



3<sup>rd</sup> Whitton Scout Group

<p><b><i>Scout Group Policy</i></b></p>
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# **3<sup>rd</sup> Whitton Scout Group Policy**

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## 1 Introduction

This reference document defines Policy, Organisation and Rules for the 3<sup>rd</sup> Whitton Scout Group (the Group) and supplements the Policy, Organisation and Rules (POR) as published by the Scout Association in the UK.

The current Scout Association POR, including amendments can be found on the official Scout Association resource website: [www.scoutbase.org.uk](http://www.scoutbase.org.uk)

Group Policy, Organisation and Rules as defined in this document are owned by the Group Executive Committee. The Group Executive Committee reviews Group Policy, Organisation and Rules regularly and will make amendments through due process.

This version has been approved by the Group Executive Committee.

## 2 Overall Policy

### 2.1 Governance & Compliance

- 2.1.1 3<sup>rd</sup> Whitton Scout Group is governed and regulated by the current Policy, Organisation and Rules as published and as amended from time to time by the Scout Association in the UK and other requirements as defined by the Scout County of Greater London South West and the Scout District of Richmond Upon Thames. All such current Policy, Organisation and Rules will apply to the Group as appropriate and without variation. This includes the constitution of the Group and its legal and regulatory obligations and with particular respect to the Charities Act 1992.
- 2.1.2 The Group Scout Leader and the Group Executive Chairman are responsible for ensuring compliance to Group, District, County and National Scout Association Policy, Organisation and Rules (POR).

### 2.2 Constitution

- 2.2.1 The 3<sup>rd</sup> Whitton Scout Group is not a Sponsored Group as defined in POR and is therefore not answerable to other bodies. However, it does maintain a strong link with St. Edmund's RC Church, Whitton for mutual support. (see Section 6)
- 2.2.2 The Group Scout Council is the electoral body, which supports Scouting in the Scout Group. It is the body to which the Group Executive Committee is accountable.
- 2.2.3 Membership of the 3<sup>rd</sup> Whitton Scout Group Council is open to:
- Scouters;
  - Group Scout Fellowship members;
  - Colony, Pack and Troop Assistants;
  - Skills Instructors;
  - Administrators;
  - Advisers;
  - Patrol Leaders;
  - all parents of Beaver Scouts, Cub Scouts and Scouts;
  - any other supporters including former Scouts and their parents who may be admitted by the Group Scout Leader, the Group Executive Committee or the Group Council;
  - the District Commissioner and District Chairman are ex officio members of the Group Council.
- 2.2.4 Membership of the Group Council ceases upon:
- the resignation of the member;
  - the dissolution of the Council;
  - the termination of membership by Headquarters following a recommendation by the Group Executive Committee.
- 2.2.5 The 3<sup>rd</sup> Whitton Group Council must hold an Annual General Meeting (normally in July but) within six months of the financial year end to:
- approve the Annual Report of the Group Executive Committee, including the annual statement of accounts;
  - approve the Group Scout Leader's nomination of the Group Chairman and nominated members of the Group Executive Committee;
  - elect a Group Secretary and Group Treasurer;

- elect certain members of the Group Executive Committee;
  - appoint an auditor or independent examiner or scrutineer as required.
- 2.2.6 The 3<sup>rd</sup> Whitton Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment. The Committee is responsible for:
- 3<sup>rd</sup> Whitton Group policy
  - the maintenance of the Group's property and equipment;
  - the raising of funds and the administration of the Group's finance;
  - the insurance of persons, property and equipment;
  - Group public occasions;
  - assisting with the recruitment of Leaders and other adult support.
- 2.2.7 The 3<sup>rd</sup> Whitton Group Executive Committee consists of:
- The Group Chairman;
  - The Group Secretary;
  - The Group Treasurer;
  - The Group Scout Leader;
  - All Section Leaders;
  - Nominated Members
    - persons nominated by the Group Scout Leader
  - Elected Members
    - Not less than 4 persons elected at the Group Annual General Meeting
  - Co-opted Members
    - persons co-opted annually by the Group Executive Committee
    - the number of co-opted members must not exceed the number of elected members.
- 2.2.8 The District Commissioner and the District Chairman have the right of attendance at meetings of the 3<sup>rd</sup> Whitton Group Executive Committee.
- 2.2.9 The Group Executive Committee may establish any sub-Committees that it deems necessary.
- 2.2.10 The Group Scout Leader and the Group Chairman will be ex officio members of any sub-Committee of the Group Executive Committee.
- 2.2.11 Any fund raising committee must include at least two members of the Group Executive Committee, in addition to the ex officio members. No Section Leader or Assistant Leader may serve on such a fund raising sub-Committee.
- 2.2.12 A Scout Group is an educational charity. Members of the Group Executive Committee are the charity trustees of the Scout Group.
- 2.2.13 Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as charity trustees.
- 2.2.14 Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- 2.2.15 Charity trustees are responsible for complying with all the legislation applicable to charities.

## 2.3 Group Name & Colours

- 2.3.1 The Group has registered its title as *3<sup>rd</sup> Whitton Scout Group* to recognise the incorporation of the Muslim group (previously operating as 6<sup>th</sup> Whitton). The title *3<sup>rd</sup> Whitton Scout Group* applies (especially when referring to the entire extended Group) on all official communications and stationery.
- 2.3.2 Sections which continue to be supported by St. Edmund's will continue to wear ribbons which read *3<sup>rd</sup> Whitton (St. Edmund's)*. Therefore there will continue to be a *3<sup>rd</sup> Whitton (St. Edmund's) Scout Troop*, a *3<sup>rd</sup> Whitton (St. Edmund's) Cub Scout Pack* and a *3<sup>rd</sup> Whitton (St. Edmund's) Beaver Scout Colony*. If a collective name for these Sections is required, it should be *3<sup>rd</sup> Whitton (St. Edmund's) Scout Group*.
- 2.3.3 The Muslim Section(s) may also use the additional name – Ibn Battuta - in parenthesis after to the Group name. These sections should wear this ribbon on uniform.
- 2.3.4 Alternatively the ribbon bearing *3<sup>rd</sup> Whitton* only should be worn.
- 2.3.5 All sections in the Group shall bear the Group colours (emerald green with yellow border) and these colours shall apply to scarves.
- 2.3.6 Each Section shall have its own flag (Colours) to Scout Association standards which shall bear its name.
- 2.3.7 There is free movement and transfer between any Section. Members may choose which available ribbon to wear in any Section.
- 2.3.8 Following the acquisition of the Group Headquarters premises in Springfield Road, Whitton in August 2006, the Group shall acknowledge that these premises were acquired, built and expanded by the 6<sup>th</sup> Whitton Scout Group which formally ceased to operate in 2002. The Group shall acknowledge, respect and keep safe the memory of the original 6<sup>th</sup> Whitton Group by ensuring for safekeeping important archives, trophies and other associated paraphernalia and use and display these items appropriately.

## 2.4 Group Programme

- 2.4.1 The Group shall support initiatives and events which are organised by the District, County or National Headquarters. The Group or individual Sections will participate at the discretion of the Group Scout Leader and individual Section Leaders.

## 3 Finances

### 3.1 General

- 3.1.1 The Group Executive Treasurer, acting behalf of the other Group Executive members (who are the Group's Charity Trustees), has overall operational responsibility for the governance and maintenance of Group finances.
- 3.1.2 The Group will operate one cheque/current bank account from which all payments will be made. All Group cheques shall require at least two signatures. The signatories on the Group account shall be: the Group Executive Treasurer; The Group Executive Chairman; the Group Scout Leader. Other Group Executive members may be appointed, subject to approval of the Group Executive Committee.
- 3.1.3 Further savings accounts may be opened and operated by the Group Executive Treasurer at discretion of the Group Executive Committee.

- 3.1.4 All monies payable to the Group, for whatever reason and from whatever source, including cash payments shall be duly recorded and logged and deposited into the Group account. Under no circumstances may cash be diverted.

## 3.2 Membership Fees

- 3.2.1 Membership fees are levied three times a year, based on school terms: Term 1 from September until December, Term 2 from January until April (Easter), Term 3 from April (Easter) until July.
- 3.2.2 New joiners shall pay an investiture fee of £10.00 upon investiture. This covers the cost of supplied items (Group scarf, woggle, badges & Investiture Certificate) and other possible administration costs.
- 3.2.3 From January 2007 and until further notice, Membership fees per term shall be: £25.00 per Scout & Cub Scout, £20.00 per Beaver Scout.
- 3.2.4 A family Membership fee discount of £5 per term for each sibling of a fully paying Member shall apply. For example, a Scout will pay the full fee but his/her brothers and sisters will each enjoy a £5 reduction on their fee per term.
- 3.2.5 All Group Membership charges to the children of a uniformed Leader and any other adult who make an active and significant contribution to the Group shall be waived. However, the annual Scout Association fee (as charged by Richmond upon Thames Scout District) will be payable. The Group reserves the right to round this annual charge.
- 3.2.6 An Explorer Scout with the Group who is not actively serving the Group as a “full-time” Young Leader and who does not otherwise pay a subscription fee to a District Explorer Unit is required to pay 3<sup>rd</sup> Whitton Scout Group a fee which, at least, will cover the annual Scout Association Membership fee which the Group must forward annually.
- 3.2.7 The Group shall pay the annual Scout Association Membership fee (as charged by Richmond upon Thames Scout District) for an adult uniformed Warranted Leader and, at the discretion of the Group Scout Leader, any other adult who wishes to become a Scout Association Member and who makes an active and significant contribution to the Group. [See also 3.5.2]
- 3.2.8 Where required, and in recognition of service, the Group shall pay the annual Scout Association fee (as charged by Richmond upon Thames Scout District) for an Explorer Scout who, having completed at least *Module A* of the Young Leader training programme and subject to the approval of the Group Scout Leader, is actively serving the Group as a “full-time” Young Leader.
- 3.2.9 The Group reserves the right to apply other reasonable fees or charges to any Explorer Scout or Explorer Unit (for example, to cover the use of the Explorer room).
- 3.2.10 The Group shall take advantage of the Gift Aid Scheme where possible.

## 3.3 Expenses

- 3.3.1 The Group does not expect a uniformed Leader or supporter of the Group to be “out of pocket” as a result of providing purchased items or services for the genuine and direct benefit of the Group and its young people or as required by the Scout Association. All such expenses should be claimed in accordance with the Group policy and procedure.

- 3.3.2 In order to maintain financial control, all expenses (except petty cash items) should be approved in advance by one or more of the following: the Group Scout Leader; the Group Executive Treasurer; the Group Executive Treasurer. There is a likelihood that non-approved expenses will not be reimbursed. Large expenses may require the advanced approval of the Group Executive Committee.
- 3.3.3 The cheque requisition procedure shall be followed.
- 3.3.4 Petty cash (up to £30.00) is available to Leaders and Group Executive members to cover small sundry items as required. All such expenses must be logged in the Petty Cash book and receipts must be retained according to procedure.

### **3.4 Camps, activities and excursions**

- 3.4.1 Camps, pack holidays, Beaver sleepovers and other residential experiences should break even financially. In other words, when all expenses have been accounted for, the end balance to the Group should be zero – the Group being neither in profit, nor loss.
- 3.4.2 Outings, excursions and expeditions should break even financially for the Group. In some circumstances, the Group Executive may approve a subsidy in advance.
- 3.4.3 Some activities may be entirely funded by the Group (such as District organised competitions and outings), others may be subsidised by the Group and others, in order to break even, may be charged for at cost price.
- 3.4.4 It is the responsibility of the Warranted Leader in charge of the event to ensure that it is properly budgeted and financed (including subsidy approvals) and that all required monies are collected prior to departure.

### **3.5 Supporting adults**

- 3.5.1 The Group shall encourage adults to apply for a Leadership Warrant and will provide the necessary financial support.
- 3.5.2 The Group shall provide automatic payment of the annual Scout Association Membership fee (as charged by Richmond upon Thames Scout District) where appropriate.[See also 3.2.7]
- 3.5.3 The Group shall fund all training as specified by the Scout Association and will seek reimbursement from the District, County or Scout Headquarters as available.
- 3.5.4 The Group shall ensure that each adult Leader holding or applying for a Scout Association Leader Warrant has a full and proper uniform. The Group shall supply or pay for one basic set of regulation uniform which consists of:
- One long sleeved uniform “dress” shirt or blouse
  - One pair of uniform trousers
  - One uniform leather belt/synthetic belt
  - One adult Group scarf and/or regulation tie (as appropriate)
  - One Scout Association approved woggle
  - Badges and regalia as specified by the Scout Association
  - One Group polo shirt
  - One uniform fleece jacket (by discretion)

- 3.5.5 The Group will not normally be expected to pay for any other personal items including other Scout Association uniform items, personal camping equipment etc.

## **4 Buildings and Premises**

- 4.1.1 Health & safety are of paramount importance. It is the responsibility of the Group Executive to ensure that a formal risk assessment of the premises is carried out at regular intervals and that resulting actions are prioritised and dealt with promptly and efficiently.
- 4.1.2 It is the responsibility of the Group Executive to manage the maintenance and running of Group premises, including grounds, for the benefit of its Members and to acceptable standards. This includes providing facilities and utilities such as toilets, a kitchen, furniture, heating, lighting etc. security; landscaping.
- 4.1.3 It is the responsibility of the Group Executive to ensure that all legal, contractual and associated financial matters with respect to Group premises are resolved, including lease agreements, buildings & contents insurance, utility bills and other Group liabilities.
- 4.1.4 It is the responsibility of the Group Executive to ensure that Group premises are adequately secure.
- 4.1.5 The Group shall seek to improve its premises and facilities. The Group shall implement and maintain a Development Plan which will be reviewed regularly. In accordance with this Plan, the Group shall seek external funding (through grants and other charitable bodies) as appropriate.

## **4.2 Personal Property**

- 4.2.1 The Group Executive accepts no responsibility for any damage or theft of personal property whilst in or on Group premises.
- 4.2.2 Vehicles may be parked in the allotted car park provided in front of the building at Group HQ, Springfield Road at the owner's own risk.
- 4.2.3 The terms of the Lease allow only one vehicle to be parked on the premises overnight.

## **4.3 Key Holders**

- 4.3.1 Keys to the premises shall only be held by those who require regular access and whose access has been approved by the Group Executive. This will normally be: the Group Scout Leader; Section Leaders; certain named Group Executive members (such as the HQ Manager); other named regular users.
- 4.3.2 When the building is in use, the key holder shall be assumed to be responsible for the building and its occupants including fire evacuation procedures, health & safety issues and security.
- 4.3.3 When leaving, it is the responsibility of the key holder to ensure that the buildings and grounds are secured and that lights and other electrical equipment are switched off according to procedure.

#### **4.4 Use of premises**

- 4.4.1 The building and facilities at Group HQ, Springfield Road are provided and maintained by the Group for the direct benefit of the Group and its Members for Scouting purposes, including storage.
- 4.4.2 The use of Group premises for other Scouting purposes (for example, District meetings etc.) is encouraged as this promotes the reputation of the Group. Use of facilities for these purposes shall incur no charge.

#### **4.5 Private Hire**

- 4.5.1 Subject to the terms of the Lease and approval by the Group Executive, the premises may be hired to clubs, groups or private individuals. Each hire shall be subject to a risk assessment and written agreement. The agreement should consider the following:
- Neighbours (noise & traffic)
  - Liability (damage to building or contents and accident liability to users)
  - Hire charges (hourly charge or the whole event)
  - Cleaning & rubbish removal
  - Areas out of bounds (Equipment store, Leader's office etc.)
  - Key holder & security

### **5 Explorer Scout Units**

- 5.1.1 The Group shall honour the Partnership agreement it has with the District and 1<sup>st</sup> Whitton Scout Group and provide support to the Magellan Unit as agreed. This includes encouraging Group Members who are or who are approaching 14 years old to take an active role with the Unit.
- 5.1.2 The Group will actively encourage Explorer Scouts who express an interest to take on Young Leader roles with the Group and support them in completing their Young Leader training programme.

### **6 Faiths & beliefs**

- 6.1.1 The Group is an open Scout Group, which means that the Group accepts Members in all Sections with different faiths and beliefs and in accordance with the Scout Movement's Spiritual Policy.
- 6.1.2 The Group is supported by St. Edmund's RC Church in Whitton; the Group and the Church support each other in achieving their spiritual aims. The Group shall encourage a community link with the parish and school where appropriate.
- 6.1.3 The Group shall encourage its Members to attend regular Church Parades at St. Edmund's except where a Member is actively worshipping elsewhere.