



Governance & Delegated Responsibilities Policy

Loddon and Chedgrave Jubilee Hall

Registered Charity No. 285015

Effective July 2026 | Review July 2027

This policy replaces a traditional delegation of authority policy with a governance-focused approach suitable for a small charity. It reflects Charity Commission guidance that trustees may delegate tasks, but not ultimate responsibility.

1. Purpose

To define how responsibilities are delegated while ensuring the Trustee Board retains collective responsibility for the governance, finances, assets and strategic direction of Jubilee Hall.

2. Governance Principles

- Trustees remain collectively responsible for all decisions.
- Delegation improves efficiency but does not transfer legal responsibility.
- Delegated authority must be approved by the Trustee Board and recorded in the minutes.
- Delegated responsibilities may be amended or withdrawn by the Trustee Board at any time.

3. Matters Reserved to the Trustee Board

- Approval of budgets, annual accounts and reserves.
- Approval of governance policies and strategic plans.
- Appointment and removal of trustees.
- Employment matters and staffing structure.
- Approval of contracts or expenditure above delegated limits.
- Borrowing, disposal of assets or changes to the governing document.
- Management of significant risks and serious incidents.

4. Delegated Responsibilities

The charity is not required to have officers such as a Treasurer unless required by its governing document. Instead, the Trustee Board may allocate lead responsibilities to individual trustees based on skills and capacity.

Role	Typical Responsibilities	Key Limitation
Trustee Board	Overall governance, strategy, finance, compliance and risk.	Cannot delegate ultimate responsibility.
Chair	Leadership of the Board, meeting management and authorised urgent decisions.	Must report decisions to the next Board meeting.
Lead Trustee (Finance) (if appointed)	Budget monitoring, financial oversight and liaison with accountants.	Acts on behalf of the Board, not independently.
Designated Trustee(s)	Lead areas such as Governance, Property, Health & Safety, HR, Marketing or Fundraising.	Operate within Board-approved authority.
Hall Manager / Employee	Day-to-day operations, bookings, customer service and routine maintenance.	Must operate within approved policies and financial limits.

Working Groups	Deliver agreed projects or events.	Recommendations remain subject to trustee approval unless expressly delegated.
----------------	------------------------------------	--

5. Financial Delegation

- Financial authority limits must be agreed by the Trustee Board and recorded in the minutes.
- All expenditure must comply with the approved budget and Financial Regulations.
- At least two authorised individuals should approve payments where practicable.
- Unbudgeted or significant expenditure must be referred to the Trustee Board.

6. Reporting and Accountability

- Anyone exercising delegated authority must report regularly to the Trustee Board.
- Trustees may review delegated responsibilities at any meeting.
- Major operational decisions should be reported at the next trustee meeting.

Appendix A – Delegation Matrix

The following lead roles may be allocated by trustee resolution and updated without changing this policy:

Area	Lead Trustee / Role
Finance	
Governance	
Property & Maintenance	
Health & Safety	
HR	
Marketing & Communications	
Fundraising	
Bookings & Operations	