

# **Llanbadoc Community Council**

## **Contract Control**

**1 Contract Title:**

**2 Job Number: (yymmnn)**

**3 Councillor/s dealing:**

**4 Authorisation for Contract:** *eg. Minutes of meeting dated ....*

**5 Contract Description & details of instructions given, with dates:** *copies of emails attached*

**6 Time constraints**

**Essential**

**Desirable**

**7 Details of tenders:**

- 1.
- 2.
- 3.

**8 Reasons for selecting chosen company.** Copy of agreed specification attached.

**9 Finance:**

Agreed cost (net of VAT)

*Agreed Budget/Grant availability*

Copy of agreed changes to specification and cost attached, including record of authorisation

**10 Date Task is completed:** *comments*

**11 Meets specification; inspected by:**

**Signature of Councillor/s:**

**12 Invoice issued:** *date*

**13 Invoice Paid:** *date*