

MINUTES OF A MEETING OF THE FINANCE SUB-COMMITTEE
Held on Thursday 11th March 2021 at 7.30pm using Zoom

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

1. **Welcome and Chair's Opening Remarks:**

The Chair welcomed those present with an additional welcome to Callum Seton joining the committee.
Apologies received from Mandy Sweet (District Commissioner) who was attending another meeting.

2. **Minutes of Meeting held 14th January 21**

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

TA reminded the meeting that it had been agreed to drop the 14-25 meeting from the agenda.

ACTION RG

3. **Matters Arising**

a. Membership Levy

Four groups have now received support from the national support fund.
SL asked if the amounts received were known. MS managed to join the meeting
at item 10 on the agenda and informed the meeting that payments were made to
ranging from £1360 to £2300

ACTIONS COMPLETED

b. Capitation Grants/Loans

ITEM DISCHARGED

c. Gift Aid Registration

TA reported that he is half way through the task of writing a step-by-step guide to registering
for gift aid, the mechanics of keeping records and submitting on line claims the document.

ACTION ONGOING TA

d. DHQ Wi-Fi

SC reported that he had paid the £120 bill.

ACTION COMPLETED

e. Year End Accounts

The accounts have been signed off by the Independent Examiner

ACTION COMPLETED

f. Scout and Guide Shop

Authorisation to pay shop manager the usual £100 honorarium.
Covered under item 2

ACTION DROPPED

g. Lancaster BID (Business Improvement District)

TA reported that district is now part of the BID group.

We have a contact within BID that will keep the committee informed regarding upcoming matters.

ACTION COMPLETED

4. **Finance Officers Report**

Report and funds spreadsheet had been circulated prior to the meeting.
SC reviewed some of the detail:

- BLS is the only group not to have paid their capitation levy
- the county levy has been paid
- the scout and guide shop shows a surplus
- the district's current funds

a. **Electricity Supply**

The current supplier Scottish Power are the cheapest tariff for the type of usage required for DHQ
NOTE Yorkshire Energy failed as a company and the contract was automatically transferred.

b. **Sharp Bequests.**

All the applicants have now been paid.

c. **Investment Account**

The application to open an investment platform with Fidelity is in progress. Compared to CAF the paperwork is less arduous. Identity checks of the Executive Trustees and Officers are in hand.

5. **Annual Report / Year End**

The accounts were circulated prior to the meeting.

The scrutineer had performed an in depth check and found SC's deliberate mistake in the notes to the accounts (last year's figures were quoted)

Discussion followed with various questions answered.

TA proposed formal adoption, the motion was carried.

SC left the meeting to resolve issues with his PC

6. **Activity Centres Treasurer's Report**

Reports and spreadsheets had been circulated prior to the meeting.

RS commented that due to Covid payments the accounts were reasonably healthy.

An email had been received from Lancaster Business Support in regard of Restart Grants.

The email suggests that both Silverhelme and Littledale campsites could receive £8k Business restart funding.

The ACMB had met and was aiming to open the campsites on 2 July 2021.

Thanks were expressed for Ray's report.

7. **Scout and Guide shop**

TA presented a report of the meeting of the Scout and Guide Shop Management Committee held on 16 February 2021. The discussions following are recorded as a Private Minute.

8. **Any Other Business**

Sharpe Bequest

TA stated that last year the timescales for applications under the bequest were extended.

It was agreed that the timescales would return to normal, letters sent to groups in May, submissions received by end of June.

Draft letter and documents to be ready for the next meeting

ACTION TA

9. **Date of Next Meeting**

Next meeting 6th May