

# Upton Village Hall Acquisition of Goods and Services Policy

## Preamble

Upton Village Hall spends on average about £3,300 per annum on the maintenance of the building and facilities and the inspection and servicing of equipment. In addition about £235,000 has been spent over the past 15 years on refurbishment projects and renewals of which just under £100,000 was grant funded. Expenditure on refurbishment and renewals is set to continue at an average of about £8,000 per annum (about 25% of income), supplemented by additional grant funding if and when required. The trustees have a responsibility to ensure that value for money is obtained from this significant expenditure.

## 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. Internet searches are encouraged. Where appropriate, consideration should be given to the warranties and the level of after sales service that are being offered.

For major renewals, such as hall chairs, the trustees will agree the specification required and then competitive quotations will be obtained from an appropriate number of suppliers.

Regularly used consumables 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 the sometimes tight deadlines imposed by the heavily utilised hall.

As a result, except in the case of major construction projects, works 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 more than satisfactory experience with their work. Such term arrangements have been established for:

- Joinery and building works
- Electrical maintenance and renewals
- Sound system maintenance and enhancements
- Central heating
- Boiler servicing
- General plumbing
- Fire and security
- Painting & decorating

These arrangements will nevertheless be reviewed from time to time, particularly if there is any emerging dissatisfaction with the work or if there is any indication that prices are no longer competitive.

In the case of major construction projects, likely to be part funded through grants, competitive quotations will be obtained through tendering to an appropriate number of contractors who meet pre-qualification criteria. Architectural services may be employed to specify the works, advise on contract award, monitor progress and calculate stage payments.

### **Acquisition of Utilities**

The choice of suppliers for electricity and gas 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 3 to 5 years will be established to provide a degree of certainty about future pricing and aid budgeting.

### **Acquisition of Insurance**

The acquisition of insurance for building and contents, public and employer liability are 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 appropriately in the light of refurbishment and renewals. Hall rebuild 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 be generally loyal to one of these companies and not jump from one to another. At the same time our choice of insurer will be reviewed from time to time as the market evolves.