

Purchasing Procedures

Purchases of goods and services should be considered in four groups:

- Those items with a cost of less than £250 and are within budget.
- Those items costing less than £1000.
- Those items more than £1000.
- Regular, 'annualised' payments, (for example, services, insurance, salaries).

Those items with a cost of less than £250, and are within budget

Items with a cost of less than £250, and are within the agreed budget can be procured by the Clerk to the Council, or any delegated member or officer of the Council

Items costing between £250 and £1000

Items costing less than £1000 should be approved by a meeting of the Council and should be supported by a third party estimate of the cost where possible. (This could be a formal quotation, webpage, advertisement, etc).

Items in excess of £1000

Items in excess of £1000, and not falling into the category below, should be approved by a meeting of the Council and supported by a formal quotation where possible. Where the anticipated cost exceeds £5000, at least two quotations should be obtained where possible.

Regular payments

Regular, budgeted, monthly or annualised payments may be made as they fall due. They should be subject to annual challenge by a delegated officer of the Council, and the basis of charging, or the overall expected cost agreed and reported back to the Council.

A few rules

Payment will only be made if the procurement meets the above guidelines and the final cost falls within agreed tolerances, (+/-10%).

Payment will only be made against an invoice or receipt.

Payments will be made as soon as practical after receipt of the documentation but will not be referred to the Council prior to that payment.

Each month, the Responsible Finance Officer will provide, via the Clerk, a list of payments processed since the last meeting.

The RFO, as payment officer, should not be involved in any procurement.