



**Scouts**

**1st Ince and Elton**

# **Headquarters Management Policy**

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# Headquarters Management Policy

- The 1<sup>st</sup> Ince and Elton GEC have formed a Headquarters' Sub Committee, who are responsible for the overseeing of the maintenance and improvements to the building.
- All members of the Scout Group are responsible for reporting issues of maintenance to the HQSC via a HQ maintenance book kept in the Scout Headquarters. Once jobs have been completed they should be signed off as complete.
- All finances for the maintenance of the building under £100 can be purchased using the HQ float. Any finances over this amount must be agreed by GSL and 2 members of the GEC. Major works over £500 must go to the GEC meeting.
- All members of the Group and visitors need to keep the building clean by, following the cleaning Rota per section and removing their own rubbish at the end of the session to prevent infestations.
- Sundries to care for the building can be purchased by the HQSC, who will delegate a person to do this. If anything needs replacing the HQSC must be informed so as not to duplicate purchases.
- All Health and Safety checks such as fire extinguishers and electrical certificates will be the responsibility of the HQSC.
- The HQSC will provide a Health and Safety policy for the current condition of the building and make it visible to all members and visitors.
- The HQSC committee will have a fire risk assessment completed annually for the building and will display it to members and visitors.
- Keys holders can only be current members of the Group. All leaders may have access to keys. A spare set should be held by the GEC and the master set by the HQSC. All keys must be returned once membership is terminated.
- Any items left in the Scout Headquarters that are personal property is left at the owner's own risk.
- Hire of the Headquarters may only be agreed by the GEC and a hire agreement must be completed.

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