



# Selby Scouts Trustee Board

## Tamarak Sub-Committee Terms of Reference

Purpose	<ul style="list-style-type: none"> <li>– Day to day management of the Tamarak campsite, including maintenance, safety compliance and proposing appropriate hire fees.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>– Ensuring the site (including all grounds, buildings and equipment) is safe &amp; secure</li> <li>– Ensure the compliance with all applicable legislation, for example health and safety &amp; accessibility requirements</li> <li>– Ensure risk assessments are performed, reviewed and made available to users</li> <li>– Undertake regular maintenance of the site (grounds, buildings and equipment)</li> <li>– Working with the finance sub-committee, establish an annual budget for income and expenditure</li> <li>– Working with the finance sub-committee and trustee board, propose and draft applications for grant funding</li> <li>– Review hire charges annually and bring any recommended changes to the trustee board for approval</li> <li>– Ensure a development plan for the site is in place, is regularly reviewed, and progress against the plan is being made</li> <li>– Reporting of any conflicts of interests or any relevant business interests</li> <li>– Retention of financial records for at least 6 years following end of year to which they relate</li> <li>– Ensure all relevant POR requirements are met, for example Risk Management, GDPR, Safeguarding</li> <li>– Ensure value for money and achieve efficiencies to optimise use of financial resources</li> </ul>
Membership	<ul style="list-style-type: none"> <li>– The sub-committee has a minimum membership of 4 people</li> <li>– Membership of the sub-committee is approved by the board of trustees</li> <li>– The chair of the sub-committee must be a member of the board of trustees</li> <li>– The chair of the sub-committee is approved at the AGM and is appointed for 1 year</li> <li>– The District Commissioner &amp; District Chairman have right of attendance at meetings of the sub-committee</li> </ul>
Quorum	<ul style="list-style-type: none"> <li>– 4 members of the sub-committee must be present for meetings to be quorate</li> </ul>

Meetings	<ul style="list-style-type: none"> <li>- The sub-committee should meet 3 times per year</li> <li>- The sub-committee may meet more often than this as needs dictate</li> <li>- Meetings may be in person, online or via conference call</li> <li>- A record of decisions and actions made at meetings must be shared with the trustee board</li> <li>- The sub-committee chair can nominate an acting chair if they are unable to attend a given meeting</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>- The sub-committee reports to the trustee board</li> <li>- The sub-committee chair will submit a written or oral update at each trustee board meeting</li> <li>- Updates will include: <ul style="list-style-type: none"> <li>• Progress against the site development plan</li> <li>• Actual and projected site usage</li> <li>• Health and safety concerns &amp; updates</li> <li>• A summary finance report to highlight any projected shortfall in income vs expenditure</li> <li>• Any other risks to individuals and the charity posed by the site</li> </ul> </li> </ul>
Budget & Resources	<ul style="list-style-type: none"> <li>- The sub-committee can approve expenditure up to £X in total per annum and £X per individual transaction</li> <li>- Spend above these levels must be approved by the trustee board</li> </ul>
Review of terms	<ul style="list-style-type: none"> <li>- The terms of reference for the sub-committee should be reviewed annually</li> <li>- The sub-committee should make recommendations for changes to the trustee board</li> <li>- The trustee board is responsible for making, or approving changes to, the terms of reference</li> </ul>