



BEVERLEY TOWN COUNCIL

APPROVED SUPPLIER POLICY

INTRODUCTION

Beverley Town Council (BTC) in its role as a provider of local services will at times need to buy in some items from regular suppliers; it would be expedient to have a list of trusted suppliers from whom to purchase such items.

This Policy seeks to identify items and supplies regularly used which cost under £25,000.

Contracts and tenders for services to the value of £25,000 or over are dealt with by the current BTC Financial Regulations.

The procurement process is dealt with under the current BTC Financial Regulations.

For a supplier of regularly used items, this Policy provides the opportunity for local businesses to be an approved supplier of BTC. Data in such suppliers is held under the current BTC Data Protection Policy.

The nature of providing items for BTC brings great responsibility due to public funds being utilised.

BTC will use local knowledge and recommendations to indicate the suitability of using a smaller concern for purchase of such items.

Wherever it is both practicable and economically efficient to do so, BTC will encourage the use of suppliers within a travelling distance of 20 miles in order to reduce the environmental impact and support the local economy.

TYPE OF NEED

BTC delivers a range of localised services, some of which are delivered by directly employed staff, some of which it is more cost effective to outsource and manage performance delivery

The items required are based on the activities undertaken and comprise of the following types of supply: (this list is not exhaustive)

Area of work	Type of potential contracts	
Administrative	Supply of stationery Supply of janitorial needs	
Maintenance	General Allotment work Specialist repairs – asbestos, knotweed and tree cutting Repair and Maintenance of various sites	
Events	Design & Printing	

Property	Gas Electricity Portable Appliance Testing Legionella Fire Safety Alarms Extinguishers Routine Repair and Maintenance Drainage Cleaning Materials	Gas boiler testing Fixed wire testing Window Cleaning Plumbing Heating Decorating Joinery Hanging Baskets Barrier Planting Lamp post planters
General	Supplies not covered above	

APPLICATION PROCESS AND COUNCIL REQUIREMENTS

Potential suppliers who have been recommended to BTC or are locally-known, respected and trusted will be contacted to quote.

Suppliers on the approved list are not guaranteed to be invited to quote for business but wherever possible the ambition of BTC will be to foster and develop relationships where possible to do so.



By being selected, an approved supplier will consent to allowing their name to be published as an approved supplier.

All prospective suppliers must agree for their information to be made publicly available for reference on the Councils website.

BTC OBLIGATIONS TO SUPPLIERS

BTC recognises that simply by seeking competitive quotations may not provide all of the information necessary for a business to effectively quote and therefore will, as a matter of course, make it available to discuss the requirements face to face with any prospective supplier.

All suppliers successfully awarded business will be provided with an official Council communication which is a legally binding commitment of the Council in respect of the works specified.

Providing all items have been received and supplier's Bank details have been provided, payment will be made by BACS upon receipt of invoice within a maximum period of 30 days – BTC make payments around the 28th of each month

BTC is aware of the impact of cash flow on small business and where appropriate and by prior agreement, stage payment may be considered.

Beverley Town Council Approved Supplier Policy approved by Full Council

Date: Monday 23rd October 2023



Signed:

Date: Monday 23rd October 2023

Council Chairman



Signed:

Date: Monday 23rd October 2023

Town Clerk