



*In placing an order for work, for the repair of wet pour at Highfield Park, the following regulations apply:*

**Extract from Financial Regulations**

10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.

11.3 Where it is intended to enter into a contract less than £25,000 in value for the supply of work, goods or services the Clerk or RFO shall obtain 3 *quotations* (priced descriptions of the proposed supply); where the value is below £1,000 and above £250 the Clerk or RFO shall strive to obtain 3 *estimates*. Otherwise, Regulation 10.3 [‘de minimis’ provision] above shall apply.

*If it is possible to source a repair, prior to Highfield Fest, and the work is below £2,000, the following regulation allows this to be executed, prior to the next Council meeting.*

*However, should the repair exceed £2,000, the Clerk would be acting ultra vires placing the order. The Council can agree to approve now that an exception is made, and can agree to set a further limit if it wishes.*

**Extract from Financial Regulations**

3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, regardless of whether there is any budgetary provision for the expenditure, **subject to a limit of £2,000**. Before the Clerk acts to incur expenditure as described, they shall consult with the Chairman, or in their absence the Vice-Chair, before taking any action under the authority of this regulation. The Clerk shall report the action to the Council as soon as practicable thereafter.