

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	3rd October 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael (RFO)		
AGENDA ITEM REPORT TITLE	10.2 Financial Regulations and Procurement Policy Review		
Background	<p>Our Financial Regulations were last reviewed in February 2024. NALC (National Association of Local Council) has recently completed a full review of the Model Financial Regulations.</p> <p>Our Financial Regulations are the basis of our Internal Control for financial transactions. They are based on the Model Regulations provided by the National Association of Local Council (NALC). NALC recently conducted a full review of the Model Financial Regulations and has released the new updated version.</p>		
Update	<p>On the updates, NALC guidelines include:</p> <ol style="list-style-type: none">1) Bold text indicates legal requirements, which a council cannot change or suspend.2) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.3) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees. <p>The new Model Regulations have been compared to our current regulations in place and all rules/regulations remain in place albeit in a different order.</p>		

<p>Details</p>	<p>The RFO has worked through each section, see Appendix 1, and Finance and Policy approved the draft updates on 19th September 2024 (FAP/37/2425)</p> <ul style="list-style-type: none"> • There is a new Appendix in the Regulations which covers the Tender Process. • New items to note that are included in the review are highlighted in YELLOW. • Items taken from our current Regulations and added in the new model are highlighted in GREEN. <p style="padding-left: 40px;">1.6 Added an extra rule (also see 13.3) to state Council delegates that authority to Finance and Policy Committee as long as the sum written off does not exceed £ 150.</p> <p style="padding-left: 40px;">4.3 We currently don't present this as budget setting, decide on forecasting and how many years. FAP approved a one-year forecast to be included.</p> <p>Appendix 2 Procurement Policy Update</p> <p>Updates are in red, the draft updates were approved by Finance and Policy on 19th September 2024 (FAP/37/2425), additional change is the removal of one line, as this was discussed after the resolution in the Finance meeting:</p> <ul style="list-style-type: none"> • The Council will purchase Fair Trade goods where possible.
<p>Financial</p>	<p>No financial implications to the approval of this report, but the Regulations set our rules for all Financial operations.</p>
<p>Environmental</p>	<p>An Environmental Policy is in place, and environmental considerations to be taken when considering purchases and finance matters are also covered within our Procurement Policy.</p>
<p>Equality and Diversity</p>	<p>An Equality and Diversity Policy is in place, and equality and diversity considerations to be taken on purchases and finance matters are also covered within our Procurement Policy.</p>
<p>Decision Request</p>	<ol style="list-style-type: none"> 1. To approve the updated Financial Regulations and adopt them into the Constitution. 2. To approve the updated Procurement Policy and adopt into the Constitution.