

Purchase & Payment Policy

Purchasing Limits

- a) Councillors spend – up to £50.00 without prior approval for Sundry Expenses
- b) 1 x quotes required for purchases between £50.00 - £100.00 can be verbal
- c) 2 x quotes required for purchases between £100.00 - £500.00 written
- d) 3 x quotes required for purchase over £500.00 written

Purchases b – d require an on-agenda items and needs to be discussed & vote in meeting on quotes before expenditure can be agreed

Purchasing Authorisation Categories

1) Recurring approved supplier invoices

- a. An approved suppliers list will be maintained by the Clerk/RFO.
- b. The approved suppliers list will be reviewed as least annually at the Parish Council AGM and minuted
- c. A rule may be set for each approved supplier i.e. “only one invoice per month less than £xxx per Invoice”
 - i. Providing the above is met then an invoice can be set for payment on Unity Bank.
 - ii. If it falls out of the rule, then the invoice will be placed on the agenda for the next meeting for discussion and vote on payment

2) Agreed Regular payments

Supplier	Frequency	Amount £
Village Hall	Monthly (excluding August)	£10.00
Somerset Council – Grass Cutting	Monthly March – September 2 cuts Jun – Aug	£108.00 + VAT per cut
Somerset Council – Bin Emptying	Quarterly	£253.50 + VAT
Clark Salary inc of HMRC	Monthly	Standard Hours
Clerk Working from home	Monthly	HMRC Claimable Amount
SALC – Training Sessions	Ad hoc	£25.00 - £45.00 per session booked

Parish Council Clerk, can be contacted at clerk@chiltonpolden-pc.gov.uk

3) Non-Recurring Supplier invoices

- i. All non-recurring invoices will be placed on the agenda for the next meeting for discussion and vote on payment

Banking

a) Bank Accounts

Chilton Polden Parish Council Bank with Unity Bank, they hold a current account and a reserve account. The current account shall hold no more than £10,000 all other monies held by the Parish Council should be held in the reserves account.

b) Payment Authorisation

The Clerk will set payments up in Unity online banking if they fall under the agreed regular payments (as above) or have been approved at full council meeting. The payments are then to be authorised by 2 councillors, which 2 councillors will be chosen at random each month.

Reviewing Payments made

Under the finance section of the meetings will be:

- Bank Reconciliations (Including Bank statements)
- Monthly Cashbook
- Spend & Forecast Report

Date Agreed	Minuted	Next Review Date

Signed: