

Committee	FULL COUNCIL
Date	11 December 2024
Agenda Item	12

To consider changes to the Financial Regulations

It was agreed in council on 11 November that in general the regulations on procurement should always require 3 quotes to be sought. As there are some occasions when this is not deemed to be necessary, the Clerk was asked to add an appropriate section to the Financial Regulations to clarify when it would be acceptable not to use the 3-quote tendering system. These have been added in bold below.

10.ORDERS FOR WORK, GOODS AND SERVICES

10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

11. CONTRACTS

11.1.d When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

The reasons why it may not be advisable or practical to seek 3 quotes for a particular job include the following:

- **Where the work to be done is the result of a recurrent problem**
 - **Where a particular contractor has for many years handled all aspects of the upkeep of a building**
 - **Where the matter is extremely urgent and needs to be attended to, to prevent further damage**
 - **Where the work to be done is minimal and not likely to cost much**
 - **Where the choice is between a well-known local contractor of proved efficiency and a completely untried contractor from elsewhere**
- 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 (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply. These may be sent by email to the Clerk.

Recommendation: that HTC adds the above reasons to the Financial Regulations to enable on occasion use of a previously known contractor.

A handwritten signature in black ink, appearing to read 'Sarah Greatorex', is positioned above the printed name.

Sarah Greatorex Town Clerk