

## FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Council held on Monday 10<sup>th</sup> March 2025 at 7.00pm held in the Council Chamber, Municipal Buildings, The Moor, Falmouth. TR11 3QA

Present: Councillors A L Rowe CC (Town Mayor), L D Coley (Deputy Mayor), D E Clegg, K J Edwards, S D Eva, D V Evans BEM, A J Jewell CC, D A Konik, T M Pearce, J C Robinson, B M A Ross, E E Seiler, D W Saunby CC, J M P Spargo, and Z Young.

In Attendance: A M Williams	(Town Clerk)
D C Shankland	(Communications Officer)
G Pollard	(Horticultural Apprentice)
PC H Newton & PCSO B Wood	(Falmouth Community Police Team)
P Fitzpatrick	(Falmouth Fairtrade)

### **C6044 APOLOGIES**

An apology was received and approved from Councillor G F Evans (holiday).

### **C6045 INTERESTS AND DISPENSATIONS**

The Mayor had assumed that Councillor Young would declare an interest in Minute C6057. She did, and he advised that he would permit her to address the matter.

### **C6046 COMMUNITY SAFETY AND FIRE REPORT**

No report.

### **C6047 MINUTES**

Councillor Young queried the accuracy of minute of C6037.

It was proposed by Councillor Clegg seconded by Councillor Coley and

**RESOLVED** that the minutes of the meeting held on 9<sup>th</sup> December 2024 be confirmed as a correct record and signed by the Chair.

It was proposed by Councillor Clegg, seconded by Councillor Coley and

**RESOLVED** that the minutes of the meeting held on 25<sup>th</sup> January 2025 be confirmed as a correct record and signed by the Chair.

### **C6048 MAYOR'S REPORT**

The Mayor presented their report that was duly noted. He congratulated the Council and the Town Clerk on their recent success in the National Association of Local Councils national awards. He also recognised Georgia Pollard the Council's Horticultural Apprentice on her success in the recent apprenticeship awards.

At the conclusion of the meeting he advised that he was not standing in the coming elections and thanked Councillors for their efforts and support during their term of office and particularly during his mayoralty. He spoke about the achievements that included the development of the skatepark, the Resource project, Changing Places provision, water refill points, the development of Princess Pavilions, the acquisition of Pendennis Headland and Pendennis Leisure Centre, and hugely successful events.

Councillor Eva also took the opportunity to thank the Council and recognise its significant successes, he was not standing after 22 years of office. He thanked the staff for their support.

**C6049 DEPUTY MAYOR'S REPORT**

The Deputy Mayor presented their report that was duly noted.

**C6050 PUBLIC QUESTIONS**

None received.

**C6051 COMMUNITY POLICE REPORT**

PC Newton for Falmouth Police Inspector Milburn presented a community policing update that was noted and forms part of these minutes. The Mayor updated on his recent meeting with the Police and Crime Commissioner and the request for more local resources. He thanked PCSO Wood who was shortly to retire after 18 years' service in the Falmouth Community Police Team.

**C6052 FAIRTRADE FALMOUTH**

The Fairtrade Falmouth representatives reported upon and thanked the Council for the Fairtrade signage on the town gateway signs. She updated on Fairtrade activity locally including the recent Benow Festival.

**C6053 COMMUNITY AREA PANEL**

Councillor D V Evans updated on the CAP Funding Panel.

**C6054 CORNWALL COUNCILLORS REPORTS**

**Trescobeas and Budock**

Councillor Saunby updated on Cornwall Council which was approaching the pre-election period restrictions. He was dealing with residents housing matters, wheelie bin provision and access under the new waste contract arrangements and was reviewing the Bickland Water Road improvement scheme measures. He responded to questions and that it was his understanding that the Greenspot Centre would not reopen.

**Arwenack**

No report.

**Boslowick**

Councillor Jewell also updated on the Bickland Water Road scheme and the footpath at Faulkner Close. He had used his community grants to support Dracaena Centre, Pendennis Leisure, and Falmouth Town Football Club. Cornwall Council had passed its 2025/26 budget proposal which he supported. He responded to questions on cycle provision.

**Penwerris**

Councillor Rowe reported that he had worked with Councillors Konik and Pearce to see better Cornwall Housing support to Penwerris Housing Association and residents regarding funding, addressing a repairs backlog, and a review of contracted work. He was disappointed at the low threshold criteria set for the disposal of empty properties. He had used his community grant funding to support Pickel Ball provision and Source FM.

## **C6055 COMMITTEE REPORTS**

The Finance and General Purposes Committee Part I Report dated 20<sup>th</sup> January 2025 was presented by Councillor Robinson, Chair of the Committee.

It was proposed by Councillor Robinson, seconded by Councillor Clegg and

**RESOLVED** that the Part I Report of the Committee dated 20<sup>th</sup> January 2025 be approved.

The Finance and General Purposes Committee Part I Report dated 24<sup>th</sup> February 2025 was presented by Councillor Robinson, Chair of the Committee.

It was proposed by Councillor Robinson, seconded by Councillor Clegg and

**RESOLVED** that the Part I Report of the Committee dated 24<sup>th</sup> February 2025 be approved.

The Planning and Licensing Committee Report dated 16<sup>th</sup> December 2024 was presented by Councillor Eva, Chair of the Committee.

It was proposed by Councillor Eva, seconded by Councillor Clegg and

**RESOLVED** that the Report of the Committee dated 16<sup>th</sup> December 2024 be approved.

The Planning and Licensing Committee Report dated 13<sup>th</sup> January 2025 was presented by Councillor Eva, Chair of the Committee.

It was proposed by Councillor Eva, seconded by Councillor Clegg and

**RESOLVED** that the Report of the Committee dated 13<sup>th</sup> January 2025 be approved.

The Planning and Licensing Committee Report dated 3<sup>rd</sup> February 2025 was presented by Councillor Eva, Chair of the Committee.

It was proposed by Councillor Eva, seconded by Councillor Clegg and

**RESOLVED** that the Report of the Committee dated 3<sup>rd</sup> February 2025 be approved.

The Planning and Licensing Committee Report dated 24<sup>th</sup> February 2025 was presented by Councillor Eva, Chair of the Committee.

It was proposed by Councillor Eva, seconded by Councillor Clegg and

**RESOLVED** that the Report of the Committee dated 24<sup>th</sup> February 2025 be approved.

The Cultural Services and Leisure Committee Report dated 15<sup>th</sup> January 2025 was presented by Councillor Seiler, Chair of the Committee.

It was proposed by Councillor Seiler, seconded by Councillor Coley and

**RESOLVED** that the Report of the Committee dated 15<sup>th</sup> January 2025 be approved.

The Grounds, Facilities and Environmental Action Committee Report dated 15<sup>th</sup> January 2025 was presented by Councillor Clegg, Chair of the Committee.

It was proposed by Councillor Clegg, seconded by Councillor Konik and

**RESOLVED** that the Report of the Committee dated 15<sup>th</sup> January 2025 be approved.

**C6056 FINANCIAL REGULATIONS 2025 – 2027**

Pursuant to the recommendation at F7020 it was proposed by Councillor Rowe, seconded by Councillor Robinson and

**RESOLVED** that Financial Regulations 2025-2027 as attached be approved and operated by the Council.

**C6057 CORNWALL COUNCIL - ASSESSMENT DECISION NOTICE, COUNCILLOR ZOE YOUNG - CCN045/24/25**

The Standards Regime finding that Councillor Young had breached the Code of Conduct was received, and the Mayor advised that Councillor Young had issued the required written apology to the complainant, Councillor Young spoke to the finding, and it was duly noted.

**C6058 TOWN MANAGEMENT REPORT**

The Town Clerk presented the Town Management report which was duly noted and forms part of these minutes.

**C6059 TOWN CLERK'S REPORT – PART I**

The Town Clerk presented his Part I Report the Residents Letter 2025/26, and the local elections timetable and requirements which were duly noted.

The Town Clerk thanked Councillors for their efforts and support during their term of office.

**C6060 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Rowe, seconded by Councillor Coley and

**RESOLVED** that in view of the confidential nature of contractual matters and personal information it is advisable in the public interest that the press and public, be excluded from the meeting.

## Town Council Meeting Notes – 10<sup>th</sup> March 2025

### Strategic Updates:

Police and Crime Commissioner Alison Hernandez recently launched the new [Police and Crime Plan](#). It sets the direction of policing across the Cornwall for the next four years and reflects her consultation with residents and partners.

The plan outlines four strategic priorities – **theft, drugs and alcohol, serious violence, and antisocial behaviour** – tailored to specific locations:

- Town and city centres: Tackling theft, shoplifting, and alcohol-related disorder, alongside efforts to reduce violence against women and girls.
- Countryside and coastal areas: A renewed focus on rural crime, including preventing livestock and equipment theft, tackling wildlife crime, and disrupting organised crime networks operating in remote areas.
- On the roads: A zero-tolerance approach to drink and drug driving, reducing road traffic fatalities and serious injuries, and targeting vehicle-related crimes.
- Homes and neighbourhoods: Supporting victims, disrupting illegal drug supplies, and improving responses to domestic abuse and residential burglaries.

### Staffing:

~ Our 'design' is 5 x response teams each of whom work a 24-hour shift pattern consisting of 1x Sergeant and 6 Police Constables. Total of 30 Police Constables

(Currently full numbers of Sergeants, 18 Police Constables, shortfall of 12 – This is due to abstraction, sickness, pregnancy and misconduct restriction.)

**deployability 60 % Police Constables**

~ Neighbourhood Team which consists of 1x Sergeant, 6.5 x Police Constables and 5x PCSO's.

At present we have 1 Sergeant, 6 Police Constables and 4 PCSO's (injuries)

**deployability 88 % Total Staff**

~ CID (Criminal Investigation Department). Consists of 2x Detective Sergeants and 7 Detectives.

Currently 2x Sergeants and 5x Detectives – **deployability 77 %**)

## Crime Data:

Crime						
Volume by Offence Group		Volume by Area		Last 52 Weeks		Rolling Year Trend
Offences	Q	12 months to 06/03	% Change	Last 28 Days	% Change	Last 7 Days
<b>Totals</b>		<b>3,628</b>	<b>8.5%</b>	<b>304</b>	<b>15.2%</b>	<b>73</b>
Homicide		1	0.0%	0	-100.0%	0
Violence with Injury		489	-6.3%	29	-35.6%	8
Violence without Injury		561	0.5%	52	18.2%	7
Stalking and Harassment		510	23.8%	48	6.7%	15
Death or Serious Injury caused by Unlawful Driving		4	300.0%	0	-100.0%	0
Rape		71	-22.0%	4	-63.6%	0
Other Sexual Offences		147	34.9%	15	36.4%	7
Robbery		11	-15.4%	1	0.0%	0
Burglary - Residential		64	-1.5%	2	-33.3%	1
Burglary - Business and Community		51	-1.9%	3	-50.0%	0
Vehicle Offences		101	-15.8%	7	0.0%	0
Theft from the Person		23	-4.2%	2	100.0%	0
Bicycle Theft		7	-56.3%	3	-	0
Shoplifting		311	69.0%	30	130.8%	3
Other Theft		354	3.8%	29	107.1%	8
Arson		10	-16.7%	1	0.0%	0
Criminal Damage		505	22.9%	52	44.4%	16
Public Order Offences		213	-3.6%	15	50.0%	4
Possession of Weapons		39	8.3%	3	50.0%	3
Trafficking of Drugs		26	23.8%	3	0.0%	1
Possession of Drugs		39	-30.4%	2	-50.0%	0
Miscellaneous Crimes Against Society		91	18.2%	3	-40.0%	0

### Headliners – (What does the data show?)

#### ~ Crime reduction:

Violence with injury (down 35% compared to same 28 days last year)  
 Rape (down 63% compared to same 28 days last year)  
 Residential burglary (down 33% compared to same 28 days last year)  
 Business Burglary (down 50% compared to same 28 days last year)

#### ~ Crime Increases:

Violence without injury (up 18% compared to same 28 days last year)  
Sexual offences – Not rape (up 36% compared to same 28 days last year)  
Shoplifting (up 130% compared to the same 28 days last year)  
Public Order (Up 50% compared to same 28 days last year)

Number of crimes per sector (Last 28 days):

- 1) Camborne – 322 (11.5 crimes per day)
- 2) Falmouth and Helston – 304 (10.8 crimes per day)
- 3) Penzance – 300 (10.7 crimes per day)
- 4) Truro – 286 (10.2 crimes per day)

Number of incidents per sector (During February):

- 1) Truro 734 (26.2 incidents per day)
- 2) Camborne 706 (25.2 incidents per day)
- 3) Falmouth 640 (22.8 incidents per day)
- 4) Penzance 617 (22 incidents per day)

Key Takeaways:

~ Truro community tend to report a lot more incidents (more than the rest of West Cornwall) however currently have the lowest crime rate.

~ Falmouth and Helston currently have the second highest crime rate in West Cornwall.

~ Increase in reporting could reflect higher confidence in police – however conversely it may just mean that we have a higher crime rate (!)

### **Good Work / News Last Month:**

~ As part of a Special Constabulary routine beat patrol – they came across a vehicle on Kimberly Park Road. Something didn't seem right with the vehicle and some good policing / professional curiosity revealed quantity of cocaine within the vehicle, cash, baseball bat and mobile phones. 2x males arrested for PWITS and offensive weapon, believed linked to a County Lines OCG. Interviewed and currently on bail not to enter Cornwall.

~ Speed Enforcement conducted in Tregenver Road, Falmouth. During the time that the team were on site they identified no less than 67 speeding offences. Team took a 'no

excuses' approach to enforcement with action being taken on all identified offences as opposed to words of advice.

~ As we approach the busier tourist season we will be visiting numerous restaurants, hotels, bars over a period of two days in order to discuss the impact of immigration and modern day slavery offences and to 'spot the signs' advice and support.

~ Reports of consistent speeding in Boslowick Road, Falmouth. As a result Vision Zero have scoped the area out and identified a road traffic site for future deployments.

~ Continued engagement with schools and university regards to sexual offences, stay safe, online safety and road safety.





# Falmouth Town Council

## FINANCIAL REGULATIONS 2025

**APPROVED:**  
**Council:**

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These Financial Regulations were originally adopted by the Council at its Meeting held on 5<sup>th</sup> March 2018 (from a recommendation by the Finance and General Purposes Committee dated 19<sup>th</sup> February 2018). They were further amended to reflect the activities and structure of the Council and ratified 19<sup>th</sup> April 2021. Further reviews were undertaken in 2023, 2024 and now in 2025.

## 1. 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 Councillors 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 systems 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 shall be in accordance with proper practices.
- 1.6 A breach of these Regulations by an employee may entail action under the Council's Disciplinary Procedures.
- 1.7 **Councillors** of the Council are expected to abide by the code of conduct and to follow the instructions 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.
- 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 the accounting control systems are observed;
- that the accounting records of the Council are up to date in accordance with proper practices;
- seeks 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 and 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 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 liabilities 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 reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification and documentation 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 that 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 an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, which shall be a matter for the Finance and General Purposes Committee only.

1.14 In addition, the RFO shall:

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

The Council shall:

- approve a grant of any value; and any payments for unbudgeted expenditure in excess of the limits within the scheme of delegation.
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Staffing Committee in accordance with its terms of reference.

1.15 In these financial regulations, references 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) Edition 2024, available from the websites of NALC and the Society for Local Council Clerks (SLCC)

## 2. ACCOUNTS 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 accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonably 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.

2.3 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 the RFO shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4 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 Councillor of the Council shall make available such documents and records as appear to the Council to be necessary for the Purposes 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 for that Purposes.

- 2.5 Any officer or Councillor of the Council must make available such documents and records as the internal or external auditor considers 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.
- 2.6 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.
- 2.7 The internal auditor shall:
- be competent and independent of the financial operations of the Council;
  - report to the Finance and General Purposes Committee in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - 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.
- 2.8 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.
- 2.9 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.
- 2.10 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 statements of account required by **Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.**
- 2.11 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. BUDGET AND PRECEPT**

- 3.1 **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.**
- 3.2 Each service manager in consultation with the RFO shall review forecasts of revenue and capital receipts and payments for their service. Having regard to the forecast and to committee (appendix

1 sets out the committee responsible for each service) and Council recommendations, they shall thereafter formulate and submit proposals for the following financial year to the Council before the 30<sup>th</sup> November each year.

- 3.3 Budgets for salaries and wages, including employer contributions shall be reviewed by the staffing committee at least annually and in time for consideration alongside the proposals mentioned in 3.2
- 3.4 The RFO must each year, by no later than 31<sup>st</sup> 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 Finance and General Purposes Committee and then confirmed by the Council to set its precept (see 3.5)
- 3.5 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than the last day of January. The RFO shall issue the precept to the billing authority by no later than the end of February.
- 3.6 Any Councillor 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.
- 3.7 The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.8 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Finance and General Purposes Committee.

## 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 Expenditure on revenue items may be incurred up to the amount shown under each approved Committee and Service schedule (appendix 1). Sub delegation by Service Heads is permitted to defray day to day small expenditure up to £100 per individual item.
- 4.2 All Councillors are authorised to sign payments as set out below:
- approval by two authorised signatories for net items exceeding £10,000 (excluding statutory payments associated with payroll); or
  - approval by one authorised signatory for net items up to but not exceeding £10,000.

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

- 4.3 Service Heads shall monitor revenue expenditure and report projected year end forecast to their respective committees.
- 4.3 During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.4 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.5 The salary budgets are to be reviewed at least annually, usually in October, for the following financial year and such review shall be evidenced by a hard copy schedule signed by Chairman of the Staffing Committee and the Clerk as the Proper Officer.
- 4.6 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 repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £20,000. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.7 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted on capital projects unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.8 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.9 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each heading of the budget, showing actual expenditure and projected forecast to the end of the financial year. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this Purposes, "material" shall be any amount in excess of 15% of the budget.
- 4.10 Changes in earmarked reserves shall be approved by the Finance and General Purposes Committee as part of the budgetary control process.

## **5. BANKING AND PAYMENTS**

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of authorised payments forming part of the agenda for the meeting to the Finance and General Purposes Committee for approval. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO Officer to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.



5.4 The RFO shall arrange for all invoices to be examined for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to arrange for payment of all invoices submitted to be made in a timely manner and in accordance with 4.1.

5.5 A scheme of delegation regarding the authorisation of payments is attached at appendix 1.

In addition, the Clerk, RFO and Deputy Clerk shall have delegated authority to authorise the payment of items in the following circumstances:

- a) A revenue expenditure item authorised under 4.1 above and under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes Committee; or
- b) fund transfers within the Councils banking arrangements.

5.6 For each financial year the RFO can draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Finance and General Purposes Committee, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes Committee.

5.7 Should procedure 5.6 above be followed, a record of regular payments made shall be drawn up and be signed by two authorised signatories on each and every occasion when payment is authorised – thus controlling the risk of duplicated payments being authorised and/or made.

5.8 In respect of grants the following applies:

- (i) General Grants - Finance and General Purposes Committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council.
- (ii) Educational Reserve Grants – Shall be approved by the Chair of Finance and General Purposes and any two ward Councillors. Payment shall be reported to the following Finance and General Purposes meeting.

5.9 Councillors 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.

5.10 The Council will aim to rotate the duties of Councillors in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11 Changes to account details for suppliers, to whom digital payments are made, must be verified both in writing and verbally, and authorised by the RFO.

## 6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1 The Council will make safe and efficient arrangements for the making of its payments.

- 6.2 Following authorisation under Financial Regulation 5 above, the Finance and General Purposes Committee, Council or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by BACS / cheque or other instruction to the Council's bankers, or otherwise, in accordance with a resolution of the Finance and General Purposes Committee.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed in accordance with the bank mandate, in line with 4.1 above.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation.
- 6.6 Details of cheques or orders for payment shall be presented in a month by month format to the Finance and General Purposes Committee at the next meeting following the end of the preceding calendar month.
- 6.7 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by at least one Councillor.
- 6.8 The Council has approved the use of internet banking. The use of a Bankers Standing Order provided that the instructions are signed by one Councillor and any payments are reported to the Finance and General Purposes Committee as made, shall be renewed by resolution of the Finance and General Purposes Committee annually.
- 6.9 If thought appropriate by the Council, payment for certain items may be made by BACS or similar banking method provided that the instructions for each payment are signed, or otherwise evidenced, by one authorised bank signatory and are retained.
- 6.10 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.11 Officers and Councillors using computers for the Council's financial business, shall operate from Council managed devices only.
- 6.13 Where internet banking arrangements are made with any bank, the Clerk, Deputy Clerk and the RFO shall be appointed as the Service Administrators. The Bank Mandate approved by the Council shall identify the persons authorised to approve transactions on those accounts. All transaction made by this method must be witnessed and signed by the duly authorised persons and witnesses.
- 6.14 Access to any internet banking accounts will be directly through the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved

passwords facilities must not be used on any computer use for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.15 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 £1,000 unless authorised by Council or Finance and General Purposes Committee in writing before any order is placed.
- 6.16 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and General Purposes Committee. Transactions and purchases made will be reported to the Finance and General Purposes Committee and reconciled monthly.
- 6.17 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by approved and authorised employees and contractors and shall be subject to automatic payment in full at each month-end.
- 6.18 The RFO via delegated officers shall maintain varying petty cash floats depending on the cost centre involved (threshold per transaction £40.00) for the Purposes of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment and the petty cash accounts are to be reconciled on a monthly basis.
  - a) Income received must not be paid into the petty cash floats but must be separately banked, as provided for elsewhere in these regulations.
  - b) Payments to maintain the petty cash floats shall be clearly identified on the schedule of payments presented to Council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1 As an employer, the Council **must** 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 as agreed by Council, as recommended by the Staffing Committee.
- 7.2 All time sheets shall be certified as to accuracy by the employees and their line manager and verified by the RFO prior to authorisation of payment.
- 7.3 Travel expenses:
  - a) All employees should use Council vehicles subject to authorisation of driver whenever possible when travelling on Council business. Where this is not possible business mileage will be paid for local authorised travel (usually Cornwall and West to Mid Devon only) at the appropriate NJC agreed rate. Outside of local area in the interests of best value a standard rate rail fare would be paid. All claims for travel and other expenses should be authorised by the relevant line manager before being submitted for RFO approval or in the case of the Town Clerk/RFO, expenses to be authorised by a Councillor.

- b) Employees of the Council and Councillors using their own vehicles for local travel must have in place the appropriate level of 'business use' insurance with the appropriate documentation provided to the RFO before travel expenses can be authorised for payment.
- 7.4 As approved by line managers, time in lieu must be taken in accordance with the Council's approved policy and subject to the operational requirements of Council business.
- 7.5 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.
- 7.6 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee.
- 7.7 The Council shall via the RFO maintain records of each and every payment to employees of net salary and other payments and to the appropriate credit of the statutory and discretionary deductions. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.8 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.
- 7.9 An effective system of personal performance management should be maintained for the senior officers in accordance with the Council's staff Appraisal System.
- 7.10 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.11 The Clerk and the RFO are delegated to make arrangements to engage such replacement staff as to ensure that the Council's operational functions are maintained.

## 8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be affected 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 purposes. 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 Bank statements are available at all times through the Council's online banking portal and in addition the Council will maintain the monthly delivery of hard copy statements from Banks and Investment providers.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5 The Council has an Investment Strategy and Policy in accordance with relevant regulations, proper practices and guidance. This shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be held in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long term investments, including transactions 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, notified to the RFO and 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 the Finance and General Purposes Committee and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

- 9.6 A record of the origin of each receipt shall be entered on an electronic spreadsheet, cross referenced to the relevant paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claims 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 individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

## 10. PROCUREMENT

- 10.1 All Councillors and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to the de minimus provision in Regulation 11 (h) below.
- 10.2 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority be applicable before it is reported to the meeting at which the order is approved, notwithstanding that the Council holds the General Power of Competence.
- 10.3 Every contract shall comply with the Council's Standing Orders and these Financial Regulations, with the exception of emergency expenditure.
- 10.4 For a contract for the supply of goods, services or works where the estimates value will exceed the thresholds set by Parliament, the full requirements of the Public Contract Regulations 2015 or any superseding legislation (the Legislation), must be followed in respect of the tendering, award and notification of that contract.
- 10.5 Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in para 10.7) obtain prices as follows:
- Where it is intended to enter into a contract exceeding £100,000 (net) in value for the supply of goods or materials or for the execution of works or specialist services other than such goods,

materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms.

- For contract estimated to be over £30,000 including vat, the Council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- For contracts greater than £3,000 excluding VAT the service head or manager shall seek at least 3 fixed price quotes.
- Where the value is between £1,000 and £3,000 excluding VAT the service head or manager shall try to obtain 3 estimates (this may include evidence of costs obtained from online portals).
- For smaller purchases services heads or managers shall seek to achieve value for money.

10.6 Contract must not be split into smaller lots to avoid compliance with these requirements.

10.7 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
- ii for work to be executed or goods or materials to be supplied which consists of repairs to or parts for existing machinery or equipment or plant;
- iii for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- iv for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

Further the following existing services shall be awarded in accordance with the scheme of delegation without recourse to competition, notwithstanding that the service head shall annually review the effectiveness of the service being delivered to ensure that it remains value for money:

- i Town Dressing and Festive Lighting
- ii Information Technology and Network Management
- iii Building and Toilet Cleansing
- iv Insurance
- v Electrical

10.8 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 and General Purposes Committee.

10.9 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

10.10 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Clerk, RFO or Service Head as set out in the scheme of delegation
- The Council for all items over the threshold set out in the scheme of delegation

10.11 Such authorisation must be supported by an audit trail or, in the case of Council, a minute.

- 10.12 No individual Councillor, or informal group of Councillors may issue an official order or make an contract on behalf of the Council unless instructed to do so in advance by a resolution of the Council
- 10.13 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless, the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

## 11. CONTRACTS

### 11.1 Procedures as to contracts are laid down as follows:

- a) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- b) Where the estimated contract value exceed £100,000 such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification 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 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.
- c) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one Councillor of Council.
- d) If less than three tenders are received for contracts above £100,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- e) 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.
- f) 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 requires 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.
- g) The Procurement Regulations 2024 or its successor in title shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2016 including thresholds shall be followed.



- h) The Council's assets register shall be adjusted accordingly where procurement is in excess of the Council de-minimus level of £500.
- i) All procurement must be undertaken in line with the Councils Responsible Procurement Policy.

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

- 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 architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, 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 final cost is likely to exceed the financial provision.

## **13. STORES AND EQUIPMENT**

- 13.1 The Service Manager 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 delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The Service Managers shall be responsible for periodic annual checks of stocks and stores and inventory and report to their relevant committees, the RFO and subsequently the Finance and General Purposes Committee 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 the interest, tenancies granted, rents payable and Purposes for which held in accordance with 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 £3,000, in which case the Clerk/RFO may make the decision to acquire or dispose.
- 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 property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. 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 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).
- 14.5 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the 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 up to date. 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.

## 15. INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall affect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.
- 15.2 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.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and review this annually.
- 15.4 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 available meeting.
- 15.5 All appropriate Councillors 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 and General Purposes Committee.
- 15.6 Each employee is responsible for maintaining proper security at all times for all buildings, stocks, share, vehicles, furniture, equipment, cash and all property belonging to the Council under their control. Keys to safes and similar receptacles are to be carried on the person of those responsible at all times and any loss of keys must be reported to the Clerk immediately.

## 16. CHARITIES

- 16.1 Where the Council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## 17. RISK MANAGEMENT AND INTERNAL CONTROL

- 17.1 The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management. The Clerk and RFO 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 annually.
- 17.2 When considering any new activity, the Service Manager shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.
- 17.3 Each Service Manager will undertake a documented assessment of the risks and management arrangements for their service which will be updated annually.
- 17.4 At least once a year, the Council must review the effectiveness of its systems of internal control, before approving the Annual Governance Statement.
- 17.5 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.
- 17.6 On a regular basis, at least once in each quarter, and at each financial year end, at least one Councillor other than the Chairman (the Mayor) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The Councillor shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purposes Committee.
- 17.7 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.

## 18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the Finance and General Purposes Committee 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 of any requirement for a consequential amendment to these financial regulations.
- 18.2 The Finance and General Purposes Committee may, by resolution of the Committee duly notified prior to the relevant meeting of the Committee, 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 drawn up and presented in advance to all Councillors of the Committee.

DRAFT

Budget Heading

Officer Role

2024/25	Threshold	Town Clerk	RFO	Deputy Proper Officer/ Town	Cultural Services Director	Princess Pavilion General Manager	Grounds Manager	Facilities Manager	Mayors Secretary
<b>Corporate - F&amp;GP Committee **</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (see (i))	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes	Yes					
Commission works within budget	≤ £3k	Yes	Yes	Yes					Yes
Approve commissioned invoices for Payment	NA	Yes	Yes	Yes					Yes
<b>General Council - F&amp;GP Committee **</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes	Yes					
Commission works within budget	≤ £3k	Yes	Yes	Yes					Yes *
Approve commissioned invoices for Payment	NA	Yes	Yes	Yes					Yes *
<b>Town Management - Cultural Services and Leisure Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes	Yes					
Commission works within budget	≤ £3k	Yes	Yes	Yes					
Approve commissioned invoices for Payment	NA	Yes	Yes	Yes					
<b>Cultural Services - Cultural Services and Leisure Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes		Yes				
Commission works within budget	≤ £3k	Yes	Yes		Yes				
Approve commissioned invoices for Payment	NA	Yes	Yes		Yes				
<b>Princess Pavilion - Cultural Services and Leisure Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes			Yes			
Commission works within budget	≤ £3k	Yes	Yes			Yes			
Approve commissioned invoices for Payment	NA	Yes	Yes			Yes			
<b>Cemetery Services - Grounds and Facilities Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes				Yes		
Commission works within budget	≤ £3k	Yes	Yes				Yes		
Approve commissioned invoices for Payment	NA	Yes	Yes				Yes		
<b>Facilities - Grounds and Facilities Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes					Yes	
Commission works within budget	≤ £3k	Yes	Yes					Yes	
Approve commissioned invoices for Payment	NA	Yes	Yes					Yes	
<b>Parks and Gardens - Grounds and Facilities Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes				Yes		
Commission works within budget	≤ £3k	Yes	Yes				Yes		
Approve commissioned invoices for Payment	NA	Yes	Yes				Yes		

\* Civic and Mayoral Expenditure only

\*\* F&GP - Finance and General Purposes Committee

(i) Inclusive of VAT PPN 09/21 from 1.1.22



## **Town Management Report to Falmouth Town Council 10/03/25**

### **SAFE & SECURE**

As per usual I keep Safe & Secure as a topic as part of this report. Many issues have been overcome with ASB over the last few months but as always there is still lots to do. We have seen a marked improvement around the Moor but at a recent traders meeting there have been many challenges particularly in Market Street. I would like to thank everyone for their efforts (Police, ASB CC team, TC staff, CCTV operators, Street Rangers, traders with comms and DISC usage etc).

Street Rangers have very recently undertaken CSAS training and all of above has been fed into a recent meeting with the Police and Crime Commissioner to highlight our concerns and comments.

With the weather improving and days getting longer everything will be closely monitored for emerging issue.

### **TOWN DELIVERY FUND**

As mentioned on the previous report this has further developed, and grants are now starting to be paid to the various businesses that applied. It has been very well received.

### **BOLLARD WORKS & COMMS**

The Town Team have made sure working closely with the Rangers and also Cornwall Council/Cormac that detailed comms have gone out to the town. This was electronically as well as hand delivered to all businesses within Market Street/Church Street and Arwenack Street. The Town Team were very mindful that clear comms must sent to all businesses and residents in advance, and this would not have happened if the works took place in October as first planned.

While these works are always going to be challenging due to the location, for the vast majority of the time deliveries/shuttle bus/residents etc have been maintained via the temporary road. This was not due to be the case but something we pushed for to make town operations a bit smoother during the works.

#### SEA SHANTY FUNDRAISER

This annual event takes place on Sat 1<sup>st</sup> March to raise money for the main festival in June. There will be more detail in the next Cultural Services report but it is a 'sell out' for the evening at the National Maritime Museum which is great news.

#### ATCM CONFERENCE

Richard Wilcox and I recently attended a national conference in London for the Association of Town City Management. We were asked to present the Falmouth 'case study' of how we work together and the effective partnership that has been established between Falmouth Town Council and Falmouth BID over the years. It is important to highlight that we are not the 'norm' and many towns and cities are keen to understand how we have such an effective partnership. Apparently our talk was inspiring!!

#### CILCA QUALIFICATION

The Certificate of Local Council Administration qualification that I have been undertaking is almost complete. A little more to do over the next couple of months and it should be signed off. The Town Clerk has this qualification and is required for the council to maintain the General Power of Competence.