

**TAVISTOCK TOWN COUNCIL**

**BUDGET & POLICY COMMITTEE**

**MONDAY 16<sup>th</sup> MARCH 2026**

**COUNCIL FINANCIAL POLICIES & PROCEDURES**

**1. INTRODUCTION**

- 1.1 The Council has a range of documents which govern its administrative, procedural, financial and other arrangements.
- 1.2 This report relates to various of those which are of a financial nature and provides the opportunity, inter alia, to both review fitness for purpose and any administrative/consequential amendments, as appropriate.
- 1.3 To that end the report sets out, in brief, a commentary on any changes which are being proposed and if/as incorporated in the respective attachments. Each of these documents, together with certain related provisions, is required to be reviewed periodically by the Council (typically at the time of the Annual Meeting). This report is in discharge of that obligation.

**2. COUNCIL DOCUMENTS**

**2.1 Tavistock Town Council Financial Regulations**

Following the creation of the post of Office and Finance Manager there are some minor areas attaching to the regularisation of delegations required in relation to Financial Regulations, such as the replication of the authority sitting with comparable managers in relation to spend (para 5.15 refers), and use of the office debit card (para 9.1 refers).

RECOMMENDATION – Council make the administrative updates as listed above.

**2.2 Other Periodic Reviews**

It is timely, as part of the foregoing and associated requirements, to discharge other periodic obligations arising in Financial Regulations, namely:

RECOMMENDATION – Council be invited to:

- a) **Banking and Payments** (Para 6.1) – the Council confirm the continuation of primary banking arrangements with Barclays Bank and CCLA;
- b) **Regular Payments – Suppliers List** (Para 6.6) – the Council confirm the schedule of regular payments (Appendix 1);

Note – the Bank Mandate (para’s 1.7 & 7.1 (electronic) refer) to be reviewed in May 2026.

### 2.3 **Tavistock Town Council System of Internal Control**

This is a document (Appendix 2) the Council undertakes to review regularly, minor changes to reflect organisational practice are annotated in red.

RECOMMENDATION – Council be invited to adopt the submitted document.

### 2.4 **Tavistock Town Council Treasury & Investment Policy**

This is a document (Appendix 3) the Council undertakes to review regularly (as part of the Treasury Management Policy appended to its Financial Regulations). It is therefore typically reviewed alongside Financial Regulations. There are no changes recommended to be made on the cycle of review.

RECOMMENDATION – Tavistock Town Council be invited to

- i) adopt the submitted document;
- ii) agree for the 2026-27 Financial Year the continuing waiver of the % provisions of section 5.2 (first bullet point) in view of the absence of suitable alternative accounts and the distributed nature of the CCLA cash account (second bullet point) til the end of the next (2026-27) financial year.

### 2.5 **Tavistock Town Council Members Scheme of Basic Allowances and the Travelling and Subsistence Allowance Scheme .**

- a) Members Travelling & Subsistence Allowance Scheme (Appendix 4) there is the insertion of the mileage rate.

- b) Scheme for Payment of the Parish Basic Allowance (Appendix 5), updated in line with West Devon Borough Council's uplift as agreed in the latest Council Meeting. This will be backdated to May 2025 in the normal way.

RECOMMENDATION – Council be invited to adopt the submitted documents.

- 2.6 **Tavistock Town Council Pension Discretions Policy** no changes are proposed to this document (Appendix 6), it is brought back for periodic consideration and review. The Committee will note that the approach of the Council, where discretions are potentially available, is typically to reserve that matter to itself for consideration on a case by case basis as/when circumstances arise.

RECOMMENDATION – Council be invited to adopt the submitted document.

### **3. RECOMMENDATIONS**

- 3.1 It is Recommended that, subject to the comments of the Committee & Council, the recommendations as identified above, together with any consequential administrative amendments, be endorsed and the revised documents/arrangements come into effect from 24<sup>th</sup> March, 2026.

**ADELE CASSIDY  
OFFICE & FINANCE MANAGER  
TAVISTOCK TOWN COUNCIL  
MARCH, 2026**