



Wilton Town Council Procurement Policy

Document History	Date	Adopted Date	Minute Ref	Summary of Changes
Original		10/11/2018		
Revision 1	16/01/2024	06/02/2024	28/24 (iii)	Various
Revision 2	31/03/2025	31/03/2025	076/25 (ii)	Various
Revision 3				

Next review date September 2026

1. Introduction

- 1.1. Every Contract by Wilton Town Council or person acting on its behalf shall comply with this Procurement Policy, Wilton Town Council's Standing Orders and Financial Regulations.
- 1.2. The purpose of this policy is to provide guidance on the factors that will be taken into account when purchasing goods and services.
- 1.3. A Contract is an agreement between Wilton Town Council and an individual or organisation for the individual or organisation to provide works, goods or services (including the engagement of consultants) for which Wilton Town Council will provide consideration. The following contracts are exempt from the requirements of these rules: contracts relating solely to disposal or acquisition of land; employment contracts and individual agency contracts for the provision of temporary staff.
- 1.4. Persons involved in the awarding of a Contract on behalf of Wilton Town Council must ensure that the best value for money is obtained. Before commencing a procurement, it is essential that the authorised person leading the procurement has identified the need and fully assessed the options for meeting those needs. The best use of purchasing power shall be sought by aggregating purchases wherever possible.
- 1.5. Exceptions from any of the following provisions of these Contract Procurement Rules may be made under the direction of Wilton Town Council where they are satisfied that the exception is justified in special circumstances. Every exception and reason therefore shall be recorded.

2. Local contractors preferred

- 2.1. Wilton Town Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible.

3. Competence of contractors and due diligence

- 3.1. Wilton Town Council 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 by carrying out appropriate due diligence.
- 3.2. All contractors and suppliers working on Council sites will be required to comply with Wilton Town Council's Health & Safety policy and any rules specific to the site of operation, for example Cemetery Regulations. Provision of suitable risk assessments and method statements will be a condition of all such contractors.
- 3.3. Wilton Town Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance of;
 - Contracts under £25,000 a minimum of £5 million.
 - Contracts over £25,000, a minimum of £10 million.

4. Equality and sustainability

- 4.1. Wilton Town Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.
- 4.2. Wilton Town Council recognises its duty to protect biodiversity under Section 40 of the

Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty Wilton Town Council will wherever possible purchase products that protect biodiversity, for example peat-free compost.

4.3. Wilton Town Council will, wherever possible, purchase goods that meet international Fairtrade standards (or similar).

5. Prompt payment of invoices

5.1. Wilton Town Council understands the importance of paying suppliers promptly and will settle accounts as soon as practicably possible but always within a maximum of 30 days. All payments are to be made in accordance with Wilton Town Council's Financial Regulations and Standing Orders. Wilton Town Council will not use cash or cheques as a method of payment.

6. Pre-approval of contractors

6.1. Wilton Town Council may have access to pre-approved contractors to supply routine services or who can be called on to provide emergency services, including but not limited to:

- Electricians
- General builders
- Glaziers
- Grass and hedge cutting contractors
- Grave diggers
- Groundworkers
- Locksmiths
- Memorial masons
- Plant hirers
- Play equipment repairers
- Plumbing and heating engineers
- Tree surgeons
- Machinery service engineers

6.2. Contractors wishing to be included on Wilton Town Council's register of approved contractors will be required to complete a registration form. This form is available from the Clerk.

6.3. The register of approved contractors will be reviewed periodically.

7. Best value

7.1 Normally the Council will accept the quotation, estimate or tender that provides best value for money; however, Wilton Town Council is not obliged to accept the lowest of any tender, quotation or estimate, but must give valid reasons for not doing so.

8. Purchases on account

8.1 Wilton Town Council maintains monthly accounts with suppliers of regular purchases. All purchases on Wilton Town Council accounts may only be made by authorised Council Officers who must be provided with a receipt.

