

Winchester District Trustee Board Sub-Committees: Terms of Reference

Pinsent Management Sub-Committee

The Winchester District Trustee Board (WDTB) (the Trustees and owners of Pinsent) has the responsibility to ensure that the Pinsent Campsite is properly maintained so that scouting activities can take place there without risk to the safety and well-being of the young people and adults who use its facilities.

<p>Purpose and General Responsibilities</p>	<p>The role of the Pinsent Management sub-committee is to manage, on behalf of Trustees, the physical condition of the campsite and its operation.</p> <p>The Chairperson of the Pinsent sub-committee should be both a Trustee and a member of the WDTB. Subject to the meeting being quorate, the Pinsent Management sub-committee has the power to take decisions, which conform to their budget plans which have been approved by the Trustees. It should submit termly reports to the Trustees on their progress against their agreed objectives.</p> <p>The sub-committee is to: -</p> <ol style="list-style-type: none"> 1. Be accountable to the WDTB for the efficient operation and upkeep of the District Campsite at Pinsent and its associated Pinsent Activities Team. 2. Manage the bookings and use of the Campsite, the Pinsent Activities Team, and to collect fees due. 3. Ensure that all applicable Fire, Health and Safety regulations and Scout Association Policy, Organisation & Rules are complied with on the campsite. 4. Organise volunteers drawn from all members of the Scout Association in Winchester to participate in working weekends. Their aim is to encourage shared ownership of the site. 5. To submit termly reports and recommendations to the WDTB on the running and performance of the campsite, including any matters which involve unplanned expenditure 6. Submit for approval an annual budget, including detailed capital expenditure requirements, for the running of the campsite, and also for the Pinsent Activities Team. In conjunction with the District Treasurer, to keep an accurate account of income and expenditure. This will be the responsibility of a sub-committee Treasurer. 7. Raise funds and generate grant income for maintenance projects where annual projected costs may exceed annual fee and levy income. All such projects should be approved by the WDTB. The sub-committee must ensure that all fundraising and grant-making complies with POR Rules 4.67, 4.69, 4.71 and 4.73.
<p>Membership</p>	<p>The Pinsent Management Sub-Committee will comprise of a Chairperson, Secretary, Treasurer, Camp Site Manager, Camp Site Warden, Fire Health & Safety Advisor and other co-opted members as necessary for the proper performance of the committees duties. The District Chairman and District Commissioner are ex-officio members.</p> <p>All subcommittee members' officers as above must be approved (nominated) by the WDTB to which the subcommittee reports.</p> <p>In the absence of an appointed sub-committee Chairman, the appointment will be performed by either the District Chairman or District Commissioner.</p>
<p>Quorum</p>	<p>A meeting of the Pinsent Management sub-committee should have at least half plus one voting members present for a recommendation to be quorate.</p>

Meeting	<p>The sub-committee should meet at least three times a year, and more frequently as required.</p> <p>In order to report and to make recommendations to the Trustees, the Pinsent Management sub-committee should meet ahead of District Executive meetings. Pecuniary interests and conflicts of interest must be declared at each meeting.</p>
Delegated Powers	<p>Subject to the meeting being quorate, the Pinsent Management sub-committee has the power to take decisions, which conform to their annual budget as approved by WDTB.</p> <p>The Pinsent Management sub-committee is accountable to the WDTB, and any resolutions reached, which are outside their approved budget or Pinsent's Constitution, are subject to obtaining the prior approval of the WDTB.</p> <p>Decisions taken by the Pinsent Management sub-committee will be communicated to the WDTB.</p>
Date Approved	22 nd November, 2023