

MINUTES OF A MEETING OF THE FINANCE SUB-COMMITTEE
Held on Thursday 19th November 2020 at 7.30pm using Zoom

PRESENT: Steve Landles (Chair); Steve Clarke (Finance Officer); Tony Andrews (District Chair) and Mandy Sweet (District Commissioner); and Ray Salisbury (Activity Centre Treasurer)
Robert Gill (Secretary)

1. Welcome and Chair's Opening Remarks:

The Chair welcomed those present and thanked them for their attendance.

2. Minutes of Meeting held 9th September 20

The minutes of the last meeting had been circulated and were agreed as a correct record of that meeting.

3. Matters Arising

a. Electricity usage

Covid restrictions have prevented any use of DHQ therefore a review has been negated.

The heating is off and the boiler set to frost.

ACTION DROPPED

b. Scout Group Accounts

1st SwH issues covered under AoB

Tony reported that currently eight groups satisfy scrutiny and two require scrutiny of their accounts.

1st Galgate have a basic cash book.

The remaining groups are to be reminded of the requirement to submit their accounts.

ACTION TA

c. Scout and Guide Shop Accounts

Guide officers have not replied to requests for a meeting to discuss the last 3 years accounts and a risk assessment for reopening the shop. Guides need to move on this.

ACTION TA

Tony has written a draft risk assessment which has been checked by Howard Greenwood.

The shop contribution to DHQ is currently £100 split 50/50 Guides and Scouts.

Tony proposed that contributions are waived while the shop is closed. Proposal accepted.

On a positive note the use of a card reader is being considered.

d. Money on Deposit

Cash flow forecast compiled and circulated prior to the meeting.

ACTION COMPLETE

e. Sharpe Bequest

Success letters sent to applicants.

No reply received from 5L Lancaster, Tony to email Dave Evans

ACTION TA

f. Investment Proposals

Moved to AoB

4. Finance Officers Report

Report and funds spreadsheet had been circulated prior to the meeting.

SC reviewed the detail: CAF bank service charge increases, Census to identify groups in hardship, the possibility of County providing and underwriting hardship loans and DHQ insurance.

TA stated that he was waiting for Grayson's to provide detail of their insurance broker.

TA to pass forward to SC when received.

ACTION TA

5. Budgets

The report and spreadsheet had been circulated prior to the meeting.

A lengthy discussion ensued regarding the approach to setting budgets and the application of the District Levy in 2021.

MS proposed that the levy remain unchanged with provision to assist groups in difficulty.

The motion was carried, TA abstained.

SL proposed that the budget reflect a realistic plan of expenditure and not hope that any deficit will be covered by budget holders not spending all their budget. It was acknowledged that this approach had worked in previous years. It was also noted that the budget would almost certainly result in a deficit since the fixed expenses exceeded the likely funds available.

Discussion reviewed budget lines to see if any were able to be cut without endangering outcomes we are trying to achieve. For example, it was recognised that it was not necessary to retain all of the OSM budget for the moment. It was suggested that applications for international funding should be suspended this year. Against this, we had already made some commitments and MS raised an objection because participants had been encouraged to make applications

It was agreed that we should compile the most realistic estimates possible and put the key decisions to the Scout Council for their views.

Budget holders to be approached to determine their requirements

ACTION MS

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To be referred to the executive committee for their views

ACTION SL

SL closed the discussion commenting that this is a difficult issue and subject to variables that are hard to predict. There is a concern about setting negative budgets; perhaps we set a provisional budget and monitor closely.

6. Investments Proposals

SL circulated a written report after the meeting. In summary, the application has been sent to CAF bank with authorization roles allocated to HG, RS, SC and SL. Once the account has **been set up** for us, investments will be made in line with proposals submitted to executive.

7. Activity Centres Treasurers Report

The report and spreadsheet were circulated earlier. The ACNB report fully details current finances and indicates that there are sufficient funds to cover expenditure for the foreseeable future.

The report and budget proposal were accepted.

8. 14 – 25 Finance and Support Group Report

The role and composition of the committee will be completed by the end of December with a report next year.

ACTION TA

9. Any other Business

a. SwH

SL reported that he had met with SwH and discussed the groups current governance and the need for a set of accounts. It transpired that there issues regarding the relationship with the hall committee and the group's Charity Commission entry. SL agreed with the group that he would pull together a set of accounts for them. In the absence of any previous financial documentation SL used the expenditure for the current year as the cash brought forward figure and now has a set of accounts SL foresees problems finding a treasurer.

TA suggested that SL take the role as Scrutiniser and sign the accounts off otherwise there will never be a start point to rebuild any account from. SL and TA to liaise **ACTION SL & TA**

b. Dan Coulthard has been suggested as a possible committee member

Tony to cover off correct protocol

ACTION TA

10. Date of Next Meeting:

Next meeting is Thursday 14 January 2021