

Scouts

Wansdyke

preparing Young People with Skills for Life

WANSDYKE DISTRICT SCOUT COUNCIL ANNUAL REPORT 2026

Registered Charity Number 1184760

District Registration Number 16714



ADULT SCOUTING AWARDS 2025-26

Congratulations to the following on their Good Service Awards



Silver Acorn

John Balcombe

1st Keynsham



Bar to Award for Merit

Patricia Horwood

High Littleton

Adelle Rahn

1st Saltford

Neal Harris

1st Keynsham

Jackie Mackenzie

"



Award for Merit

Alan Sanders

1st Keynsham

Allen Richards

"

Anne Hodgkins

"

Karen Ryan

"

Lee Lodder

"

Len Bridges

"

Michael Small

"

Paul Bodman

"

Sue White

"



Chief Scout's Commendation

James Swallow

District

David Lucas

1st Saltford

Matthew Young

"

Nicholas Bailey

"

Paul Brett

"

Simon Gilmour

"

Daniel Aldridge

1st Keynsham

Elaine Stirling

"

Lewis Downward

"

Rebecca Molyneux-Carter

"

Thomas Molyneux-Carter

"

Matthew Milloy

"

Matthew Bromwich

"

Oliver Vann

"

Robin Kelly

"

Lauren Davies

Keynsham ESU

Lee Curtis

Argus ESU

Terry Taylor

"



WANSDYKE DISTRICT SCOUT COUNCIL

Registered Charity No. 1184760

ANNUAL GENERAL MEETING

on Tuesday 1st September 2026 at 1930

at Marksbury Village Hall

AGENDA

1. Chair's Welcome
2. Apologies for absence

GOVERNANCE

3. To confirm minutes of the Annual General Meeting held in Marksbury Village Hall on 2nd September 2025 at 7.30 pm (*see pp 3-4*)
4. Matters Arising
5. To adopt the District Constitution (*see pp 9-14*)
6. To note the dates of the charity's financial year
7. To approve appointed and community members of the District Scout Council
8. To agree the maximum number of members of the District Trustee Board
9. To agree the quorum for future meetings of the District Scout Council

REVIEW OF THE PREVIOUS YEAR

10. To receive from the District Lead Volunteer Team an overview of the past year (*see pp 5-6*)
11. To receive and consider the Trustees' Annual Report for the year ended 31st March 2026 (*see pp 6-7*) and the District Chair's Report (*p 8*)
12. To receive and consider the Trustees' Annual Accounts for the year ended 31st March 2026

APPOINTMENTS

13. To receive and consider the Trustee Board's nomination for District Chair
14. To receive and consider the Trustee Board's recommendation for District Treasurer
15. To appoint a District Secretary
16. To receive and consider persons appointed and co-opted members of the District Trustee Board.
17. To note the appointment of a District President
18. To appoint an Independent Financial Examiner for 2026–2027
19. To appoint two leaders to represent the District on the Avon County Scout Council
20. Presentations
21. The County Lead Volunteer
22. Any Other Business
23. Chair closes the meeting

MEMBERS of WANSDYKE DISTRICT SCOUT COUNCIL 2025-26

a) Ex Officio Members:

all adult members with a District role - see District roles listed in POR Chapter 16 Teams Table

all Group Lead Volunteer members of each Group Leadership Team from the District

all Group Leadership Team Members of each Group in the District

all Group Section Team Members of each Group in the District

all Group Trustee Board Chairs from the District

all Group Trustee Board Treasurers from the District

all Explorers (including Young Leaders) in the District

all members of the Scout Network in the District

all parents of all Explorers (including Young Leaders) in the District

b) **Appointed Members** of the District Scout Council are other supporters of the District appointed by the District Scout Council on the recommendation of the District Lead Volunteer and the District Trustee Board. The number of appointed members must not exceed the actual number of ex officio members (see also (e) below). A District Scout Council does not need to have any appointed members.

c) **Community Members** of the District Scout Council are representatives of the local community appointed because of their role rather than by name; for example local headteachers, or Parish Council members. They are appointed by the District Scout Council on the recommendation of the District Lead Volunteer and the District Trustee Board. The number of community members must not exceed the number of ex officio District Scout Council members.

THE CHARITY TRUSTEE BOARD of WANSDYKE DISTRICT SCOUT COUNCIL 2025-26

Ex Officio Trustees:

Chair Nigel Wright

District Lead Volunteer Stuart Ballard

District 14-24 Team Leader Will Holmes

District Youth Lead vacant

District Treasurer Richard Waugh

Elected by District Scout Council: Maddie Difazio-Wright (*District Secretary*)
John Mander, James Swallow, Nicholas Lake

The County Chair and the Regional Lead Volunteer or their nominee(s) each have a right of attendance have right of attendance at Trustee Board meetings.

DISTRICT LEADERSHIP TEAM:

Team members are:

- the District Lead Volunteer(s);
- the District Youth Lead(s);
- the Lead Volunteers of each of the Groups of the District;
- the Team Leaders of each of the District's 14-24 team, Programme Team, Volunteering Development Team and Support Team;
- other District Leadership Team Members appointed by the Lead Volunteer(s) of the District or the Sub-team Leaders of any appointed teams.

MINUTES OF THE ANNUAL GENERAL MEETING of Wansdyke District Scout Council

held on Tuesday 2nd September 2025 at Marksbury Village Hall, at 19.30

1. **Welcome.** The Chair opened the meeting and welcomed all attendees, especially Andy Hobbs the County Team Support Lead, representing the County Team Lead.
The Chair asked the meeting to be quiet for a moment to remember those former members who had been called to higher service during the year, and who had given so much to Scouting, in particular: Len Honeker, Graham Robins, Pam Dove.
2. **Apologies for absence** were received from twenty-two members of the District Scout Council.

GOVERNANCE

3. **The minutes of the Annual General Meeting** held in Marksbury Village Hall on 3rd September 2024 at 7.30 pm had been circulated. Adoption proposed by Stuart Whale, seconded by David Moore and agreed by the meeting.
4. **Matters Arising** – there were none.
5. **The District Constitution** based on Chapter 5 of Policy Organisation and Rules of the Scout Association had been circulated. Adoption proposed by Simon Walker, seconded by Clive Richards and agreed by the meeting.
6. **The dates of the charity's financial year:** 1st April to 31st March were noted by the meeting.
7. **Approval of appointed and community members of the District Scout Council** – no nominations had been received.
8. **To agree the maximum number of members of the District Trustee Board.** Ten (four Ex-officio: Chair, Treasurer, District Lead Volunteer (team member), District 14-24 Team Leader; plus up to six others). Proposed by the Trustee Board, seconded by Stuart Whale, and agreed by the meeting.
9. **To agree the quorum for future meetings of the District Scout Council.** Fifteen members suggested by the Trustee Board. Proposed by the Trustee Board, seconded by Stu Ballard, and agreed by the meeting

REVIEW OF THE PREVIOUS YEAR

10. **An overview from the District Leadership Team**, had been circulated in the Annual Report, and was received by the meeting. James Swallow and the Chair highlighted some key points and achievements:

WANSDYKE DISTRICT SCOUT ANNUAL GENERAL MEETING

11. **Approve the Trustees' Annual Report for the year ended 31st March 2025 and the District Chair's report.** Both had been previously circulated. Proposed by the Trustee Board, seconded by Graham Bush, and agreed by the meeting.
12. ***To receive and approve the Trustees' Accounts for the year ended 31st March 2025.***
Proposed by Mike Walker, seconded by Ian Carter, agreed by the meeting.

APPOINTMENTS

13. **To receive and consider the Trustee Board's nomination for District Chair.** Lead Volunteer Team member James Swallow reported on the Trustee Board's nomination of Nigel Wright. This was agreed by the meeting.
14. **To receive and consider the Trustee Board's recommendation for District Treasurer.** The Trustee Board proposed Richard Waugh. This was agreed by the meeting.
15. **To receive and consider the Trustee Board's nomination for the District Secretary** (not a Trustee). Maddie Difazio-Wright was the only nomination. This was agreed by the meeting.

- 16 **To receive and consider the following Trustee Board appointees and co-opted members of the District Trustee board, who proposed:** Maddie Difazio-Wright, Will Holmes, Nick Lake, John Mander, James Swallow. Seconded by Karl Kilbirn and agreed by the meeting.
- 17 **To note the appointment of a District President.** John Mander had been nominated.
- 18 **To appoint an Independent Examiner for 2024-2025.** The Board proposed Tony Dicker. This was agreed by the meeting.
- 19 **To appoint two leader to represent the District on the Avon County Scout Council.** Currently David Moore and Simon Walker who agreed to continue. Proposed by the Chair, seconded by Stuart Whale. The Chair thanked both David and Simon for their commitment to this role.
- 20 **The County Commissioner's Address – Andy Hobbs (County Team Support Lead)** He thanked the District for inviting him. It had been a pleasure for him to listen and read about what the District has been up to. Its success is due to a fantastic Leadership Team, which many other Districts have emulated. He advised that a new strategy for Scouting was being worked on and would be announced in due course. He thanked all who deliver Scouting week in and week out, the trustees and District Leadership Team.
21. **Presentations:** There were none, but the Chair highlighted those who had received good service awards during the year, many of which had been presented at Group events.
22. **Closing Remarks**
The Chair said: "It is the quality of our Leaders and Helpers in every Scout Group that makes Wansdyke unique; their ability to deliver the Skills for Life to young people creates a lasting impression and influence. We are fortunate to have such quality within the District.
I am also grateful to the members of the Trustee Board for the quality they bring together with their enthusiasm, knowledge and influence delivering governance across Wansdyke."
- The meeting closed at 19.55



*Chief Scout
Dwayne Fields*

A REVIEW OF 2025-26

by the District Lead Volunteer Team

Stuart Ballard, Graham Bush, Will Summerill, James Swallow, Stuart Whale

A New Vision “place to belong”

The national strategy to 2035 will help us keep the focus on what we do best, giving young people a place to belong and giving them the skills to thrive.

Young people have told us they want our support to empower them to navigate an unpredictable future. We need to prepare young people for a world with less stable geopolitics and rapid changes fuelled by tech like AI. More than ever, young people need the courage to learn and adapt when they need to.

The sense of belonging Scouts gives has never been more important and we need to keep young people at the heart of everything we do. We all need to listen and respond to their needs.

Transformation

Through our collective efforts over the last two years, ‘Transformation’ has become embedded in our Scouting lives, and we may now see the benefits of those changes. Of course, challenges remain but the digital systems have made it much easier to manage volunteer teams and for individuals to complete and record their learning.

Building Teams is a key part of ‘Transformation’ at Section, Group and District levels and, over the last twelve months much progress has been made. Building effective Teams has the potential to offer greater operation resilience and opportunities for stress free succession planning are perhaps the biggest benefits.

The way we engage with new Volunteers has also been through a dramatic change with the introduction of the ‘volunteer’s joining journey’. A key part of this is the Welcome Conversation, which can provide a fantastic opportunity for team leaders and new volunteers to meet and gain a mutual understanding of expectations and commitments. The biggest challenge to offering effective Welcome Conversations is the lack of Welcome Conversation volunteers. The District is committed to supporting Groups to identify and support individuals in that role, so that we can build a Welcome team to support effective recruitment at Group level.

Adults & Young People

Wansdyke Census this year broadly followed national trends with Scout and Explorer numbers remaining stable but with numbers declining in the Beaver and Cub sections. Squirrel numbers are increasing across the District which over the medium term should boost Beavers and Cub numbers in turn. Overall, the number of young people rose from 810 to 828 as our post-COVID recovery continues.

The picture for adult volunteers is not so clear, with the new membership system finding it hard to distinguish between individual adults and their multiple roles. That said, adult numbers are looking strong for Wansdyke albeit every Group would welcome more adult volunteers. Currently within the Wansdyke there are around 400 adult volunteers across all Groups, Units and District teams.

Looking to the future, Explorer numbers have increased again. Young Leaders are valuable resource offering support to Sections. Given the right mentoring and support Young Leaders are a good source of adult volunteers for the future.

Thanks to all the Groups that have started Squirrels and to those Groups actively planning to start in the coming year. National feedback shows that Squirrel sections provide a great basis for parent engagement, incentivising parents to get involved and become volunteers. With the right recruitment strategy we have the potential to see them grow into effective section team members, either moving through the sections with their young people or remaining in a section they enjoy.

Compliance

Although dealing Compliance can be frustrating, we can all appreciate the need for systems and controls in the context of looking after other peoples' children. Having appropriately vetted and trained volunteers should provide us and the communities we serve, with the confidence to trust in what we do.

Over the last twelve months the new digital system has supported greater levels of compliance in the key areas of safety and safeguarding training and, DBS checks. This work is ongoing and we expect there to be greater focus nationally on completion of First Response training in the coming months.

Our thanks to you all for your support and understanding with compliance matters, as this has led to Wansdyke being recognised at County level for our excellent compliance record.

Looking Ahead

As a District team our priorities for the coming year include:

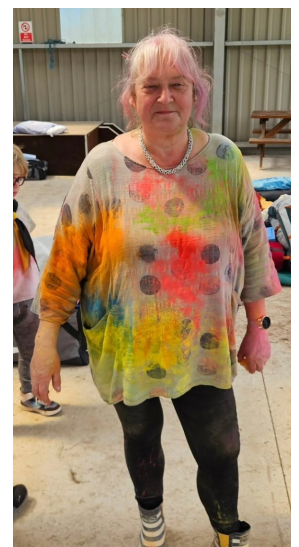
- Continue to promote and develop Squirrels as drivers for growth and adult recruitment
- Championing high-quality, inclusive programmes that engage and inspire young people and the adults that support them.

- Continuing to offer strong central support, so local teams can focus on delivering great Scouting.

- Develop strategies for effective succession planning at Group, Unit and District levels.

Finally, from the Wansdyke District Lead Volunteer Team, thank you for all your efforts in over the last 12 months. We are proud of all that we have achieved in Wansdyke and look forward to another exciting year Scouting in Wansdyke!

*Wansdyke Cubs
like to get messy!
So do their Leaders!*



THE ANNUAL REPORT OF THE TRUSTEES OF WANSDYKE DISTRICT SCOUT COUNCIL

Registered Charity Number 1184760

for the year 1st April 2025 to 31st March 2026

SECTION A—Reference and Administration Details

Charity Name: Wansdyke District Scout Council

Charity's Principal Address: Woodhouse Park Activity Centre, Fernhill, Almondsbury,
South Gloucestershire BS32 4LX

Charity Trustees: Listed on page 2 of this document

Name and Address of Principal Adviser:

Legal and Charity: Mr Derek Bayliss, 56 Uplands Road, Saltford, Bristol BS31 3HN

Independent Examiners: Tony Dicker & Co, 29 Courtenay Road, Keynsham, BS31 1JU

SECTION B—Structure, Governance and Management

The District's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association. The District Constitution is printed on pp 9-16 of this document.

The District is a trust established under its rules which are common to all Scouts. The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. The District is managed by a Trustee Board, the members of which are the charity trustees of the District. As charity trustees they are responsible for complying with legislation applicable to all charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Members of the District Trustee Board (charity trustees) are listed on page 2 of this document. Ex officio Board members comprise of the Chair, Treasurer, the District Lead Volunteer, the District 14-24 Team Leader plus up to six individuals appointed the District Scout Council. The Board meets approximately every four months.

Members of the District Trustee Board act collectively as charity trustees to ensure that it is well managed, carries out its purposes for the public benefit, complies with its governing document and the law, and manages its resources responsibly.

The Trustees ensure that the charity:

- a) operates in compliance with Policy Organisation and Rules of The Scout Association and with any local charity regulator
- b) meaningfully involves young people in decision making at all levels,
- c) has sufficient resources (funds, people, property and equipment) available to meet its planned work of the District including delivery of the high quality programme and resource requirements of the training programme.
- d) collectively develops and maintains a risk register, including putting in place appropriate mitigations,
- e) properly manages the District's finances, including development and maintenance of appropriate budgets to support the work of the District.
- f) maintains and manages, a reserves policy for the charity including a plan for use of reserves outside the 'minimum', an investment policy, a public benefit statement for the charity.

- g) appropriately insures people, property and equipment, and that any property and equipment owned or used by the District is properly protected and maintained
- h) appoints and manages the operation of any sub committees, including appointing a Chair to lead the sub committees. This will normally be one of the District's Trustees.
- i) puts in place effective administration to support the work of the District Trustee Board
- j) appoints any co-opted members of the District Trustee Board
- k) operates transparently including preparation and approval of the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer as appropriate and as appointed by the District Scout Council at their AGM
- l) prepares and approves the District Trustees' Annual Report which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer
- m) presents the approved Trustees' Annual Report and Annual Accounts to the District Scout Council for their consideration at the District's AGM, and following the District AGM, that a copy of the District Trustees' Annual Report and Accounts is sent to the County Trustee Board administration, and, as the District is a registered charity, is filed with the appropriate charity regulator.
- n) takes responsibility for the District's adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor

SECTION C—Objectives and Activities

The Purpose of Scouting: Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Values of Scouting: As Scouts we are guided by these values: **Integrity** - We act with integrity; we are honest, trustworthy and loyal. **Respect** - We have self-respect and respect for others. **Care** - We support others and take care of the world in which we live. **Belief** - We explore our faiths, beliefs and attitudes. **Co-operation** - We make a positive difference; we co-operate with others and make friends. **The District meets the Charity Commission's public benefit criteria under both the advancement of citizenship and community development headings.**

SECTION D—Achievements and Performance

These are detailed in the review by the District Chair (on page 5) and District Lead Volunteer (on pages 15– 16) of this report.

SECTION E—Finance

The District Scout Council has decided that the accounts shall be kept on a Receipts and Payments basis. The charity's financial year shall be from 1st April to 31st March.

SECTION F—Other Optional Information: None

SECTION G—Declaration

The trustees declare that they have approved the above report.

Signed on 22 June 2026 on behalf of the charity's trustees.

Nigel Wright *District Chair*

Maddie Difazio-Wright *District Secretary*

DISTRICT CHAIR'S REPORT

for the year 2025-26

Ben Leonard. A name some of you might not be familiar with. Tragically, 16 year old Ben lost his life whilst on a Scouting trip in August 2018. For the last eight years a Coroner has been investigating the circumstances of Ben's death, other agencies have been investigating the events that led to Ben's premature death. The reports from these agencies, but most importantly from the Coroner, all published within the last six months have highlighted areas where Scouting could and should improve. These reports have brought the Charity Commission to issue advice to The Scout Association. Every Scout Group in the Country has been responding to the Charity Commission's Advice.

Trustee Boards across our District have to be satisfied that Scouting is taking place in as safe an environment as possible, however any adventure activity will always carry some risk, it is impossible to mitigate every eventuality. The quality of our Leaders is crucial in delivering safe Scouting. I am confident that our Group Trustee Boards understand their responsibilities, equally I have witnessed our Leaders paying great attention to detail in order to make Scouting safe.

Is this new behaviour for our Leaders? No, I have witnessed their management of activities for many years now; our Leaders take their responsibilities very seriously. We are extremely fortunate across Wansdyke to have dedicated and committed volunteers to run our Scout Groups. Not only do they give up their time to run activities but they also give up free time to complete training, gain Scouting qualifications and appraise themselves of developments. Without these outstanding volunteers Scouting would fail. Thank you to our volunteers. Everyone has something to give to Scouting, to the future of our young people; what can you give?

Nigel Wright



Ready for the World Scout Jamboree on Sobieszewo Island in Poland next year

MEET THE WANSDYKE DISTRICT

UNIT 12 MEMBERS

THE CONSTITUTION OF WANSDYKE DISTRICT SCOUT COUNCIL

Registered Charity No. 1184760

(The numbers in left column refer to rule numbers in POR)

5c.2.1 Preamble

5c.2.1.1

This constitution describes the role, membership and operation of the District Scout Council, and the District Trustee Board.

In the previous versions of POR, it was section 5.5.

5c.2.2 Charitable objects

5c.2.2.1

[Rule 1.1 of POR]

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5c.2.3 The District Scout Council

5c.2.3.1

The District Scout Council has a governance role for the charity and makes District Trustee Board appointments other than ex officio and co-opted Trustee appointments.

5c.2.3.2

The District Scout Council has no Trustee responsibilities.

5c.2.3.3

The members of the District Scout Council are:

- a) The ex officio members of the District Scout Council are detailed in Rule 5b.3.2.5;
- b) The District Scout Council may **appoint** some members as detailed in Rule 5b.3.2.8;
- c) The District Scout Council may appoint some **community** members. See Rule 5b.3.2.9.

The maximum number of appointed and community members of a District Scout Council is detailed in Rule 5b.3.2.10.

5c.2.3.4

District Trustee Board administration must ensure that appointed District Scout Council Members are recorded locally in the minutes of the District Scout Council meeting which appoints them (normally the AGM). District Scout Council members (whether ex officio or appointed or community) must not be recorded as such on the membership system.

5c.2.4 The District Trustee Board

5c.2.4.1

The District Trustee Board is responsible for the governance of the charity. Although the District Trustee Board is responsible for the charity, it is accountable to the District Scout Council.

5c.2.4.2

District Trustee Board membership

The members of the District Trustee Board are:

a) Ex officio:

The ex officio roles are defined in Rule 5b.3.3.5(a).

b) Appointed District Trustees (including Chair and Treasurer) are persons appointed by the District Scout Council as described in Rule 5b.3.3.5(b).

c) The selection process for appointed District Trustees must follow Rules 5b.3.3.5(b) and 5b.3.3.6.

d) Co-opted Trustees are persons co-opted by the District Trustee Board, see Rule 5b.3.3.5(c). Their term of appointment is a maximum of 12 months (though reappointment is permitted). The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by District Scout Council resolution at the AGM.

The selection process for co-opted Trustees must follow Rules 5b.3.3.5(c) and 5b.3.3.6.

5c.2.5 District Scout Council – Annual General Meeting

5c.2.5.1

To support the planning and delivery of a District AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

5c.2.5.2

Each District Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the District's financial year. The District should give four weeks' notice of the date of the AGM.

5c.2.5.3

The AGM must:

a) Undertake governance oversight by:

- approving the minutes of the previous District AGM;
- adopting (or re-adopting) the constitution of the charity (see Rule 5b.3);
- noting the dates of charity's financial year;
- approving appointed and community members of the District Scout Council;
- agreeing the maximum total number of members of the District Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members);
- agree the quorum for future meetings of the District Scout Council.

b) Review the previous financial year by:

- receiving from the District Lead Volunteer an overview of the past 12 months of activity in the District;
- receiving and considering the District Trustees' Annual Report and the annual statement of accounts which have been approved by the District Trustee Board.

c) Make appointments:

- appoint a Chair of the District Trustee Board, following recommendation from the selection process initiated by the District Trustee Board;
- appoint a Treasurer of the District Trustee Board, following recommendation from the selection process initiated by the District Trustee Board;
- appoint other members of the District Trustee Board, following recommendation from the selection process initiated by the District Trustee Board;

- approve the appointment of any District Presidents or District Vice Presidents and note current appointees (if any);
- appoint (or re-appoint) an auditor, independent examiner or scrutineer (see 5a.1.7);
- nominate two representatives of the District Scout Council to represent the District on the County Scout Council.

5c.2.6 District Trustee Board – purpose

5c.2.6.1

The District Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the District is meeting The Scout Association's overall aims and strategic goals.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5c.2.6.2

Members of the District Trustee Board must act collectively as charity trustees of the District, and in the best interests of the District's members.

5c.2.6.3

The District Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

- a) the charity is:
 - well managed;
 - carrying out its purposes for the public benefit;
 - complying with the charity's governing document and the law;
 - managing the charity's resources responsibly.
- b) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in POR Chapter 2.
- c) Young people are meaningfully involved in decision making at all levels.
- d) The District has sufficient resources (funds, people, property and equipment) available to meet the planned work of the District including delivery of the high quality programme and resource requirements of the training programme (see Rule 4.3.7).

5c.2.6.4

The District Trustee Board members must themselves collectively:

- a) develop and maintain a risk register, including putting in place appropriate mitigations;
- b) ensure that the District's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the District;
- c) ensure that where one of the District's Explorer Units is partnered with a Group and the operational financing is undertaken by the Group, this arrangement is documented in the Partnership Agreement, and the finance arrangements must follow this guidance.
- d) maintain and manage:
 - a reserves policy for the charity. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the District, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts;
 - an investment policy for the charity;
 - a public benefit statement for the charity;
- e) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the District is properly protected and maintained.

- f) ensure the appointment and management and operation of any sub-teams, including appointing a Chair to lead the sub-teams. This should normally be one of the District's Trustees. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in Chapter 16).
- g) ensure that effective administration is in place to support the work of the District Trustee Board.
- h) appoint any co-opted members of the District Trustee Board .
- i) ensure transparency of operation, including:
 - prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer as appropriate and as appointed by the District Scout Council at their AGM;
 - prepare and approve the District Trustees' Annual Report which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer
 - present the approved Trustees' Annual Report and Annual Accounts to the District Scout Council for their consideration at the District's AGM;
 - following the District AGM, ensure that a copy of the District Trustees' Annual Report and Accounts is filed as described in 5e.2.1.2.
- j) take responsibility for the District's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor.
- k) individually and collectively maintain confidentiality regarding appropriate District Trustee Board business.
- l) put in place annually an open and transparent selection process to recommend to the District Scout Council appropriate persons to be appointed members of the District Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or reselected after years 1 and 2).
- m) where staff are employed:
 - act as a responsible employer in accordance with Scouts' values and relevant legislation;
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated;
 - ensure that appropriate specific personnel insurance is in place.

5c.2.6.5

A District Trustee Board may create sub-teams it deems necessary to support its governance function. The District Trustee Board must ensure that for any sub-team it appoints:

- b) its purpose is governance focused and not operational;
- c) its members are agreed and approved by the District Trustee Board;
- d) the District Chair has right of attendance;
- e) the District Lead Volunteer has right of attendance.

5c.2.6.6

Sub-team members are not District Trustees unless they are already members of the District Trustee Board.

5c.2.6.7

All sub-team members must be recorded on the membership system.

5c.2.6.8

To support effective governance and share good practice, the District Chair and Treasurer should create a support network amongst the Group Chairs and Group Treasurers of the District.

5c.2.7 District Scout Council - Conduct of meetings

5c.2.7.1

The District Scout Council meets at their AGM (see 5c.2.5).

5c.2.7.2

It would be unusual for there to be additional meetings of the District Scout Council. This is because the primary task of the District Scout Council is to appoint the District Trustee Board. If members resign from the District Trustee Board, Rule 16.9.2.2 must be followed, thus rendering an additional District Scout Council meeting unnecessary.

5c.2.7.3

A District Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the District Trustee Board.

5c.2.7.4

District Scout Council meetings are chaired by the District Chair. If the Chair is unable to be present, the Chair may appoint a delegate to chair a meeting of the District Scout Council subject to such appointment being approved at the start of the meeting by a majority of the District Scout Council members present.

5c.2.7.5

Only District Scout Council members, as defined in Rule 5c.2.4.2, may vote in District Scout Council meetings.

5c.2.7.6

The quorum for a District Scout Council meeting is agreed by the District Scout Council at their AGM (see 5c.2.5.3(a)).

If there is no quorum present at a meeting of the District Scout Council, the meeting must be closed and reconvened at the earliest opportunity.

5c.2.7.7

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5c.2.7.8

To discharge their responsibilities, the District Scout Council may meet by video conference as well as (or instead of) face to face when agreed by the District Chair. The District Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

5c.2.7.9

All meetings of the District Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted. Meetings of the District Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the District Trustee Board.

5c.2.8.1

Meetings of the District Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the District Trustee Board.

5c.2.8.2

District Trustee Board meetings are chaired by the District Chair. If the District Chair is unable to be present at a meeting, the District Trustee Board may choose a member to act as chair for the duration of the meeting of the District Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

5c.2.8.3

Only members of a District Trustee Board as defined in 5b.3.3 may vote in its meetings.

5c.2.8.4

The quorum for a meeting of a District Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

For any sub-teams of the District Trustee Board, the quorum for each sub-team must be set by the District Trustee Board, based on the size of the sub-team and the complexity of its task(s).

If there is no quorum present at a meeting of the District Trustee Board, or a sub-team, the meeting must be closed and reconvened at the earliest opportunity.

5c.2.8.5

Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5c.2.8.6

To fulfil their responsibilities, the District Trustee Board may meet by video conference or in person, as determined by the District Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

5c.2.8.7

Where urgent matters arise between scheduled meetings of the District Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the District Chair deems it appropriate. For such decisions, a minimum of 75% approval from the Trustees is required [the 'rounding' guidance from 5c.2.8.4 also applies in this case]. The results of the vote must be reported to, and recorded in, the minutes of, the next District Trustee Board meeting.

