Presteigne Memorial Hall Contracted Services Policy

The trustees responsible for overseeing contracted services are Geraldine Fletcher and Russell Fletcher

 **1. Procurement**

The Board of Trustees acknowledges the four principles of procurement underpinning UK Procurement Regulation:

1. Transparency: Keeping all documents and recording decisions in such a way as to ensure that the process can be seen to be fair and transparent.

2. Equal treatment: All potential suppliers have the same opportunity to quote for and supply goods and services regardless of where they are based.

3. Proportionality: Contracts or specifications do not require information that is not pertinent to the delivery of the goods and services being purchased.

4. Non-discrimination: Awards of contracts are not based solely on geography, previous contractual arrangements etc.

**1.1 Procurement of services greater than £100 per annum**

Where procurement is for contract of services of greater than £1000 per annum the Board of Trustees will obtain more than one quote from suppliers based on a specification. The Board of Trustees will be clear what is taken into consideration when selecting the supplier that is most appropriate for Presteigne Memorial Hall and which maximises value for money.

When it is not reasonably practicable to obtain more than one quote, then a supplier may be selected on a ‘single source’ or ‘sole source’ basis after due consideration and approval of a full Management Committee.

Procurement of contract and minor services, purchase of single items and payment of standard bills of less than £1000 are subject to the financial controls in the procedures below.

 **2. Financial Authority**

The Treasurer may:

* Make minor purchases (e.g. accounting materials, stationary etc.) for necessary administration purposes up to the value of £100.
* Agree and settle minor bills for maintenance and repair up to £500 provided such funds are available.
* Agree and settle bills for maintenance and repair up to £1000 with the authorisation of a quorum of the Committee provided such funds are available.

The Chair may:

* Approve any expenditure (except procurement of contract services) up to the value of £500.
* Recognise that justifiable and expedient actions will sometimes be necessary.
* May occasionally give purchasing authority (within an agreed limit), to a particular Committee Member or (Members) to act on their behalf for a specific purpose.

Quorum of the Board of Trustees may:

* Authorise expenditure up to £1000 for maintenance and repair.

The full Board of Trustees may:

* Procure any services, purchase any asset under any contract which it considers is within the Charitable Objectives of the Trust, after due consideration and provided the funds are available.

 **3. Procurement**

Members of the Board of Trustees have been assigned responsibilities agreed by the full Board Responsibilities are based on past experience in the subject. The Board relies on them to ensure that when procuring minor services they do so in line with the principles of the Presteigne Memorial Hall Finance Policy. It is incumbent upon them to ensure that the contractor carries out the work as specified in the contract, in compliance with Presteigne Memorial Hall Health and Safety policies and represents the best value for money.

 In addition, the following procedures apply:

* Minor services may be procured under the tendering process, single or sole supplier basis, whichever is considered most appropriate.
* If the minor services involve entering into a term contract then the approval of the full Committee is required.
* On completion they shall ensure that the work has been completed to their satisfaction and that the work site is safe before recommending payment of funds by the Treasurer.

 **13.4 Documentation**

All finance, procurement and purchase records shall be maintained sufficient to demonstrate compliance with this procedure and to demonstrate adherence to the Objects set out in the Presteigne Memorial Hall Governing Document. Records may be hard copy or electronic and shall be retained for a minimum period of 7 years.

 **13.5 Contractors**

The Board of Trustees will confirm with contractors (including self-employed persons) before they start work that:

* The contract is clear and understood by both the contractors and the Board
* The contractors are competent to carry out the work (eg have appropriate qualifications, references, experience)
* Contractors have adequate public liability insurance cover
* Contractors have seen the health and safety file and are aware of any hazards which might arise (eg electricity cables or gas pipes)
* Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
* Contractors have their own health and safety policy for their staff
* The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
* Any alterations or additions to the electrical installations or equipment must conform to the current regulations or the Institute of Electrical Engineers Code of Practice