

## Proposed Change to Financial Regulations

### Report to Burton Bradstock Parish Council

Currently under normal circumstances Financial Regulations require 2 quotes, which may be oral or email-based, to purchase goods or services under £500. It would be useful to have a single quote regime to purchase minor items, say under £100, provided that it is considered value for money by not more than one Councillor disagreeing in an email poll.

I therefore propose that, subject to confirmation by DAPTC or NALC that email polls as proposed are permitted, Financial Regulation 11.1 h) is altered to read as follows, new text being shown in ***bold italics***:

11.1 Procedures as to contracts are laid down as follows:

a) etc

h) When it is to enter into a contract of less than £25,000 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 ***11.1 a)***, the number of willing tenderers selected shall depend on the estimated cost of the goods, works or services as follows:

i. Over £3,000 and up to £60,000: 3 willing tenderers.

ii. Over £500 and up to £3,000: 3 willing tenderers to be sought but 2 accepted. 2 tenders must be received. Tenderers shall be advised that paper tenders should be in plain envelopes bearing a specified tender reference. Email responses shall be permitted, such emails to be dispatched within the 24 hour period after the closing time for written tenders.

iii. ***Over £100 and up*** to £500: 2 tenders to be obtained. Email and oral quotations shall be permitted.

***iv. Up to £100: one tender must be obtained and approved by an email poll of Councillors with not more than one Councillor objecting. If more than one Councillor objects, then iii above shall apply. Email and oral quotations shall be permitted.***

Councillor Graham Moody

22 December 2020