

ROUGHLEE VILLAGE CENTRE SUB-COMMITTEE – SCHEME OF DELEGATION FOR EXECUTIVE SUB-COMMITTEE

This Scheme of Delegation was adopted by Roughlee Parish Council on 14 May 2026.

Abbreviations/definitions used in this text:

RPC - Roughlee Parish Council

RVC - Roughlee Village Centre (the building and external footprint) – see red edging on attached title plan

Sub-committee - Roughlee Village Centre Sub-committee

Legacy/Restricted Fund - Funds in any RPC account specifically ring-fenced for exclusive use within RVC

1. Aims

- To raise funds through various social activities primarily at Roughlee Village Centre (RVC) in order to adequately maintain the running, replacement and repair costs involved in keeping the said Centre as a usable space for local residents and the wider public.
- To promote community belonging through the provision of various functions undertaken and support given including benevolent donations as appropriate.
- To support the Parish Council where possible with the maintenance of the Centre from a structural and contents perspective.

2. Membership & Quorum

- Whilst there is no limitation on the number of members, future members may be admitted following invitation from any member and getting a majority vote of acceptance at the next subsequent Sub-committee meeting.
 - The Sub-committee Secretary will maintain a list of members.
 - In accordance with the Local Government Act 1972, at least one member of the Sub-committee must be a Parish Councillor, with the remaining members non-councillor volunteers.
 - Members may resign at any time in writing to the Secretary.
 - Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the Sub-committee if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Sub-committee, accompanied by a friend, before a final decision is made.
 - The Sub-committee will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.
 - The Sub-committee will meet as necessary and not less than four times a year.
 - Guests may be invited to any meeting either for the whole meeting or a part thereof. Additionally Guests can request to join a meeting. In both situations this will be allowed providing that at least two officers of the Sub-committee agree to the request.
 - Any Sub-committee member not attending a meeting without a legitimate apology for absence for three consecutive months within a calendar year will be contacted by the Sub-committee and asked if they wish to resign. Should no response be received within one month the Sub-committee reserves the right to cancel the individual's membership.
 - The quorum for Sub-committee meetings shall be five members.
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3. Officers

- The Sub-committee will consist of 4 electable officers and all other members.
- The Officers of the Sub-committee shall be elected at an Annual Meeting. RPC will formally adopt the results of these Sub-committee elections.
- The Officers' roles are:
 1. Chair, who shall chair all Sub-committee meetings;
 2. Vice Chair, who will adopt the role of Chair when the former is not available;
 3. Secretary, who shall be responsible for the taking of minutes and the distribution of all papers;
 4. Treasurer, who shall be responsible for maintaining accounts and liaising with RPC's Responsible Financial Officer.
- In the event of an officer standing down during the year a replacement will be elected by the next Sub-committee meeting.

4. Financial Delegation

- The Sub-committee shall commence with a Baseline Budget of £8,000 per year.
- The Baseline Budget shall increase by the ONS CPI figure for the year to December in the year just ended.
- The Baseline Budget is considered rolling approval. The Sub-committee are authorised to spend within this envelope year-to-year without further referral to RPC.
- If the projected spend for the year is 20% more than the Baseline Budget, a draft budget shall be referred to RPC for approval.
- The Sub-committee will maintain a dedicated bank account.
- All surplus over the Baseline Budget shall be transferred from the Sub-committee bank account to RPC annually. This money shall be legally ring-fenced by RPC and may only be spent on the running costs, maintenance and improvement of the RVC building and footprint.
- The Sub-committee is authorised to use funds to make any purchases, including alcohol, provided appropriate licensing is in place.
- Should the Sub-committee end a financial year with a balance less than the baseline budget figure, the shortfall will be made up by transfer of funds from the Legacy Fund to bring it in line with the agreed figure. However, should the Sub-committee overspend to the baseline budget for two consecutive years the Parish Council has the right to withhold the transference of funds until the Sub-committee can demonstrate that the bank account balance is in line with the agreed baseline budget at a subsequent calendar year end.

5. Spending Authority

- Routine Spend (Up to £500): The Sub-committee Chair and Treasurer have discretionary authority to authorise routine costs to be reported retrospectively at the next meeting.
 - Mid-Level Spend (£500 - £5,000): Planned expenditure within the Baseline is authorised by a simple majority vote of the Sub-committee.
 - Major Spend (Over £5,000 & or Legacy Donation): the Sub-committee identifies the project and preferred supplier, to be referred to RPC for formal approval.
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6. Payments

- RPC will pay for all utilities (water, electricity, gas, refuse collection) and insurance relating to the Centre from the ring-fenced monies it holds for the RVC.
- Any Sub-committee purchases that incur VAT shall be paid directly by RPC's Responsible Financial Officer on receipt of an invoice addressed to Roughlee Parish Council. The net amount will then be transferred from the Sub-committee bank account to RPC's bank account.
- For any other payments, four signatories will be nominated by the Sub-committee (one to be the Treasurer, and one to be RPC's Responsible Financial Officer). The signatories must not be related nor members of the same household.
- For cheque payments, cash withdrawals and online banking, two signatories must sign the cheque or electronically authorise the payment.
- Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting highlighting all expenditure made.
- At each meeting the Treasurer will produce the latest bank statement. The statement will be countersigned by a member of the Sub-committee each month as a confirmation of funds held. Additionally, a list of all expenditure undertaken within the month will be produced and countersigned by two members (other than the Treasurer) as a means of authorisation for all payment. All signed bank statements and monthly expenditure lists will be kept as formal records by the Sub-committee Treasurer.
- Any claims for purchases made or bills paid by any member should be evidenced by the suppliers invoice or by way of a completed pro forma claim form. When payments are made in cash, the claim form should be countersigned by the recipient.

7. Stewardship of the Restricted Legacy Fund

- RPC shall hold the Legacy fund as a Restricted Fund in its accounts, in accordance with the Local Government Act 1972, Section 139.
 - The Sub-committee shall act as the primary advisory body for the use of these funds. It will identify improvement projects and oversee the works, while RPC provides VAT recovery.
 - Restricted funds and interest accrued shall be legally ring-fenced and may only be spent on the running costs, maintenance and improvement of RVC.
 - Any withdrawals from the Restricted Legacy Fund and interest accrued can only be made by official agreement between the Parish Council and the Sub-committee (documented in meeting minutes). The Sub-committee decision being arrived at by at least a two thirds majority with at least two thirds of those eligible to vote so doing.
 - On a bi-annual basis the Parish Council will forward to the Sub-committee a bank statement showing the bank account balance of any Legacy Fund Deposit accounts
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8. Community & Charity Support

- The Sub-committee is authorised to hire RVC to individuals, independent community groups, clubs or charitable organisations for social, educational or fundraising purposes.
- For events where the primary objective is to raise funds for external (non-local) charities, the Sub-committee recognises that volunteers may organise such activities as an independent community group (e.g. "Friends of RVC" or on an individual basis).
- In such instances, the independent group shall hire RVC from the Sub-committee at an agreed room hire rate.
- As these are independent third-party events, all financial transactions, including the collection and distribution of charitable donations, remain entirely separate from RPC's accounts and are the sole responsibility of the hiring group/individual.

9. Operational Responsibilities

The Sub-committee is delegated the following duties:

- Organise regular fundraising and social events;
- Managing all third-party hires and the Centre's events diary;
- Ensuring the Centre is safe, clean, and welcoming for all users;
- Liaising with the Council's Clerk/RFO to ensure all invoices are paid and VAT is correctly identified for recovery as often as required;
- Responsibility for Roughlee Village Centre's compliance with all health and safety regulations and inspections (including but not limited to electrical safety, fire, gas and food hygiene).
- Managing a schedule of works for routine maintenance.

10. Insurance

- RPC will enact and maintain an insurance policy to cover liabilities in the event of material damage to the RVC building and external footprint and will also maintain public liability cover as part of this general insurance.
- RPC will also enact and maintain VillageGuard insurance policy with Allied Westminster, or an equivalent level of cover by a reputable provider. This includes cover to protect against liabilities relating to contents, stock, public liability (including hirers liabilities) and personal injury.

11. Annual & Special Meetings

- An Annual Meeting will be held within fifteen months of the previous Annual Meeting.
- All members will be notified in writing at least 2 weeks before the date of the meeting, giving the venue, date and time.
- Nominations for the Officer positions of the Sub-committee may be made to the Secretary before the meeting, or at the meeting.

At the Annual Meeting:

- The Chair will deliver a review of the year in respect of Events undertaken and maintenance and works undertaken to the Village Centre;
 - The Treasurer will present the accounts of Roughlee Village Centre for the previous year;
 - The Officers of the Sub-committee for the next year will be elected;
 - Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed;
 - The Secretary will call a Special Meeting at the request of the majority of the Sub-committee giving a written request to the Chair or Secretary stating the reason for their request;
 - The meeting will take place within 21 days of the request;
 - All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
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12. Meetings & Reporting

- Sub-committee meetings will wherever possible be undertaken on a Monthly basis on the first Tuesday of each calendar month. The Chair will send out the agenda to all members prior to the meeting to allow for additional items to be added by request.
- Meetings should cover at least the following:
 1. Report on events and maintenance undertaken since the last meeting;
 2. Report on future events and planned maintenance;
 3. Treasurer's report on the financial situation.
- All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.
- Minutes of Sub-committee meetings shall be made available to the RPC Clerk if requested.

13. The Agreement

- This Scheme of Delegation is agreed to by both Roughlee Parish Council and the Sub-committee as a permanent arrangement.
- The details within this document can only be amended by mutual agreement of RPC and the Sub-committee. The Sub-committee decision being arrived at by at least a two thirds majority with at least two thirds of those eligible to vote so doing.

The Sub-committee will only be expunged by:

1. The calling of a Special General Meeting of the Sub-committee where 100% of voting members agree to wind-up the Sub-committee (written vote acceptable due to absence); or
2. There are insufficient remaining members of the Sub-committee to form a quorum; or
3. Failure of the Sub-committee to work within the baseline budget figure for three consecutive calendar years.

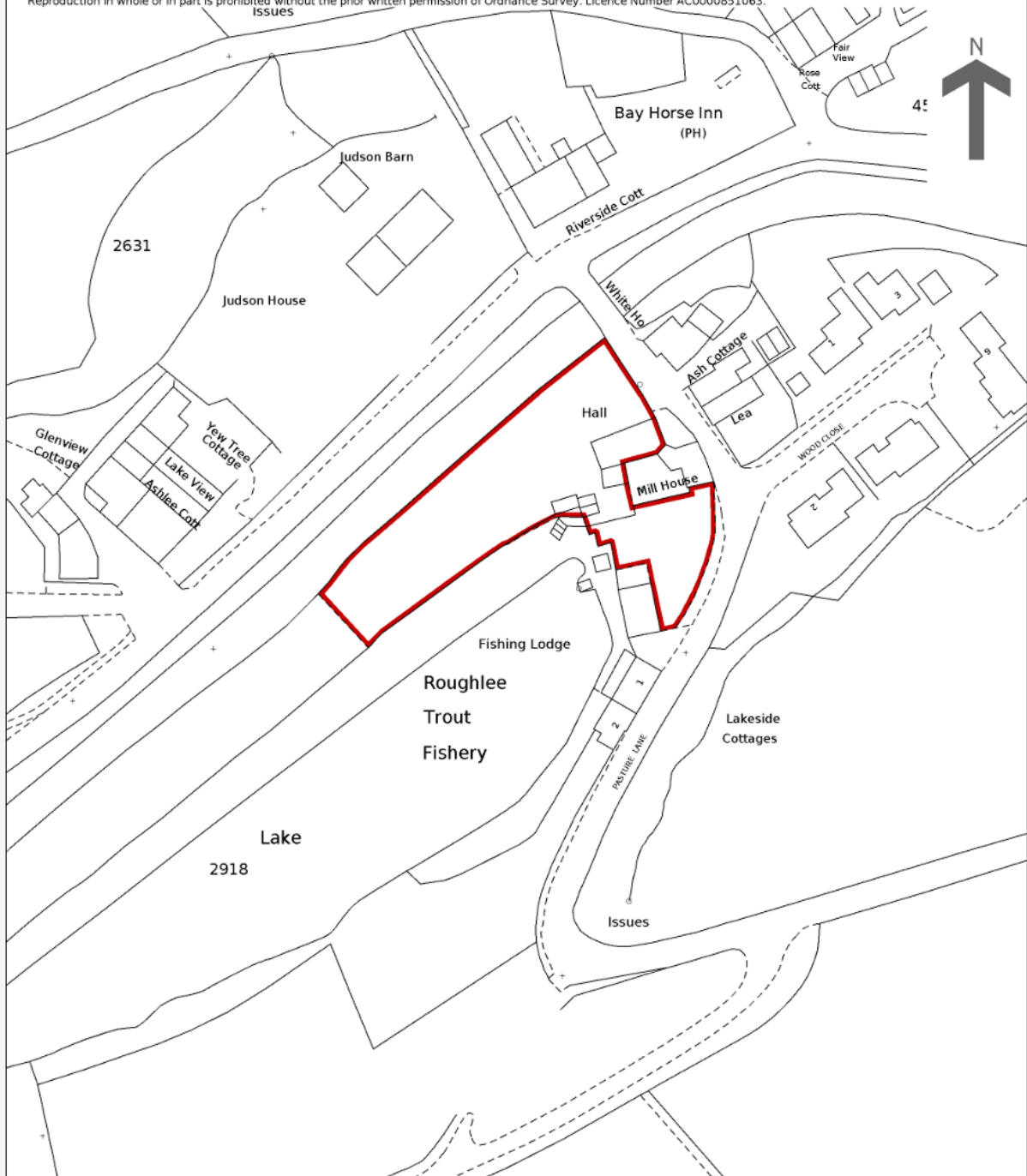
Should there be a material change in the legal structure of the Parish Council, the funds that are ring-fenced for sole use of the Village Centre will continue to be so and if necessary the funds will be transferred to an appropriate legal structure (e.g. Charity or Company Limited by Guarantee) that the Sub-committee will set up in order to maintain the Village Centre going forward.

HM Land Registry
Official copy of
title plan

Title number **LA622403**
Ordnance Survey map reference **SD8440SW**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Lancashire : Pendle**



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This title plan shows the general position, not the exact line, of the RVC boundaries as at 10 February 2026