

# Filby Playing Field Committee

## Expenditure Policy

Issue No: 2  
Dated: 24<sup>th</sup> September 2024

### Management Committee (MC)

Whilst there is no official separate “Management Committee” (MC) this term is used for convenience to cover those Trustees who tend to be most involved in the day to day running of the Charity. At the time of writing, these are considered to be;

Adrian Thompson – chair, payment signatory and nearly always the first point of contact  
Amy Rowntree – vice-chair  
Derek Nicker – payment signatory with specialist knowledge of the buildings and equipment therein  
Joy Baldry – payment signatory and secretary  
Richard Morris – payment signatory and treasurer

Any other Trustee may ask to be included in this list, which will be particularly relevant if they incur small amounts of expenditure on behalf of the Charity.

### 1 - Aims

1.1 The aim of this document is to ensure that proposed expenditure is given the appropriate level of approval. Whilst our bank mandate means that all payments require the agreement of two of the signatories above, there are occasions where all Trustees should be made aware of proposed expenditure and given the option to comment before it is committed.

1.2 Whilst ideally this would be at a formal meeting, this is not always practical when we only meet a few times a year.

### 2 - Regular expenditure

2.1 There is no intention that this procedure should apply to regular ongoing expenditure, including, but not limited to, the following;

Utility bills	Regular cleaning/maintenance
Glass/paper collection	Servicing of boilers/alarms etc.
Fees (inc. Performing Rights)	Costs directly related to agreed events/projects

2.2 Our largest item of expenditure is normally insurance. This involves lengthy correspondence with our brokers in a period of about 6 weeks before renewal (19 June), normally concluded just before the renewal date. It would not be practical to try and get alternative quotations from another broker at this stage so Trustees will be informed of the amount at the time of payment. Our current brokers are Towergate and any proposal to change this can be discussed at a Trustees’ meeting.

### 3 – Irregular expenditure

3.1 Inevitably events such as damage, breakdowns etc. happen and need to be dealt with as they occur. It will not normally be appropriate to wait until the next Trustee's meeting to discuss how these are dealt with.

3.2 For an amount up to £100, any member of the MC can authorise the expenditure, provided that there is no personal benefit. They can, of course, refer to any other member(s) of the MC before doing so. If appropriate, the MC member may pay for the goods/service and will be reimbursed on production of a receipt.

3.3 The reimbursement will be by bank transfer, dealt with by two other trustees.

3.4 For an amount of more than this, an email will be sent to all Trustees for whom an email address is held with details of the proposed expenditure. The email will give a time/date by which comments are required but this must be no earlier than midnight at the end of the next day – i.e. a minimum of 24 hours.

3.5 All responses should be by "Reply all" so that all Trustees are involved in the discussion (as they would be in a meeting). No action may be taken within the given timescale unless all Trustees have responded.

3.6 If the responses received suggest that there is a significant level of concern regarding the expenditure, the Chairman will consider if it is appropriate to try and call a short notice meeting to discuss the matter (and hence also get the opinions of those Trustees who do not use email).

Signed for and on behalf of Filby Playing Field Committee



Adrian Thompson - Chair



Joy Baldry – Secretary