

Hampsthwaite Memorial Hall
Hollins Lane
Hampsthwaite, HG3 2EJ
Reg Charity No. 523703
H.B.C. Licence No. WK/050606862



Bookings:

Email: Bookings@hampsthwaite.org.uk
Web: www.hampsthwaite.org.uk/memorialhall/

HAMPSTHWAITE MEMORIAL HALL

Procurement Policy

Introduction:

Hampsthwaite Memorial Hall Management Committee will always strive to attain best value for all goods, materials and services which it purchases. 'Best Value' will be defined as a balance of price, quality of product and supplier services.

The Committee will operate a transparent procurement process as follows:

- The Committee will purchase locally wherever possible and where best value can be satisfied.
- In evaluating 'best value', the past record of the supplier will be taken into account - this does not always mean that the Committee should select the lowest quotation.
- The Committee will endeavour to purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to protect and sustain the environment.
- Consideration shall be given to other costs associated with the procurement such as lifetime costings including, for example, maintenance costs, power consumption and disposal costs.

Specifications:

Enquiries and invitations to tender shall be based on a specification which will describe the requirements in sufficient detail to enable effective procurement in accordance with this policy.

Supplier pre-qualification:

The Committee shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract.

Tendering Thresholds and Procedures:

- **Contracts below £100**
 - Memorial Hall Officers are authorised, in conjunction with the Chair and Treasurer, to order as necessary from any supplier any item required for the administration and/or maintenance of the Memorial Hall, subject to provisions made in the budget. Such purchases to be evidenced by receipts presented to the Treasurer and recorded.
- **Contracts between £100 and £500**
 - Following a resolution of the Sub-Group Committee, the Treasurer is authorised, in conjunction with the Chair, to order as necessary from any supplier any item required for the administration and/or improvement of the Memorial Hall, subject to provisions made in the budget.
 - Such purchases to be evidenced by receipts presented to the Treasurer, recorded and reported at the next available Full Committee meeting

- **Contracts between £500 and £2,500**

- Following a resolution of the Full Committee, the Sub-Group Committee is authorised to seek quotations for improvements to the Memorial Hall
- The Sub-Group Committee will exercise best endeavours to obtain at least two written or emailed quotations from different suppliers.
- Orders will normally be by written Contract and placed following resolution of the Sub-Group Committee.

- **Contracts above £2,500**

- Following a resolution of the Full Committee, the Sub-Group Committee is authorised to seek quotations for improvements to the Memorial Hall
- Quotations must be provided in writing to be considered by the Sub-Group Committee who are charged to make recommendations, with reasons, to a Full Committee meeting.
- Wherever possible, at least three written quotations will be obtained from different suppliers.
- Orders will by written Contract only and be placed following resolution of the Full Committee.

Exemptions:

Threshold procedures may be waived for the following but, wherever possible, alternative quotations shall be obtained:

- Purchase by auction or at public fairs.
- Contracts involving special technical, scientific or artistic knowledge.
- Contracts comprising spare or replacement parts of existing machinery or plant or repairs to such machinery or plant.
- Urgent situations as agreed with the Chair and Treasurer where the Memorial Hall is put at significant risk, or where significant costs could be incurred, by not taking urgent remedial action.

Contracts:

- Contracts will be awarded on the basis of 'best value' and criteria as stated in the Introduction above.
- Orders will be placed with the winning supplier in the form of a written Contract following resolution of the Committee where required above.
- Every written contract shall specify:
 - The work, materials, matters or things to be furnished, had or done:
 - The price to be paid, with a statement of discounts or other deductions (if any);
 - The time or times within which the Contract is to be performed.
- The allocation of Contracts shall be recorded with reasons in the Committee Minutes.

Termination of Contracts:

Hampsthwaite Memorial Hall Management Committee reserves the right to terminate any contract immediately where a supplier commits a material breach of the agreement to deliver services, or fails to deliver agreed services, in the agreed time-frame without a plan to address the failings.

Policy as agreed by Memorial Hall Management Committee on ____ See Minutes ____ (Date)

Signed on behalf of the Management Committee _____ Chair _____

Policy to be reviewed on _____ Annually _____ (Date)