

2025

Killinghall Parish Council : Contracts and Procurement Policy



Adopted: October 2025

Review Cycle: 2 Years

Review Due: September 2027

1. Introduction

Killinghall Parish Council (“the Council”) recognises the importance of sound procurement practices to ensure public funds are spent responsibly in accordance with principles of transparency, fairness, and value for money¹. This Contracts and Procurement Policy sets out the procedures and standards for procurement of goods, services, and works, and the management of contracts, fully aligned with the Council’s Financial Regulations.

2. Objectives

- 2.1 To ensure all procurement is conducted in a manner that is transparent, fair, and accountable.
- 2.2 To achieve best value for money and safeguard public funds.
- 2.3 To comply with all relevant statutory requirements, including the Council’s Financial Regulations and UK procurement law.
- 2.4 To support local businesses and sustainable procurement where possible.

3. Scope

This policy applies to all contracts for the purchase of goods, services, and works by Killinghall Parish Council, including contracts with consultants, suppliers, and contractors, regardless of value.

4. Roles and Responsibilities

- 4.1 The Council: Approves contracts above thresholds stated in the Council’s Financial Regulations² and oversees policy implementation.
- 4.2 The Clerk or Responsible Financial Officer (RFO): Administers procurement procedures, maintains contract records, and ensures compliance.
- 4.3 Councillors and Staff: Follow the policy in all purchasing and contracting activities.

¹ NALC Model Financial Regulations (2023 edition) for sector guidance on procurement principles

² Killinghall Parish Council Financial Regulations (October 2025), Section 5: Procurement thresholds and procedures. These regulations govern authorisation levels, quotation requirements, and statutory compliance under the Procurement Act 2023.

5. Principles of Procurement

- 5.1 Transparency: All procurement processes are open and clear to stakeholders and the public.
- 5.2 Fairness: All suppliers are treated equally and without bias.
- 5.3 Value for Money: The Council considers whole-life costs and quality, not just price.
- 5.4 Accountability: All procurement decisions and records are subject to scrutiny and audit.

6. Procurement Thresholds and Procedures³

All values quoted are exclusive of VAT⁴. If thresholds stated in the Council's Financial Regulations are amended⁵, those amendments supersede the figures below

6.1 Expenditure Below £500

- 6.1.1 Procurement may be conducted by the Clerk or RFO through best endeavours to obtain value for money.
- 6.1.2 No formal quotations are required, but a record of price comparisons and rationale for selection should be kept.

6.2 Expenditure from £500 to £3,000

- 6.2.1 At least three written quotations should be obtained wherever possible⁶⁷.
- 6.2.2 Where three quotations are not possible, reasons should be recorded and the best possible value obtained.
- 6.2.3 The selection should be based on quality, cost, and value for money.

6.3 Expenditure from £3,001 to £30,000

- 6.3.1 A minimum of three written quotations must be sought⁸.
- 6.3.2 All quotations must be recorded, and all decisions documented in the Council's minutes.
- 6.3.3 Orders may only be placed after Council approval.

³ Thresholds are governed by Section 5 of the Council's Financial Regulations (October 2025), which take precedence in case of amendment.

⁴ VAT-Inclusive Thresholds: All statutory procurement thresholds must be calculated inclusive of VAT, as required since January 2022.

⁵ Killinghall Parish Council Financial Regulations (October 2025), Section 5: Procurement thresholds and procedures

⁶ Ibid., Section 5.9: Guidance on obtaining estimates and quotations for purchases between £500 and £3,000

⁷ For example, the 2024 soil survey required specialist input from a sole provider, making multiple quotations impractical

⁸ Ibid., Section 5.8: Requirement for three fixed-price quotes for contracts over £3,000

6.4 Expenditure Above £30,000

- 6.4.1 Where the estimated value of a contract exceeds £30,000 (including VAT)⁴, the Council shall initiate a formal tendering process in accordance with its Financial Regulations and the Procurement Act 2023⁹
- 6.4.2 The contract opportunity shall be advertised on Contracts Finder¹⁰ and/or other appropriate platforms, as required by legislation
- 6.4.3 Tenders must be submitted in writing and remain unopened until the specified closing date.
- 6.4.4 All tenders shall be opened at the same time, in the presence of the Clerk and at least one Councillor.
- 6.4.5 A comparative report of all tenders shall be presented to the Council for decision.

7. Emergency Arrangements

In cases of genuine emergency threatening life, property, or essential Council services, the Clerk, in consultation with the Chair (or if unavailable, the Vice-Chair), may authorise expenditure without adhering to the above thresholds¹¹. All such actions must be reported to the next Council meeting.

8. Contract Award Criteria

- 8.1 Contracts are awarded based on Most Economically Advantageous Tender (MEAT)¹², considering price, quality, relevant experience, sustainability, and social value.
- 8.2 Where possible, preference will be given to local suppliers, provided value for money and quality are not compromised.
- 8.3 All decisions must be documented and justify the selected supplier against the stated criteria.

⁹ Procurement Act 2023: Sets the statutory framework for public sector procurement in England, replacing the Public Contracts Regulations 2015.

¹⁰ Contracts Finder: Threshold — Parish councils must advertise contracts ≥£30,000 (inc. VAT) if publicly tendered

¹¹ Local Government Act 1972, Section 101: Delegation of functions in cases of urgency

¹² Public Services (Social Value) Act 2012 — Section 1: Duty to consider social value in procurement

9. Contract Management

- 9.1 All contracts must be in writing and specify key terms, including price, scope, deliverables, timescales, and payment terms.
- 9.2 The Clerk or RFO will maintain a Contracts Register recording all current contracts, their value, duration, and review dates. The Contracts Register will be reviewed annually and published on the Council's website where appropriate
- 9.3 Performance against contract terms must be monitored, and any issues reported promptly to the Council.

10. Conflicts of Interest

- 10.1 Councillors and staff involved in procurement must declare any personal or financial interests¹³¹⁴ in potential suppliers.
- 10.2 Individuals with a conflict of interest must not participate in the procurement process for the relevant contract.
- 10.3 All declarations and actions must be transparently recorded in the Council's minutes.

11. Ethical and Sustainable Procurement

- 11.1 The Council will seek to purchase environmentally sustainable products and services where practical and cost-effective.
- 11.2 Suppliers will be encouraged to minimise packaging, reduce waste, and use sustainable materials.
- 11.3 The Council will not knowingly enter contracts with suppliers who contravene UK Modern Slavery legislation¹⁵ or other ethical standards.

12. Review and Amendment

- 12.1 This policy will be reviewed biennially or upon significant changes to procurement law or the Council's Financial Regulations.
- 12.2 Amendments require Council approval and must be documented and published.

¹³ Localism Act 2011, Section 28: Duty to promote and maintain high standards of conduct

¹⁴ See Killinghall Parish Council's Code of Conduct Policy, Appendix B – Registering Interests, for procedures and statutory guidance on declaring interests.

¹⁵ Modern Slavery Act 2015, Section 54: Transparency in supply chains

13. Record Keeping and Transparency

- 13.1 All quotations, tenders, contracts, and decisions must be retained for at least six years, in line with audit and transparency requirements¹⁶.
- 13.2 All procurement activities are open to public scrutiny, barring commercially sensitive information¹⁷.
- 13.3 Information about contracts above £25,000 will be published on the Council's website or by request.

14. Training and Awareness

- 14.1 Members and staff will be provided with appropriate training and guidance to ensure they understand and fulfil their procurement responsibilities.
- 14.2 The Council will keep abreast of changes in procurement law and best practice, updating this policy as needed.

15. Non-Compliance

- 15.1 Failure to follow this policy may result in disciplinary action and/or investigation by the Council's internal or external auditors.
- 15.2 Breach of policy will be reported to the Council with recommendations for remedial action and, where necessary, future training or procedural changes.

16. List of Current Contracts Awarded

Contract Name/Description	Supplier	Start Date	End Date	Value (£)
The Glebe Maintenance	Live Wild & Grow Ltd	01/04/2025	31/03/2028	£7000 + VAT per annum
Parish Verge Maintenance	Land & Farm Services Ltd	01/04/2025	31/03/2028	£2600 + VAT per annum

This Contracts and Procurement Policy should be read in conjunction with Killinghall Parish Council's Financial Regulations, Standing Orders, and relevant statutory requirements. For further information or guidance, contact the Clerk of Killinghall Parish Council.

¹⁶ Accounts and Audit Regulations 2015, Regulation 12: Retention of accounting records

¹⁷ Freedom of Information Act 2000 — Section 43: Commercial interests exemption