

26 February 2019

POLICY 02: DELEGATED AUTHORITY



INTRODUCTION

This policy is made in accordance with Clause 22 (Rules & Regulations) of the Trust Deed. It describes the delegated authority for specific matters as referred to in *Policy 01: Making Decisions* for how the Marksbury Village Hall Management Committee will make decisions out of Committee Meetings.

This policy was approved by majority vote of the Management Committee at the Committee Meeting on 12 March 2018 and reviewed and re-approved on the 26 February 2019. A copy is attached at annex to the minutes of that meeting in the Minutes Book. It will be kept under review by the Management Committee and be updated as and when required.

DELEGATED AUTHORITY

The named individuals identified in Annex A are hereby given the delegated authority as set out in Annex A, for making decisions and committing expenditure on specific matters, for and on behalf of Marksbury Village Hall, in accordance with *Policy 01: Making Decisions*.

ANNEX A

DELEGATED AUTHORITIES

Delegated Authority	Authorised Person
<ul style="list-style-type: none"> ❖ <u>Health and safety</u> - The Authorised Person may purchase items or services, on behalf of Marksbury Village Hall, up to an amount and duration not to exceed £400 and 12 months, e.g. insurance policy, portable electrical testing (PAT), electrical safety assessment, fire risk assessment, health and safety assessment, and other matters relating to health and safety required by law. 	<ul style="list-style-type: none"> ❖ Chair (Rob Jacobson) ❖ Vice-Chair (Andy Baker) ❖ Treasurer (Julia Edwards)
<ul style="list-style-type: none"> ❖ <u>Sub-committee activities</u>- The Authorised Person may purchase items or services, on behalf of Marksbury Village Hall, up to an amount and duration not to exceed £400 and 3 months, e.g. items necessary to support events including food, drink, and equipment etc. 	<ul style="list-style-type: none"> ❖ Chair (Rob Jacobson) ❖ Vice-Chair (Andy Baker) ❖ Treasurer (Julia Edwards) ❖ Events (Estelle Webb) ❖ Marketing (Charlie Webb) ❖ Secretary (Shena McGillivray)
<ul style="list-style-type: none"> ❖ <u>Planned maintenance</u>- The Authorised Person may purchase items or services, on behalf of Marksbury Village Hall, up to an amount and duration not to exceed £400 and 12 months, e.g. planned equipment servicing, inspections, repairs, decoration, cleaning, gas provision and servicing/checks etc. 	<ul style="list-style-type: none"> ❖ Chair (Rob Jacobson) ❖ Vice-Chair (Andy Baker) ❖ Treasurer (Julia Edwards)
<ul style="list-style-type: none"> ❖ <u>Unplanned maintenance</u> - The Authorised Person may purchase items or services, on behalf of Marksbury Village Hall, up to an amount and duration not to exceed £400 and 1 month, e.g. response to an emergency, unplanned maintenance, urgent or unplanned repairs or inspections etc. 	<ul style="list-style-type: none"> ❖ Chair (Rob Jacobson) ❖ Vice-Chair (Andy Baker) ❖ Treasurer (Julia Edwards)
<ul style="list-style-type: none"> ❖ <u>Purchase of consumables</u> - The Authorised Person may purchase items or services, on behalf of Marksbury Village Hall, up to an amount and duration not to exceed £400 and 3 months, e.g. cleaning products, toilet roll, routine refreshments etc. 	<ul style="list-style-type: none"> ❖ Chair (Rob Jacobson) ❖ Vice-Chair (Andy Baker) ❖ Treasurer (Julia Edwards) ❖ Secretary (Shena McGillivray)