

**Delegated Responsibilities and Financial Parameters**

The Directors of WBCCIC as per company law and its Articles of Association (copied below) hereby confirm the delegated responsibilities they bestow to the management committee. Note 1.3 that any/all delegated authority can be withdrawn and 2.2 the Directors are authorised to make rules and procedures for all/any committee and that prevails over articles.

1. Directors may delegate
	1. Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles: to such person or committee; by such means (including by power of attorney); to such an extent; in relation to such matters or territories; and on such terms and conditions, as they think fit.
	2. If the Directors so specify, any such delegation may authorise further delegation of the Directors’ powers by any person to whom they are delegated.
	3. The Directors may revoke any delegation in whole or part or alter its terms and conditions.
2. Committees
	1. Committees to which the Directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the Articles which govern the taking of decisions by Directors.
	2. The Directors may make rules of procedure for all or any committees, which prevail over rules derived from the Articles if they are not consistent with them.

**Delegated Responsibilities to Management Committee/Support Agents**

1. Day to Day management of membership, guests and persons attending premises under the clear and defined rules of a private members club (as Bury MBC licensing). All community partners, schools, clubs, academies, and persons hiring, leasing facilities.
2. Financial management of income, payments, banking, cash handling, interest, investments, gifts or rewards and monthly accounts shall be managed by WBCCIC “bookkeeper”. A monthly account will be submitted to Directors, management team and advisors. All/any partners or funding bodies, regulators and a year end for Auditor, companies house and CIC regulator.
3. Day to day management of all/any functions or events within the premises (again with reference to private members club).
4. Opening hours, bar services, stock, procurement, sales and day to day provisions.
5. All relevant services, contracts and agreements that would allow a business to operate (utilities, insurances, licenses etc).
6. Legislative and management regimes for safe operation (fire, H&S, electrical and gas safety, safeguarding, E&D).
7. Staff recruitment, employment, hours, payment, and relevant management.

**Green Committee**

1. Responsible for Green maintenance, cutting, preparation and management. Ensuring appropriate and authorised persons ONLY are allowed to use and deliver services.
2. Responsible for the purchase, operation and maintenance of all equipment and support regimes (lawn mower service, fuel etc).
3. Responsible for all competitions and events outside the club house. Including beginners courses, schools and hire requests.
4. Responsible for surrounds.
5. With captains agree league and team memberships and formations. Liaise with management committee to pay and recover all league and membership fees and winnings.
6. Recover non-members fees for green use and team green fees. This money is to be accounted for separate from club management and be used to support the green costs. This will be accounted for and reported quarterly (in season) to the Directors.

**Finance, Spend and Authorisation**

1. Any management team member is authorised to spend up to £100 (cash) without any prior agreement or notification once per calendar month. This is to allow day to day business to be transacted and deal with “one off” situations and events.
2. All expenditure over £100 and up to £200 (cash) must be authorised by two committee members once per calendar month. Should this situation be likely to reoccur then it will be immediately reported to a Director for resolution.
3. No expenditure over £300 (cash) will be allowed or delegated outside Directors
4. Where existing procurement contract/arrangements are in situ that have been subject to a tendering exercise then authorisation or receipt of goods and services is accepted.