

## SMC Contract Standing Orders

Costs are considered to be best estimates of the total charged to the Church, ie including delivery, VAT etc. Quotations as practical, with preference given to existing contractors whose work has proved satisfactory and who are familiar with our premises.

<b>IS THE WORK URGENT?</b> (define)	F&P Chair appoints enabler to co-ordinate resources and get on with the job – F&P advised by email.
<b>WORK IS NON-URGENT</b>	
<b>Estimated value up to £100</b>	F&P Chair appoints enabler to co-ordinate resources and get on with the job. Report to next F&P as a 'done deal'.
<b>Up to £300</b>	F&P Chair consults F&P (by email) and after 7 days takes majority decision; appoints enabler to co-ordinate resources and get on with the job. Report to next F&P as a 'done deal'. One quotation required.
<b>Up to £1,000</b>	F&P Chair reports to next F&P and if agreed, appoints enabler to co-ordinate resources and get on with the job. Two quotations required.
<b>Over £1,000</b>	F&P Chair consults F&P at next meeting and if agreed, reports to Church Council as a recommendation. If approved by Church Council F&P Chair appoints enabler to co-ordinate resources and get on with the job. Three quotations required.

NB. If the number of quotations required prove difficult to obtain after best efforts, then F&P Chair will consider next steps and report to F&P for confirmation.

If the cost is likely to be the subject of an Insurance Claim, then F&P Chair should be advised and the Insurer advised before any action (other than to preserve the fabric of the building short term) is taken.

*Agreed by Finance & Property Committee 22 May 2023 – review by 31/8/25*