

Shapwick Parish Council Purchasing and Payment Policy

Approved: - 30th September 2025

Part 1 Authorised Persons: -

There are two lists of approved persons, which must be reviewed at least annually at the Annual Parish Council AGM.

- 1) The lists of approved persons which is maintained by the Clerk / RFO, any amendments must be approved at a Parish Council Meeting in a meeting minute: -
 - a. Councillors who are authorised to approve payment of an invoice subject to this Policy
 - b. Mandated Persons who are approved by the bank mandate to make payments on behalf of Shapwick Parish Council via the process of Bank Transfer or as a cheque signatory.

Part 2 Purchase Authorisation Procedure: -

Purchasing Authorisation Categories

- 1) Recurring approved suppliers
 - a. An approved suppliers list will be maintained by the Clerk/RFO. Each approved supplier will have a nominated councillor/officer responsible for placing orders
 - b. The approved suppliers list will be reviewed as least annually at the Parish Council AGM and minuted
 - a. A rule may be set for each approved supplier i.e. "only one invoice for the printing of Shapwick News less than £151 per quarter"
 - b. Providing the above is met then an invoice can be passed for "Payment Approval" by the Clerk/RFO
 - c. Non-recurring purchases, greater than a total invoice price of £50 excluding VAT.
 - a. Each proposed purchase must be approved and minuted at a Parish Council meeting. The minute will detail the service or item(s) to be purchased and will set a maximum value (excluding VAT) & the number of competitive quotes required. A nominated councillor(s) and or the Clerk/RFO

- will be responsible for obtaining the required quotes and arranging the purchase
- b. Providing the above is met then an invoice can be passed for “Payment Approval” by the Clerk/RFO
- d. Ad-hoc purchases total invoice value less than £50 excluding VAT
 - a. All councillors are authorised to make individual purchases up to the value of £50 excluding VAT for the purpose of facilitating ongoing Parish Council activities.
 - i. Where possible councillors should discuss the purchase in advance with the Chairperson or Vice Chairperson
 - b. All purchases must be supported by an invoice/receipt including VAT where appropriate.
 - c. Providing the above is met then an invoice can be passed for “Payment Approval” by the Clerk/RFO
- e. Clerk/RFO Salary payments
 - a. This is a special recurring payment
 - b. The Clerk / RFO will submit a report for the hours worked at the end of each calendar month to the Chairperson and Vice Chairperson & entering the Report into the “Scribe Payment Approval Process” where it can only be approved by the Chairperson and Vice Chairperson, or in their absence another nominated councillor.
- f. Emergencies: -
 - a. In the event of a situation where there is threat to public safety or property the Chairperson or Vice Chairperson, in discussion with at least one other councillor, is permitted to authorise expenditure of up to £500, excluding VAT.
 - b. Providing the above is met then an invoice can be passed for “Payment Approval” by the Clerk/RFO

Part 3 Payment Approval Process: -

1. The process always starts with the Clerk / RFO, or another Mandated Person, receiving a copy of the suppliers VAT invoice(s)
2. The Clerk / RFO, or another Mandated Person then follows the “Adding a Purchase Invoice to Scribe Procedure” as part of this process the Clerk /

RFO or other Mandated Person is responsible for checking that the correct "Purchase Authorisation Procedure" has been followed

3. Authorised Councillors must then follow the "Approving Payments Awaiting Approval in Scribe" (see document on Shapwick Village website)

Part 4 Payment Process: -

1. The RFO is responsible for monitoring the Scribe Report "Trans Awaiting Authority" when a Transactions had been authorised by two approved persons payment can be made Online-banking following the process set out in the document "Approving Payments Awaiting Approval in Scribe"

Controls: -

1. The Clerk / RFO will provide a Scribe accounts Transaction List for all "Transactions Approved for Payment" between Parish Council meetings which will signed by two Councillors, not including the Chairman. A minute of approval to be included in the minutes for the meeting.
2. Where required the Scribe Transaction record(s) will be updated with the above minute
3. The clerk/RFO will provide a list of all payments and receipts for the current financial year at each Parish Council meeting
4. A councillor can request a copy of the same list, from the Clerk/RFO at anytime. The information to be provided within 5 working days

Cheques: - Any reference to "payment can be made by a bank transfer" can be substituted with "payment by cheques authorised by two mandated signatories"

Audit: - each time a councillor or officer accesses a Scribe Transaction record it is date and time stamped and visible to all users

Signed: -

Chairperson: -

Date:-

Vice Chairperson: -

Date:-

Notes: -

Guidelines for required number of quotes: -

Less than £50: - 1 quote which can be verbal at the time of purchase

£51 - £100: - 1 quote which can be verbal

£101- £1000: - 2 written quotes

>£1000: - 3 written quotes or as record in a PC minute

Councillors who are authorised to approve payment of an invoice subject to this Policy :-

Lesley Gaskell

Tracey Lockyer

Wendy Anderson

Paul Rogers

Moray McGowan

Roger Scott

Graham Croucher

Payee & Responsible Councillor	Service or item(s) Provided	Frequency	Rules to be followed
Blue Cedar Print Works:- Moray McGowan	Shapwick News	Quarterly	Rolling Approval
Clerk/RFO	Annual AGAR audit and Internal Audit	Annual	AGAR auditor as appointed by HMG & internal auditor as appointed by the council
Clerk: -Chair & Vice Chair	Payroll	Monthly	
Dovecote School:- Chair & Vice Chair	Grass Cutting		Self Billing Agreement
HMRC	Payroll	Quarterly	
INFO Commissioner. Clerk/RFO	Subscription	Annually	
SCRIBE: - Chair & Vice Chair	Accounting software	Monthly by direct debit	Reviewed @ MthX PC meeting
NSALG	Subscription	Annually	Reviewed @ MthX PC meeting
SALC	Subscription	Annually	Reviewed @ MthX PC meeting
Somerset Council	Training Courses Dog Bin	Adhoc	Reviewed @ MthX PC meeting
St Mary's PCC	Donation	Annually	Reviewed @ MthX PC meeting
Village Hall	Donation	Annually	Reviewed @ MthX PC meeting
Village Hall	Hire - PC Meetings	Bi-Monthly & Adhoc	Reviewed @ MthX PC meeting
WEBGLU Limited	IT	Annually	Reviewed @ MthX PC meeting