



Andover Town Council

To **note** the assumptions that have been made when drafting the revised Financial Regulations.

Item No.

7

Produced for: P&R Committee

By: Town Clerk

Date of Report: 24 Jul 2024

Clause no.	Option.	Assumption
1.5	In 1.5 – is the Clerk the RFO?	Yes. To be reviewed in case of change of the Clerk.
1.7	Council to approve spending over X	£5,000
4	does the council have committees and how many years are forecast?	Yes, and suggest Three (3)
5.6	does the council issue an open invitation to tender, or invite specific firms?	Invite specific firms to quote.
5.9	are online prices acceptable evidence?	yes
5.13, 5.15, 5.17	does the council have committees?	yes
5.16	In 5.16, will a councillor ever be instructed to place an order?	no
5.20	In 5.20, is there a minimum level for official orders?	£1,000
6	Includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.	Our scheme of delegation works well and the Town Clerk can pay most invoices without council approval. Any requiring approval are listed in P+R or FC papers.
7 8 9	includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.	RFO sets up payments.
10	Section 10 gives two alternatives, with or without petty cash.	ATC does not use petty cash.
13.6	has alternatives for VAT-registered and unregistered councils – only use one.	ATC are VAT registered
13.7, 13.8	13.7 and 13.8 are removable if they don't apply to the council.	13.7 has been left in just in case.
16	Much of Section 16 can be deleted if not applicable.	It is applicable.
Key Limits:		
5.6	what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.	£60,000.
5.8	what limit will the council require fixed-price quotes rather than estimates?	£3,000
5.9	what level can smaller purchases be made without competition?	Under £500.
5.15	what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?	Clerk = £1,000 Clerk + members per SoD = £5,000 Committee = £5,000 Clerk + Councillors by resolution = £10,000
5.18	how much can the clerk commit to spending in an emergency?	£2,000
6.9	can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?	can be authorised by RFO
9	what are the limits for card payments?	£2,000
16.5 (error says 15.5)	what value of assets can be bought or disposed of, without seeking council approval?	Up to £500
17.3	is the Clerk the RFO or will the RFO consult the Clerk?	Same person for now.