



West Dean parish Council

Large Project Policy

1. Introduction

This policy advises on how a large project will be dealt with by the Parish Council. The policy will ensure due diligence, transparency and allow for the controlled running of the project.

A large project is any project that has a total cost of more than £5000.

All project paperwork will be retained by the Parish Council.

Minutes will be taken at all meetings and made publicly available unless confidential.

2. Process:-

1. The Parish Council should have previously discussed the project and agreed in full Council that the project may move forward to the concept stage.
2. The concept stage is where the project is scoped, has projected costing placed against it and a plan on how the project will be run. If the project affects the local community, then they will be consulted.
3. A report will be presented to Council by the clerk after due diligence and peer review has taken place.
4. Council will be presented with the report and vote on whether to proceed with the project. If agreed to proceed then a budget will be agreed.
5. The Clerk shall be responsible for the project but may delegate work to the Assistant Clerk or a Project Manager (if Council so agree).
6. The Clerk shall report the progress of the project to every full Council Meeting, but if issues occur between meetings, then the Clerk may request the assistance of the Chair.
7. The Responsible Financial Officer (RFO) will at all times ensure that only monies allocated to the project are used and must ensure that the project will complete on time and to budget.
8. On completion of the project, the Clerk shall inspect and confirm that the Project is finished to the agreed specification and report their findings to Council.
9. The Council shall vote to close the project, if completed satisfactory, or refuse closure and thus instructing the Clerk to resolve any issues found unresolved, or to close the project if matters cannot be resolved. The project can only be deemed complete or closed by resolution of Full Council.