



Broadstairs and St Peter's Town Council

Preferred Contractor Policy

Adopted: July 2023 minute 232 ii)
Last reviewed: July 2026 min 920.
Next review July 2027

In July 2023 the F&GP committee recommended the implementation of a preferred contractors' list. This was approved by council and necessitated an amendment to the Financial Regulations which allows for the list to be approved annually and used for small and urgent works as follows: -

Financial Regulations 2025 clause 5.22

The Council is not required to obtain multiple quotes for small items of expenditure where it would not be a good use of office resources to do so. For this reason the Council has developed a preferred contractors' list. A list of tried and tested local suppliers has been drawn up by staff and has been approved by Council.

Office staff may request quotes from these companies to carry out small jobs or regular supplies without seeking second or third quotes for comparison. However this does not mean that the council may not seek multiple quotes if it wishes.

Quotes will still be submitted to Council for approval unless the work is urgent and falls below the £2000 or £10,000 limit as stipulated in clause 5.15 or if it falls below the £2000 de minimis amount in clause 5.18.

The list will be reviewed and reapproved annually and those contractors selected by Council as preferred will be openly acknowledged in the interests of transparency. Potential conflicts of interests with staff or councillors will be recorded.