

# SALISBURY CITY COUNCIL

## Report

**Subject** : Financial Regulations and Internal Financial Controls  
**Committee** : Full Council  
**Date** : 28 June 2021  
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### 1. Report Summary:

- 1.1. The Financial Regulations and Internal Financial Controls (the Regulations) are a core policy of the Council's Constitution which details the regulations and controls in place to ensure the effective administration, management and control of the Council's finances.
- 1.2. The Regulations are reviewed at least annually to ensure they remain fit for purpose and reflective of changes in legislation and regulations for parish councils.
- 1.3. In accordance with para 1.1 of the Regulations, amendments and variations may only be made by resolution of Full Council. These updated Regulations are therefore being presented to Full Council for approval.

### 2. Amendments and Variations:

- 2.1. Amendments and variations have been made to these Regulations to ensure continued compliance with the National Association of Local Councils (NALC) 2019 updated guidance document on the Model Financial Regulations Templates for England and Wales, and to update thresholds and limits as appropriate.
- 2.2. The following table details the amendments to the Regulations for which Full Council are asked to approve:

Clause	Description
<a href="#">Annual Estimates (Budget) and Forward Planning</a>	
3.1	Previously a 3 year forecast, however SCC operates a 4 year election cycle, and the previous Council determined that they would run a "term" budget rather than an annual budget setting process. A 4 year forecast would better facilitate the setting of such a "term" budget.
3.3	As for 3.1

Clause	Description
<b>Budgetary Control and Authority to Spend</b>	
4.4	Previously stated signing of annual salaries budget by both City Clerk and Chair of Finance and Governance Committee; in practice the salaries budget is signed off by the City Clerk only as Head of Paid Service. The Chair of Finance and Governance Committee and the Committee itself are informed of any changes in salaries and on costs by way of the annual budget setting process.
4.5	Previously £100,000 for emergency spend, this amendment brings the City Clerk's authorisation level in line with the approved limits as detailed in Annex B and as approved at Full Council on 9 March 2020.
4.6	Clarification as to requisite borrowing approval being as and when required.
<b>Contracts</b>	
11.3	Note Update to OJEU procurement thresholds as applicable to 01.01.22.
11.7	Clarification as to the section in the Standing Orders to which Clause 18 relates.

### 3. Recommendation:

It is recommended that Full Council:

- 3.1. Approve the adoption of these Financial Regulations and Internal Financial Controls.

### 4. Wards Affected: All

### 5. Background Papers: See attached Appendix A