

Germanweek Parish Council

Standing Order

Reviewed May 2024

Reviewed May 2025

Reviewed May 2026

Contracts for the supply of goods or materials or for the execution of works.

Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exception shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (iii) below:

(i) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

(ii) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk shall act after consultation with the Chairman and Vice Chairman of Council);

(iii) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk, in conjunction with the Finance Officer, shall invite **tenders** from at least three firms.

(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council and recorded in the Council meeting minutes.

(d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance where available to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. 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.

(e) 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.

(f) If less than three tenders are received for contracts above £1000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(g) When it is to enter into a contract less than £1000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall try to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £500 the Clerk shall strive to obtain 3 estimates.

(h) No Councillor or Council representative may discuss the proposed contract with a person or business making an application to tender outside of this formal process.

(i) All Members and Officers are responsible for obtaining best value at all times. The Council shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction

(i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate. In arriving at the decision to award the tender, the Council may take other factors into account. These include the desire of the Council to support and encourage small local businesses and the benefits to the local Community.

(k) When there is no Clerk appointed, either the Finance Officer or a nominated Councillor will undertake the duties of the Clerk. The decision to nominate either the Finance Officer or a nominated Councillor must be recorded in the Parish Council Meeting minutes.