

CRAWLEY DISTRICT SCOUTS



AGM 2024



CRAWLEY DISTRICT SCOUT COUNCIL

Annual General Meeting

23rd April 2024 at 19:00
Tilgate Golf Club

AGENDA

- 1. Introduction and welcome**
- 2. Apologies for absence**
- 3. Governance topics**
 - a. Approve the minutes of the Annual General Meeting held on 25 April 2023
 - b. Adopt the model constitution from Policy, Organisation and Rules (POR) pp.21-30 refer
 - c. Note the District's financial year
 - d. Approve appointed and community members of the District Scout Council
 - e. Agree the number of members that may be appointed to the Trustee Board
 - f. Agree the quorum for future meetings of the District Scout Council (excluding this AGM)
- 4. Review of the previous year**
 - a. Review of Scouting in Crawley during the previous year.
 - b. Receive and consider the Annual Report of the District Trustee Board, including the annual Statement of the Accounts

The accounts and Independent Examiners Report are available online
<https://crawleydistrictscouts.co.uk/wp-content/uploads/2024/04/CDS-Accounts-2023-Final.pdf>
<https://crawleydistrictscouts.co.uk/wp-content/uploads/2024/04/Ind-Exam-23.pdf>
- 5. Making appointments**
 - a. Appoint the District Chair
 - b. Appoint the District Treasurer
 - c. Appoint members of the District Trustee Board
 - d. Appoint the Independent Examiner (Nomination : Mike Yearwood)
 - e. Nominate representatives of the District Scout Council to represent the District on the County Scout Council
- 6. Closing remarks and presentations**

CRAWLEY DISTRICT SCOUT COUNCIL – ANNUAL GENERAL MEETING

Tilgate Forest Golf Club 25 April 2023 at 7.30pm

1 Present

Robert Sawyer (County Commissioner and Acting DC)

Barry Jones (District Chair)

From the signing in sheets there were 30 members present (copies are available)

2 Apologies for absence

Apologies were received from Simon Maddocks (Treasurer) and 10 other members

3 Introduction & welcome

Barry Jones as Chair welcomed everyone to the meeting and thanked Tilgate Golf Club for the use of their facilities.

He then addressed the meeting and outlined that this would be a somewhat unusual AGM. As you are aware two weeks ago you should all have had the opportunity to attend an “transition meeting” at which the changes to the way Scouts are organised and operate were outlined.

This AGM date was set and booked months ago. As a result we have had little time to absorb the proposals and consider how to implement them. This means that to maintain continuity at a time, when we as a District are struggling, I am proposing that, whilst we acknowledge the changes, we need to retain our current personnel albeit with a change of name until we can transform ourselves into the new structure during this coming year. Therefore much of the formal business of this evenings meeting will be to ensure that we have complied with the new requirements so that we can move forward to the new structure during the year.

He also informed the meeting that he had decided to stand down, as from this meeting, as Chair of the District and the Trustee Board. He does however plan to continue as a District Administrator helping out where he can.

4 To approve the Minutes of the Annual General Meeting held on 26 April 2022

The minutes of last year's meeting have been published on the District website. Are you all happy that they are a true record of that meeting.

Proposer Kevin Ives

Seconder Chris Hobbs

Approved on a show of hands

5 Governance

The Chair explained to the District Scout Council members present that this part of the meeting is a necessary part to make sure that the charity's foundations are in good order.

5a To adopt the model constitution from Policy, Organisation and Rules

The Chair explained that in line with the recommendation from Scout Headquarters and he proposed that we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules. A copy of this has been available since mid-April 2023 for review and inspection prior to this meeting on the Scout website.

Seconder Helen Ives

Approved on a show of hands

5b Note the District's financial year

Members of the District Scout Council are asked to note that our charity's financial year is 1st January to 31st December.

Agreed on a Show of hands

5c Agree the number of members that may be elected to the Trustee Board

The Chair explained that the District Scout Council (this meeting) must agree at its AGM the number of people that can be elected to the Trustee Board. The recommendation is that 4 people can be elected.

However in order to provide a degree of continuity whilst we implement the new structure, he proposed that the number that can be elected to the new Trustee Board should include all of those current members of the District Executive who were either

elected or appointed ex officio at last year's AGM and are prepared to continue, which number 12, plus up to 4 members elected from this meeting. He asked the District Scout Council to approve that recommendation.

Secunder Chris Hobbs

Agreed on a show of hands

5d Agree the quorum for each of the District Scout Council (including this AGM), meetings of the District Trustee Board, meetings of any sub-committees

The Chair explained that the District Scout Council must agree at its AGM the quorum – the minimum number of District Scout Council members that must be present at a meeting of the District Scout Council. The recommendation from the outgoing Executive is that the quorum should be set at 15 persons. The Chair proposed that the District Scout Council to approve that recommendation.

Secunder Robin Lawrence

Agreed on a Show of hands

The District Scout Council must also agree at its AGM the quorum for Trustee Board meetings, and any sub-committee meetings. The Charity Commission statement of good practice is that the Trustee Board quorum should be set at one third of Trustee Board members plus one and that the that the sub-committee quorum should be set at one third of Trustee Board members plus one. The Chair therefore proposed that the quorum should be set at the Charity Commission good practice statement.

Secunder Helen Ives

Agreed on a show of hands

6 Review of the previous year

The Chair read his review on the state of the District which has been published on the District Website.

I will start with some bright news. In June we celebrated the late Queen's Platinum Jubilee with a District Event at Stanford which included a side show/entertainment from each Group, Arena competitions and demonstrations, a climbing wall, but unfortunately no bouncy castles as the weather on the day was too windy for them to be safe. The event

attracted ~700+ leaders, parents, children and dignitaries on what was not a particularly nice day weather wise and concluded with a camp fire.

Across the District we currently have no assistant District Commissioners for Cubs, Scouts and Explorers. In addition, of the eleven Scout Groups in the District, five have no full time Group Scout Leader. Since September 2021 we have been seeking a full time District Commissioner with no success, which is hardly surprising given the lack of assistance any potential candidate would be able to call on across the Sections to support them in the role

The January 23 Census reveals that overall youth numbers have decreased from the previous year by 5% from 814 in 2021 to 775 this year compared to a high of 917 in 2020. Some of this decrease is as a result of the closure of the Saturday (Muslim) sections at 2nd Crawley and Groups being more realistic about the numbers in each section now we have been back to normal regular meetings each week since mid 2022. Numbers have fallen across all sections roughly by the same amount although Explorers have increased by nearly 30% year on year.

The failure of the Saturday sections at 2nd Crawley should be taken as a salutary lesson should any Group consider or be pressured into starting a Squirrel section for the 4-6yr olds. I believe that it should only be considered by Groups which already have a strong leadership team backed up by a fully functioning Executive Committee, and the complete “buy in” from all the Group.

Adult numbers on the census are surprisingly, largely unchanged at 293, only a small drop from the 2020 high of 317. But there are too few adults who are prepared to step up from a Sectional Assistant Role to Leadership roles. This reluctance places a huge strain on the warranted leaders, at least one of whom must be present at every meeting.

Despite all of the above, all eleven Groups have so far survived and most are beginning to grow again. In part this has been due to other Groups and District personnel helping out the smaller Groups where possible. In particular Yvonne Seetayah who has been helping at 2nd Crawley Beavers as well as her primary role as ADC Cubs, and Chris Hobbs who has been mentoring 1st Langley Green, and Eddy Hills at 2nd Crawley, in addition to their primary roles as GSL of two of the stronger Groups.

Many Groups held group, sectional or family camps through last summer and the Explorer Units are flourishing (see separate report). Stanford has been well used by district groups

and scout and youth groups from other parts of the South East all of whom are enthusiastic about the facilities and opportunities available on or near the site.

Crawley Archery Club have rented a field adjacent to our site (across the lane) and we hope to establish a good working relationship with them to both parties mutual benefit.

Although not part of 2022 I would like to congratulate Ollie Gidman and Phoebe Woolard for organising and running a hugely enjoyable and successful St George's Day parade last Sunday in Goffs Park, and to all the Young People and Parents who came along to support it, despite the weather.

To end on a final high note we are holding a District event at Stanford on May 7th along the lines of the Platinum Jubilee event entitled "Coronation Capers" and we hope to see as many Groups, Sections and parents as possible on what we hope will be a warm sunny day.

Robert Sawyer County Commissioner and acting District Commissioner thanked all the Leaders for the efforts during the year.

7 To receive and consider the Annual Report of the District Trustee Board including the annual Statement of Accounts

The District Trustee Board (District Executive) approved the Statement of Accounts and Accounts, subject to examination, at its February Meeting. They have subsequently been independently examined and signed off by the examiner.

The Trustees Annual Report for 2022 comprises the Reports published on the District Website and figures extracted from the annual census.

The Chair then invited questions on the Accounts. There were none.

The Chair thanked Simon Maddocks in his absence for his work on the District Accounts.

8 Appointments

The Chair told the District Scout Council members present that this part of the meeting sets the charity up to be well-led during the period until the next AGM. Particularly, the District Scout Council appoints a Trustee Board to ensure good governance for the charity over the next year.

8a To appoint District President and external members to the Scout Council

Currently we have no President or Vice President nor any external members of the Scout Council.

To approve the District Commissioner's nomination of the District Chair

The Chair handed the chairmanship of this meeting over to the Robert as acting DC.

As Barry is resigning and Robert has no immediate nomination the position has been left empty.

Barry then resumed the chair for the remainder of the formal meeting.

8b To elect the District Secretary

The Chair explained that the 'District Secretary' is an elected appointment. As there were no nominations received prior to the meeting he invited nominations from the floor. There being none the post was left empty for now.

The Chair then requested the meeting to grant the Trustee Board power to co-opt someone to serve in this role until the next AGM.

Agreed by a show of hands

8c To elect the District Treasurer

Simon Maddocks has agreed to serve as Treasurer for a further year. There were no other nominations.

The Chair requested a proposer and seconder that Simon Maddocks be appointed treasurer

Proposer Helen Ives

Secunder Sean Edwards

Agreed by a show of hands

8d To elect persons to the District Trustee Board

The following current members have all agreed to serve for another term.

Bev Hills

Eddy Hills

Ian Pearse

Yvonne Seetayah

Allen Heath

Ollie Gidman

Chris Hobbs

Kevin Ives

Mick Hill

Paul Masters

Phoebe Woolard

Nominated by Chris Hobbs

Seconded by Barry Jones

Agreed by a show of hands

In addition Chris Hobbs wishes to propose the following be elected to the Trustees Board

David Palmer

David Brades

Nominated by Chris Hobbs

Seconded by Barry Jones

Agreed by a show of hands

8e To approve the District Commissioner's nominations to the District Trustee Board.

The Chair invited Robert as acting DC to nominate anyone to the Board of Trustees.

Robert had no nominees.

The Chair thanked the Trustees for their work during the year and in particular those members who are standing down – Sean Edwards and Jayne Dalton.

8f To appoint the Scrutineer / Independent Examiner / Auditor

The Chair proposed M B Yearwood (subject to his agreement)

Proposer Barry Jones
Seconded David Brades
Agreed by a show of hands

8g To nominate representatives of the District Scout Council to represent the District on the County Scout Council

As a District we currently have a number of members who are ex officio members of the County Scout Council. Therefore we do not propose to nominate and elect any one at this time.

9 Close of the Formal Meeting

The Chair thanked everyone for attending and invited everyone to remain whilst some presentations were made.

10 Awards

During the past year the following have received formal recognition of their achievements and service to Scouts. These awards have already been formally presented to the individuals at County Award Ceremonies, but it seems appropriate to note them at this meeting.

Geoff Ridgway	4 th Worth	Silver Acorn
Eddy Hills	5 th Crawley	Bar to Silver Acorn
Phoebe Woolard	1 st Southgate	Gold DoE & Queens Scout
Zoe Grimshaw	1 st Southgate	Gold DoE & Queens Scout
Sean Edwards	Shackleton Explorer Unit	Award for Merit

Sean wished to have his award presented at an Explorer Meeting. Unfortunately at that time his citation was not read out so Sean has never heard it. Barry then invited Robert to read out the citation and present Sean with a framed copy.

I 0a Cornwall Shield

Somehow this year the Cornwall Shield for the most improved Group has been overlooked (Sorry). You will remember last year it was awarded to Stanford SAS for their efforts at the campsite over the pandemic years. The existing shield has no room for any more plaques and it has been agreed that we will add Stanford SAS to the old shield and then retire it to be displayed somewhere at Stanford.

A new shield has been obtained and it will be down to the new District Executive (Trustee Board) to decide if it should be awarded for 2022 and if so to which group.

I I End

The meeting ended at 20.30

CRAWLEY DISTRICT SCOUTS

REVIEW OF THE 2023 YEAR

DISTRICT COMMISSIONER'S REPORT

It was about this time last year I took over as DC so I'll start my 2023 report about then. Since then, during the rest of 2023, we have made slow but steady, obvious progress.

One of the major highlights for me of 2023 was bolstering the District Team, filling the previously empty roles of ADC Cubs, ADC Scouts and DESC. 6th Crawley had a bleak start to the year, closing the group after the loss of almost all of the volunteer team. Despite this, Jemma and the remaining adults worked tirelessly behind the scene and later in the year, were able to re-open the Beaver section and have ambitions to grow the Colony, as well as open a Cub Pack. Also during 2023, 2nd Ifield worked hard to prepare for a successful launch of two Squirrel Dreys and the District Team ran some very successful events including St George's Day, Coronation Capers and a Leaders Christmas Music Quiz (thanks Dave!).

The Census that took place at the end of the year puts the District in a healthy position but also shows room to improve. Overall our youth numbers are up 4.3% to 829, this is before taking into account Squirrels and new sections at 4th Worth. However, adult numbers (not including Occasional Helpers) are down 10.4% to 292. The Growth team worked hard during the year, attending numerous recruitment events and onboarding lots of new volunteers. I'm sure they will continue to do so during the current year, aiming to boost our overall numbers and address the biggest challenge we have in the District right now, a lack of adult volunteers.

Looking forward to 2024 we have an awful lot to be excited about. The Beavers have already had an Easter Funday, the Cubs have represented Crawley District Scouts out on the pitch at CTFC and the District has gathered for St George's Day. Coming up we have a Cub Hike, countless overnight opportunities for all young people, a District Explorer trip to Sweden and much, much more. We are also moving into the year of transformation, an opportunity for us to shape the District for the future, to make sure everyone is in teams that suit their strengths and ultimately, make volunteering in Scouting even more accessible to all.

I want to finish off with a quick thought, the work for us all comes in waves, one day we are on top of our to do list and the next day presents new challenges, whatever your role may be. When those challenges appear, remember two things, the first is why we do what we do, the smile on the faces of young people as they have fun and the feeling when you know you have made a difference in their lives. The second, you are never alone in your challenge, reach out and ask for help. I am always available for a chat and I am confident when I say, every one of Crawley's amazing volunteers will always lend a hand too.

Thank you for all you did for Scouting in 2023. Here's to more progress and a great year in 2024.

Ollie

CRAWLEY DISTRICT SCOUTS TRUSTEE BOARD

The Trustee Board met three times during 2023, initially in its previous form as an Executive Committee and, following the changes at the Annual General Meeting in April, in its new form reflecting Transformation.

Operating with a rolling Chair following Barry's resignation and subsequently his passing, its main business during the year has been to ensure the continued good governance in its overview of District Scouting, achieved through regular oral and written reports, with a specific focus on

- Transformation
- Supporting groups without a Group Scout Leader or Trustee Board members
- District Finances
- Promoting Safety and Safeguarding
- Training and Development
- The maintenance and upkeep of Stanford as an excellent local Scouting facility
- Lark Rise Management
- Growth and Recruitment
- Appointments and Awards

We have been without a Chair or Secretary for the last year, however the process for the appointment of a new Chair is now underway with applications for the role closing on 20 April.

Barry Jones

Following the loss of our former Chair in October, Crawley District Scouts published this tribute.

It is with much sadness that we have to announce that Barry Jones, Crawley District Scout's ex-Chairman, sadly passed away Thursday evening (5th October 2023).

Barry truly embodied what a Scout should be, gentle, kind and helpful. Barry has held many roles in Crawley over his 40+ years of service to the Scout Association and achieved the Silver Acorn Award, one of the highest an adult volunteer can achieve.



The thoughts of everyone within Crawley District Scouts are with Barry's family at this sad time. May he forever rest in peace.

ASSISTANT DISTRICT COMMISSIONER (BEAVERS)

The Beaver Colonies in Crawley District are growing from strength to strength. Undoubtedly, some Colonies seem to be thriving in numbers more than others, but given time, should plateau. Regrettably, due to circumstances beyond one's control, it was not possible to visit many Colonies, as I have been supporting 2nd Crawley, Broadfield on a weekly basis and currently reviewing the situation due to my "time constraint".

Beaver Easter Trail: Stanford One of the activities for this event, included Beavers helped by leaders and parents, planting a "coronation tree" in the "Beaver Orchard", an allocated spot at Stanford (undertaken by Beavers who were not able to be at the "planting session" in the previous October). Other activities included on that day were, nature trail, egg hunt, scavenger hunt, making bird feeders, BBQ, etc. An eventful and enjoyable day was had by all; the weather certainly a bonus, somewhat late-spring in nature and, thanks to the caretakers of Stanford, a magnificent setting for such activities including, of course, "Bunny and Badges", with the young people, "pawing" about on the field!!

St George's Day – held at Goffs Park, Crawley, saw a tremendous turn out of all the Scouting Sections in Crawley. In between rain drops and sporadic rays of sunshine, Beavers, and all in Scouting "renewed their promise" – Beavers - , "I promise that I will do my best, to be kind and helpful and love"

Go Beavers – Blacklands, East Grinstead organised by County brought various activities, games, crafts, an opportunity to meet other Colonies of which a number of Crawley Beavers attended, and was enjoyed by all.

CSA Bronze award – Held at St Andrews' Church Crawley celebrated Beavers who had achieved this prestigious award. Hurrah to Beavers, Leaders and their parents!

Crafty Christmas Activities – held at 2nd Ifield, Acorn – attended by 95 young people – Santa and Elves were in attendance – fun had by all – visiting Santa's grotto, making crackers, decorating baubles, card designing, wreath making, candy cane reindeers, painting a wooden Santa etc.

Thanks to all who made these events possible.

Yvonne Seetayah

ASSISTANT DISTRICT COMMISSIONER (CUBS)

There are currently 14 cub packs in Crawley, which all have a very active and varied programme.

Cubs have been given a massive variety of opportunities over the last year; everything from visits to ambulance stations, libraries, local museum and army reserves, to visits to dance studios, cricket clubs, karate sessions and rugby clubs. All of this is on top of learning traditional scout skills like tying knots, starting fires, pioneering and map reading.

Between the Packs in Crawley we have tried almost every badge and awarded a huge number of activity badges, everything from entertainers to road safety from home help to collectors. We have been on hikes to gain hike badges and learnt first aid to move up to level two emergency aid badge.

The Cubs have had a wide variety of camping opportunities, and all the packs have been able to offer at least one camp and some have managed to offer three.

As a district we held two events. The conker competition was organised by Dave Palmer in October and was attended by Cubs who were coming to their second competition, all the way down to those that had only started a couple of weeks before. The standard of competition was very high and Dougie was a worthy winner, but all Cubs showed great sportsmanship.

In November, Pauline from 4th Worth co-ordinated the craft day. Almost all the packs attended and a lot of leaders gave up their weekend to help run more crafts than the Cubs were able to do in the time. Everyone left with a smile on their face.

Proudly, many Cubs were awarded the silver award, and twice during the year we were able to present a large number of them. Well done to all those cubs for the hard work it took to complete.

We are looking forward to a very active district year this year as we plan more events and help Cubs become even more active in Crawley.

Dominic Smith

ASSISTANT DISTRICT COMMISSIONER (SCOUTS)

This time last year I thought I'd see if I could help the District Team by having a go at being ADC (Scouts) as well as being Scout Leader at 7th. After all, how hard could it be? I explained at the outset that I would put in as much as I could with the aim of at least running a District Scout Camp. Well, the District Camp hasn't happened yet, sorry.

I did manage to get District-wide participation in the Jamboree On The Air with the help of Crawley Amateur Radio Club, talking to other radio hams around the world, learning about amateur radio and getting lost on the woods while doing radio location. We'll try that again next time and get even more Scouts involved.

I've been to see all the troops (I hope) to find out what they're up to and the challenges they face. It's great to see people all working through the same scheme of badges and rewards, emphasising our Scouting values yet all doing it their own way. I think, unsurprisingly, the biggest challenge faced is lack of volunteers.

The highlight of my first year as ADC (Scouts) has been talking to potential recipients of the Chief Scout Gold Award. I try to reassure them it's NOT an interview; more of an informal chat, which it is. I get to find out what they did to achieve the award, sometimes having to prompt them and then we get side tracked into all kinds of stuff. The finale is presenting the award at the end of the evening. However, while the Chief Scout Gold is the pinnacle of the Young Person's journey through the Scout section and not handed out willy nilly, it's also important to remember that not everyone is driven by badges and awards. And that's fine too. We're all in this movement for different reasons with different ways of achieving it.

Maybe you have some ideas to help with the Scout section or can assist at a District level in some way. Don't be shy, give it a go.

PS – I'm still hoping to get a District Camp organised. One day.

Tim Hall

CRAWLEY DISTRICT EXPLORERS

2023 was another successful year for Crawley Explorers. There are 4 units in the district. Shackleton ESU is led by Sean Edwards, Neil Armstrong by Russell Stallibrass and Paul Abbott, SRF by Phoebe Woolard and Drake by Mark Haymes and Luke Winstanley. All units are short of Leaders and whilst several campaigns have occurred during 2023, the situation hasn't improved.

Through 2023, there were 9 CSA Platinum Awards and 4 CSA Diamond Awards. We also have over 40 members partaking in their D of E at all levels.

All units in 2023 had a summer camp as well as other nights away opportunities. Shackleton and Drake travelled to Yorkshire, Neil Armstrong travelled to Yowlbury Scout Site and SRF travelled to Tolmers Scout Site.

Explorers also provide young leaders to support younger sections in Scouting. In 2023, we had over 60 young leaders in placement and had 6 achieve their YL buckles indicating they had completed all training modules and mission validations.

A big thanks goes to all who support our units however we would ask if you know of anyone who may wish to get involved as a volunteer, please do get in touch.

Sean Edwards

CRAWLEY SCOUT NETWORK UNIT

2023 has been a great year growing and building the unit since Covid restrictions for adults ended in 2022. During 2023, Crawley District Network met 21 times either at programmed unit events or district events. Some of the activities included were air rifle shooting, crossbows, tomahawks, quiz nights, banger car racing, beach trips, golf, camping, stand up paddle boarding and a New Years eve party! At the end of the year there were 65 18-25 year olds registered with a role within the district, of which 33 are active Network members (requirement of 2 or more attendances within the year, due to some being away at university). 19 of these 33 members are leaders with younger sections.

During the year 3 members completed some top awards
Explorer Belt (Croatia) – Courtney Palmer-Jones, Katie Schollar, Robert Hull
Scouts of the World Award – Courtney Palmer-Jones
King's Scout Award – Katie Schollar

It's also worth noting that Katie Schollar and Elliot Hooley-Jones were awarded the Commissioner's Commendation Award.

Looking forward, in 2024 we have a unit member attending Roverway in Norway. 2 members of the unit are attending Intercamp 24 in Poland as IST, as well as several members joining the Explorer expedition to Sweden.

Allen Heath

STANFORD CAMPSITE REPORT

We are delighted to say that the campsite has again been well used over the past year. Last May, the District held a very successful celebration of the King's Coronation 'Coronation Capers' with several hundred people on the site. The event was well supported and all who attended had great memories of a special day. This was followed by another District celebration of Stanford 60th anniversary in September with activities, campfire and a quiz which was enjoyed by many leaders (past and present) and their families.

We continue to face the challenges of maintaining and improving the campsite. There is a small sub-committee who are now responsible for this, and we desperately need more help with our work party days. We have formalised the camp site Risk Assessment and regular checks are being carried out, this will be reviewed annually and much of the work party tasks will involve keeping the site compliant. A special 'Thank you' to Graham for regularly checking the site and flushing through the water pipes during the winter- as per the Risk Assessment.

The new CCTV system is working well so we can see if there are any 'unexpected visitors'- we are also able see the variety of wildlife on the site!

Unfortunately, there has been little progress with the bunkhouse-the local architects which were engaged to help with the project are not responding so sadly we are now looking to recover fees paid to them and engage an alternative company. We hope to get the project underway as soon as possible but seem to regularly run into setbacks.

As mentioned earlier, the campsite sub-committee have worked tirelessly to keep the site in good condition, rising to the challenges of the weather to keep it safe and open. Thanks, in particular are owed to Sheila for dealing with the bookings, Mick for organising the SAS work parties, Kevin for tree felling and general site maintenance, Eddy for organising the grass cutting crew - Graham, Pauline and Simon. Another 'thank you' also goes to all the sub-committee members who support at short notice to keep the site running and to everyone who has attended a work party over the last year. Your help is very much appreciated.

Finally, our regular plea for more help - we desperately need more people to assist with the work party days which are approximately six a year - please pass on the word and speak to a member of the Trustee Board or sub-committee if you/parents/leaders are interested. We are fortunate to have our own campsite; when other local sites are closing to youth organisations, it's more important than ever to ensure that we can keep our site the special place it has become.

The Stanford Sub-Committee Team

CRAWLEY DISTRICT APPOINTMENTS TEAM

I have now been in the role of District Appointments Secretary for over 18 months & all meetings have been done face to face except for one who was a university student.

The team continues to be very flexible as to where and when we meet and we aim to make things as easy as possible for volunteers, for example, we have recently met with all of the new Squirrel Drey leaders on a Saturday morning over at 2nd Ifield.

We managed 17 meetings in 2023 and saw many volunteers; some new and others taking on another role. The current waiting list is 4, all of whom have only recently appeared on it. Whilst this is a testament to the hard work of the team, as always, it is a concern as we would like to have more volunteers coming through. We continue to see volunteers at whatever stage of the joining process they are at as long as all parts are complete before final approval is sought.

As far as recruitment is concerned, there has been a lot of hard work going on in the district. During 2023, we visited the Handcross Fair, had a recruitment morning at 2nd Crawley and have just attended the Volunteer Recruitment Fair at The Hawth. Unfortunately, we have only had minimal interest from these sources. We ran a Facebook campaign early last year which was quite successful and we do see interest via the CDS want to join email address. A spreadsheet has been maintained over the last year and there are 39 names on it – 18 have been converted to leader/group occasional helper and 4 are still in the process. I continue to try to talk to each person on the phone to give the warm, friendly approach.

This year the team is delighted to have gained Emma Ellison, but very sad to have lost Barry. I would like to thank, Allen, Jill, Bev, Dave, Helen, Robin, Geoff & Emma for their ongoing support and hard work and also Chris who is always my 'go to' as I still come across new things!

Tracy Gidman

CRAWLEY DISTRICT SCOUTS TRAINING REPORT

CONGRATULATIONS

Diana Parisi
Harrison Lynn
Stewart Feasby
Tracy Gidman
Caroline Pendlebury
Cathryn Pernstich

All completing their first leadership Wood Badge in flexible times!

Huge thanks also to all who officially stepped up or took on additional responsibilities earning their 2nd or more Wood Badges;

Congratulations and thank you to the 20 adults who completed their initial 'Getting Started' journey achieving their CDS certificates and pin badges;

Dale Young, Claire Fyffe, Sian Mills, Sarah Smith, Kerrie Kennedy, Chris Kennedy, Susan Hallam, Anna Chapman, Megan Whitfield, Chloe Mayhew, Natasha White, Karen Wilkes, Darren King, Lauren Head, Katherine Cairns, Jemma Robinson, Oskar Bolin-Schmitt, Jo Holmes, Simon Kilcoyne, Russell Howard.

Mandatory Ongoing Learning

Safety and Safeguarding moved to central management of online learning and many of you will have received the emails encouraging completion of the learning.

George Dyson, supported by Dan Usher-Smith and Ron Woolard, provided both the module 10, First Aid learning and 2-day extended course to support activity permits in 2023. 47 members trained in 2023, a further 18 have attended this year and currently 19 need to find a course.

Training Support;

The above achievements have only been achieved with the encouragement of Line Managers and Training Advisers (TAs) supporting adults through the learning and validation process. Crawley has a very small team of TAs, my **unending gratitude** goes to: Sean Edwards, Connor Holmes, Adam Jasko, Dominic Smith and Diana Parisi.

The roles of Training Adviser, Training Manager and even Trainer will not transition in future so PLEASE ensure your line manager knows that you want to support your fellow Scouts through their volunteer journey.

Modules 16/38 learning for support of Nights Away Permits will be arranged this Spring if demand is shared.

Well Done, thank you and congratulations to everyone who has started and continued their Scout journey in 2023. Your time and efforts are appreciated. My hope is that this enables everyone to enjoy safe scouts.

West Sussex Scout continue to offer learning through Eventbrite;
<https://www.eventbrite.co.uk/o/west-sussex-scouts-3622177993>

Chris Hobbs

DISTRICT MODEL CONSTITUTION

5.5. Constitution for a Scout District

5.5.1. Preamble

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

In the interest of openness, especially for new members of the District Scout Council, the District Scout Council should re-adopt their constitution at each Annual General Meeting (AGM).

Apart from use at the District AGM, this constitution must always be used in the context of 5.1, 5.2, 5.3 and 5.7.

5.5.2. Charitable objects

5.5.2.1 [Rule 1.1 of The Scout Association Policy, Organisation and Rules] Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5.5.3. The District Scout Council and the District Trustee Board

5.5.3.1 The District Scout Council has a governance role for the District Scout charity and, in particular, makes District Trustee Board appointments other than ex officio and co-opted appointments (see Rule 5.5.4.2).

5.5.3.2 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. The District Scout Council has no Trustee responsibilities.

5.5.3.3 The District Scout Council has no Trustee responsibilities.

5.5.4. The District Scout Council - membership

5.5.4.1 Membership of the District Scout Council does not provide any membership status of the Scouts.

5.5.4.2 District Scout Council membership

- a) The ex officio members of the District Scout Council are members by virtue of their role in The Scouts:
 - all adult members with a role in the District - see District roles in the Chapter 16 Roles Table of The Scout Association's Policy, Organisation and Rules
 - all Group Scout Leaders and Deputy Group Scout Leaders from the District

- all Group Trustee Board Chairs from the District
 - all Group Trustee Board Treasurers from the District
 - all Section Leaders, Assistant Section Leaders from the District
 - all Group Active Support Managers from the District
 - all Explorers (including Young Leaders) in the District
 - all members of the Scout Network in the District
 - all parents and carers of all Explorers (including Young Leaders)
 - a representative of the District Troop Leadership Forum, selected from amongst the membership of the Forum
 - the County Commissioner
 - the County Chair
- b) The 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 Commissioner 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) The 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 Commissioner and the District Trustee Board. The number of community members must not exceed the number of ex officio District Scout Council members (see also (e) below).
- d) Membership of the District Scout Council ends when the:
- member resigns
 - member no longer qualifies as a member of the District Scout Council
 - District Scout Council is dissolved
 - District Scout Council membership is terminated by UK Headquarters following a recommendation by the District Trustee Board.
- e) The total number of appointed and community members of a District Scout Council must not exceed the number of ex officio members
- f) Appointed members of a District Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.
- g) Community members of a are appointed to the District Scout Council are initially appointed for a term of one year, though they may be renewed annually at the AGM.
- h) District Trustee Board administration (see Rule 5.5.7.9) 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, must

not be recorded as District Scout Council Members on The Scout Association's membership system.

5.5.5. District Scout Council - Annual General Meeting

5.5.5. Each District Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the District's financial year. Districts should give 4 weeks' notice of the date of the AGM.

5.5.5.2 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 5.3 of The Scout Association Policy, Organisation and Rules.
- 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 year by

- receiving from the District Commissioner 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 approved by the District Trustee Board. Before the AGM, the accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer (see 5.7.3). This must include the formal report prepared by the auditor, independent examiner, or scrutineer.

c) Make appointments

- appoint a Chair of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board. Vacancies for Chair only occur at the end of their period of appointment (for example, a Chair may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
- appoint a Treasurer of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board. Vacancies for Treasurer only occur at the end of their period of appointment (for example, a Treasurer may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
- appoint other members of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board. 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 after years 1 and 2).

- Appoint two representatives of the District Scout Council to represent the District Scout Council at meetings of the County Scout Council.
- 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 as required
- nominate representatives of the District Scout Council to represent the District on the County Scout Council.

5.5.5.3 Following each District AGM, the District Trustee Board administration must ensure that:

- a. all appointed Trustees are recorded on the membership system, as required by Rules 16.1.2 and 16.2.2.4 of The Scout Association Policy, Organisation and Rules
- b. the District Trustees' Annual Report and Accounts, including the formal report prepared by the auditor, independent examiner, or scrutineer are filed as described in Rule 5.7 of The Scout Association Policy, Organisation and Rules

It is good practice for the District Trustee Board to verify the draft Minutes of the AGM at their first meeting following the AGM, even though the minutes cannot be formally approved until the charity's next AGM.

5.5.6. District Trustee Board - purpose SV

The District Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

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

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

5.5.6.2 Governance roles must be distinct to help manage conflicts of interest. This means that the roles of District Chair and District Treasurer must be kept separate and be done by two different people.

5.5.6.3 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 Chapter 2 of The Scout Association Policy, Organisation and Rules.
- 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 4.2.2 of The Scout Association Policy, Organisation and Rules)

5.5.6.4 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) maintain and manage:
 - a reserves policy for the charity including a plan for use of reserves outside the 'minimum'
 - an investment policy for the charity
 - a public benefit statement for the charity
- d) 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
- e) ensure the appointment and management and operation of any sub committees, including appointing a Chair to lead the sub committees. This should normally be one of the District's Trustees.
- f) ensure that effective administration is in place to support the work of the District Trustee Board
- g) appoint any co-opted members of the District Trustee Board
- h) 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 sent to the County Trustee Board administration (see Rule 5.5.7.9) and, if the District is a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- i) take 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 individually and collectively maintain confidentiality regarding appropriate District Trustee Board business
 - j) individually and collectively maintain confidentiality regarding appropriate District Trustee Board business
 - k) 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 re-selected after years 1 and 2).
 - l) where staff are employed:
 - act as a responsible employer in accordance with the 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

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

- a. its purpose is governance focused and not operational
- b. its members are agreed and approved by the District Trustee Board
- c. the District Trustee Board Chair is an ex officio member
- d. the District Commissioner is an ex officio member

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

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

5.5.6.6 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.

5.5.7. District Trustee Board - membership SV

5.5.7.1 Subject to the conflict of interest rules (see Chapter 16 and the definition of 'conflict of interest in the Definitions Chapter of The Scout Association Policy, Organisation and Rules), a Trustee may be a member of more than one Trustee Board.

5.5.7.2 A District Trustee Board should comprise a maximum of 12 Trustees (the total of all ex officio, appointed and co-opted Trustee categories), with a minimum of five Trustees. The maximum number of Trustees should be agreed by the District Scout Council at its AGM.

5.5.7.3 Each ex officio, appointed and co-opted member of the District Trustee Board is a charity Trustee of the District as appropriate.

People invited to attend meetings of the District Trustee Board, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

5.5.7.4 Certain people are disqualified from being charity trustees by virtue of the Charities Acts.

5.5.7.5 Some Districts may also need to register as a charity (see Rule 13.1.2 of The Scout Association Policy, Organisation and Rules). SV

If registered, the District registration number must be recorded on the membership system

Districts must not use any other charity number than their own.

5.5.7.6 All Trustees must complete learning as specified in Rule 16.2.1, 16.2.3, 16.2.4 and the Chapter 16 Roles Table of The Scout Association Policy, Organisation and Rules.

5.5.7.7 A District Trustee Board and any sub committees should have at least two Trustees aged between their 18th and 25th birthdays.

5.5.7.8 Each District Trustee Board requires effective administration. The administration may be provided by one or more persons as appropriate to the District.

5.5.7.9 The selection processes leading to appointment of District Trustees must include a rigorous and transparent selection process, which includes advertising vacancies widely.

5.5.7.10 The members of the District Trustee Board are:

- a. The District Commissioner and the District Youth Commissioner are ex officio members of a District Trustee Board SV. There is only one ex officio Trustee role for a District Commissioner, so where there are joint role holders for District Commissioner, the role holders must decide, in discussion the District Chair, which of them will be the ex officio Trustee. However, each District

Commissioner role holder must be eligible to be a Trustee (as specified in Chapter 16 of The Scout Association Policy, Organisation and Rules). There is only one ex officio Trustee role for a District Youth Commissioner, so where there are joint role holders for District Youth Commissioner, the role holders must decide, in discussion the District Commissioner and the District Chair, which of them will be the ex officio Trustee. However, each District Youth Commissioner role holder must be eligible to be a Trustee (as specified in Chapter 16 of The Scout Association Policy, Organisation and Rules).

- b. The District Trustee Board must initiate a selection process to propose a District Chair to the District Scout Council for appointment at their AGM. The vacancies for the role of Chair only occur at the end of their period of appointment (for example, a District Chair may have been appointed for three years and so does not need to be reappointed after years 1 and 2). The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.
- c. The District Trustee Board must initiate a selection process to propose a District Treasurer to the District Scout Council for appointment at their AGM. The vacancies for the role of Treasurer only occur at the end of their period of appointment (for example, a District Treasurer may have been appointed for three years and so does not need to be re-appointed after years 1 and 2). The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.
- d. The appointed members of a District Trustee Board are persons appointed by the District Scout Council at the District's AGM. This should follow a selection process initiated and overseen by the District Trustee Board. The vacancies for the role of Trustee only occur at the end of their period of appointment (for example, a District Trustee may have been appointed for three years and so does not need to be re-appointed after years 1 and 2). The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.
- e. The co-opted members of a District Trustee Board are persons coopted annually by the District Trustee Board. They are not appointed by the District Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees (excluding Chair and Treasurer).
- f. The County Chair and the County Commissioner each have the right of attendance at meetings of each of the District Trustee Boards in the Districts in the County.

5.5.7.11 Term limits for Trustees are defined in POR rule 5.3.1.6.

5.5.7.12 If a District Trustee Board Chair or Treasurer resigns, then Rule 16.6.3 of The Scout Association Policy, Organisation and Rules must be followed.

5.5.8. District Scout Council - Conduct of meetings

- 5.5.8.1 The District Scout Council meets at their AGM (see 5.5.5). It would be unusual for there to be additional meetings of the District Scout Council.
- 5.5.8.2 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.
- 5.5.8.3 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.
- 5.5.8.4 Only District Scout Council members, as defined in Rule 5.5.4, may vote in District Scout Council meetings.
- 5.5.8.5 The quorum for a District Scout Council meeting is agreed by the District Scout Council at their AGM (see 5.5.5.2)

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.

- 5.5.8.6 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.
- 5.5.8.7 In order 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.

- 5.5.8.8 All meetings of the District Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5.5.9. District Trustee Board - Conduct of meetings

- 5.5.9.1 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.
- 5.5.9.2 District Trustee Board meetings are chaired by the District Chair. If the District Chair is unable to be present, they may appoint a delegate to chair a 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.
- 5.5.9.3 Only members of a District Trustee Board as defined in 5.5.7 may vote in its meetings.

5.5.9.4 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.

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

5.5.9.5 In the case of a sub-committee of the District Trustee Board, the quorum for each sub-committee must be set by the District Trustee Board, based on the size of the sub-committee and the complexity of its task(s).

5.5.9.6 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.

5.5.9.7 In order to discharge their responsibilities, the District Trustee Board may meet by telephone or video conference as well as face to face when agreed by the District Chair. This includes 'hybrid' meetings, where some members are present at an agreed meeting place and others join by telephone or video.

5.5.9.8 Where urgent matters arise between scheduled meetings of the District Trustee Board and if it is not practicable to convene a meeting of the District Trustee Board then an electronic voting method (such as email) is allowed for decision making of the District Trustee Board when deemed appropriate by the District Chair. In such circumstances at least 75% of the members of the District Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next District Trustee Board meeting.