



Sherfield Park Community Association

Policy for the Procurement of Goods, Materials and Services

1.0 Introduction

This Procurement Policy sets out the rules for acquiring goods, materials, and services on behalf of Sherfield Park Community Centre. It is intended to promote transparency, support good practice and ensure consistency with the organisation's financial rules.

SPCA will accept liability for financial commitments only where they have been properly authorised. Any order or undertaking with total financial consequences exceeding £500 must be approved by the Trustees and recorded in the minutes. In exceptional circumstances, the Chair may approve such commitments, provided full details are reported to the next Committee meeting.

This covers such items as new service contracts, office equipment, purchase, and hire.

2.0 Scope

This policy applies to all person's utilising, or acting on behalf of, the Sherfield Park Community Association or the Sherfield Park Community Centre, including members of the public, staff, volunteers.

3.0 Policy for procuring Goods, Materials and Services.

The estimated value of a contract or purchase determines the procurement process and the level of approval required before it can be awarded or made. There are four categories:

4.0 Procurement process and approvals

4.1 General

- a) Each year, the Trustees must approve the Preferred Supplier List submitted by the SPCA Community Manager.
- b) For high-value expenditure, the selection process must be agreed with the Trustees in advance. This will normally require at least three competitive quotations from suitable suppliers. All bids must remain confidential, and the final selection must represent best value for SPCA.
- c) Single-source procurement is permitted only in exceptional circumstances and requires Trustee approval in accordance with the approval authorities set out below.
- d) Emergency expenditure may be undertaken where necessary without approval, but it must be recorded and reported to the Trustees at the next meeting.

4.2 Approval Process

Expenditure Value	Action
For expenditure of £500 or less in value	The Community Manager or Deputy has delegated spending authority for individual items up to £500. The Preferred Supplier List must be used where applicable.
For expenditure of between £500 - £1000 in value	The Community Manager or Deputy Manager, together with the Trustee Chair, Treasurer or one other Trustee, has delegated spending authority up to £1000. The Preferred Supplier List must be used where applicable.
For expenditure over £1000 in value	At least three written quotations are required. The quotations with recommendation must be presented to the Trustees, attached to the minutes and approved before the Trustee Chair signs them off.
For high value expenditure over £10,000 in value	Trustee approval is required, and the selection process must be agreed before procurement begins. At least three written quotations are required, and a tender process carried out where appropriate. The quotations with recommendation must be presented to the Trustees, attached to the minutes and approved before the Trustee Chair signs them off.

5.0 Review

This policy will be reviewed annually or as required to ensure ongoing compliance with legislation and best practice.

6.0 Clarification and Contacts

For further information or clarification regarding this policy, please contact the Community Centre management team.

Adopted Date	26/5/2026
Review Date	1/6/2027
Sign on behalf of SPCA	