

STANDING ORDER ON FINANCIAL MATTERS 105

(a) The Council shall ensure its financial management is adequate and comprehensive and facilitates the effective exercise of the Council functions, its risk management and the prevention and detection of fraud and corruption.

(b) The Clerk of the Council is the Responsible Financial Officer (RFO) and the RFO shall administer the Councils financial affairs in accordance with proper accounting practices and under the direction of the Council.

(c) The RFO will determine on behalf of the Council its accounting records and control systems and shall ensure they are observed, maintained and kept up to date. All accounting procedures and financial records shall be determined by the RFO in accordance with the Accounts and Audit Regulations which means the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and the Accounts and Audit Regulations 2003 or as amended.

(d) The RFO will provide the Council with a Budget breakdown and any other financial reports as often as the Council may determine not less than usually four times per annum.

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(e) CONTRACTS

I. Where it is intended to enter into a contract exceeding £20,000 but not exceeding £50,000 in value for the supply of goods or materials or for the execution of works, the Clerk shall endeavour to invite tenders from at least three local firms.

II. Where the value of the intended contract exceeds £50,000 the Clerk shall give a least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given and also in such newspapers circulating in the district as the Council shall direct.

III. Any notice of a contract exceeding £20,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.

IV. Tenders shall be opened by the Clerk or other person to whom tenders are required to be addressed on the date specified pursuant to paragraph (e) iii of this Order and shall be reported by the person who opened them to the Council or, where the tenders have been sought by a Committee or Sub-Committee to that Committee or Sub Committee.

V. Neither the Council nor any Committee, or Sub-Committee is bound to accept the lowest tender.

VI. If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit. VII. A notice issued under this standing order shall contain a statement of the effect of Standing Orders Nos. 60, 61,62.

VIII. Where the Council is to enter into a contract less than £20,000 and more than £5,000 for the supply of goods and materials or for the execution of works or specialist services the Clerk shall endeavour to obtain three quotations from local firms.

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IX. Where the Council is to enter into a contract less than £5,000 the Clerk shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction usually by obtaining three quotations or estimates.

X. The Clerk may incur expenditure on behalf of the Council which is delegated to him/her or which is necessary to carry out any repair, replacement or other work which is of such urgency that it must be done at once and whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000 and the Clerk shall report to the Council as soon as practical thereafter.

Every contract shall comply with the financial regulations, and no exceptions shall be made other than in an emergency provided that these regulations shall not apply to contracts which relate to items (a) to (f) below:

(a) for the supply of gas, electricity, water, sewerage and telephone services.

(b) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.

(c) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant

(d) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

(e) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the RFO shall act after consultation with the Business Chair and Vice Business Chair of Council);

(f) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.