from the community. Any malicious behaviour reported to the police or other agency as appropriate.		
STAFFING							
28	Staff Cover	3	2	Medium	All key duties can be covered. Annual Leave is coordinated to ensure the office can be covered at all times. During the pandemic, assessments are conducted regarding changes in priorities and how this will be conducted. If the office can not be covered, the office is closed to the public with notifications given on Facebook at the Notice Board outside Town House.	January 2024	Town Clerk / PR&F
29	Staff Retention	3	2	Medium	A learning and developmental organisation.	January 2024	Town Clerk / PR&F
LEGAL LIABILITY							
30	Ensuring activities are within legal powers	3	1	Medium	Clerk to clarify legal position of any new proposal and seek legal advice where necessary. The Council can utilise the General Power of Competence.	January 2024	Town Clerk / PR&F
31	Proper and timely reporting via the Minutes	1	1	Low	Council meets regularly, committees meet at least 6 times a year. Minutes are distributed in a timely fashion and approved and signed at following meeting (recognised that during periods of time when virtual meetings (informal meetings) are held, they will be signed at the next appropriate meeting). Minutes are made available to the press and public.	January 2024	Town Clerk / PR&F
32	Proper document control	2	1	Low	Land and buildings registered at Land Registry. Comprehensive filing system holding all relevant documents. Use of fireproof cabinet where relevant. Document Retention Policy	January 2024	Town Clerk / PR&F
32	Breach of personal data	3	2	Medium	Data Protection Policy in place. Staff kept up to date with changes in legislation and requirements. Registered with Information Commissioners Office. Data only processed if there is a legal basis to do so.	January 2024	Town Clerk / PR&F

COUNCIL PROPREITY							
33	Register of Interests and gifts and hospitality in place	2	2	Low	Register of interest completed annually and amended throughout year as necessary. Gifts and hospitality register. Declarations of interests should be made when appropriate at all meetings (the onus is on Councillors to identify when they should declare an interest, but advice is given when requested).	January 2024	Town Clerk / Council
COVID – 19							
33	Transmission of virus to staff, visitors and Councillors	3	2	Medium	<p>Employees work remotely where/when appropriate</p> <p>No visitors to office except contractors (pre-arranged or for urgent matters)</p> <p>Only the decision makers present at Council meetings, other Councillors and public can join these meetings virtually.</p> <p>Separate detailed COVID-19 risk assessments conducted.</p> <p>Facilities and equipment on hand to ensure regular cleaning of surfaces and washing of hands.</p>	April 2021	Town Clerk / PR&F
LOCAL GOVERNMENT RE-ORGANISATION							
34	More phonecalls / e-mails / face to face with people asking about issues which do not fall under the remit of the Council	3	3	Low	<p>Ensure the sharing of information via social media, website and notice boards.</p> <p>Signposting individuals to Somerset Council as appropriate</p>	April 2023 onwards	Town Clerk / PR&F
35	Opportunity to take on services or assets	Unkno wn	Unkno wn	Unknow n	<p>Each service/asset that the Council may wish to investigated will be considered and due diligence taken.</p> <p>The approach will be on a case-by-case basis.</p> <p>Awaiting dialogue with Somerset Council</p>		

Yeovil Town Council
xxth March 2023
To be reviewed: January 2024

YEOVIL TOWN COUNCIL



FINANCIAL REGULATIONS

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GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control system must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which should be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of the Council are expected to follow the instruction within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council.
- 1.9. 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 accounting control systems;
 - ensures that the accounting control systems are observed;
 - maintains the accounting records of the Council in accordance with proper practices
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and

- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time to comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

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

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonable as possible
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving the annual governance statement;
- borrowing;
- writing off bad debts; and
- declaring eligibility for the General Power of Competence

shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;

- approve any grant in excess of £2,500;
- in respect of the annual salary for any employee have regard to recommendations about annual salaries or employee made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, reference to the accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.3. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose 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 for that purpose.
- 2.4. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.5. The internal auditor shall:
- be competent and independent of the financial operations at the Council;
 - report to Council in writing, or in person on a regular basis with a minimum of one annual written report during the financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.

2.6. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting 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.

2.7. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.8. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, book, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulation.

2.9. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. The RFO must each year, by no later than January prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy, Resources and Finance Committee and the Council.

3.2. The Council shall fix the precept (Council tax requirement) and the relevant basic amount of Council tax to be levied for the ensuing financial year by the **February January** meeting of Council each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.3. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORISATION TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

This authority is determined by:

- the Council for all items over £5,000;
- a duly delegated committee for the Council for items over £1,000;
- the Clerk for any item below £1,000;
- the Deputy Clerk for any item below £500; or
- **the Assistant Town Clerk for any item below £250.**

Such authority is to be evidenced by a minute or by ~~an authorisation slip~~ a purchase order duly signed by the Clerk, or Deputy Clerk or Assistant Town Clerk.

Contracts must not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Policy, Resources and Finance Committee having considered the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects should not be carried forward to a subsequent year unless for a specific reason and approved by the Policy, Resource and Finance Committee.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repairs, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£1,000~~ £2,000. The Clerk shall report such action to the Mayor (or his/her absence, the Deputy Mayor); the Chairman of Policy, Resources and Finance Committee (or his/her absence, the Vice Chairman) and the Chairman of the Committee concerned (or his/her absence, the Vice Chairman) as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide Policy, Resources and Finance Committee with:
 - a Balance Sheet statement;
 - a Bank Reconciliation; and
 - a statement of receipts and payments to date (under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget). The statement shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

These statements are to be prepared and submitted to each meeting of Policy, Resources and Finance Committee.

- 4.9. Changes in earmarked reserves shall be approved by the Policy, Resources and Finance Committee as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall have delegated authority to authorise all payments properly chargeable to any account controlled by the Council and shall present a summary of such payments to each scheduled meeting of Policy, Resources and Finance Committee.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO (or officer appointed by the RFO) to confirm that the work, goods or services to which each invoice related has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO (or officer appointed by the RFO) shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading, and check that invoices have not previously been certified and paid.
- 5.5. In respect of grants Policy, Resources and Finance Committee shall approve expenditure within £2,500 and in accordance with any policy statement approved by Council. Any grant in excess of £2,500 shall before payment, be subject to ratification by resolution of the Council.
- 5.6. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.
- 5.7. Any **cheques payment** in excess of £500 shall be presented for signature with a supporting certificate signed by the RFO or Deputy Town Clerk.

6. INSTUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. **Where possible, payments will be made by BACS.**
- 6.3. Cheque or orders for payment drawn on the bank account shall be signed by two members of Council. A member who is a bank signatory, having connection by virtue of family or business relationships with the beneficiary

of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.4. Regular back-up copies of the record on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.5. Computers used for all the Council's business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.6. The RFO may provide petty cash to officers for the purposes of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO or Deputy Town Clerk with a claim for reimbursement.
- 6.7. The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- 6.8. No single payment from the petty cash float **or procurement card** shall exceed **£20 £30 £50** without the prior approval of the RFO.
- 6.9. Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 7.3. No changes shall be made to any employee's pay (with the exception of increments within authorised grades which shall be authorised by the RFO), emoluments, or terms and conditions of employment with the prior consent of the Policy, Resources and Finance Committee.
- 7.4. Each and every payment of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or other than:
 - By a Councillor who can demonstrate a need to know;
 - By the internal auditor;

- By the external auditor; or
 - By any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for senior officers.
- 7.7. Any termination payments shall be support by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in line with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn upon shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificated and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council. The RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to Policy, Resources and Finance Committee and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as direct by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO (or officer appointed by the RFO) shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individual banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Oral orders shall be given in cases of emergency by the RFO, Deputy Town Clerk or Assistant Town Clerk and such orders shall be confirmed by the issue of an official order.
- 10.3. Order books shall be controlled by the RFO.
- 10.4. All members and officers are responsible for obtaining value for money at all times. An officer issuing an order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect for each transaction, usually by obtaining three or more quotations or estimates from

appropriate suppliers, subject to any de minimus provision in Regulation 11.1 below.

- 10.5. A member may not issue an official order or make any contract on behalf of the Council.
- 10.6. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of a new or infrequent purchase s or payment, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that minutes can record the power being used.

11.CONTRACTS

11.1. 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 in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) 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 additional work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the Policy, Resources and Finance Committee); and
 - vi. for goods or material proposed to be purchased which are proprietary articles and / or are sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by the Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations¹.

¹ The Regulations required Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- c) The full requirement of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- d) When applications are made to waive financial regulations relating to contract to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e) Such an invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance (where appropriate) to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk ~~in the ordinary course of post. Each tendering firm must submit their tenders in a sealed envelope clearly marked as instructed within the invitation and bearing no indication of the identity of the tendering firm.~~ The tender will remain sealed unopened until the prescribed date for opening tenders for that contract.
- f) 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.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or material or for the execution of works or specialist services other such goods, material, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the RFO shall strive to obtain 3 estimates. Otherwise Regulation 10.4 above shall apply.
- i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council required further pricing, provided that the specification does not change, 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.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the

² Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (~~£164,176~~ £182,302)
- b) For public works contracts 5,225,000 Euros (~~£4,104,394~~ £4,551,413)

architect or other consultants engaged to supervise the contract (subject to any percentage with holding as maybe agreed in the particular contract).

- 12.2. Where contracts provide for payments by instalments the RFO shall maintain a record of such payments. In any case where it is estimate that the total cost of work carried out under a contract, excluding agreed variation, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the likely cost is likely to exceed the final provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. 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 the delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with the operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, in each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the periphery (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be

provided to the Council in respect of valuation and survey 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).

- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without an authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept. The continued existence of tangible assets shown in the Register shall be verified at least annually.
- 14.7. An inventory of all moveable furniture, equipment and machinery shall be maintained by the RFO.
- 14.8. The Town Clerk shall be responsible for the security of all Council offices, buildings and contents.
- 14.9. Keys are only to be issued in return for a signed receipt and shall be returned to the Town Council when no longer required; any losses are to be reported immediately.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next meeting.
- 15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by Policy, Resources and Finance Committee.

16. RISK MANAGEMENT

- 16.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council or any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The Council, may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspensions are record and that an assessment of the risk arising has been drawn up and present in advance to all members of the Council.

Yeovil Town Council
24th January 2023
To be reviewed January 2024

11/074

FORWARD PLAN

Date	Item
Annual Town Meeting followed by Annual Meeting of the Town Council 2 nd May 2023	Address by Mayor about Charities and Mayor's Award 2022 Election of Mayor and Deputy Mayor
Annual Meeting of the Town Council (reconvened) 9th May 2023	Annual Report Appointment of Committees and Other Bodies for 2023/24 Appointments of Representatives to Serve on Outside bodies for 2023/24 Members' Attendance for 2023/24 Reports and Recommendations from Council's Committees: Planning – 17th April 2023
27 th and 28 th May 2023	Yeovil Celebrates.... Yeovil Recreation Ground
27 th June 2023	Update from Yeovil Country Park Approval of Annual Governance and Accountability Return 2022/23 Reports and Recommendations from Council's Committees: Planning – 15th May 2023 / 19 th June 2023 Grounds and General Maintenance – 22 nd May 2023 Promotions and Activities – 16 th May 2023 Buildings and Civic Matters – 23 rd May 2023 Policy, Resources and Finance – 30 th May 2023
1 st August 2023	Reserve Date
5 th September 2023	Reports and Recommendations from Council's Committees: Planning – 17 th July 2023 / 14 th August 2023 Grounds and General Maintenance – 10 th July 2023 2023 Promotions and Activities – 11 th July 2023 Buildings and Civic Matters – 18 th July 2023 Policy, Resources and Finance – 25 th July 2023

Members have requested presentations from:

- Ambulance Service
- Fire Brigade

We are awaiting responses from these organisations.