

## **To approve the three-year appointment of the VAT Consultant**

**Report to:** Policy & Finance

**Date of Report:** 15 September 2025

**Officer Writing the Report:** Finance Officer

### **Officers Recommendations**

To reappoint **Parkinson Partnership** for a three-year contract to provide VAT consultancy services for the financial years 2025/26, 2026/27, and 2027/28. The contract will be at a fixed annual cost of £625 plus VAT, allocated to budget code 6224 PF Professional Fees.

Due to existing commitments in the 2025/26 financial year, budget code 6224 PF Professional Fees does not have sufficient available funds to cover this cost.

Therefore, it is recommended that a virement of £1,000 be made from budget code 6202 PF Civic Occasions (including Road Closures) to ensure adequate budget provision.

### **Report Summary**

The current VAT consultancy contract, which provides essential support and guidance on VAT compliance and reporting for the Town Council, is due for renewal for the 2025/26 financial year. This consultancy service plays a critical role in ensuring the Council meets its statutory VAT obligations, particularly in relation to partial exemption calculations and the correct treatment of complex VAT transactions.

The quotation includes the option to fix the fee for 3 years which will support more accurate budgeting and protect the Council from potential annual cost increases.

## **Quote Provided**

See **Appendix A** for quotation from **Parkinson Partnership**.

## **Financial Regulations/ Procurement Threshold**

Does this project meet the procurement threshold?

Yes

The supplier has a strong track record with the Council, and their quality, reliability, and understanding of civic requirements justify continued use.

## **Budgets**

**Budget Codes:** 6224 PF Professional Costs

**Budget Availability:** £1,249

**Committed Spend:** £999

**Budget Remaining:** £250

Recommend virement of £1,000 from **6202 PF Civic Occasions (including Road Closures)**

## **Signature of Officer:**

Finance Officer