

KINGSBRIDGE TOWN COUNCIL

FINANCE COMMITTEE

NOTICE OF THE NEXT MEETING

Venue: Town Clerks Office, Quay House, Kingsbridge
Date: Tuesday, 20th October 2026
Time: 6.30pm

Councillors, I hereby give you notice that the next meeting of the Finance Committee will be held at the venue, date and time above.

All members of the committee are summoned to attend for the purposes for determining and resolving upon the business to be transacted as set out below.

To: All members of the committee

BUSINESS TO BE TRANSACTED

26/26 TO RECEIVE APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has Committee approval.

Public Open Forum: (allocated time not longer than 10 minutes, a member of the public shall not speak for more than 3 minutes as per Standing Orders)

During the Public Open Forum: Members of the public should note that the committee is only allowed to make recommendations on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response at a later date.

After the Public Open Forum: Members of the public are asked to respect the fact that it is a meeting to conduct council business and participation during the remainder of the meeting is not permitted without the express consent of the Chairman.

26/27 DECLARATIONS OF INTEREST

To invite Members to declare any pecuniary interests and non-pecuniary interests that they may have in any matters to be considered at this meeting; and to note that a Member with a disclosable pecuniary interest in any matter must withdraw from the Chamber at the commencement of the consideration of that business or, if later, the time at which the interest becomes apparent.

26/28 MINUTES OF LAST MEETING

To note the minutes of the Finance Committee meeting held on 7th July 2026 as approved by Full Council at their meeting held on 14th July 2026

26/29 BUSINESS TO BE DISCUSSED/NOTED

1. To review the system of internal control and risk management. **PAPER 1**
2. To confirm multiple quotes received for provision of services and partners have confirmed risk assessments.
3. To confirm compliance with the transparency code.
4. To review and agree the order of priority for current outstanding works.
5. To agree arrangements for the safe custody of all title deeds and Land Registry Certificates
6. To note the periodic check of stocks and stores.
7. To receive an update regarding the tenants of Quay House.
8. To consider approval of an updated Financial Regulations document as per the model from the National Association of Local Councils dated March 2025 **PAPER 2**
9. To agree submission of the 2026/27 AGAR online by not later than 30th June to enable the council to take advantage of a 'money back' offer in respect of the cost of the audit.
10. To consider transfer of additional funds into the CCLA account to benefit from the increased rate of interest.

26/30 BANK RECONCILIATION:

To note the monthly bank statements and reconciliations for July, August and September.

26/31 QUARTERLY REVIEWS & REPORT

1. Quarterly review of unspent budgets. Noting that unspent budgets for completed projects cannot be carried forward. Partially completed projects may only be carried forward if placed in an earmarked reserve for formal approval by Full Council
2. Quarterly agreement to appoint a member (other than the Chairman) to verify bank reconciliations for all accounts.
3. To receive (on the evening) the following:
 - The income and expenditure report for the 2nd quarter of financial year 2026/27 **PAPER 3**
 - To review the reserves holding including capital receipts.
 - To note the VAT submission for the 2nd quarter of financial year 2026/27

26/32 APPROVAL OF PAYMENTS

1. Quarterly review and approval of changes to regular payments including new standing orders and direct debits.
2. To note evidence of online payment authorisations for the period.

26/33 DATE OF NEXT MEETING

Tuesday 25th November 6.30 p.m.

Katharine Harrod

Town Clerk

15th October 2026

Distribution: Town Mayor, Deputy Town Mayor, Cllr Anne Balkwill, Cllr Philip Cole, Cllr Martina Edmonds, Cllr Mike Jennings, Cllr Julie Taylor, Town Clerk, noticeboards, website and Facebook

PLEASE NOTE:

Depending on the number of attendees, this meeting may have to adjourn to Council Chambers on the first floor. The Council Chambers are located on the first floor and have no accessible features; access is via staircase only.

Meetings of the full council and committees are advertised as public meetings and may be filmed, photographed and/or audio recorded by broadcasters, the media or members of the public.

Kingsbridge Town Council – Risk Assessment Management

KINGSBRIDGE TOWN COUNCIL FINANCIAL RISK ASSESSMENT AND MANAGEMENT

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that seeks to enable the Town Council to identify and mitigate its potential inherent risks. Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money.

The Council, based on this recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Kingsbridge Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to mitigate them.

Under the Audit Regulations, the Town Council is required to provide a statement of assurance in accordance with the Audit guidelines issued by the Audit Commission, including:

We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

In order to warrant a positive response to this assertion, council have the following arrangements in place:

- Identifying and assessing risks - The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- Addressing risks - Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.

The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities. Regular Internal Audits take place to ensure The Council maintains an adequate and effective system of internal audit.

The key systems and processes to review from time to time to include:

- proper book-keeping including the cash book.
- standing orders and financial regulations.
- payment controls.
- income controls.
- budgetary controls.
- payroll controls.
- asset control.
- bank reconciliations.
- year-end procedure
- risk management arrangements.

Risks are uncertain events or conditions (not just financial) that if they occur, will affect the authority's ability to achieve its objectives. The authority generally, and members individually are responsible for risk management.

Typical categories of risks include:

- financial - loss of money;
- security - fraud, theft, embezzlement;
- property - damage to property;
- legal - breaking the law or being sued;
- IT - failure of IT systems or misuse or data loss; and
- reputational - actions taken could harm the authority's public reputation.

Risks are unavoidable, but they need to be managed either by mitigation or controls such that they are tolerated, treated, transferred or terminated.

Insurance is a significant way of managing and reducing risks relating to property, cash and legal liability (amongst other things).

Risk area	Risk identified	Level of risk (H/M/L)	Management of risk	Action required	Review date
Section one: Areas where there may be scope to use insurance to help manage risk					
Property and contents owned by the council	Loss or damage to physical assets owned by the Town Council	H	• All assets insured. • Asset register maintained and kept up to date. • Cost of rebuilding exercise carried out in 2023. • Planned programme of electrical and safety equipment in place. • Assets checked regularly and are maintained within the approved budget • High risk areas covered by CCTV. CCTV policy is available on the website. • Periodic independent reviews of trim trail areas. • Assets properly secured and efficiently managed. • Appropriate procedures for asset disposal in line with Assets Policy. • Levels of liability, physical damage cover and associated insurer endorsements to each section of the policy are assessed annually to ensure they remain suitable to our needs. • Business interruption cover is a requirement in respect of Quay House. • Regular testing of fire/burglar alarms is undertaken, other regular tests are also carried out i.e. PAT testing. • Allotments have tenancy agreements, liability cover, assessment of non-payment risk to income, agreement re use of	Review quarterly by council, annually by IA Asset list to be considered by the Property and Recreation Committee each September/October. The current asset list is correct as of Adequate budgeting. Regular liaison with Police, annual review of CCTV All insurance requirements are reviewed in June annually with James Hallam Ltd to ensure sufficient cover in place. Insurance is currently on a three-year long-term agreement due for renewal in 2027. Staff/councillors/volunteers to receive training where appropriate. Records are retained in line with the document retention policy for the testing of all equipment.	June annually

				Retention Policy. • Maintenance issues passed to contractor.				
The provision of services being carried out under agency/partnership agreements with principal authorities	Standing orders and financial regulations dealing with the award of contracts	L		Adherence to governance in place		Reviewed quarterly by council, annually (last on 20 th October 2026) by IA all partner's risk assessed and multiple quotes obtained and compared in minutes.	June annually	
Banking arrangements, including borrowing or lending	Detect and deter fraud or corruption. Insufficient number of authorised signatories.	L		- Procedures set out in financial regulations are followed. - Copies of invoices are provided to signatories, two of which have to authorise changes to account details and payments. - No new borrowing likely at present. - Number of ACTIVE signatories continually monitored and reviewed		Financial regs and IA review on 20 th October 2026	Continual	
AGAR	Late submission	L		- Completed and returned as instructed by External Auditor - Annual internal audit report completed and signed - Resolved by Full Council by June Full Council at the latest - AGAR and supporting documents to External Auditors within their required deadline		2026/27 to be undertaken after year end.	30 th June deadline annually	
Expenses and mileage	Incorrect claim	L		- Number and reason for journeys recorded - Expenses only paid when supported by evidence/receipts - Authorised by Town Clerk and signed off by two signatories		Reviewed monthly	June annually	
Ad hoc provision of amenities/facilities for events to local community groups	Public Liability	L		- Bookings all made via reception - Forms completed with full details - Copies of relevant qualifications obtained where necessary.		Ask all for hirers insurance, retain all information in line with retention policy.	Continual	
Vehicle or equipment lease or hire	Excessive costs or not fit for purpose.	L		- Obtain agreement and terms in writing. - Insurance in place.		Hire from reputable companies, monitor by council	As required	

Trading units (leisure centres, playing fields, burial grounds, etc.)	External contractors for maintenance	L	- Written agreements in place with contractors. - All partners risk assessed - Information recorded in minutes - Governance followed when awarding contracts.	Or staff used – budget monitoring, employment law followed	Review annually & 6 months prior to renewal of agreements.
Professional services (architects, accountancy, design, etc.)	Standing orders and Financial regs deal with the awarding of contracts	L	Strict adherence to governance in place.	County association for legal IA reviewed regularly, others based on best available advice.	Reviewed each time professional services are required.
Section three: Self-managed risk					
Risk area	Risk identified	Level of risk (H/M/L)	Management of risk	Action required	Review date
Proper financial controls and records	Non-compliance with statutory requirements	L	- Internal and external audit presented to both Finance Committee and The Council. - Regular Finance Committee meetings - Financial Regulations reviewed annually - Monthly reconciliation completed and reported in accordance with statutory documents. - Two signatories required to authorise payments. - No petty cash system operates at KTC. Only bank transfers or cheques accepted. - No payment cards in place. Invoices and receipts provided to evidence spending. - Training provided where required to staff & councillors.	Review quarterly by Cllrs, annually by IA Fidelity guarantee £500,000 (internal crime) with Aviva in place.	June annually.
	Bank errors and/or inadequate checks leading to financial irregularities. Requirement of a full understanding by Council of the risks to public money through debt, fraud, negligence and bad accounting.				
Bank and banking	Failure of bank	L	- Adherence to procedures in LGA 2003 s.26 regarding reserves. - Adherence to Local Government Finance Act 1998 s114 (3) regarding the reporting of expenditure if it	Clerk to continually monitor and raise any issues immediately.	Banking arrangements to be reviewed annually in June

				exceeds available resources.			
Computer records & use of laptops	Loss of data through system error or theft. Susceptibility to viruses and/or hacking.	M		- Cloud storage - Virus software in force - Memory stick transfers of essential documents monthly and stored in safe. - Cyber insurance in place. - All activities checked against a power to confirm legality. - Town Clerk to keep apprised of developments and good practice and seek advice as needed from DALC, SLCC and Devon/South Hams Councils as well as other organisations such as the Institute of Cemetery and Crematorium Management	Document update to memory stick monthly.	June annually	
Business activities	Ensuring that they are within the legal powers of councils and not resulting in the Council being 'Ultra Vires'	L		- Data Protection Act reviewed. - ICO membership in place - Confidential items locked in secure areas. - Confidential business dealt with under exclusion of press and public at Council meetings. - Policies published on the website and implemented by the Town Clerk	IA review on receipt and at half year and regular reference to legislation and guidance	Continual	
Data Protection, GDPR & Freedom of Information	Breach of confidentiality & non-compliance with statutory regulations	L		- ICO membership in place - Confidential items locked in secure areas. - Confidential business dealt with under exclusion of press and public at Council meetings. - Policies published on the website and implemented by the Town Clerk	Annual renewal of ICO Membership	Continual	
Fees and charges	Fees too low, income not being maximised.	M		- Review annually against costs and in comparison with other local councils. - Adopted by Council annually.	Review annually to ensure in place for the next financial year. .	By March 2027	
Employment law and Inland Revenue regulations	Ensuring that requirements are met	L		- Updates in legislation monitored when necessary - Training undertaken as and when necessary - Membership of various national and regional bodies including SLCC, SALC, NALC and South West Councils. - All employers are required by law to take out employers' liability insurance and decide the appropriate level of fidelity guarantee insurance. All cover should be risk based and kept under constant review to make sure it adequately reflects changes in circumstance	Clerk and HR Committee to keep abreast of any changes in legislation. Pending/proposed legislation includes Employment Rights Act Changes, Equality (Race and Disability bill), Bullying and Respect at Work Bill and Paternity Leave (Bereavement Act) IA review annually	Continual	

PAYE/NI	Late or non-payment, incorrect deductions		- Government Gateway regularly accessed - HMRC email notifications for tax code changes and other notices advised to payroll provider immediately. - Monthly payment checklist for salaries, NI/Tax and pensions in place. - Online checks with HMRC to confirm no arrears on account.	Payroll provider calculates monthly figures. Checked monthly by Clerk and bi-annually by IA. Payments actioned monthly according to checklist. Pension documents issued monthly according to checklist. National Living Wage and National Minimum Wage reviewed annually by HR Committee.	Monthly plus April annually for changes.
Staff absence	Long term staff sickness. Financial risk from sickness payments and employment of locum.	M	- Insurance in place - Staff contracts in place - DALC & SLCC Membership	Maintain annual membership of advisory bodies	Review of policies in May 2027
The Equality Act and protected characteristics	Non compliance	H	- When making a change or reviewing employment policy, practice or criteria used in the workplace, the Council ensures it does not discriminate based on: - Age - Disability - Gender reassignment - Marriage or civil partnership - Pregnancy and maternity - Race - Religion or belief - Sex - Sexual orientation - Membership of advisory bodies is in place and any advice would be complied with.	No action currently required	Continual
VAT	Ensuring that requirements are met under HMRC regulations	L	- VAT is properly administered, and payments and claims calculated and checked. - Review of VAT status has been undertaken. - IA provides double checks - Regular VAT reconciliations. Council is not VAT registered so all claims are made in	IA review and advice taken as needed from appropriate organisations. Quarterly returns submitted	June annually

				accordance with VAT 126 claims. Accounts software checks submission figures			
Annual precept	Ensuring adequacy within sound budgeting arrangement.	L		- Budget and Precept considered by Finance Committee and The Council each year. - Sound budgetary control maintained by Finance Committee with expenditure against budget considered quarterly. - Levels of reserve considered.	Precept Demands are submitted to South Hams District Council in January each year. 50% of Precept is received in April and September annually. IA review and budget published on web on 4 th June 2026	Budget process to commence in November annually. Quarterly expenditure reviews by Finance Committee.	
Website	Inadequate or outdated information on website and noncompliance with accessibility			Adherence to The Accessibility Regulations, The Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations. Accessibility statement on the website.	New website to go live October 2026. Updated documents in place. Website provider ensures compliance with their site. The Council ensures documentation compliance.	May annually	
Monitoring of performance	Ensuring adherence to governance and associated law.	L		- Staff training - New member and/or volunteer training - Code of conduct policy in place - Internal Audits undertaken bi-annually	Councillors review budget and policies quarterly Internal Auditor to be assessed annually as competent and independent.	April annually IA provider reviewed every 3 years. Next review 2028	
Grants Income and Expenditure	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC. Ensure no misuse of grant funding.	L		- Receipts are earmarked in the accounts with the rear of receipt specified to ensure they are used with the required period. - Funds are used in accordance with agreements. - Grants from The Council are considered in line with the Grant Policy - Monitoring forms and supporting documents are obtained at the end of the financial year with any concerns referred to council.	Movement of funds to EMRs as they are received. All grants based on approved form (last updated October 2026) and supporting information, minuted and checked by IA	June annually	
Council minutes	Proper, timely and accurate reporting of council business in the minutes	L		- Meetings open to public and press. - Meetings advertised correctly on website, noticeboards and via social media platforms.	Posted on website for public to see With full agenda packs as per Transparency Code and IA review		

				• Clear transparency of agenda items. • Open Forum session available at every meeting in line with governance. • Decision making process clear and transparent. • Proper handling of removal of public and press if confidential discussions are required i.e. staffing. • All documentation accessible and available in different formats if required.			
Rights of inspection	Correct rights of inspection issued annually	L		The Council complies with the information provided annually with the External Auditor 30 working days including the first 10 working days in July.	Council minute acceptance of the dates for the rights of inspection. Website / policies updated accordingly	Reviewed annually	
Document control	Proper systems	L		• Documents managed in line with governance including the document retention policy. • All documents stored at Quay House. • Old minute books stored in fireproof safe. • IT Support provided by Pulse8 • Microsoft 365 in place for computerised records and regular backups take place.	Policies approved and published May 2026 Consideration to transfer documents to Devon Archives.	May annually	
Register of Members' Interests and Gifts and Hospitality	In place, complete, accurate and up-to-date	L		• Councillors training in place to ensure all members are aware of their statutory responsibilities. • Code of conduct policy in place. • Register held with Clerk	IA and district council review web links checked September 2026	Action when new Members start.	
Reputational	Harm to the authority's public reputation, bringing the council into disrepute	L		• Code of conduct policy in place • Staff training • New member/volunteer training • Press and Media policy in place	All new parties to receive induction training to cover the reputation of the council.	Continual	
Legal – breaking the law or being sued	Breach of legislation (Local Government Act, Freedom of Information, Data Protection, Equality	L		• Ensure councillors and staff receive appropriate training. Use professional advice from county associations, solicitors and auditors. Maintain up-to-date policies and procedures. Monitor	Annual review of policies. Arrange training when legislation changes or after elections. Seek legal advice on complex matters.	Annual policy reviews. Continual assessment of checking legality	

	Act, Health & Safety, employment law etc.) Legal challenge to council decisions (judicial review, complaints, procedural challenges) Defamation, discrimination or reputational claims		- legislative changes. - Ensure decisions are made lawfully, transparently and within delegated powers. Follow Standing Orders and Financial Regulations. Record decisions accurately in minutes. - Adopt codes of conduct and equality policies. Provide member training. Ensure communications are factual and appropriate.	Review governance documents. Clerk to check legality of proposals before decisions are made. Obtain legal advice where required. Training for councillors and staff. Monitor complaints and take corrective action where necessary. Use of advice from authorities such as DALC, NALC, SLCC, ACAS and legal helplines provided by the insurers.	of proposals/actions etc
Compliance with Transparency Code		L	- Reviewed by IA & Council annually - All agendas & minutes clear and transparent as to meaning, intention, outcome – including financial transactions. - No confidential minutes. - All meetings open to the public. - Councillors and staff are all aware of the code.	Stay up to date with legislative changes most recent minute 20th October 2026	Continual

Reviewed by the Finance Committee dd/mm/yyyy
Date of next review Finance Committee dd/mm/yyyy

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

KINGSBRIDGE TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - '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.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

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

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

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

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

2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council 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:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, 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 Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council 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 council 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 council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council 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 council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council 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.**
- 3.6. **Any officer or member of the council 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 council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. 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.

3.11. 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.

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

4. Budget and precept

4.1. **Before setting a precept, the council 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. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in October]for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than November 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.

4.4. 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 council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.

- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **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.**
- 4.9. 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.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** 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 the council'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 Procurement Act 2023 and The Procurement Regulations 2024 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 council shall (with the exception of items listed in paragraph 5.12) 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 council 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 council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 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, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split 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 (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. 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 council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council 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 £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council 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 council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 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 council 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 council 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 £500 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 council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by 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 council'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 council 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 council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may 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), which the council or a duly delegated committee may authorise in advance for the year.

- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget}.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. 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 council, where the Clerk and RFO 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 council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £30,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.10. 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 council or finance committee. The council or committee 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 council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council 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 councillors 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.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council 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 council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, 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 council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and a member. 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 council'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 council banking.

8. Cheque payments

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

- 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 council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance Committee 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 council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council 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. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. 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 council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. 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.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council 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 council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

- 13.4. All sums received on behalf of the council shall be deposited intact with the council'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.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

- 14.1. 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.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. 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.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. 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 council, 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.
- 16.3. 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.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council

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).

- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, 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 council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. 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.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council 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 council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council 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 council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, 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 council to act unlawfully.
- 19.3. The council 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.

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 council.
- 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 council.
- 4) Where an electronic tendering process is used, the council 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 [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council 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.

Kingsbridge Town Council - Quarter 2
(01/07/2026 to 30/09/2026 - All Cost Centres and Codes)

15 October 2026 (2026-2027)

2nd Quarter														Accumulative to end of 2nd quarter			
	Budgeted		Receipts		Budgeted		Actual		Payments		Budgeted		Actual		Payments		
	receipts	Actual receipts	Variance		payments	Actual payments	Variance		receipts	Actual receipts	Variance	payments	Actual payments	Variance		Variance	
1 Income																	
57 10 Precept	173,695.50	173,695.50	(0%)	(N/A)					347,391.00	347,391.00	(0%)				(N/A)	(N/A)	
273 Mayors Charity Donations			(N/A)	(N/A)							(N/A)				(N/A)	(N/A)	
274 274 - Localities, Bids, Grants		1,115.00	1,115.00(N/A)	(N/A)					1,115.00	1,115.00	1,115.00(N/A)				(N/A)	(N/A)	
Sub Total for 1 Income	173,695.50	174,810.50	1,115.00(0%)	(N/A)					347,391.00	348,506.00	1,115.00(0%)				(N/A)	(N/A)	
10 Entertainment & Arts																	
44 243 Bandstand			(N/A)	(N/A)	227.50		-227.50(N/A)				(N/A)	2,125.00	2,321.90		-196.90(-9%)		
45 240 Fair Week			(N/A)	(N/A)	1,985.67		514.33(20%)				(N/A)	2,500.00	2,621.36		-121.36(-4%)		
46 242 Embankment festoon lighting			(N/A)	(N/A)			(N/A)				(N/A)	1,000.00	1,760.00		-760.00(-76%)		
47 244 Christmas Lights			(N/A)	(N/A)	128.15		-128.15(N/A)				(N/A)		233.15		-233.15(N/A)	(N/A)	
246 246 Remembrance Sunday			(N/A)	(N/A)			(N/A)				(N/A)				(N/A)	(N/A)	
266 245 Bunting			(N/A)	(N/A)			(N/A)				(N/A)	1,500.00	1,500.00		(0%)		
Sub Total for 10 Entertainment & Arts			(N/A)	(N/A)	2,500.00	2,341.32	158.68(6%)				(N/A)	7,125.00	8,436.41		-1,311.41(-18%)		
11 Parks/Open Spaces																	
51 272 Parks & open spaces improv			(N/A)	(N/A)	111.00		19,914.00(99%)				(N/A)	40,050.00	613.50		39,436.50(98%)		
52 274 Skate Park			(N/A)	(N/A)			(N/A)				(N/A)				(N/A)	(N/A)	
53 263 CCTV			(N/A)	(N/A)	2,112.51		2,112.51(N/A)				(N/A)	4,224.98	1,463.50		2,761.48(65%)		
55 267 Play areas & Trim Trail refit			(N/A)	(N/A)			(N/A)				(N/A)				(N/A)	(N/A)	
63 279 Flood Resilience/Winter Wea			(N/A)	(N/A)	937.50	52.54	884.96(94%)				(N/A)	1,875.00	52.54		1,822.46(97%)		
65 262 Trim Trail			(N/A)	(N/A)	612.51		612.51(N/A)				(N/A)	1,224.98			1,224.98(N/A)		
66 268 Defibrillator			(N/A)	(N/A)	75.00	136.00	-61.00(-81%)				(N/A)	150.00	136.00		14.00(9%)		
67 270 Solar Farm - community bene			(N/A)	(N/A)			(N/A)				(N/A)				(N/A)	(N/A)	
69 269 Grass verge cutting & weed s			(N/A)	(N/A)	1,749.99		1,749.99(N/A)				(N/A)	3,500.02	1,500.28		1,999.74(57%)		
70 260 Potholes			(N/A)	(N/A)	500.00		500.00(N/A)				(N/A)	1,000.00			1,000.00(N/A)		
72 261 Local history/tourism project			(N/A)	(N/A)	101.25	415.00	-313.75(-309%)				(N/A)	202.50	415.00		-212.50(-104%)		
267 266 Street Furniture & Parks Main			(N/A)	(N/A)	2,199.75	4,595.77	-2,396.02(-108%)				(N/A)	4,399.50	4,916.68		-517.18(-11%)		
Sub Total for 11 Parks/Open Spaces			(N/A)	(N/A)	28,313.51	5,310.31	23,003.20(81%)				(N/A)	56,626.98	9,097.50		47,529.48(83%)		
12 VAT																	
58 310 VAT Refund			(N/A)	(N/A)			(N/A)				(N/A)				(N/A)	(N/A)	
Sub Total for 12 VAT			(N/A)	(N/A)			(N/A)				(N/A)				(N/A)	(N/A)	
2 Bank																	
1 30 Bank Interest/Charges	1,500.00	2,547.02	1,047.02(69%)	16.50(44%)	37.50	21.00	16.50(44%)					75.00	53.92		21.08(28%)		
Sub Total for 2 Bank	1,500.00	2,547.02	1,047.02(69%)	16.50(44%)	37.50	21.00	16.50(44%)					75.00	53.92		21.08(28%)		
3 Quay House																	
2 60 QH Rent (Quarterly/monthly)	6,249.99	5,785.13	-464.86(-7%)	-150.00(N/A)	150.00		-150.00(N/A)						150.00		-150.00(N/A)		
3 61 QH Rent (Casual)	2,000.01	3,345.00	1,344.99(67%)	(N/A)			(N/A)								(N/A)		
5 50 QH Business Rates			(N/A)	(N/A)			(N/A)					11,800.00	9,996.40		1,803.60(15%)		

Kingsbridge Town Council - Quarter 2
(01/07/2026 to 30/09/2026 - All Cost Centres and Codes)

15 October 2026 (2026-2027)

		2nd Quarter				Accumulative to end of 2nd quarter			
		Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted payments	Actual payments
6 51 QH Utilities		44.22	44.22	44.22(N/A)	2,587.50	1,222.29	1,365.21(52%)	5,175.00	2,787.48
7 52 QH Building Maintenance				(N/A)	8,768.76	2,360.76	6,408.00(73%)	17,537.48	4,823.47
8 53 QH Grounds Maintenance				(N/A)	249.75	650.00	-400.25(-160%)	499.50	800.00
9 54 QH Sundries				(N/A)	212.25	8.51	203.74(95%)	424.50	190.43
275 60a QH Rent DEPOSIT				(N/A)	1,125.00			1,965.00	
Sub Total for 3 Quay House		8,250.00	10,326.65	2,076.65(25%)	11,818.26	4,391.56	7,426.70(62%)	35,436.48	18,747.78
4 Cemetery & Churchyard									
10 90 Cemetery Fees		99.99	880.00	780.01(780%)					
11 80 Cemetery Tax & Water				(N/A)	275.01	74.40	200.61(72%)	549.98	958.40
12 81 Cemetery Grounds Maintenance				(N/A)	1,587.51	2,084.45	-496.94(-31%)	3,174.98	3,634.45
13 92 Cemetery Tree Surgery				(N/A)	250.00		250.00(N/A)	500.00	
14 93 Cemetery Maintenance & Mon				(N/A)	125.01		125.01(N/A)	249.98	
Sub Total for 4 Cemetery & Churchyard		99.99	880.00	780.01(780%)	2,237.53	2,158.85	78.68(3%)	4,474.94	4,592.85
5 Allotments									
15 110 Treblepark		60.00	60.00	60.00(N/A)	352.50		352.50(N/A)	705.00	155.00
Sub Total for 5 Allotments		60.00	60.00	60.00(N/A)	352.50		352.50(N/A)	705.00	155.00
6 Section 137									
17 130 Grant Aid (Recreational & So				(N/A)				7,100.00	4,084.35
18 131 Grant Aid (Community Projec				(N/A)				20,970.00	20,970.00
Sub Total for 6 Section 137				(N/A)				28,070.00	25,054.35
7 Administration									
19 180 Sundries				(N/A)	187.50	45.15	142.35(75%)	375.00	334.23
20 170 Insurance				(N/A)	12,500.00	13,344.18	-844.18(-6%)	12,500.00	13,344.18
21 171 Stationery & Office Equipmer				(N/A)	187.50	297.60	-110.10(-58%)	375.00	606.01
22 172 Telephones				(N/A)	349.74	565.32	-215.58(-61%)	699.52	851.67
23 173 Postage				(N/A)	18.51		18.51(N/A)	36.98	13.92
24 174 Computer Equip/maintenanc				(N/A)	2,500.00		2,500.00(N/A)	2,500.00	2,310.16
25 175 Travel & Subsistence				(N/A)	24.99	44.55	-19.56(-78%)	50.02	44.55
26 176 Training				(N/A)	249.75	50.00	199.75(79%)	499.50	50.00
27 177 Audit Fees				(N/A)	1,000.00	840.00	160.00(16%)	1,450.00	1,135.00
28 178 Adverts & Notices				(N/A)	125.01		125.01(N/A)	249.98	
29 179 Subscriptions				(N/A)	450.00		450.00(N/A)	1,950.00	
30 181 Election Expenses				(N/A)	125.01		125.01(N/A)	249.98	
31 183 Legal Fees				(N/A)					
32 184 Photocopier				(N/A)	312.51	479.92	-167.41(-53%)	624.98	718.78
34 186 Website				(N/A)	1,300.00	1,299.00	1.00(0%)	1,300.00	1,349.00
71 187 Neighbourhood Plan				(N/A)					
188 Scribe / Civity Monthly Fee				(N/A)	654.00	654.00	(0%)	1,308.00	1,308.00

Kingsbridge Town Council - Quarter 2
(01/07/2026 to 30/09/2026 - All Cost Centres and Codes)

15 October 2026 (2026-2027)

2nd Quarter										Accumulative to end of 2nd quarter			
		Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Sub Total for 7 Administration				(N/A)	19,984.52	17,619.72	2,364.80(11%)			(N/A)	24,168.96	23,744.50	424.46(1%)
8 Official Entertainment													
36 200 Mayor's Allowance				(N/A)	150.00		150.00(N/A)			(N/A)	300.00		300.00(N/A)
37 201 Town Crier's Allowance				(N/A)	249.99	564.10	-314.11(-125%)			(N/A)	500.02	564.10	-64.08(-12%)
38 202 Hospitality				(N/A)	75.00		75.00(N/A)			(N/A)	150.00	119.94	30.06(20%)
Sub Total for 8 Official Entertainment				(N/A)	474.99	564.10	-89.11(-18%)			(N/A)	950.02	684.04	265.98(28%)
9 Staffing													
39 220 Salaries/PAYE				(N/A)	20,605.74	20,377.73	228.01(1%)			(N/A)	41,211.52	38,082.44	3,129.08(7%)
40 221 NI/PAYE				(N/A)	3,288.00	8,092.87	-4,804.87(-146%)			(N/A)	6,576.00	12,200.99	-5,624.99(-85%)
41 222 Pensions				(N/A)	5,222.01	5,563.08	-341.07(-6%)			(N/A)	10,443.98	12,004.02	-1,560.04(-14%)
Sub Total for 9 Staffing				(N/A)	29,115.75	34,033.68	-4,917.93(-16%)			(N/A)	58,231.50	62,287.45	-4,055.95(-6%)
Projects													
268 Skatepark Floodlights Project				(N/A)			(N/A)		7,500.00	(N/A)			(N/A)
269 CCTV Fore Street Project				(N/A)			(N/A)			7,500.00(N/A)			(N/A)
270 CCTV - Recreation Ground Project				(N/A)			(N/A)			(N/A)			(N/A)
271 Passageways Project				(N/A)			(N/A)			(N/A)		350.00	-350.00(N/A)
272 Recreation Ground Pond Project				(N/A)			(N/A)		5,000.00	5,000.00(N/A)		1,899.17	-1,899.17(N/A)
276 Signage, Banners & Other Support				(N/A)			(N/A)		12,500.00	12,500.00(N/A)		2,249.17	-2,249.17(N/A)
Sub Total for Projects				(N/A)			(N/A)						
TOTALS.....		183,545.49	188,624.17	5,078.68(2%)	94,834.56	66,440.54	28,394.02(29%)	368,501.02	386,200.53	17,699.51(10%)	215,863.88	155,102.97	60,760.91(-63%)
		NET Variance Quarter 2				NET accumulative variance to END of Quarter 2.....				78,460.42			