



TRUSTEE TALK



June 2010

www.kentscouts.org.uk

ISSUE 11

Welcome to the 11th edition of
Trustee Talk
Essential reading for all Scouting Executive Members

For email addresses use @ instead of AT

Trustee Talk Live

The Training and Communications Working Group is progressing well with plans for the next Trustee Talk Live. This will be on the morning of Saturday 20th November and we are planning to hold it in the east of the county this time (hopefully Kent College, Canterbury). Workshops, led by experts within the County, from HQ and Unity Insurance, will cover the following subjects:

- ❖ Roles and responsibilities of trustees;
- ❖ finance;
- ❖ insurance;
- ❖ health and safety;
- ❖ fundraising;
- ❖ effective meetings;
- ❖ where to find information.

There will also be an opportunity to ask the burning questions you have about trustee matters! The morning is open to anyone who is a member of a Group or District executive committee and members of the County Board of Trustees. Please put the date in your diary now! Booking online via the County Website will be available shortly.

Factsheets from last year's Trustee Talk Live are on the County website, www.kentscouts.org.uk jump code 515 (put the code in the box on the right hand side of the menu bar at top of page), along with other downloadable information relevant to Kent Scouts.

Kent Scouts AGM / County Trustees

When: 18th September at 14.00
Where: Lower Grange Farm

If you would like to receive an invitation please contact Nadia, the County Secretary at County Scout Office, 01634 281770 or email nadiaATkentscouts.org.uk.

Under changes agreed by the Board of Trustees it will no longer be necessary for those wishing to become County Trustees to be nominated by a District, nor do they necessarily need to be involved in Scouting currently. If you would like to be a County Trustee or know of someone who would be a valuable addition to the Board of Trustees please see the County website for details of the role description and duties.

Resources to help with trustee recruitment

You will see from the above item trustees do not necessarily need to be recruited from within Scouting. New resource pages covering 'Trustee Recruitment for Small Organisations' are available on the National Council for Voluntary Organisations' website, produced with the help of other support bodies. They are specifically designed for organisations with limited resources, www.ncvo-vol.org.uk/trusteerecruitmentforsmallorganisations.

There is also a Trustee Recruitment Join Us Campaign, which provides material to help organisations run their own trustee recruitment campaigns, www.ncvo-vol.org.uk/Trusteerecruitmentcampaignspack.

The Barn, Lower Grange Farm

Work continues apace at Lower Grange Farm, with a work party weekend scheduled for 26th - 27th June. The site is available for camping and meetings and a scale of camping charges has now been agreed. If you would like to hold your Executive committee meeting there or for information about the work party weekend / camping please contact Simon Corrigan, Centre Manager. You can host your meeting at Lower Grange Farm for no cost until the end of the year. To book, please contact Simon: centre.manager@tkentscouts.org.uk - 01622 692436

For up-to-date information see the County website www.kentscouts.org.uk , jump code 611.

Annual General Meetings

This is the season of AGMs. Please could each District ensure that information about new officers and committee members is passed to the County Office so that Nadia has an up-to-date record. Thank-you.

Changes in Audit Requirements

Our County Treasurer, Martin Hampstead, reports: The Scout Association has just advised us that it has changed its audit requirements with immediate effect; a new factsheet will be issued in the near future. The change is probably too late for Groups and Districts to implement in respect of their 2009/10 annual accounts, but they should take account of the change for future years.

In broad terms the Scout Association has aligned with the Charity Commission, in that, as a minimum, Groups and Districts with gross income not exceeding £250,000 can prepare accounts on the "Receipts and Payments" (i.e. cash-book) basis; however, if their gross income is in excess of £25,000, an independent examiner should examine the accounts and submit a written report.

Whereas the Charity Commission does not require any examination of accounts if gross income is less than £25,000, the Scout Association requires all such accounts to be examined by an independent scrutineer, whose work programme and report has already been laid down in the Scout factsheet ([LT700000](#)) for some years.

These changes will be discussed during the Finance sessions at the forthcoming Trustee Talk Live at Canterbury on 20th November.

Calculating the Audit Thresholds

Please note that the calculation of the audit threshold should include the deduction of annual subscriptions paid to District or County (net of any rebates received) from gross subscription income. The income figure used should correspond to the figure for "Total Receipts" in the Receipts and Payments accounts (or "Total Incoming Resources" in accrual accounts).

Implications of the Changes

The changes should not be seen as a relaxation of the previous guidelines, and all trustees should continue to monitor that accounting standards are maintained at all times. If a change is made from an independent examiner to a scrutineer, trustees may wish to check in future that the scrutineer has satisfactorily carried out the laid-down work programme.

If Receipts and Payments accounts are prepared, both the Charity Commission (the law) and the Scout Association require the additional preparation of a formal "Statement of Assets and Liabilities" (see the existing factsheet for full details).

Both the Charity Commission and the Scout Association have clear definitions of the "independence" required of examiners and scrutineers. They cannot be :-

- (a) a charity trustee or anyone else closely involved in the administration of the charity.
- (b) a major donor or beneficiary.
- (c) a child, parent, grandchild, grandparent, brother or sister, spouse, civil partner, business partner or employee of any person who falls within (a) or (b) above.

This does not preclude a parent or supporter who is not closely involved, and is not a donor or beneficiary, from carrying out the duties: a parent of

a member of a Group or District is not considered to be a major beneficiary.

Please contact Martin Hampstead, County Treasurer (martinA@kentscouts.org.uk) if you have any queries.

Health and Safety 1 - Insurance for leaders' children

As the camping / outdoor events season is upon us it is important to know that appropriate insurance is in place for all those involved in these activities. Sometimes leaders bring their non-member children (those who are too young to be members or choose not to join) along. I have checked the insurances in place for Kent County and there is a Non-Member Children policy in place. It would be sensible to have a record of non-member children attending events along with your records of members attending. It is worth reminding camp / event organisers that health forms should also be completed for leaders, so that if they had an accident that prevented them from communicating their medical details would be available as necessary.

Health and Safety 2 - Fund-raising events

Sometimes fund-raising events include adventurous activities so the HSE's 'Inspector Guidance Note', issued under its Adventure Activities licensing remit tries to answer the question "When does a fundraising event become a licensable situation?". A common fundraising activity such as "zip wire" is not in scope of licensing, while hill walking can be in some circumstances, so anyone doing this type of fundraising may wish to check www.hse.gov.uk/aala/guidance/203-fund-raising.htm.

Vetting and barring scheme (CRB)

The Scout Association will be moving to an electronic application process for CRB checking (eCRB) from 26th July and current CRB forms will no longer be accepted. Information required will be collected on new versions of the Adult Application (AA), Occasional Helper (OH) and Repeat CRB Check (RCRB) forms, which will be available from 14th June. The last date

that completed current CRB forms can be received by HQ is 9th July. There will be a two-week period (9th - 26th July) during which CRB applications will need to be held locally on the new forms until they can be processed under the new scheme.

For more information go to www.scouts.org.uk/vbs.

Note that all new workers and volunteers who start or move into new regulated activity roles after 1st November 2010 must register with the ISA (Independent Safeguarding Authority) before they start in that new role.

Guide for charity trustees with learning disabilities

Scouting is committed to inclusivity so there may be occasions where Scouting trustees have learning disabilities or special needs. The Charity Commission, in partnership with Mencap, has published a guide for trustees in the Easy Read format. 'Being a trustee' is intended to help charity trustees with learning disabilities to understand their role and covers many of the key aspects of the 'Essential Trustee' guide (CC3). Download direct (pdf, 1.37MB) from www.charitycommission.gov.uk/Library/publications/pdfs/cc3_easy.pdf Large print, Braille and audio versions are available on request.

The unemployed and volunteering

Although recruiting unemployed people to help with Scouting or to be trustees probably wouldn't be an issue for most unemployed people, due to the "out-of-hours" nature of Scouting, it might be interesting to read the news release from Volunteering England on their new agreement with Jobcentre Plus. This promotes the value of volunteering to jobseekers in England and how to tackle any barriers they might face if they want to do voluntary work. Based on recommendations from the Commission on the Future of Volunteering, both organisations will draw up an Action Plan and meet regularly to review progress. www.volunteering.org.uk/News/mediacentre/News+2010/Jobcentre+Plus+and+Volunteering+England

I hope you find these items and links helpful. If you have anything you would like to contribute to this newsletter or any questions you would like us to try and answer please let me know: liz.simmons@kentscouts.org.uk (substitute @ for AT) by 15th September 2010.

FOR A FULL KENT SCOUTS EVENTS DIARY LOG ONTO
www.kentscouts.org.uk

For up to date monthly information about what is happening in the County log onto www.kentscouts.org.uk and download CCC - County Commissioner's Communication. Published on the 1st of every month and sent by email to all Districts. Contact your DC and ask to be put on their distribution list if you don't currently receive CCC.

Contacts

Kent County Scout Council, The Youth House, Upbury Manor Complex,
Marlborough Road, Gillingham, Kent, ME7 5HR ☎ 01634 281770
Office Hours Mon, Tues, Thurs and Fri. 9am - 4.30pm,
Wednesday only 10am - 2pm

Scout Information Centre, Gilwell Park, Chingford, London E4 7QW
☎ 020 8433 7100 Open 8am - 7pm Mon - Fri / 9am - 12 noon Saturdays

www.kentscouts.org.uk

www.scouts.org.uk

www.scoutbase.org.uk (for POR and factsheets)