

Burton Bradstock Parish Council

Report to the meeting on 28 September 2022

Standing Orders and Financial Regulations

The Finance & General Purposes Group met to consider the Council's Standing Orders and Financial Regulations and I was delegated to draft a report to the Council thereon.

Standing Orders

A proposed draft of Standing Orders is attached to my email with this report. It is based on the latest NALC template with options for individual councils (e.g., the number of councillors required to call a special meeting) taken from previous Parish Council decisions.

Additionally, the substance of proposed SO6 is based on the PC's current SO5a (Remote Attendance at Meetings), and there is an issue for the Clerk to check at SO3(y).

SO20 (Handling Staff Matters) was adopted by the Council before it had established a Staffing Committee.

Financial Regulations

Financial Regulations needs further work to clarify and bring them up to date, which the F&GP Group will consider soon. In the meantime, the Group considers that Regulation 11h in relation to Contracts should be altered to increase the single quotation limit to £500.

Additionally, it wished to ensure that miscellaneous day to day items could be purchased to support Council operations.

Accordingly, I have drafted the following to accommodate this for the Council's consideration and amendment/ approval:

h) When it is to enter into a contract with an estimated value of less than £25,000 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 (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 £25,000: 3 tenders to be obtained.*
- ii Over £1,000 and up to £3,000: 3 willing tenderers to be sought but 2 accepted. 2 tenders must be received.*
- iii Over £500 and up to £1,000: 2 tenders to be obtained.*
- iv Up to £500: a single quotation may be accepted by the Clerk/ RFO in consultation with the chair and either the vice chair or lead councillor for the area concerned.*
- v The RFO or Clerk may purchase miscellaneous office equipment to the value of £50 in any one month. Such purchases shall be reimbursed by the Council subject to receipts being submitted to the chair or vice-chair. All such purposes*

are to be reported to the Council at its next meeting.

- vi The RFO or Clerk may purchase materials for use of Council repair and maintenance contractors to the value of £250 in any one month subject to consultation with the chair and either the vice chair or lead councillor for the area concerned. All such purposes are to be reported to the Council at its next meeting.*
- vii In both i and ii above Tenderers shall be advised that paper tenders should be in plain envelopes bearing a specified tender reference. Email tenders shall be permitted, such emails to be dispatched within the 24-hour period after the closing time for written tenders.*
- viii In iii and iv above email and oral quotations shall be permitted.*

Recommendations:

I recommended that the Council:

- 1. considers the draft Standing Orders with a view to adopting them subject to:**
 - i SO20 be reviewed by the Staffing Committee with a view to its reporting back with any proposed changes.**
 - ii The check on SO3(y) noted above.**
- 2. Considers the above changes to Financial Regulation 11h) with a view to approving and amending them.**

Cllr Graham Moody

20 September 2022