

# LYDDINGTON PARISH COUNCIL

## Standing Orders Relating to Contracts

1. For contracts for the supply of goods or services or for the execution of works, which are estimated **not to exceed £500** there shall be no formal procedure.
2. Where the contract is estimated **to exceed £500 but not £3,000** in value, the clerk shall obtain at least three quotations. These quotations shall be reported to the Council which shall not be bound to accept the lowest quotation.
3. Where it is intended to enter in to a contract estimated **to exceed £3,000 but not £15,000** in value, the Clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given. The Council shall invite no less than three quotations in writing and shall state the last date and time when quotations will be received. The quotations shall be reported to the Council which shall not be bound to accept the lowest quotation.
4. Where the value of the intended contract is expected **to exceed £15,000** in value, notice shall be given as in 3. above, and in addition notice shall be given to firms on the list of approved contractors maintained by the County Council or, in the absence of such a list, in a newspaper circulating in the district, as the Council shall decide.

The notice of a contract exceeding £15,000 shall state the general nature of the intended contract, the name and address of the person to whom tenders are to be delivered, and the last time and date by which tenders should reach that person.

Tenders for contracts over £15,000 shall be opened by the Chairman (or in his absence the Vice-Chairman), in the presence of the Clerk, as soon as practicable after the date specified for the receipt of tenders and shall be reported to the Council. The Council is not bound to accept the lowest quotation or tender.

5. If no quotations or tenders are received or if all are identical, the Council may make such arrangements for procuring the goods materials or services as it thinks fit.
6. These Standing Orders may be suspended in whole or in part in respect of any particular matter by resolution of the Council.
7. A motion to add to, vary, or revoke any part of these Standing Orders shall when moved and seconded stand adjourned without discussion to the next meeting of the Council.

Amendments proposed at a meeting of Lyddington Parish Council on 5 March 2008  
**Approved by Lyddington Parish Council at its Annual Meeting on 7 May 2008**

SIGNED

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Cllr Harriet Tassell (Chairman)