

# Hardington Mandeville Village Hall

Registered Charity No: 304551

High Street, Hardington Mandeville, Yeovil, BA22 9PQ

## Hardington Village Hall Acquisition of Goods and Services Policy

### Introduction

The Village Hall spends in excess of £2,000 per annum on services and supplies in the running of the building. In addition, a similar figure is typically spent each year on maintenance and improvements.

This policy sets out the process that the trustees apply in acquisition of goods and services, to ensure an appropriate balance between:

- Obtaining value for money;
- efficiency and cost-effectiveness of the process;
- Urgency of the need.

Any proposal for expenditure, other than for routine consumable items, will be brought to a meeting of The Trustees for approval.

In the case of an emergency, for example weather damage, water escape or damage by an intruder, any trustee may authorise such expenditure as they consider necessary in the circumstances. They will consult with other trustees as far as practicable.

### Acquisition of Goods

Any trustee charged with purchasing a significant item of equipment for the hall is required to demonstrate that reasonable price comparisons have been made that justify the choice of supplier. Consideration should be given to the warranties and the level of after sales service that are being offered.

The principles to be applied for acquisition are as follows:

<b>Proposed Value</b>	<b>Process</b>
Under £750	Reasonable comparisons to be undertaken to ensure value for money from competing sources (for example Internet search)
£750 - £5,000	Written prices to be obtained from three independent suppliers
Over £5,000	A formal tender process to be applied, with a written specification / statement of work to be produced.  Tenders to be sought from a minimum of three independent suppliers

Regularly used consumable such as paper towels and cleaning materials will be sourced through a single supplier who has a proven record of competitive pricing and responsive service. The choice of such suppliers will be reviewed from time to time, particularly if a new competitor comes to light.

### **Acquisition of Services**

The policy regarding the acquisition of services is based on the presumption that value for money does not necessarily mean lowest cost. Instead, considerable weight is given to the contractor's quality of work, responsiveness to call outs and ability to meet deadlines.

As a result, services will not normally be tendered. Instead work will be given to "partner" contractors with whom we have a well established relationship and have built up a level of trust in their quality of workmanship and value for money. The initial choice of these contractors will be through personal recommendation and satisfactory experience with their work. Such term arrangements are established for:

- Minor repairs to building, decoration or fittings;
- Electrical maintenance;
- Servicing of Central heating
- General plumbing
- Fire and security

These arrangements will be reviewed by the committee annually, or more frequently if there is any emerging dissatisfaction with the work or if there is any indication that prices are no longer competitive.

### **Acquisition of Utilities**

The choice of supplier for electricity will be reviewed from time to time by obtaining quotations for supplying our estimated demand from a reasonable number of companies. Where appropriate, fixed price contracts for at least 2 to 3 years will be established to provide a degree of certainty about future pricing and to aid budgeting.

### **Acquisition of Insurance**

The acquisition of insurance for building and contents, public and employer's liability is included in this policy as it is a significant annual expenditure with considerable adverse consequences if not managed correctly.

Building and contents cover is reviewed as appropriate in the light of refurbishment and renewals. Hall rebuilding costs are reviewed every few years to ensure that inbuilt escalators remain adequate.

There are a limited number of companies that offer policies specifically tailored to village halls. Our policy is to seek a long term relationship with a suitable company.

The choice of insurer will be reviewed at an interval of no greater than three years.