



# PULHAM MARKET PARISH COUNCIL

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## Pulham Market Parish Council

### Businesses/Persons undertaking work Policy.

#### **1. Businesses/Persons Undertaking Work Policy**

##### **Overview**

Work is to be carried out under the direction of the Clerk or nominated Parish Councillor.

A timesheet and / or invoice will be completed for submission to the Clerk before the first Monday of each month to be approved at the Parish Council meeting held on the second Monday of each month. Once the invoice is approved a cheque or BACS transfer will be raised in line with the invoice.

If the submission is after the date set, payment could be delayed to the next meeting date.

Where appropriate your invoice should make reference to your quotation.

If applicable, the Clerk will provide you with a timesheet. Your invoice to the Parish Council must be fully detailed with time spent per action required.

In order to carry out any work for the PMPC the Clerk must be provided with all the relevant Insurance documentation and is set at £5,000,000 public liability unless you are notified otherwise.

Where appropriate risk assessments need to be carried out and provided to the Clerk prior to commencement of work.

It is your responsibility to comply with all health and safety legislation.

**This Policy was approved at a meeting of Pulham Market Parish Council on the. 12<sup>th</sup> February 2024**

**Signed**

*Cllr Steve Hewitt*

**Chair of Pulham Market Parish Council  
See the footer for the renewal date.**