



# Purchasing Policy

## All Saints' Church, Walsoken

Please refer to Document S&S\_Doc\_001 for all Safeguarding and Social requirements.

### Specific Policy

This Safeguarding & Social (S&S) sub-policy controls purchasing goods and services at church.

The PCC at All Saints' Church, Walsoken want to ensure that the purchases of goods and services are carried out according to the values of our Church, that best value for money is obtained without compromising these principles and the selection of supplier is not influenced by anyone in the PCC gaining any direct or indirect financial or other benefit from the transaction. This constitutes a conflict of interest, for example

- 1) A reduced price or improved service or product being offered by a potential supplier to the purchaser or anyone connected with the purchaser for their own use.
- 2) The purchaser being the same person as the supplier or bearing a close connection to them.

The PCC desires to maintain a purchasing system that.

- 1) Is efficient, economical and is essential for our church to be legally compliant.
- 2) Considers the values of our Church
- 3) Establishes accountability with sufficient record keeping for it to be possible to ensure good stewardship of resources.
- 4) Avoids duplication and waste.
- 5) Considers the current budget, cash-flow and financial position of the church.

### Reference Documents

Modern Slavery Act 2015

### Procedure

#### Selection of Supplier and Authorisation

Our PCC strives to find acceptable quality and competitively priced goods and services that are fit for purpose. The best value may not be the lowest priced goods or services, bearing in mind the expected service life, possibility by extending the service life through repair, and suitability of the goods or services for the intended function.

Before any goods or services are purchased the person intending to order the goods or services must be knowledgeable enough to specify the goods or services being sought.

It is essential that contractors as suppliers have the appropriate accreditation. Electricians, heating engineers or anybody working with asbestos, for example must be suitably accredited.

Consideration may also be given to environmental factors, including.

- 1) Providing local employment.
- 2) Reduction of carbon footprint by good design and reduced need for transportation.
- 3) The avoidance of adverse environmental impacts in manufacturing and processing operations.
- 4) The ethical character of suppliers.

Care should be taken to ensure good stewardship of our resources. There should be a couple of trusted traders available to instruct for smaller jobs to avoid the complication of getting quotes. These are jobs up to £500  
For larger jobs.

- 1) One quote should be obtained for jobs likely to cost more than £500 but to up to £1,000
- 2) Two quotes for jobs likely to cost more than £1,000 but to up to £3,000
- 3) Three quotes for jobs larger than this £3,000

Where this is not possible the procurement shall be discussed at the next PCC meeting or by email if more urgent. As noted above, factors other than financial cost should be considered when choosing the supplier and existing preferred suppliers should be used for ongoing maintenance. Where it is not feasible to obtain several quotations, the matter should be discussed by PCC before the purchase is made.

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## All Saints' Church – Walsoken

Contracts can only be signed by authorised signatories after contract agreement by the PCC

When larger works are intended to be covered by grants the organisation considering giving the grant may specify purchasing the procedures required by them. In these instances, our church will follow their requirements.

### **Administration**

Additional goods and services, other than those annually agreed, costing more than £500 must be approved by the PCC or standing committee. Purchases should not normally cause spending to reduce the agreed reserves.

Payment will be made by BACS except in exceptional circumstances. Where an authorised purchase is made on behalf of the Church, all delivery notes, invoices or receipts must be forwarded to the Treasurer before repayment.

Our Church endeavours to make payments promptly, usually within a week of the receipt of the invoice. Regular payments for services and utilities can be paid by arranging standing order or direct debit payments.

Where suppliers require payment in advance or at the time of delivery, the payment can be made by cheque, by arrangement with the Treasurer.

### **Emergency Purchases**

An emergency is defined as a situation where immediate action is necessary to prevent significant loss of church property or to prevent life-threatening injuries during church activities and then only the actions necessary to render the situation safe may be taken without PCC authorisation.

## **Forms**

None

## **Diagrams**

None

## **Appendices**

None