

**MINUTES OF A MEETING OF THE FINANCE SUB-COMMITTEE**  
**held on Thursday 31 October 2019, at 7.30 pm at District Headquarters**

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**PRESENT:** Tony Andrews (Chair); Steve Clarke (Treasurer); Ray Salisbury (Activity Centres Treasurer).  
Mandy Sweet (District Commissioner); and Robert Gill (Secretary).

**APOLOGIES:** None received.

	<b>Action</b>
<p><b>1. Welcome and Chair's Opening Remarks:</b> The Chair welcomed those present and thanked them for their attendance.</p>	
<p><b>2. Minutes of Meeting held 29 August 2019:</b> The minutes of the last meeting had been circulated and were agreed as a correct record of that meeting.</p>	
<p><b>3. Matters Arising:</b> There were no matters arising that would not be covered within the agenda of the meeting.</p>	
<p><b>4. Treasurer's Report</b> The District Treasurer referred to his circulated report, Appendix 1:</p> <p style="margin-left: 20px;"><b>a. Yorkshire Energy:</b> Repeated attempts had been made to set up a Direct Debit. A letter from CAF bank confirming that the District Treasurer is a signatory to the account will hopefully resolve the matter.</p> <p style="margin-left: 20px;"><b>b. Electricity usage:</b> Consumption has risen over the last year by 11% when compared with the previous 6 years. The Peak rate had risen by 88%. A discussion followed referring to the use of the storage heaters and their respective time clock settings. An assessment of the installation to be arranged.</p> <p style="margin-left: 20px;"><b>c. Sharpe Bequest:</b> The equipment purchased by 13L did not match the submission for funds. It was agreed to pay the sum requested, however 13L would be notified that future variance would not be funded.</p> <p style="margin-left: 20px;"><b>d. Contents Insurance:</b> The current inventory of DHQ contents and equipment accuracy is in doubt. Due to lack of storage space Explorer equipment is held in various locations across the district. However, there is no record of these locations. A record is required along with an ongoing QM system.</p> <p style="margin-left: 20px;">All agreed to renew the sums assured contents £25,130 and all risks equipment £5733</p> <p style="margin-left: 20px;"><b>e. Expenses Claims:</b> Outstanding expenses claims to be submitted to the Treasurer by the 15 December 2019</p>	<p>MS</p> <p>TA</p> <p>TA</p> <p>SC</p> <p>All</p>
<p><b>5. Activity Centres Report</b> The Activity Centres Treasurer referred to his circulated report, Appendix 2 Insurance has now been paid. Moneys to be transferred from CAF bank to the Skipton BS would increase the account to £88,438.75. Concern that this would exceed the Financial Services Compensation Scheme was raised but the risk deemed minimal. The District Chairman stated that he had needed to take a 'Chairman's Action' to commit to a</p>	

likely bill of £4,000. This to cover the costs of refurbishment of the Littledale Water System. Routine maintenance had not been carried out. A formal written quotation is required before any works are carried out.

TA

## 6 Review of Expenses Policy

The District Chairman presented calculations undertaken over a six-month period for his own vehicle:

Average fuel consumption: 11.48 m/l  
 Cheapest fuel: £1.189/l Dearest fuel £1.279/l  
 Cost per mile: £0.10 £0.11

The current payment of 25p/mile was deemed reasonable; it was agreed there was no requirement to increase the payment rate.

## 7 Budget for forthcoming Financial Year

### a) District (excluding Activity Centres)

The District Treasurer referred to his circulated report – Appendix 3  
 The sub Committee examined the line-by-line entries for the budget prepared by:

#### i) District Treasurer for 'HQ' Expenditure:

The total for proposed expenditure was £13,900 (compared with a figure for 2019 of £13,500). It was noted that the HQ element is predictable. It was recorded that last year's Leaders' Social made a loss last year. Unfortunately, members were in the habit of making a booking for an event then cancelling at short notice without paying. The DC has instigated a rule that all bookings are paid for (in advance) irrespective of attendance. It was also identified that more realistic budgeting may have limited the loss incurred.

#### ii) DC for Expenditure in Support of the Programme:

The total proposed expenditure was £16,670 (compared with a figure for 2019 of £15,724). The DC outlined the various components of the budget, explaining the reasoning behind the sums included. Specifically, she noted the increased bid for the International Fund (in anticipation of the large number from the District travelling overseas next year). As with last year, a sum had been included for OSM for all Groups but at the present time this would be approached cautiously as we were not too certain of the plans being made by The Scout Association, nationally.

It was agreed to recommend to the District Executive the budget as discussed - which would result in a deficit of £16,570.00 (compared with a budgeted deficit of £15,404.00 for 2019). The District Chair would ask the Trustees if they were content with this proposal for a deficit budget - bearing in mind that there were enough funds to cover this.

TA

#### iii) Recommendation for Membership Subscriptions:

It was agreed to recommend to the District that the rates charged for youth members for 2020 be:

i) District: £9.00

ii) Jamboree Fund: £0.50

### b) Activity Centres (including Review of Fees)

The Activity Centres Treasurer referred to his circulated report, Appendix 4

Energy prices rose by 8.5% compared with 2018.

There had been a number a small number of complaints concerning the cleanliness of the LD. Centre. The Activity Centres Treasurer has calculated revised fees based on a 5% increase in most cases.

	<b>Action</b>
It was agreed to recommend for approval the budget and charges to the District Executive.	TA
<b>8. 14 -25 Finance and Support Group Report</b>	
No report received.	
<b>9. Scout Group Accounts</b>	
Eight groups had not submitted a complete set of accounts.	
2 <sup>nd</sup> BLS	MS
1 <sup>st</sup> Carnforth	TA
5 <sup>th</sup> L	MS
11 <sup>th</sup> M	TA
1 <sup>st</sup> Silverdale	MS
1 <sup>st</sup> Slyne with Hest	MS
Westgate	MS
Forton	MS
Galgate	MS
Halton	MS
Minor concern was expressed concerning the small 'In Hand' funds held by Hornby and 34 <sup>th</sup> Lancaster. It was thought that this would result in a period of cash flow problems in the coming year.	
<b>10 International Fund – Grant Applications</b>	
An application had been received and it was agreed to grant £100 to an Explorer Scout/Young Leader (travelling to Croatia).	TA
An application had been expected at the meeting for a grant from a second Explorer Scout /Young Leader. This had not materialised, it was agreed to let it run its course, no action yet.	
<b>11 Any Other Business</b>	
A question was raised regarding the Scout and Guide shop accounts - the Chair would follow this through with Tracy Seton.	TA
In response to a suggestion from the Chair, Robert Gill agreed to be a member of the sub-Committee (representing Group Treasurers) - the proposal would be put to the next meeting of the District Executive (for approval). It was suggested that it might be appropriate to recruit a second Group Treasurer.	TA MS
<b>12 Date of Next Meeting: Thursday 20<sup>th</sup> February 2020</b>	