1. Financial Regulsations – key updates
    a. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory 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 council. NEW ROLE for INTERNAL CONTROLS
    b. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year {along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
    c. **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.**
    d. 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:
    e. 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.
    f. **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.**
    g. For contracts greater than £10,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
    h. where the value is between £1000 and £10,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
    i. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

2. Standing Orders
    a. Updated to reference the new Procurement Act ( as above in the Financial Regulations)
3. Delegation policy – No change
4. Delegation Schedule – Update Clerks spending to £500 in line with Financial regulations.
5. Pension Policy – large changes with new legislation
    a. **1.1 Qualifying Additional Pension Arrangements (QAPA)**

- Regulations 16(2)(e), 16(4)(d)
- For authorised unpaid leave of 15 days or more:
- Employee may elect to purchase lost pension via a Qualifying Additional Pension Arrangement (QAPA)
- Election must be made in accordance with scheme requirements
- Employer must provide calculation and scheme information to the member and administering authority
- Payment arrangements and timescales are subject to scheme rules and employer discretion where permitted

b. **1.2 Authorised Unpaid Leave – Less Than 15 Days**

- For authorised unpaid leave of less than 15 calendar days (excluding strike action):
- Pension contributions are compulsory during the period of leave
- Contributions are based on the employee's normal contractual pay, not Assumed Pensionable Pay (APP)
- Both employer and employee contributions are deducted via payroll
- No APC/QAPA election is required for these short absences

**c. 1.3 Child-Related Leave – APP Protection**

- For the purposes of LGPS pension calculations, child-related leave includes:
- unpaid additional maternity leave
- unpaid additional adoption leave
- unpaid shared parental leave
- paternity leave (including bereaved partner's paternity leave)
- During these periods:
- Assumed Pensionable Pay (APP) applies
- Employer pension contributions are based on APP
- Employees are not required to make buy-back payments
- Pension benefits continue to accrue in accordance with LGPS regulations

d. **1.4 50/50 Section Rule During Unpaid Leave**

- Where an employee in the 50/50 section enters a period of unpaid leave that continues into the next pay period:
- the employee must be moved to the main section in accordance with LGPS regulations
- contributions and reporting must be adjusted accordingly

6. Group membership register
    a. Disbanded war memorial group – no longer needed
    b. Disbanded ORG project group following completion of ORG initial project
    c. Renamed committees ‘advisory groups’ in line with lawful definition.
    d. To add – Village green Group?