



Hale Community Centre

Delegation of Trustee Authority to the Centre Manager

The Board of Trustees hereby delegates to the Centre Manager authority to make payments and enter into commitments on behalf of the Hale Community Centre, subject to the following:

1. Without limitation, make payment for expenditure where a commitment already exists (e.g. utility bills, telecommunication bills, cleaning contract bills, payroll costs). Payments must be supported by valid invoices.
2. Make payment for all other expenditure necessary for the upkeep of the premises or promotion of the business subject to an upper limit of £250 per calendar month or £100 per individual transaction.
3. Enter into commitments necessary for the upkeep of the premises or promotion of the business subject to an upper limit of £250 per calendar month or £100 per individual expense.
4. Apart from paragraphs 5 and 6 below, any new expenditure or commitments in excess of the limits specified in paragraphs 2 and 3 above must be formally approved and minuted by the Board of Trustees before any such commitments are entered into.
5. Make payments for emergency repairs or remedial work in excess of £250 where failure to do so promptly could result in loss to the Community Centre in terms of foregone revenue or further property damage or where health and safety of staff, customers or third parties would be put at risk.
6. Where The Centre manager identifies an area of expenditure in excess of the limits defined in paragraphs 2 and 3 above that is, in their estimation, either essential or provides an opportunity to increase revenue and where time is of the essence, they may seek interim approval to proceed from the Chairman of the Board of Trustees and at least one other Trustee. This approval must be documented in writing or by electronic mail. The approval shall be minuted at the next meeting of the Board of Trustees.

Norma Corkish
Chair of the Board of Trustees