

WALL PARISH COUNCIL PROCUREMENT POLICY

General

The overall objective of this policy is to secure the best value for money though the Council shall not be obliged to accept the lowest tender, quote or estimate, taking in to account other prevailing factors. This policy is designed to take into account such factors as quality measures, risk assessment, reputation, cost, knowledge, experience, capability and financial understanding.

Wherever possible the Council will try to support local suppliers and organisations.

1) Procurement of tasks or items up to £500.00.

The Parish Clerk/RFO is authorised by Full Council to order as necessary from any supplier any item required for the administration of the Council subject to the provisions made in the Parish Council's budget up to a maximum of £500.00 in one financial year and up to a maximum of £100 per individual item. All other items of expenditure thereafter must be referred to Full Council.

2) Procurement of tasks or items where the estimated value exceeds £100 but not exceed £1000.

At least three verbal or telephone quotes are obtained, and a record must be kept. Orders will only be placed following resolution of Full Council.

3) Procurement of tasks or items where the estimated value exceeds £1000 but not exceed £25,000.

At least three written quotations will be obtained from different suppliers. Orders will only be placed following resolution of Full Council.

Formal Tender Policy- this is unlikely to apply to Wall Parish Council but has been included for reference:

Where the Parish Council intend to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services, the following procedures apply:

- 1) The Parish Clerk shall advertise for formal tenders via the Parish Council website, noticeboards, newsletter, local press and trade press for formal tenders to be submitted by a specific date.
- 2) Such an invitation to tender shall state the general nature of the intended contract and the Parish Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 3) Tenders must be addressed to the Parish Clerk.
- 4) Each tendering company 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.
- 5) All sealed tenders shall be opened at the same time on the prescribed date by the Parish Clerk in the presence of the Chair and/or Vice Chair or in a closed session of the Full Council.
- 6) The Parish Clerk will place the order with the winning supplier following resolution of Full Council.

Reviewed and adopted at Full Council Sept 2026

Signed: Cllr Paul Sampson

Date: September 2026