



Saxilby with Ingleby Parish Council

Non-confidential

8. Recommend to full council to update Financial Regulations para 9.1 and 9.3 to include the Community Centre Supervisor

9. Recommend to full council for the administration assistant to be added as a banking administrator on the council's accounts

Report to: Finance and Risk Committee 24-12

Report by: Clerk

Power/duty which decision falls under: LGA 1972 s111 - Subsidiary powers of local authorities - power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions

Which council objective(s) it falls under:

N/A - procedural.

Public Sector Equality Duty (*Consider how policies/decisions affect those protected under the Equality Act*)

N/A - procedural.

Consideration on carbon reduction:

N/A - procedural.

Consideration of risk management in relation to the proposal¹

It is impossible to list every risk faced by a local council. Risk, in the general sense, means the likelihood of an event happening, and the severity of the negative consequences. The insurance industry regards risk as representing loss or damage. Risk always involves uncertainty. When protecting a local council effectively, it is important to consider if risk is present in the following areas (SLCC AN241)[Tick]

Decision making

✓Finances

Property

✓Staff

Events

Legal

Inspections

Written/verbal communication

Insurance

¹Risk areas to consider - strategic/operational, likelihood/impact, add to risk register? Any contingency planning needed?

Does the report consider any new activity? If 'Yes', has a risk assessment including risk management proposals for consideration been included for consideration and adoption by the council? (*Financial Regulation 17b*)

- Proposals are to include additional staff within existing practices.
- Risk management practices are in place, through existing measures, which would also apply to additional staff, through policies, procedures, and audit.
- Training will be provided to staff prior to implementing to ensure they are aware of the controls and responsibilities.
- The proposal will provide additional capacity and resilience for the organisation to carry out operational duties.

REPORT

- a. **Update Financial Regulations para 9.1 and 9.3 to include the Community Centre Supervisor.**

The Council's Financial Regulations (2024, VI.1) stipulate:

Payment cards

9.1.

Any Debit Card issued for use will be specifically restricted to the clerk, assistant clerk, and the grounds manager and will also be restricted to a single transaction maximum value of £500 unless authorised by council or relevant committee in writing before any order is placed.

...

9.3.

Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, assistant clerk, and the grounds manager and any balance shall be paid in full each month.

The community centre staffing structure has been updated to take into account the additional staff members now employed, with a supervisor now being in place. As a facility, items need to be ordered on a regular basis for operations and maintenance. Currently these have to be passed to the Parish Office to order, whereas in the Grounds Team they can be ordered by the senior officer.

It is proposed for the Community Centre supervisor to be issued a debit card, with the limit of £500 per transaction as per existing controls in FR para 9.1. Other controls such as expenditure within in budget limits would also continue to apply.

This will make ordering more efficient and take away the task from parish admin officers.

- b. **For the administration assistant to be added as a banking administrator on the council's accounts.**

In order to increase resilience and increase efficiency, it is proposed the administration assistant is added as a banking administrator to the council's accounts. Current controls would apply to the task.

RECOMMENDATION(S):

That committee notes the report and recommends to full council:

- b. **Update Financial Regulations para 9.1 and 9.3 to include the Community Centre Supervisor.**

- b. **For the administration assistant to be added as a banking administrator on the council's accounts.**