POULTON and PULFORD PARISH COUNCIL

PROCUREMENT PROCEDURES

October 2021

rev 3

1	**Introduction** **This document sets out the Parish Council procurement guidelines and procedures as referenced in Standing Orders 13 vi.** **The document also applies to any Committee or sub-committee set up by the Parish Council**
2	The Council will strive to attain best value for all goods, materials and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services**.**
3	The Council will purchase from local firms wherever possible so long as it does not compromise "Best Value". The past record of a supplier will be taken into consideration when determining "Best Value"
4	The Council will not be obliged to select the lowest quotation for goods, materials and services
5	Procurement activities will comply with the Council's Financial Regulations and follow guidance in the NALC Procurement Toolkit where possible

6 Procurement Thresholds and Procedures

Estimated Value (EV) £	Action	Recording Details
< 500	Responsible Financial officer (RFO), Cllr, or nominated person gets verbal or written estimate(s) and proceeds so long as running total between Council meetings does not exceed the EV	RFO records expenditure for information at next Council meeting
500 to 4999	Where there are opportunities for competitive savings a written estimate should be sought by the RFO, nominated Councillor or Committee member, from three individuals or organisations that could undertake the contract. Recommendation taken to relevant Committee or Council meeting	Estimates/quotes retained alongside reasons for choice of supplier
5000 to 24999	Written quotations (priced descriptions of the proposed supply) must be sought from not less than three individuals or organisations that could undertake the contract. Recommendation taken to relevant Committee and Council meeting for notification and/or approval	Estimates/quotes retained alongside reasons for choice of supplier
25000 + (should we need it !)	is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which	All tender documents to be retained etc

include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.

7 Exceptions

Exceptions from any of the Procurement Rules may be made under the direction of the Council or Committee Chairperson where it is satisfied that the exception is justified in special circumstances. The circumstance must be recorded in a Council meeting minute. The following may be classed as an exception :-

a an emergency or the requirement being unique so that other supplies are impossible to locate

b where there are fewer than 3 suppliers within a reasonable distance

c where the supplier has provided a similar satisfactory service or goods in the last 6 months

d where a supplier is recommended from experience by a nearby Parish Council or organisation

e Where the value of the contract or service is less than £2,000 and an adequate comparison can be made from published price lists without recourse to suppliers.

Every exception to the procurement rules shall be recorded in the Council minutes

8 The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract.

The information above, together with any amendments, will be agreed each year at a Poulton and Pulford Parish Council meeting. The date of the agreement is indicated below

SIGNED

Chairperson: …… Date: …….. Minute Item …….

Clerk: …… Date: ……..