



## **Glamorgan West Area Scout Training and Activity Centres**

1. The Scout Training and Activity Centres at John Leitz Cadoxton, Moorlakes Wood, Parc le Breos and Silver Cross are the responsibility of the Glamorgan West Area Scout Council, and trusteeship is vested in the Glamorgan West Area Executive.
2. The Glamorgan West Area Scout Training and Activity Centres shall be for the use of members of the Scout Movement and other recognised youth organisations.
3. The Glamorgan West Area Scout Training and Activity Centres should aim to be self-supporting.
4. The day-to-day management of each Centre, together with the setting of charges for using the Centre, is delegated to Management Sub-committees, one for each Centre. Each Committee and Chairman thereof shall be appointed by the trustees of the Glamorgan West Area Executive. The Area Commissioner (or his/her representative) and the Area Chairman are ex-officio members of each Sub-committee and shall be given prior notice of any meetings held.
5. The financial year of each of the Management Sub-committees shall end on 31 March, and the accounts shall be consolidated into the accounts of the Glamorgan West Area Scout Council.
6. Minutes of meetings will be kept and copies provided to all members of the Management Sub-committee and to the Area Secretary of the Glamorgan West Area Executive.
7. The Chairman of the Management Sub-committee will also present an annual report for inclusion in the Glamorgan West Area Scout Council AGM Report.
8. The Chairmen of each of the Management Sub-committees shall provide the following information, as and when required by the trustees of the Glamorgan West Area Executive:
  - A copy of the Income and Expenditure Budget for the coming year and their proposed level of fees
  - A list of all equipment held by the Scout Training and Activity Centre and its location
  - A list of the names and current addresses of all members of the Management Sub-committee
  - A report of the usage of the Scout Training and Activity Centre for the previous year

9. Fees payable by other users of the Scout Training and Activity Centre shall not be less than those payable by users from the Scout Association. All fees advertised will be described as “subject to variation without notice.” Responsibility for individuals using the Centre under permission will remain wholly the responsibility of the leader in charge of the group or organisation.
10. All funds and monies (except for small amounts required for immediate use) shall be held in a bank account entitled “*Glamorgan West Area Scouts..... Centre*”. The Mandate shall require the signature of cheques by two persons. A minimum of four persons shall be authorised to sign cheques, two of whom shall be the Area Commissioner and the appointed Area Treasurer.
11. Within the agreed budget, the Management Sub-committee shall have authority to discharge accounts for normal running expenses within the limits of their cash resources. Any capital expenditure, including replacements, in excess of the sum of £1000 (one thousand pounds) must be authorised by the trustees of the Glamorgan West Area Executive.
12. Management Sub-committees or any persons associated with a Scout Training and Activity Centre, are not permitted without the authority of the Glamorgan West Area Executive to:
  - Pledge the credit of the Glamorgan West Area Scout Council, or incur any liability in excess of funds held
  - Carry out any alterations or extensions to the structure of the Scout Training and Activity Centre above the agreed financial limits
  - Submit any proposal relating to alterations, extensions or improvements to any other body or persons;
  - Incur an overdraft on its bank account or obtain extended credit;
  - Submit any application for grant aid, sponsorship or funding from any other external source.
13. Each Management Sub-committee shall ensure that:
  - In carrying out its activities, Statute Law and Regulations are complied with in all respects;
  - An Accident Report Book is maintained at the Scout Training and Activity Centre;
  - All accidents occurring at or on activities based at the Scout Training and Activity Centre, or on official courses or activities, are recorded in the Accident Report Book;
  - The above does not remove the requirement for reporting accidents or incidents as laid down from time to time in The Policy, Organisation and Rules of The Scout Association.
  - The Scout Training and Activity Centre clearly displays information as to the whereabouts of the nearest telephones, emergency services etc and that such information is supplied when confirming bookings;

- If appropriate, each Scout Training and Activity Centre shall have up-to-date certificates duly signed by an authorised person or officer relating to the inspection and authorisation for use of all in-centre equipment and services at the Centre. Climbing and hill-walking equipment supplied from or by the Centre will be inspected by each group leader when issued.
14. In the event of the permanent closure or loss of use of an Area Scout Training and Activity Centre, or the dissolution of its Committee, all funds held in the name of the Centre shall be passed to the Glamorgan West Area Executive and administered by them as they see fit.

**This Policy Document was adopted by the Glamorgan West Area Executive in their meeting held on Thursday 19 January 2012**

**R Gary Evans  
Area Chairman**

**Gareth Watson  
Area Commissioner**