



Procurement Working Group Terms of Reference

1. The Working Group will comprise a minimum of 3 and a maximum of 6 councillors, with at least one councillor not on the Resources Committee, with a quorum of 3 councillors.
2. The Chairman will be elected at the first meeting following the Annual Parish Council Meeting.
3. Meetings will be held at 6.30pm on the first Wednesday of the month.
4. The notes to be sent to the Clerk within 7 days of the meeting
5. The Working Group will review all aspects of procurement policy and practice and make recommendations to the Resources Committee for comment and transmission to full Council
6. The Working Group will be responsible for implementing tendering processes, and will recommend to the Resources Committee which quotes should be accepted. Procurement includes projects, goods and services.
7. All quotes for grounds maintenance should be opened at a Procurement meeting, where at least 3 councillors are present. Each page of the quote documents should be signed by those members present. Ideally, the quotes should be hand delivered to DPC and signed for

Adopted: 20th September 2023