

## SNETTISHAM PARISH COUNCIL – POLICIES

### **GENERAL CONTRACT - CONTRACTORS ENGAGED BY SPC**

1. All contractors must ensure that they have the appropriate insurance for them, their staff and the public if appropriate. A copy of documents confirming this should be given to the Clerk when contracts are signed.
2. If this is not possible the Clerk will confirm that SPC insurance covers any work before commencement.
3. Subject to 2 above, Council accepts no liability.
4. All requests for payments must be invoices in writing (email or post) addressed to the Clerk at the Office. Such invoices must detail the work involved, and, if payment is by the hour, list the times worked.
5. Invoices should be submitted by the end of the following month; Council reserves the right to withhold payment if they are not.
6. Payment will be made by cheque signed at a Council meeting – generally the first Wednesday of the month. If received at the Office before the previous Friday these will be processed promptly.
7. No councillor has the authority to sign any contract on behalf of Council, though they may discuss the detailed contents of contracts on behalf of Council as part of any quote/tendering process when requested. All correspondence must be copied to the Office.
8. Council reserves the right to delay payment if work is not completed to its satisfaction.
9. This general contract must be attached to a detailed listing of work required and charges agreed.

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