

## **Memorial Hall** **Control Policy**

The hall shall be managed on a day to day basis by the three officers, Chair, Secretary and Treasurer. All the Trustees will then meet on a quarterly basis, (or more frequently if required) to control the hall over the longer term and formulate plans, to keep the hall functioning as a Community hall for all the residents of Magor, Undy and the surrounding areas.

### **Capital and Revenue Spend Authority**

The three officers shall have a mandate to sign cheques etc and will be able to sanction spend (with the agreement of all three) of individual invoice spends of up to £500 with a monthly maximum of £750. Any spend over this amount will need to be agreed, preferably at a full Trustee meeting but in extenuating circumstances via an email vote of all the Trustees.

All spend will be made with the foremost aim of obtaining best value for money. Any capital spend above £750 will require a minimum of 2/3 quotes to confirm a reasonable price and quality of works. Anything below £750 can be progressed with a single contractor (particularly a previous/preferred contractor), this will help where a speedy repair may be needed and also to reduce trustee workload.

### **Capital and Revenue Spend procedure**

1. Initial Project Specification
  - a. Any project over £750 or commitment to annual revenue expenditure over £750 pa will require the approval of the Trustees as stated in the control procedure
  - b. Each project requiring quotations as outlined above requires a project specification which should cover key information such as
    - i. Brief Project description
    - ii. Scope and limits of the project e.g what it includes and excludes
    - iii. Key specifics such as materials , colours , warranties etc.

## 2. Project approval

- a. Prior to seeking approval from the Trustees a summary document should be produced which clearly compares the relative offers both financially and in the definition of the project.
- b. It is the responsibility of the Lead in any project to clearly identify similarities and variances when providing a recommendation to the Trustees.
- c. Any conflicts of interest should be declared at this point

### **Out of Pocket Expenses**

Any out of pocket expenses incurred by Trustees or volunteers etc, up to £50, must be agreed by a minimum of three Trustees. Any more than £50 must first be agreed at a Trustee meeting.

If travel is required, where possible public transport should be the preferred method of transport.

If this is not possible then the following HMRC mileage rates will apply.

**First 10,000 miles is at 45p per mile then 25p per mile.**

Approved January 2021  
Reaffirmed at AGM 2024