

# **LLANFAIR CAEREINION TOWN COUNCIL**

## **PROCUREMENT POLICY**

### **1. Introduction**

This paper sets out the Council's procurement policy.

### **2. Minor maintenance works**

Minor works can be carried out by regular local contractors where the amounts involved are under £240 or they are of an emergency nature.

### **3. Annual maintenance works**

Annual maintenance works may be the subject of renewal each with the same contractor but should be subject to review every 3 years.

### **4. Capital works up to £3,000**

Capital works up to the sum of £3,000 can be completed by seeking a price from a local contractor agreed by the Council or who is on the Council's list of contractors.

### **5. Capital works from £3,000 up to £10,000**

Where there is no urgency 3 prices are to be sought from contractors as agreed by the Full Council in private session. In an emergency this condition can be dispensed with by agreement between the Chair and Vice Chair of the Council with the Town Clerk.

### **6. Capital works over £10,000**

Where there is no urgency 4 prices are to be sought from contractors as agreed by the Full Council in private session.

In an extreme emergency this condition can be dispensed with by agreement between the Chair and Vice Chair of the Council with the Town Clerk.

### **7. Professionals**

The professionals used by the Council are listed below:

Solicitors – Harrison's Berriew Street Welshpool

Architect/Building Surveyors – As appointed from time to time

Surveyor – as appointed from time to time

Internal Auditor – as approved by Full Council.

External Auditor – as appointed by Welsh Government

These appointments shall be reviewed every 3 years.

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### **8. Contractors list**

The following small works contractors are to be used for emergency and very small works.

#### **Local plumber**

G A Harding

T Piggott

#### **Local electrician**

Simon Morgan

Aled Davies

#### **Local general builder**

J E Thomas

R Morgan

#### **Small works**

Rob Issac

Harmer Construction

#### **Grass Cutting/Hedges**

Glyn Lloyd

D M Roberts

Bridgen Contracing

#### **Cleaning**

Rachael Houghton

#### **Clothing**

Keltic Clothing

#### **Printing and signs**

Welshpool Printing Group

Mid Wales Sign and Print

#### **Playground Inspections**

Powys County Council

ROSPA

# **LLANFAIR CAEREINION TOWN COUNCIL**

## **PROCUREMENT POLICY**

### **Web Site**

Glovesure

### **Church Clock**

Smith and Derby

### **War Memorial**

Elliot Ryder (Memorials)

### **Payroll**

Morgans of Severn Street Welshpool

## **9. Tenders**

Tenders would historically be presented in sealed envelopes; however email is the common method today.

For tenders or quotes the subject of tendering small works with an expected price of under £10,000 may be received by email to the Town Clerk. For activities the subject of tendering larger works with an expected price of more than £10,000 will be received in sealed envelopes to be opened in front of the Full Council.

## **10. Registration**

All those who are employed to carry out works for the Town Council shall produce the appropriate insurance certificate and shall where they are registered for VAT provide a VAT registration number.

## **11. Emergency repairs**

Any emergency repairs required can be authorised within the Town Clerk's delegated powers document in consultation with the Chairs.

**R A Robinson Town Clerk November 2023**