BURTON PEDWARDINE PARISH MEETING
FINANCIAL REGULATIONS

Contents

Section	Page
1. General	1
2. Risk management and internal control	2
3. Accounts and audit	3
4. Budget and precept	5
5. Procurement	5
6. Banking and payments	7
7. Electronic payments	8
8. Cheque payments	10
9. Payment cards	10
10. Petty Cash	10
11. Loans and investments	10
12. Income	11
13. Payments under contracts for building or other construction works	12
14. Stores and equipment	12
15. Assets, properties and estates	12
16. Insurance	13
17. Suspension and revision of Financial Regulations	13
Appendix 1 - Tender process	14

These Financial Regulations were adopted by Burton Pedwardine Parish Meeting at its meeting held on 14 April 2026.

1. General

1.1. These Financial Regulations govern the financial management of the Meeting and may only be amended or varied by resolution of the Meeting. They are one of the Meeting's governing documents and shall be observed in conjunction with the Meeting's Standing Orders.

1.2. Meeting members are expected to follow these regulations and not to entice anyone to breach them. Failure to follow these regulations brings the Meeting into disrepute.

1.3. Wilful breach of these regulations by a member or employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

1.5. 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.

1.6. "Approve" refers to an online action, allowing an electronic transaction to take place.

1.7. “Authorise” refers to a decision by the Meeting, or a committee or an officer, to allow something to happen.

1.8. ‘Proper practices’ means those set out in The Practitioners’ Guide

1.9. Practitioners’ Guide refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by National Association of Local Councils (NALC) in England.

1.10. ‘Must’ and **bold text** refer to a statutory obligation the Meeting cannot change.

1.11. ‘Shall’ refers to a non-statutory instruction by the Meeting to its members and staff.

1.12. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Meeting. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO:

1.12.1. acts under the policy direction of the Meeting;
1.12.2. administers the Meeting's financial affairs in accordance with all Acts, Regulations and proper practices;
1.12.3. determines on behalf of the Meeting its accounting records and control systems;
1.12.4. ensures the accounting control systems are observed;
1.12.5. ensures the accounting records are kept up to date;
1.12.6. seeks economy, efficiency and effectiveness in the use of Meeting resources; and produces financial management information as required by the Meeting.

1.13. The Meeting must not delegate any decision regarding:

1.13.1. setting the final budget or the precept (council tax requirement);
1.13.2. the outcome of a review of the effectiveness of its internal controls
1.13.3. approving accounting statements;
1.13.4. approving an annual governance statement;
1.13.5. borrowing;
1.13.6. declaring eligibility for the General Power of Competence; and
1.13.7. addressing recommendations from the internal or external auditors

1.14. In addition, the Meeting shall:

1.14.1. determine and regularly review the bank mandate for all Meeting bank accounts;
1.14.2. authorise any grant or single commitment in excess of £300;

2. Risk Management and Internal Control

2.1. The Meeting must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk shall prepare, for approval by the Meeting, a risk management policy covering all activities of the Meeting. This policy and consequential risk management arrangements shall be reviewed by the Meeting at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the Meeting.

2.4. At least once a year, the Meeting must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

2.5.1. ensure that risk is appropriately managed;

2.5.2. ensure the prompt, accurate recording of financial transactions;

2.5.3. prevent and detect inaccuracy or fraud; and

2.5.4. allow the reconstitution of any lost records;

2.5.5. identify the duties of officers dealing with transactions and

2.5.6. ensure division of responsibilities.

2.6. At least once in 6 months, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Meeting.

2.7. Regular back-up copies shall be made of the records on any Meeting computer and stored either online or in a separate location from the computer. The Meeting shall put measures in place to ensure that the ability to access any Meeting computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and Audit

3.1. All accounting procedures and financial records of the Meeting shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. The accounting records determined by the RFO must be sufficient to explain the Meeting's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:

3.3. day-to-day entries of all sums of money received and expended by the Meeting and the matters to which they relate;

3.4. a record of the assets and liabilities of the Meeting;

3.5. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.6. The RFO shall complete and certify the annual Accounting Statements of the Meeting contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Meeting, within the timescales required by the Accounts and Audit Regulations.

3.7. The Meeting must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.8. Any officer or member of the Meeting must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the Meeting, supply the RFO, internal auditor, or external auditor with such information and explanation as the Meeting considers necessary.

3.9. The internal auditor shall be appointed and shall carry out their work to evaluate the effectiveness of the Meeting's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.10. The Meeting shall ensure that the internal auditor:

3.10.1. is competent and independent of the financial operations of the Meeting;

3.10.2. reports to Meeting in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

3.10.3. can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

3.10.4. has no involvement in the management or control of the Meeting

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

3.11.1. perform any operational duties for the Meeting;

3.11.2. initiate or approve accounting transactions;

3.11.3. provide financial, legal or other advice including in relation to any future transactions; or

3.11.4. direct the activities of any Meeting employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.12. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.13. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

4. Budget and Precept

4.1. **Before setting a precept, the Meeting must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation**.

4.2. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.3. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full Meeting.

4.4. The draft budget and further two-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Meeting.

4.5. Having considered the proposed budget and two-year forecast, the Meeting shall determine its council tax (England) requirement by setting a budget. The Meeting shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.6. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.7. **The RFO shall issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.9. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Meeting.

5. Procurement

5.1. Members and officers are responsible for always obtaining value for money. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in

the minutes.

5.3. Every contract shall comply with these the Meeting's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.

5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the Meeting shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by [the Meeting] OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. For contracts estimated to be over £30,000 including VAT, the Meeting must comply with any requirements of the Legislation1 regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

5.8. For contracts £5,000 - £30,000 excluding VAT the Clerk shall seek at least 3 fixed price quotes;

5.9. Where the value is between £1,000 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases below £1000, the clerk shall seek to achieve value for money.

5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (5.12.1) to (5.12.4) below:

5.12.1. specialist services, such as legal professionals acting in disputes;

5.12.2. repairs to, or parts for, existing machinery or equipment;

5.12.3. works, goods or services that constitute an extension of an existing contract;

5.12.4. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Meeting. Avoidance of competition is not a valid reason.

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

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £250 excluding VAT.
- the Clerk, in consultation with the Chair of the Meeting for any items below £500

excluding VAT.
• the Meeting for all items over £500; Such authorisation must be supported by a minute (in the case of Meeting or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the Meeting or make any contract on behalf of the Meeting.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Meeting except in an emergency.

5.18. In cases of serious risk to the delivery of Meeting services or to public safety on Meeting premises, the clerk may authorise expenditure of up to £2,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Meeting as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Meeting is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and Payments

6.1. The Meeting's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Meeting; banking arrangements shall not be delegated to a committee. The Meeting has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The Meeting must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. As more than one person should be involved in any payment, the Meeting has dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the Meeting's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Meeting before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the Meeting unless the Meeting resolves to use a different payment method.

6.6. Each quarter the RFO will draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), for the Meeting to authorise in advance for the year.

6.7. A copy of this schedule of regular payments will be included in the quarterly payment list to be signed by the two authorising members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances: any payments of up to £250 excluding VAT, within an agreed budget. Payments of up to £2,500 excluding VAT in cases of serious risk to the delivery of Meeting services or to public safety on Meeting premises. Any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Meeting, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Meeting. Fund transfers within the Meetings banking arrangements up to the sum of £2,500, provided that a list of such payments shall be submitted to the next appropriate meeting of Meeting.

6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the Meeting. The Meeting shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic Payments

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

7.2. All authorised signatories shall have access to view the Meeting's bank accounts online.

7.3. No employee or Meeting member shall disclose any PIN or password, relevant to the Meeting or its banking, to anyone not authorised in writing by the Meeting or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two members who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

7.8. A full list of all payments made in a month shall be provided to the next meeting and appended to the minutes.

7.9. With the approval of the Meeting in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Meeting at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the Meeting provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Meeting at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Meeting at least every two years.

7.11. If thought appropriate by the Meeting, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to Meeting when made. The approval of the use of a banker's standing order shall be reviewed by the Meeting at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and two members. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the Meeting's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for Meeting banking.

8. Cheque Payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a meeting. Any signatures obtained away from Meeting meetings shall be reported to the Meeting at the next convenient meeting.

9. Payment Cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Meeting in writing before any order is placed.

9.2. Any corporate credit card or trade card account opened by the Meeting will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.

9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £150 including VAT, incurred in accordance with Meeting policy.

10. Petty Cash

10.1. The Meeting will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Loans and investments

11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Meeting and recorded in the minutes. All borrowing shall be in the name of the Meeting, after obtaining any necessary approval.

11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full Meeting, following a written report on the value for money of the proposed transaction.

11.3. The Meeting shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments,

which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Meeting at least annually.

11.4. All investment of money under the control of the Meeting shall be in the name of the Meeting.

11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

12.1. The collection of all sums due to the Meeting shall be the responsibility of and under the supervision of the RFO.

12.2. The Meeting will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the Meeting.

12.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the Meeting by the RFO and shall be written off in the year. The Meeting's approval shall be shown in the accounting records.

12.4. All sums received on behalf of the Meeting shall be deposited intact with the Meeting's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

12.5. Personal cheques shall not be cashed out of money held on behalf of the Meeting.

12.6. Any repayment claims under section 33 of the VAT Act 1994 shall be made at least annually at the end of the financial year.

12.7. Where significant sums of cash are regularly received by the Meeting, the RFO shall 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 record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

12.8. Any income that 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 Meeting (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Meeting meeting.

13. Payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the Meeting being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

14.1. The member in charge of each store, stock or equipment shall be responsible for the care and custody of stores and equipment.

14.2. 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.

14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

14.4. The RFO shall be responsible for periodic checks of stocks and stores, at least quarterly.

15. Assets, properties and estates

15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Meeting.

15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Meeting, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Meeting, together with any other consents required by law. In each case a written report shall be provided to Meeting in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including

an adequate level of consultation with the electorate where required by law).

15.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Meeting, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to Meeting with a full business case.

16. Insurance

16.1. The RFO shall keep a record of all insurances effected by the Meeting and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Meeting's review of risk management.

16.2. 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.

16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Meeting at the next available meeting. The RFO shall negotiate all claims on the Meeting's insurers in consultation with the Clerk.

16.4. All appropriate members and employees of the Meeting 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 Meeting.

17. Suspension and revision of Financial Regulations

17.1. The Meeting shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the Meeting of any need to amend these Financial Regulations.

17.2. The Meeting may, by resolution duly notified prior to the relevant Meeting, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Meeting to act unlawfully.

17.3. The Meeting may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review date
	v0c	AT Draft	Apr 2026
14 Apr 2026	v1	Typos, doc ref.	Jan 2027

Appendix 1 - Tender Process

1. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

2. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Meeting.

3. Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Meeting.

4. Where an electronic tendering process is used, the Meeting shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

5. Any invitation to tender issued under this regulation shall be subject to Standing Order 5.6 and shall refer to the terms of the Bribery Act 2010.

6. Where the Meeting does not accept any tender, quote or estimate, the work is not allocated and the Meeting requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.