

Nympsfield Community Pub Limited

Procurement Policy

Approved by the Management Committee: 13/01/2026

Version	Date	Details
1	02/07/2024	First Version
2	13/01/2026	Single approval needed for £0-100; Values led procurement

1. Introduction and Purpose

The committee members of Nympsfield Community Pub Limited (NCPL) are all volunteers operating within a formal Management Committee structure. Our mission is to purchase, renovate, and open the Rose and Crown Inn as a community pub for the benefit of the village and its visitors. This policy supports good practice in the running of the organisation and ensures legal compliance, with particular reference to the responsible use of public and private monies.

2. Objectives

- To ensure the organisation remains compliant when procuring third-party services and goods of value.
- To acknowledge that procurement is about wider stakeholder value, and not just monetary cost.
- To provide a secure and robust financial audit trail.
- To ensure the organisation is viewed as ethical and trustworthy.
- To help manage risk to the organisation.

3. Procurement Approval Levels

The organisation achieves these objectives by setting various procurement approval levels:

- **£0 - £100:** No approval required (approved by one member of Management Committee)
- **£101 – £5,000:** Two signatories/approvers from the Management Committee including the Chair and/or Treasurer.
- **£5,001 – £10,000:** Four named and agreed signatories/approvers from the Management Committee including the Chair and/or Treasurer.
- **£10,001+:** Competitive quotations requested from at least three companies. Requires four named and agreed signatories/approvers from the Management Committee including the Chair and/or

Treasurer.

Note on Public Funds: For all public funds, there must be full compliance with funders and grant awarding bodies' terms and conditions.

4. Values-Led Procurement (The Scoring Matrix)

For procurements exceeding **£10,001**, the Management Committee will utilise a weighted scoring matrix to ensure established monetary value is balanced with our community-led objectives and strategic vision.

4.1 Scoring Definitions

Suppliers will be evaluated on a scale of **1 (Poor)**, **3 (Good)**, or **5 (Excellent)** across the following metrics:

Criteria	5 Points (Excellent)	3 Points (Good)	1 Point (Poor)	Weighting
Financial Cost	Lowest total cost bid meeting all requirements.	Mid-range bid representing fair market value.	Highest cost bid or lacks transparent pricing.	40%
Local Impact	Based within 20 miles of the pub (GL10 3UB).	Based between 20 – 60 miles of the pub.	National firm or based over 60 miles away.	25%
Social Value	Actively provides local apprenticeships or work experience.	Has inclusive hiring or documented local support policies.	No evidence of local community investment.	20%
Strategic Fit	Strong ethical alignment with NCPL values and aims.	General alignment with project environmental or social goals.	Purely transactional; no shared community vision.	15%

5. Value for Money

While the scoring matrix establishes a formal framework, the Management Committee must also consider:

- Quality of goods or service.
- Timely delivery.
- Ethical supplier company behaviours.
- Local and sustainable practices.

6. Processes

To maintain a secure audit trail, appropriate processes will be established, including, but not limited to:

- **Purchase Order System:** For formal commitment of expenditure.
- **Standard Invoicing System:** To ensure transparent financial tracking.
- **Conflict of Interest:** Limiting and managing conflicts of interest to strengthen governance and protect staff and volunteers through compliance.

7. General

This policy will benefit the organisation, its trade partners and all stakeholders through:

- strengthening governance
- limiting and managing conflicts of interest
- standardising working practices
- ensuring our staff and volunteers are protected through compliance
- ensuring our suppliers and supporters are valued and treated fairly
- limiting risk