

11 PROCUREMENT

11.1 Procedures as to the procurement of goods, materials, works or services are laid down as follows:

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

(i) For the supply of gas, electricity, water, sewerage and telephone services.

(ii) For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.

(iii) For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

(iv) For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.

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

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

(b) When the Council wishes to procure goods, materials, works or specialist services where the value is above £1,000 other than as excepted in paragraph (a), the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply). Where the value is below £1,000 Regulation 10.3 above shall apply.

(c) The Council shall not be obliged to accept the lowest or any tender, quote or estimate but, as indicated in 10.3, is responsible for obtaining value for money.

11.ASSETS AND PROPERTY

11.1 The Clerk shall make appropriate arrangements for the custody of all deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council in accordance with Accounts and Audit Regulations (Audit Commission Act 1998)

11.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law.

11.3 The RFO shall maintain a Register of Assets as part of the accounts available to Councillors with the end of financial year figures.

12.INSURANCE

12.1. The RFO shall effect all insurance and negotiate all claims on the Council's insurer.