

BRIEFING NOTE

Tradepoint Account

Due to the addition of 2 new community buildings to the Parish Councils operation, the need for purchasing a wide range of goods from paint and materials to electrical and plumbing goods is increasing significantly. This spending is currently managed by using trade accounts with Hassocks Hardware and Jewsons. These are both useful accounts to hold but seem to sit at opposite ends of the scale in terms of small items and trinkets at one end and a large builders merchants at the other. Time can often be wasted travelling back and forth trying to source products and Parish Staff frequently have to purchase items from other retailers claiming back the money through petty cash.

We ask the Committee to consider if it would be appropriate to open a Tradepoint account that would allow the Parish Office Staff (namely Facilities Manager and Maintenance Officer) to purchase goods from B& and Screwfix in Burgess Hill whilst also offering worthwhile discounts. The product range at these stores is vast and there is little that we would not be able to source from these outlets. We are able to arrange different cost centres for Court Bushes and Village Centre against the rest of the Parish expenditure so that finances are kept separate. We are also able to set any credit limit necessary to keep a cap on spending.

(REF: Tradepoint Application Form)

RECOMMENDATION: The Committee AGREES that a Tradepoint application is processed with a £500 credit limit attached.

Nick Sinclair
FACILITIES MANAGER
29 May 2019
