

Wootton Parish Council Contractual Agreements Policy

Purpose

This policy outlines Wootton Parish Council's approach to entering into new supplier or service contracts to ensure clarity, fairness, and alignment with our operational needs.

Scope

This policy applies to all new contractual agreements entered into by Wootton Parish Council with external suppliers or service providers.

Policy Statement

- 1. Contract Duration**
 - Our preference is to engage in contracts with a duration of up to one year.
 - Contracts with a duration of two years will be considered on a case-by-case basis.
 - Contracts with a duration of up to three years will only be approved in exceptional circumstances and with full Council agreement.
- 2. Prohibition on Automatic Renewal**
 - Wootton Parish Council will not accept contracts with automatic renewal or rollover clauses under any circumstances.
- 3. Notice Period for Termination**
 - A minimum notice period of one month for contract termination is the Council's preferred requirement.
- 4. Approval Process**
 - All proposed contracts must be reviewed and approved by the Council before finalization.

Implementation

- This policy will be communicated to all potential suppliers and included in the terms of any procurement process.
- Suppliers or service providers unwilling to comply with this policy will not be considered for contracts with Wootton Parish Council.
- Contracts deviating from this policy must be brought to the Council for discussion and a formal vote.

Review

This policy will be reviewed annually or as necessary to ensure its relevance and effectiveness