Wilton Town Council

Financial

Regulations

Version 1.3 – August 2026

Contents

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References

There are no references in the current document

Disclaimer

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

1. General

1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014 or any superseding legislation then in force, unless otherwise specified;
- "approve" refers to an online action, allowing an electronic transaction to take place;
- "authorise" refers to a decision by the Council, a committee or an officer, to
- allow something to happen;
- 'proper practices' means those set out in the Practitioners' Guide;
- 'Practitioners' Guide' refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners' Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and bold text refer to a statutory obligation the Council cannot change.
- 'Shall' refers to a non-statutory instruction by the Council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Town Clerk has been appointed as RFO and these regulations apply accordingly. The RFO:

- acts under the policy direction of the council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of Council resources; and
- produces financial management information as required by the council.

1.6. The Council must not delegate any decision regarding:

- setting the final budget or the precept (council tax requirement);
- the outcome of a review of the effectiveness of its internal controls;
- approving accounting statements;
- approving an annual governance statement;
- borrowing;

- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors.

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all Council bank accounts;
- authorise any grant or single commitment in excess of £5,000, unless authorised under the scheme of delegation.

2. Risk Management and Internal Control

2.1. The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.3. The accounting control systems determined by the RFO must include measures to:

- ensure that risk is appropriately managed;
- ensure the prompt and accurate recording of financial transactions;
- prevent and detect inaccuracy or fraud;
- allow the reconstitution of any lost records;
- identify the duties of officers dealing with transactions;
- ensure division of responsibilities.

2.4. All records are stored online in a security protected storage system. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts & Audit

3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:

- day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate; and
- a record of the assets and liabilities of the council.

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual accounting statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the accounting statements, the RFO shall submit them (with any related documents) to the Council within the timescales required by the Accounts and Audit Regulations.

3.5. The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.6. Any officer or member of the Council must make available such documents and records as the internal or external auditor considers necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal or external auditor with such information and explanation as the Council considers necessary.

3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes, in accordance with proper practices specified in the Practitioners' Guide.

3.8. The Council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the Council;
- reports to Council in writing or in person, with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council.

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in the Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014 or any superseding legislation and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget & Precept

4.1. Before setting a precept, the Council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with the Local Government Finance Act 1992 or succeeding legislation.

4.2. Budgets for salaries and wages, including employer contributions, shall be reviewed by the Council at least annually in October for the following financial year.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve, with the formal approval of the full council.

4.5. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Council.

4.6. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.7. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

4.8. The RFO shall issue the precept to the billing authority no later than the 4th Friday in January.

4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council.

5. Procurement

5.1. Members and officers are responsible for obtaining value for money at all times.

5.2. Any officer procuring goods, services or works should ensure as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.3. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.4. Every contract shall comply with the Council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.

5.5. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of the Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract. (2026 - As a sub-central authority, the main threshold for tendering under the Procurement Act is; £213,477 for goods and services and £5,336,937 for works. Below these thresholds, you do not need to run a full competitive tender under the Act (though you must still follow your local Financial Regulations and demonstrate value for money).

5.6. Where the estimated value is below the Government threshold, the Council shall obtain prices as follows:

- For smaller purchases, the Town Clerk shall seek to achieve value for money.
- Where the value is between £500 and up to £2,500 excluding VAT, the Town Clerk shall aim to obtain three estimates which may include evidence of online prices or recent prices from regular suppliers.
- For contracts greater than £2,500 and up to £5,000 excluding VAT the Town Clerk shall seek at least 3 fixed-price quotes.
- For contracts estimated to exceed £5,000 including VAT, the Town Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

5.7. Contracts must not be split to avoid compliance with these rules.

5.8. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items below:

- specialist services, such as legal professionals acting in disputes;
- repairs to, or parts for, existing machinery or equipment;
- works, goods or services that constitute an extension of an existing contract;
- goods or services that are only available from one supplier or are sold at a fixed price.

5.9. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council; avoidance of competition is not a valid reason.

5.10. The council shall not be obliged to accept the lowest of any tender, quote or estimate.

5.11. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Town Clerk, under delegated authority, for any items below £2,500 excluding VAT;
- the Town Clerk, in consultation with the Chair or Deputy Chair of the Council for any items between £2,500 and £5,000;
- the Council for all items over £5,000;

- Such authorisation must be supported by a minute or other auditable evidence trail.

5.12. No individual member or informal group of members may issue an official order or make any contract on behalf of the Council.

5.13. No expenditure may be authorised that will exceed the budget for that type of expenditure. other than by resolution of the Council except in an emergency.

5.14. In cases of serious risk to the delivery of council services or to public safety on Council premises, the clerk may authorise expenditure of up to £2,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.15. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.16. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.17. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking & Payments

6.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Council. The Council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed regularly for security and efficiency.

6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council’s bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council, before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the Council, unless the Council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. The Town Clerk shall have delegated authority to authorise payments in the following circumstances:

- 6.8.1. any payments of up to £2,500 excluding VAT, within an agreed budget.
- 6.8.2. payments of up to £2,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on Council premises.
- 6.8.3. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Council, where the Town Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council.
- 6.8.4. The Responsible Financial Officer (RFO) shall be authorised to manage the Council's cash flow and banking arrangements and, for that purpose, may transfer funds between the Council's bank and investment accounts where this is necessary for efficient financial administration and to secure the best reasonably available return on surplus funds.

6.9. Such transfers shall not constitute new expenditure, shall remain within the Council's approved budget and investment strategy, and shall not be used to circumvent the Council's Financial Regulations or authorisation limits.

6.10. All inter-account transfers shall be properly recorded in the accounting records, supported by an audit trail, and reported to the Council as part of the RFO's routine financial reporting.

6.11. The Town Clerk shall present a schedule of payments requiring authorisation, together with the relevant invoices, on the next available Council agenda. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within the minutes of that meeting.

7. Electronic Payments

7.1. Where internet banking arrangements are made with any bank, the Town Clerk shall be appointed as Service Administrator. The bank mandate agreed by the council shall identify four councillors who will be authorised to approve transactions on those accounts and a minimum of two people (at least one councillor) will be involved in any online approval process. No signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the Council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password relevant to the Council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrators will prepare all items due for payment through the online banking system. A schedule of payments requiring authorisation will be created within the online banking platform, with corresponding invoices linked to the Scribe system. Following authorisation, the SharePoint authorisation tracker will be updated to record which members have approved each payment.

7.5. In the prolonged absence of the Service Administrators an authorised signatory shall set up any payments due before the return of the Service Administrators.

7.6. Councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. A full list of all payments made in a month shall be provided at the next Council meeting and appended to the minutes.

7.8. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Council at least every two years.

7.9. Payment may be made by Faster Payments by resolution of the Council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Council at the next meeting. The approval of the use of Faster Payments shall be renewed by resolution of the council at least every two years.

7.10. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to Council when made. The approval of the use of a banker's standing order shall be reviewed by the Council at least every two years.

7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Town Clerk and a councillor. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.12. Councillors and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13. Remembered password facilities, other than secure password stores requiring separate identity verification, should not be used on any computer used for council banking.

8. Payment Cards

8.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and authorised staff and will also be restricted to a single transaction maximum value of £2,000, unless authorised by the Council in writing, before any order is placed.

8.2. Personal credit or debit cards of councillors or staff shall not used.

9. Petty Cash

9.1. The Council will not maintain any form of cash float.

10. Payments of salaries and allowances

10.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

10.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

10.3. Salary rates shall be agreed by the Council. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

10.6. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the Council.

10.7. Before employing interim staff, the Council must consider a full business case.

11. Loans & Investments

11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.

11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the Council, following a written report on the value for money of the proposed transaction.

11.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

11.4. All investment of money under the control of the Council shall be in the name of the Council.

11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Town Clerk.

11.6. Payments in respect of short-term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Town Clerk. All monies due to the Council will be paid by bank transfer. Cheques will not be accepted.

12.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report by the Town Clerk. The Town Clerk shall be responsible for the collection of all amounts due to the Council.

12.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the Council by the Town Clerk and shall be written off in the year. The Council’s approval shall be shown in the accounting records.

12.4. Any cash sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

12.5. Personal cheques shall not be cashed out of money held on behalf of the Council.

12.6. The Town Clerk shall ensure that VAT is correctly recorded in the Council’s accounting software and that any VAT Return required is submitted from the software by the due date. OR any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and annually at the end of the financial year.

13. Payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the Town Clerk shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2. Any variation of, addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores & Equipment

14.1. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

14.2. Stocks shall be kept at the minimum levels consistent with operational requirements.

15. Assets, Properties & Estates

15.1. The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry certificates of properties held by the Council.

15.2. The Town Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually.

15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to the Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

15.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to the Council with a full business case.

16. Insurance

16.1. The Town Clerk shall keep a record of all insurance effected by the Council and the property and risks covered, reviewing these annually before the renewal date, in conjunction with the Council's review of risk management.

16.2. The Town Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The Town Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim and shall report these to the Council at the next available meeting. The Town Clerk shall negotiate all claims on the Council's insurers.

16.4. All councillors, employees and volunteers of the Council shall be included in a suitable form of security or fidelity guarantee insurance, which shall cover the maximum risk exposure.

17. Suspension & revision of Financial Regulations

17.1. The Council shall review these Financial Regulations annually and following any change of Town Clerk or RFO. The Town Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.

17.2. The Council may, by resolution duly notified prior to the relevant meeting of the Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.

17.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

18. Preferred suppliers register

18.1. The Council may establish and maintain a Preferred Suppliers Register for the procurement of routine goods, services and works where it is considered beneficial to identify suppliers who have demonstrated competence, reliability, value for money and compliance with relevant legislative requirements.

18.2. Categories may include, but are not limited to:

- Electrical Services
- Gas, Heating and Plumbing Services
- Tree Surgery and Arboricultural Services
- Hard Landscaping

- Painting and Decorating
- Fencing and Gates
- Signage and Interpretation
- Community Event Services

18.3. Inclusion on the Preferred Suppliers Register shall not constitute an approved contractor status, guarantee of future work, exclusive purchasing arrangement or contractual commitment by the Council.

18.4. The existence of a Preferred Suppliers Register shall not remove the requirement to comply with these Financial Regulations, Standing Orders, the Procurement Act 2023, or any other statutory procurement requirements.

18.5. Suppliers may apply to be included on the Register by completing the Council's Preferred Supplier Evaluation Form and providing supporting evidence as requested.

18.6. In assessing applications, the Council may consider factors including:

- Local presence and community benefit.
- Relevant qualifications, accreditations and certifications.
- Financial stability and trading history.
- Experience of delivering comparable work.
- Health and Safety arrangements.
- Insurance cover.
- References and previous performance.
- Sustainability and environmental practices.
- Online reputation and customer reviews.
- Value for money and indicative pricing.
- Compliance with equality, safeguarding and data protection requirements where applicable.

18.7. The Town Clerk shall be authorised to undertake evaluations and maintain the Register. Applications may be referred to the Council where considered necessary.

18.8. The Register shall be reviewed periodically and suppliers may be removed where:

- Required insurances have lapsed.
- Information provided is found to be inaccurate.
- Performance is unsatisfactory.
- The supplier ceases trading.
- There are concerns regarding regulatory compliance, conduct or financial standing.

18.9. For contracts requiring quotations or tenders under these Regulations, suppliers on the Register may be invited to quote alongside any additional suppliers identified by the Council. The Council shall not be restricted to obtaining quotations solely from suppliers on the Register.

18.10. The Council shall retain completed evaluation forms and supporting documentation as part of its procurement audit trail.

19. Appendix 1 – Tender Process

19.1. Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

19.2. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post, or an electronic tendering process.

19.3. Where a postal process is used, each tendering firm shall be asked to supply the tender in a sealed envelope marked 'Tender'. Tenders will remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one councillor.

19.4. Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

19.5. Where the Council does not accept any tender, quote or estimate so the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

20. Appendix 2: Preferred Supplier Application & Evaluation Form

Preferred Supplier Evaluation Questionnaire

For completion by contractor / supplier

Important note

Completion of this questionnaire does not guarantee inclusion on Wilton Town Council's Preferred Supplier Register and does not guarantee any work, contract or purchase order. The Council's Financial Regulations, Standing Orders and procurement thresholds will continue to apply. The Council must be able to demonstrate value for money and retain an auditable evidence trail.

Supplier details

Information required	Supplier response
Company / Trading Name	
Registered Company Name, if different	
Company Registration Number	
VAT Registration Number	
Registered Address	
Trading Address	
Main Contact Name	
Position / Job Title	
Telephone Number	
Email Address	
Website	
Social Media / Business Profile Links	

Years Trading	
Number of Employees	
Business Type: Sole Trader / Partnership / Limited Company / Other	

Service categories applied for

Please tick all categories for which you wish to be considered. Categories may be amended by the Town Clerk as Council operational requirements change.

Category	Tick
Electrical Services	☐
Gas, Heating and Plumbing Services	☐
Tree Surgery / Arboricultural Services	☐
Hard Landscaping	☐
Drainage Services	☐
Fencing and Gates	☐
Painting and Decorating	☐
Signage and Interpretation Boards	☐
CCTV	☐

Description of services offered

Question	Supplier response
Please describe the services, goods or works your business can provide to the Council.	
Are there any services you do not provide directly but subcontract?	Yes / No — details:
If subcontractors are used, please provide details, including responsibility for insurance and H&S compliance.	
Are you able to provide emergency / urgent call-out support?	Yes / No
If yes, please specify availability and response times.	

Local presence and community benefit

Question	Supplier response
Is your business based in Wilton?	Yes / No
Is your business based in Wiltshire?	Yes / No
Distance from Wilton Town Centre	
Do you employ local staff?	Yes / No
Do you use local suppliers, where practical?	Yes / No
Please explain any local economic or community benefit your business provides.	
Are you able to attend site meetings in Wilton when required?	Yes / No

Company credentials and compliance

Please tick the items held and provide copies where applicable. Only complete items relevant to your trade or service category.

Requirement	Held?	Evidence attached?	Expiry date / notes
Public Liability Insurance	☐	☐	
Employers' Liability Insurance	☐	☐	
Professional Indemnity Insurance, where relevant	☐	☐	
Motor / Vehicle Insurance, where relevant	☐	☐	
Waste Carrier Licence, where relevant	☐	☐	
Gas Safe Registration, where relevant	☐	☐	
NICEIC / NAPIT / Electrical Accreditation, where relevant	☐	☐	
Arboricultural Qualification / NPTC / LANTRA, where relevant	☐	☐	
CHAS Accreditation	☐	☐	
SafeContractor Accreditation	☐	☐	
Constructionline Registration	☐	☐	
ISO 9001 Quality Management	☐	☐	
ISO 14001 Environmental Management	☐	☐	
DBS-checked staff, where relevant	☐	☐	
Other relevant professional accreditation	☐	☐	

Experience and previous work

Question	Supplier response
Please summarise your relevant experience.	
Have you undertaken work for town, parish, district, county or unitary councils before?	Yes / No — details:

Indicative rates and charges

Evaluation use only

Indicative rates will be used for assessment purposes only and will not prevent the Council seeking separate quotes for specific work in accordance with its Financial Regulations.

Rate / charge type	Rate excluding VAT	Notes
Standard hourly rate	£	

Online reputation and public feedback

Platform	Rating / score	Number of reviews	Link / notes
Google Reviews			
Checkatrade			
Trustpilot			
Facebook Reviews			
Yell / Local Directory			
Other Trade Platform			
Testimonials Available			

References

Please provide details of two referees who may be contacted by Wilton Town Council.

Information required	Reference 1	Reference 2
Organisation / Customer Name		
Contact Name		
Position		
Telephone		
Email		
Nature of Work Provided		
Date Work Completed		

Health and safety

Question	Response	Notes / evidence
Do you have a written Health and Safety Policy?	Yes / No	
Do you prepare risk assessments and method statements where required?	Yes / No	
Do you maintain staff training records?	Yes / No	
Do you have an accident reporting procedure?	Yes / No	
Do you have COSHH procedures where relevant?	Yes / No	
Do staff hold role-specific qualifications or training?	Yes / No	
Do you provide appropriate PPE?	Yes / No	
Are you able to provide site-specific RAMS before work starts?	Yes / No	

Insurance details

Insurance type	Insurer	Policy number	Cover level	Expiry date
Public Liability			£	
Employers’ Liability			£	
Professional Indemnity			£	
Motor / Vehicle			£	
Other			£	

Data protection and confidentiality

Question	Supplier response
Will you process any personal data on behalf of the Council?	Yes / No
If yes, please explain the nature of the data.	
Do you have appropriate data protection arrangements in place?	Yes / No
Are staff required to maintain confidentiality in relation to Council business?	Yes / No
Please provide details of any data protection registration or policy, where applicable.	

Conflicts of interest

Question	Supplier response
Are you aware of any personal, family, financial or business connection with any councillor, employee or contractor of Wilton Town Council?	Yes / No
If yes, please provide details.	
Do you agree to notify the Council if any conflict of interest arises in future?	Yes / No

Declaration

I confirm that the information provided in this questionnaire is accurate and complete to the best of my knowledge. I understand that Wilton Town Council may request further information, evidence or clarification before deciding whether to include this business on its Preferred Supplier Register.

I understand that inclusion on the Preferred Supplier Register does not guarantee future work and that the Council's Financial Regulations and procurement requirements will continue to apply.

Declaration	Supplier response
Name	
Position	
Company	
Signature	
Date	