

Penrice Community Council: Procurement & Expenditure at 20.02.2019

1.0 Introduction

- 1.1 These Regulations form part of the Financial Regulations of the Council.
- 1.2 The purposes of these Regulations are:
- to help ensure the Council complies with national regulations and best practice;
 - to help ensure there is proper management and use of public monies;
 - to help ensure everyone in the Community has the opportunity to seek appropriate contracts and expenditure from the Council.
- 1.3 These Regulations shall be reviewed annually as detailed in 3.0 Reviews.

2.0 Procurement of Goods and Services

- 2.1 The proper officer has the authority to purchase routine goods and services for the running of the Council to the sum of £100 without prior authority and has the right to be reimbursed for this expenditure no later than the meeting following the expenditure. The expenditure shall be minuted and for this purpose a general description for several items may be used.
- 2.2 The Council has the authority to purchase goods and services within the scope of its powers to the sum of £500. This decision and the reasonableness of the expenditure shall be minuted. It is not necessary for the exact figure to be known by Council at the time a decision is made but an upper limit shall be set and the final figure minuted when the expenditure is made.
- 2.3 The Council has the authority to purchase goods and services within the scope of its powers to the sum of ~~£2,000~~ £1000 with the support of evidence of competitive value. This decision and the reasonableness of the expenditure shall be minuted. If the evidence does not consist of 3 quotes the reason for this shall be stated and suitable alternative evidence noted.
- 2.4 The Council has the authority to purchase goods and services within the scope of its powers to the sum of £2,000 after obtaining and considering 3 quotes. The decision and the reasonableness of the expenditure shall be minuted. If it is not possible to obtain 3 quotes the reason for this shall be stated and suitable alternative evidence considered and noted.
- 2.5 The Council has the authority to purchase goods and services within the scope of its powers to the sum of £50,000 with the support of detailed specification and evidence of competitive value which shall consist of 3 quotes. This decision and the reasonableness of the expenditure shall be minuted.

- 2.6 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender process which includes:
- a public notice, of intention to place a contract, being published in a local newspaper;
 - a tender notice referring to the Standing Orders 61, 63 & 64 regarding improper activity;
 - a specification of the goods, materials, services and the execution of works being drawn up for the Council to make available;
 - a requirement that tenders be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
 - a requirement that tenders submitted be opened (after the stated closing date and time) by the Clerk and at least one member of Council;
 - a requirement that tenders are assessed and reported to the appropriate meeting of Council or Committee.
- 2.7 The Council, or a relevant Committee, is not bound to accept the lowest tender, estimate or quote but should give good reason why a decision is made.

3.0 Grants & Donations

- 3.1 When a grant or donation is being made the appropriateness of the decision and relevant power relied upon shall be minuted.
- 3.2 Where a grant or donation exceeds £500 then the item and sum involved shall be listed on the Agenda of the relevant meeting.

4.0 Specific Expenditure

- 4.1 For insurance and similar purchases a checklist of important features should be prepared so that proper cover is maintained and quotes are compared on a like for like basis. Factors other than cost may be significant.
- 4.2 For the repeat purchase of assets (such as noticeboards & benches) a checklist of good and bad features should be maintained with the asset register.
- 4.3 Expenditure related to employment shall be covered within Responsibilities of Employer.
- 4.4 The Council's own regulations on expenditure should be considered where grants and donations are made to third parties for specific purchases.

5.0 Accounts & Financial Statements

- 5.1 Except as provided by 5.2 of this Regulation, all accounts for payment and claims upon the Council shall be laid before the Council.
- 5.2 Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be included in the next schedule of payments laid before the Council.

- 5.3 The Responsible Financial Officer shall supply to each member before July in each year a statement of the receipts and payments of the Council for the completed financial year. As elsewhere a unique identifier shall be used for transactions which occur annually or more regularly (eg year or month, year) and internal documents presented at meetings and not otherwise logged shall be signed and dated by the Chair of the meeting.
- 5.4 The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of September.

6.0 Expressions of Interest

- 6.1 The Council shall display a notice on its website and on each of its noticeboards to invite expressions of interest in providing goods and services to the Council.
- 6.2 The Council shall display in the same notice or another similarly placed to invite expressions of interest in the Council providing funding for community projects and community organisations.

7.0 Effective Dates

- 7.1 These Regulations are effective from 20th February 2019.
- 7.2 These Regulations must be reviewed for the Annual Meeting every year.