



Croydon District Scout Council

Terms of Reference Pinewood Scout Centre Management Committee

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PURPOSE

This document sets out the terms of reference for the Pinewood Scout Centre Management Committee (hereafter referred to as the Management Committee) and (if operational) the Pinewood Scout Centre Service Team (hereafter referred to as the Site Service Team). In addition, it details their specific managerial and operational responsibilities.

INTRODUCTION

The Management Committee is appointed to support the District Executive Committee in the effective management and maintenance of the site, buildings, facilities (hereafter referred to as the Centre) and any available activities.

The Management Committee is appointed by and is the responsibility of and accountable to the District Executive Committee.

The Site Service Team (if operational) and the Site Warden (if appointed) are jointly appointed by the Management Committee and the District Executive Committee.

The District Executive Committee will annually review the membership and terms of reference of the Management Committee and where appropriate the Site Service Team and the Site Warden. Any changes that are considered necessary will be made at the conclusion of the review.

THE MANAGEMENT COMMITTEE

The minimum quorum for a meeting of the Management Committee is 5.

All members of the Management Committee must be registered on Compass and complete a criminal records disclosure (DBS) check.

Subject to prior approval it is permissible for uniformed individuals to hold the positions of Chair, Secretary or Treasurer. However, these roles must not be combined with each other or any other roles on the Management Committee.

The District Commissioner and District Chair (or their nominated deputies) are ex-officio members of the Management Committee and have right of attendance at all meetings.

The Management Committee is expected to function in accordance with the rules of the Scout Association (POR), the requirements of this document and the procedures detailed in the District Financial Management Policy.

The Management Committee should ideally comprise of:

- A Chair; *
- A Secretary; *
- A Treasurer; *
- A Booking Secretary; *
- A uniformed representative from the District Team;
- At least one uniformed representative from a Group and or Explorer Scout Unit in Croydon;
- A young person between the age of 18 and 25 years; *
- A representative from the Site Service Team (if operational);
- The Site Warden (if appointed).

* It should be noted that these are considered to be essential members of the Management Committee.

The Management Committee can co-opt other individuals subject to the prior approval of either the District Chair or the District Commissioner.

Responsibilities

The Management Committee is responsible for the following:

- Ensuring that the site, buildings, facilities and any activities at the Centre are managed primarily for the benefit and in the best interests of Croydon Scouting at all times.
- To manage and maintain the site, buildings, facilities and any activities in a safe, efficient and professional manner which projects a positive image of Croydon Scouting.
- Ensuring that the Centre is compliant with and is managed and maintained in accordance with all relevant legislation.

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- Ensuring that the Pinewood Scout Centre pages on the District website are kept up to date and that the content is appropriate, relevant and compliant with current data protection regulations.
- Work with the District Public Relations Committee to ensure that the Centre and any available activities are appropriately and suitably marketed.
- To ensure that all the terms and conditions of the Lease with the London Borough of Croydon for the Centre are complied with and adhered to at all times.
- Organise and maintain an effective and secure booking system for the Centre and any available activities.
- Have the necessary procedures in place to ensure the prompt payment of all monies received from bookings for the Centre and the use of any available activities.
- Ensuring that individual instructors for any activities are suitably qualified and hold the relevant authorisations to enable them to use and or instruct on any of the available activities at the Centre.
- To make the necessary provisions to ensure that there is a point of contact to respond and assist with any issues which may arise during a booking for the Centre.
- Endeavour to ensure that the Centre is self financing and operates a suitable financial reserves policy.
- Produce an annual budget for the Centre for approval by the District Executive Committee.
- Work in conjunction with the District Executive Committee to secure external funding to support and improve the Centre.
- To annually review the scale of charges for the Centre and to make recommendations (for approval) to the District Executive Committee for the same.
- Produce an annual schedule of works (where appropriate with estimated costings) for submission to and approval by the District Executive Committee.
- Prepare an ongoing 3/5 year improvement/development plan for the Centre for annual presentation to and the approval of the District Executive Committee.
- Maintain an up to date asset register of all portable items and equipment used at the Centre.

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- Ensuring that the site, buildings, facilities and any activities at the Centre are maintained in a good and safe working order.
- To ensure that the lake, dam and stream are maintained (in an environmentally friendly manner) in good and safe order.
- Give due consideration to the ecology and biodiversity of the site and the management of the same.
- To ensure that the required safety inspections/registrations for the buildings, facilities and any activities are carried out and registered as required.
- Keep an accurate record of all incidents and accidents which require first aid or medical assistance and (where necessary) alert the Scout Association and their insurers of any potential claims.
- Produce (and keep up to date) any risk assessments that may be necessary for the Centre and any available activities.
- To work in conjunction with the District Executive Committee to produce a Risk Management Strategy for the Centre.
- Keep an up to date register of all hazardous substances used at the Centre and ensure that they are appropriately stored.
- Ensure that the buildings, facilities and any activities are appropriately and adequately insured with a reputable insurer and make any claims in respect of the same.
- Make the necessary provisions to ensure that all necessary meter readings are taken and all utility bills, insurances, rates and rent etc are paid on time.
- Inform the District Executive Committee of changes to the recorded insurer, utility provider or any changes to the account numbers etc.
- Ensure that any major works to the buildings and facilities are carried out by a suitably qualified and insured contractor and where required obtain the appropriate guarantees and warranties or relevant certification.
- Where necessary ensuring that the required planning permission or planning consent is applied for and obtained from the London Borough of Croydon prior to the commencement of any alterations, additions or works which require the same.
- Ensure that any items of equipment which require regular servicing are serviced (in accordance with the requirements) by a suitably qualified and insured individual and are suitably certified or signed off as required.

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- To ensure that any activities which require maintenance or servicing are appropriately maintained or serviced (in accordance with the relevant requirements) by a suitably qualified and insured individual and are certified or signed off as required.
- Ensure that any works to the tree stock is carried out by a suitably qualified and insured contractor with the works having first been approved (in writing) by a representative from the Estates Department of the London Borough of Croydon.
- As and where required have in place a suitable (and transparent) system of tendering and quoting for any works and the payment of the same.
- If operational manage and oversee the operations of the Site Service Team for the Centre and to ensure that they act in a professional manner and in the interests of Croydon Scouting at all times.
- If appointed to manage and oversee the operations of a Site Warden and to ensure that they act in a professional manner and in the best interests of Croydon Scouting at all times.

Specific responsibilities for the Chair

- Ensure that the Centre is managed and run in accordance with the requirements detailed above and in line with the rules of the Scout Association (POR), the District Financial Management Policy and any other relevant District policies.
- To ensure that the Management Committee meets at least five times a year on a regular basis. Subject to prior agreement these meetings can be held using telephone or video conferencing facilities.
- To regularly communicate with and update the District Commissioner and District Chair with regards to developments at the Centre.
- Provide updates/reports (either verbally or in writing) to the meetings of the District Executive Committee.
- To inform the District Chair and District Commissioner of any complaint(s), insurance claims etc which are received regarding or relating to the Centre.
- To immediately raise any concerns with regards to the running or management of the Centre with the District Chair and District Commissioner.

It should be noted that the Chair of the Management Committee will be co-opted onto the District Executive Committee and will automatically assume all the responsibilities of a Charity Trustee of Croydon District Scout Council.

Specific responsibilities of the Secretary

- To accurately record and keep minutes of all meetings of the Management Committee.
- Ensure that all members of the committee, the District Commissioner, District Chair and District Secretary receive adequate and advance notice of any meeting.
- Provide copies of minutes of the meetings of the Management Committee to the members of the committee, the District Commissioner, District Chair and District Secretary within 14 days of any meeting.
- To ensure that all general correspondence (including complaints) relating to the management or operation of the Centre is kept on file.
- Maintain an up to date “daily file” containing details of all certifications, insurances, utility providers and any other relevant information relating to the daily running of the Centre.
- To ensure that the copy of the “daily file” held by the District Executive Committee is updated as and when required.
- Keep an up to date record of all members of the Management Committee and (if operational) the Site Service Crew and ensure they are registered as members of either the Pinewood Management Committee or the Pinewood Scout Active Support Unit on Compass.

Specific responsibilities for the Treasurer

- To ensure that the finances and all financial matters relating to the Centre are managed in accordance with the rules of the Scout Association (POR) and the Districts Financial Management Policy.
- To keep accurate records (including invoices/receipts etc) of all income and expenditure for the Centre.
- To provide a financial report (either verbally or in writing) to the meetings of the Management Committee.
- To ensure adequate procedures are in place to avoid any financial mismanagement at the Centre.
- To ensure that the bank mandates and those authorised to operate any account(s) held in the name of the Centre are kept up to date and include the District Treasurer.

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- To ensure that a statement of account (together with any requested supporting documentation) for the Centre is forwarded to the Chair of the District Finance Committee on (or by) the following dates for independent review – 31st March/30th June/30th September.
- To make every effort to ensure that a signed copy of the independently scrutinised end of year accounts for the Centre are forwarded to the District Treasurer within one month of the end of the financial year.
- To immediately inform the District Treasurer, District Chair and District Commissioner of any financial irregularities or any other concerns relating to the finances.

Specific responsibilities for the Booking Secretary

- To ensure that accurate records are securely kept (in accordance with data protection regulations) of all bookings and contacts etc.
- To work in conjunction with the Treasurer to ensure that all deposits and balances are promptly paid for hire and use of the Centre.
- To ensure that the relevant booking page on the Pinewood Scout Centre pages of the District website is kept up to date.
- To endeavour to ensure (where appropriate) that any instructors for activities are suitably qualified and hold the relevant authorisations.

THE SITE SERVICE TEAM

The Site Service Team is appointed to support the Management Committee with the general maintenance and the day to day running of the Centre.

They are ultimately the responsibility and accountable to the Management Committee. If a Site Warden is appointed then the Site Service Team are also accountable to the Site Warden.

In addition to the general routine maintenance at the Centre the Site Service Team will be expected to perform any (reasonable) additional works or services requested by the Management Committee or Site Warden.

The Site Service Team are expected to act in a professional manner and in the best interests of Croydon Scouting at all times.

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Additionally, they will be expected to highlight any concerns (safety or otherwise) immediately with the Management Committee or Site Warden.

All members of the Site Service Team must be registered on Compass and complete a criminal records disclosure (DBS) check.

THE SITE WARDEN

The Site Warden is appointed to support the Management Committee with the day to day operation of the Centre.

The precise operational and managerial responsibilities of the Site Warden will be determined by the Management Committee and will be subject to regular review by the same.

The Site Warden will act as the main point of contact for users of the Centre and will liaise with the Booking Secretary to make the necessary arrangements with regards to opening up and securing of the Centre before and after any bookings.

Ideally the Site Warden will be available to respond and assist (or make alternative arrangements) with any issues which arise during a booking.

They will also work with the Site Service Crew to ensure that the routine maintenance and any other works are completed in a safe and efficient manner.

In addition, they will be expected to highlight any concerns (safety or otherwise) immediately with the Management Committee.

The Site Warden will be expected to act in a professional manner and in the best interests of Croydon Scouting at all times.

The Site Warden must be registered on Compass and complete a criminal records disclosure (DBS) check.