

Trustees Workshop 18th October 2026



Scouts
South West Cheshire

District Trustees in this workshop:

Richard Bennett – District Treasurer

Lise Grasmeder – Trustee

Sharon Joyce – Trustee

Mark Rowe – Trustee

Jane Smart – District Chair

What exactly is a trustee?



Trustees play a key part in Scouts, and keep an eye on our vision. They make sure young people have the best experience at Scouts, and check things are being done safely and legally.



Trustees are a team of volunteers who see the big picture, make decisions, and work together to help Scouts run smoothly.



Trustee Board – scope and responsibilities

1. Are we focusing on the
right things as Trustees?



Oversight:

- People – recruitment, retention, skills and succession planning
- Assets – buildings, equipment, land and resources
- Activities – safe, inclusive Scouting and support for the programme

Assurance:

- Are we following Scout Association POR and safeguarding requirements?
- Are we a healthy, sustainable Group, with the right people, finances and Risk Management?
- Are we making the most of our resources and opportunities to grow scouting locally?

Discuss Together (with real examples/lessons learnt):

- What does your Board do particularly well?
- What tends to get overlooked or take up too much time?
- How do you make sure the Board governs without getting involved in day-to-day running?

Premises

2. Are our meeting places safe and well managed?



What should we be checking?

- Safe Scouting Premises Audit – when did we last complete one?
- Risk assessments, fire safety and emergency procedures
- Gas and electrical safety reports, insurance and signage
- Accessibility and suitability of the building
- Noticeboards and keeping safety information up to date
- Repairs and maintenance – do we have reliable local tradespeople?
- Other groups using our premises – what checks and arrangements are needed?

Discuss Together (with real examples/lessons learnt):

- How do you organise and keep track of inspections, certifications and actions?
- What has worked well when arranging repairs or managing maintenance costs?
- If other organisations use your premises, what arrangements have you found helpful?
- What premises issue would you warn others of?

Finances and banking

2. What works for your group?



Keeping things running smoothly for your Group

- Banking – which banks are easy or difficult to use?
- Signatories – are bank mandates up to date on all your accounts?
- Accounts – Excel or accounting software? What works best?
- Reserves – how much should we keep for running costs, unexpected bills and future equipment?
- Fundraising – what works well, what could we try and what income can we claim Gift Aid on?

Discuss Together (with real examples/lessons learnt):

- What banking or bookkeeping tips would you pass to another Group?
- How do you decide what to keep in reserve and what you can afford to spend?
- What is your best tip for fundraising?
- What is one financial process you'd like to make easier?

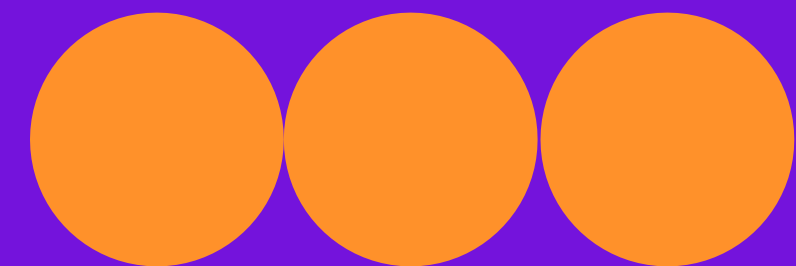
At least one useful idea to
take back to your Groups

Wrap up/summary



Where to find more information

- Scouts.org.uk [Home > Volunteers > Running Things Locally > **Trustee Boards**](#)
- The scouts website summarises updates to POR, charity commission rules etc for Trustees and all adult volunteers <https://www.scouts.org.uk/por>
- Charity Commission Governance Jigsaw (next slide)
- Short video: Top 5 tips for a Charity Trustee https://www.youtube.com/watch?v=_tqibeY-vpQ&t=3s
- <https://prod-cms.scouts.org.uk/media/0jrnyuw4/regulatory-advice-guidance-to-all-trustees-of-the-scout-movement-from-the-charity-commission.pdf>



The Governance Jigsaw – The Essential Trustee (CC3)



It's about knowing:

- what your charity can and can't do within its purposes
- how your charity is fulfilling its purposes and benefiting the public
- what difference your charity is really making

It's about being:

- familiar with your governing document
- up to date with filing accounts, returns and any changes to your charity's registration details
- aware of other laws that apply to your charity

It's not about being:

- an expert - but you do need to take reasonable steps to find out

It's about:

- making balanced, informed decisions
- recognising & dealing with conflicts of interest
- ensuring trustee benefits are allowed
- being prepared to question and challenge
- accepting majority decisions

It's not about:

- preserving the charity for its own sake
- serving personal interests

It's about:

- managing risks, protecting assets (reputation) and people
- getting the resources your charity needs
- having and following appropriate controls and procedures
- dealing with land and buildings
- responsibility for, and to, staff and volunteers

It's about:

- using your skills and experience
- deciding when you need advice
- preparing for meetings
- getting the information you need (financial, management)
- being prepared in case something does go wrong

It's about:

- meeting legal accounting and reporting requirements
- being able to show that your charity complies with the law and is effective
- being accountable to members and others with an interest in the charity
- ensuring that staff and volunteers are accountable to the board
- welcoming accountability as an opportunity not a burden





Thank you