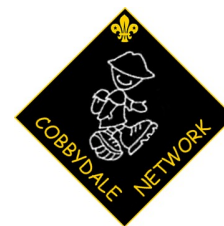


Cobbydale Scout Network Unit

Unit Equipment Policy

Last Updated: 17th February 2010



This policy outlines the details of recording, maintaining and hire of the Cobbydale Scout Network Unit Equipment.

1) Current Unit Quarter Master (QM):

- a) Name:
Miss Elizabeth Credland,
- b) Address:
11 Gillstone Drive,
Haworth,
Keighley,
West Yorkshire,
BD22 9PJ
- c) Telephone:
(01535) 644745
- d) Mobile:
07929416136
- e) E-Mail:
qm@cobbydalenetwork.org.uk

2) Recording:

- a) The QM must complete a full inventory of the units equipment on an annual basis;
- b) The annual inventory should make records of the equipment and its current condition;
- c) The annual inventory should then be reported at the Unit Annual General Meeting.



3) Maintenance:

- a) If the condition of the equipment is deemed to be poor:
 - i) it will be the responsibility of the executive committee to authorise any relevant repairs;
 - ii) If repair will be impossible or too costly it may be replaced under the authorisation of the executive committee;
 - iii) All alterations to the Unit inventory (repairs, replacements or additions) should happen under the advice of the QM.

4) Hire:

- a) Hire form
 - i) Any equipment hire requires completion of Unit Equipment Hire Form;
 - ii) One member of the hiring party (known as the contact) should send the request to the current unit QM using the information in section 1.
- b) Hire approval
 - i) Any request requires approval of at least 3 members of the executive committee (to include the QM and the chairperson);
 - ii) In short-notice / emergency cases, agreement between the QM and one other member of the executive committee would suffice.
- c) Timetable
 - i) The contact name on the hire form must arrange a pick up date and time;
 - ii) The contact name on the hire form must arrange a returning date and time;
 - iii) Upon approval, these times will be recorded in the hire diary (to be kept by the QM);
 - iv) If for any reason these times cannot be honoured, the contact must inform the QM as soon as possible.
- d) Possible loss or damage
 - i) At the time of hire the contact and the QM will make note of any defects of the equipment in question;
 - ii) If the equipment is not returned, and in the condition in which it was issued, then the contact will be held responsible for its repair or replacement.