



Salesbury Parish Council's Protocol for Receipt of Goods

Background

Salesbury Parish Council is a small parish council employing a Clerk who works only part-time hours. We have no offices or buildings at our disposal. This means that where goods are procured it often falls to individual Councillors to receive them.

This protocol will serve to ensure that goods may be received and stored safely until such time as they are needed.

Protocol

- Only the Clerk or an authorised Councillor will place orders.
- The person who places the order will arrange for goods to be delivered to their own address.
- If necessary, delivery may be made to another Councillor, but only with that Councillor's consent.
- Where the delivery is to be made to an address other than their own, the person placing the order will inform the other party as soon as possible of the expected delivery date and ensure that the delivery can be received and the goods stored safely.
- Goods will be checked against the delivery note or original order on receipt.
- Discrepancies must be notified to the Clerk or person placing the order.
- All discrepancies must be notified to the supplying party as soon as possible.
- Delivery notes and/or receipts must be passed to the Clerk as soon as practicable.