



DELEGATED DECISION MAKING AND URGENT MATTERS PROCEDURE WORTHING DISTRICT SCOUT COUNCIL

Introduction

It is not sensibly possible for every decision to be by the entire trustee board, and we couldn't meet the aims of the charity by doing so. This document provides an up-to-date list of all delegations and how we will take decisions between meetings of the trustee board.

Scouting's rules (which we adopt every year at our AGM) stipulate that a majority of votes cast by the Trustee present at a quorate meeting of the Trustee Board are needed to decide a matter.

POR 5c.2.8.7 says:

“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.

Digital applications other than email are generally not appropriate to be used for such decision making. This includes WhatsApp, Doodle and similar tools, which should only be considered in exceptional circumstances and with the agreement of the District Chair.

For such decisions taken between meetings, a minimum of 75% of the total number of Trustees must approve the matter [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.”

Internet Banking

In all of the delegated decisions, the district policy is that signatories to bank accounts are at least two unrelated people – and that any internet banking should enforce dual signatory controls to be activated.

Urgent Matters

When the district chair considers it necessary, electronic votes can take part by **email** (see POR 5c 2.8.7) – the approval threshold is 75% of the trustees. The chair should ensure that sufficient information is circulated with the request so that the trustees can make an effective decision.

If the chair considers that the decision is likely to prove controversial and time allows, then this should be considered by the next trustee board meeting.

The trustee board expects that urgent matter should allow at least 72 hours for a decision to be made.



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Delegated Decisions

Prepaid Cards

In accordance with the District Prepaid card policy, the chair/treasurer/lead volunteer are authorised to transfer funds from the district main bank account to Wise sufficient to ensure that funds are available for district role holders to use.

Explorer Units

The Team Leader 14-24 and the District Treasurer shall determine the signatories on all explorer unit bank accounts, and two or more of the signatories shall be required to spend money from the unit bank accounts. This is normally expected to be some leaders of the explorer unit, the Team Leader 14-24 and the District Treasurer.

The explorer units shall not commit to any long term contract without the consent of the Team Leader 14-24 and the district treasurer.

The explorer units shall not commit to any payments that exceed half the value of the amount in their bank account, including any uncancellable camp expenditure taking more than this amount without the consent of the Team Leader 14-24 and the district treasurer.

The explorer units may not purchase any immovable property without the consent of the trustee board.

The trustee board has an expectation that explorer camps and trips be self-financing.

The explorer units may enter into partnership agreements with other scouting charities, these agreements are not legally enforceable, but must be agreed by the Team Leader 14-24 (with the consent of the district chair and treasurer).

The Districts International Trip policy imposes additional requirements on Explorer Units looking to undertake international trips, which must be complied with.

Scout Network

The Team Leader 14-24 and the District Treasurer shall determine the signatories on all Scout Network bank accounts, and two or more of the signatories shall be required to spend money from the unit bank accounts.

The Scout Network shall not commit to any long term contract without the consent of the Team Leader 14-24 and the district treasurer.

The Scout Network shall not commit to any payments that exceed half the value of the amount in its bank account, including any uncancellable camp expenditure taking more than this amount without the consent of the Team Leader 14-24 and the district treasurer.

The Network may not purchase any immovable property without the consent of the trustee board.



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The Districts International Trip policy imposes additional requirements on the Scout Network Units looking to undertake international trips, which must be complied with.

Target Sports Sub-Team

The Programme Team Leader and the District Treasurer shall determine the signatories on all target sports bank accounts, and two or more of the signatories shall be required to spend money from the unit bank accounts. This is normally expected to be some team leaders/team members of the Target Sports sub-team and the District Treasurer.

The target sports sub-team shall not commit to any long term contract without the consent of the Team Leader 14-24 and the district treasurer.

The sub-team shall not commit to any payments that exceed half the value of the amount in their bank account, including any uncancellable camp expenditure taking more than this amount without the consent of the Programme Team Leader and the district treasurer.

The target sports sub-team may not purchase any immovable property without the consent of the trustee board.

The sub-team may enter into partnership agreements with other scouting charities, these agreements are not legally enforceable, but must be agreed by the Programme Team Leader (with the consent of the district chair and treasurer).

Gang Show 2026 Sub-Team

The Programme Team Leader and the District Treasurer shall determine the signatories on all Gang Show bank accounts, and two or more of the signatories shall be required to spend money from the unit bank accounts. This is normally expected to be some team leaders/team members of the Gang Show sub-team and the District Treasurer.

The gang show sub-team shall not commit to any long term contract without the consent of the Team Leader 14-24 and the district treasurer.

The sub-team shall not commit to any payments that exceed half the value of the amount in their bank account without the consent of the Programme Team Leader and the district treasurer.

The gang show 2026 sub-team may not purchase any immovable property without the consent of the trustee board.

The following contracts specifically must be referred to the chair of the trustee board for consent before signing:

- A formal agreement to book the theatre and agree to pay cost
- The booking/invoice of the sound desk and staffing of it
- The booking/invoice of the band for the Gang Show



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Agreement to signing of the above three agreements must be recording in the minutes of the next district trustee meeting.

District Events

Where a district event has been agreed by the trustee board, the board will allocate it a budget and indicate who may authorise spending of amounts. This may be on pre-paid cards in which case people are expected to spend within the budget given to them and fulfil the criteria in the pre-paid bank card policy.

Role holders budgets

The trustee board will decide a budget for spending by each role holder, and claimable back as expenses. The District Expenses Policy enumerates what is valid expenses.

Glebe Road

The trustee board authorises two out of three of the District Lead Volunteer, District Chair and District Treasurer to authorise payments under £500 to maintain and ensure the physical security of Glebe Road.

The trustee board authorised two out of three of the District Lead Volunteer, District Chair and District Treasurer to authorise payments for grass cutting at Glebe Road to SJM Gardens, at a cost of £30/cut (or increased to allow for inflation).

Low Value Items between meetings

Where the district needs to agree to unexpected spending of under £100 where considered necessary, two out of four of the District Lead Volunteer, Team Leader 14-24, District Chair and District Treasurer may authorise this and report it at the next trustee board.

This decision must be recording in the minutes of the next district trustee meeting.

Emergency higher value expenditure

Where the district chair considers it an emergency and there is not enough time to consult the entire trustee board, in extreme circumstances such as to preserve life or the safety of a Young Person (or group of) – two out of four of the District Lead Volunteer, District Chair and District Treasurer, Team Leader 14-24 may authorise additional expenditure, this must be reported to the entire trustee board within 24 hours of the decision being taken by email.

If two out of four are on an event that necessitates using this, then they should not be the two – there should be one person not on the event.

This decision must be recording in the minutes of the next district trustee meeting.



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Recurring District Expenditure

The District treasurer shall have the authority to raise payments for the following items without having to request prior approval from the District Trustee Board:

- Annual Insurance Renewals
- Payment of any badge/scarf invoices
- Annual membership fees payable to West Sussex Scouts
- Licensing Act licenses
- District membership of Southwater lake
- Payments to the independent examiner for the annual accounts
- DLVs “duty phone” O2 Contract payments
- 14-24 Provision : Photo hosting contract
- 14-24 Provision : Spot Tracker fees

Expenditure incurrent under this section must be recording in the minutes of the next district trustee meeting.

This policy was adopted by the trustee board of Worthing District Scout Council at its meeting on 25th November 2025, and the treasurer shall update and present to the board when new delegated permissions are granted.