



**MINUTES of the meeting of the LONSDALE DISTRICT EXECUTIVE COMMITTEE held on the 15 March 2018 at District Headquarters, Moor Street, Lancaster.**

**Present:** T Andrews (Chair), C Dewar (DC), S Clarke (Treasurer), A S Hague (Secretary), D Bateman, J Carbert, H Greenwood, A Kayll, D, Squirrel, T Wilkinson.

**Apologies Received:** R Bell, D Smith.

**Not Present:** C Graham, R Parker.

**In Attendance:** R Salisbury.

**Welcome**

The Chair welcomed to the meeting Ray Salisbury (ACMB Treasurer) who had been invited to present the ACMB Budget document.

**Chair's 'Thought for the Day':**

"Remember to look up at the stars and not down at your feet." - Stephen Hawking.

**Minutes of the Last Meeting:**

The minutes of the meeting held on 17 January 2018 were agreed as a correct record subject to the addition of Dave Squirrel to those present.

**Matters Arising:**

Nil

**E809 Secretary's Report / Correspondence**

The Secretary reported receipt of a letter from the Lancaster City Council advising of a planning application by the landlord of the District's Moor Street premises concerning an adjacent property, which would be discussed later in the meeting.

The District had also received from the same Authority a letter confirming that Discretionary Rate Relief for District Headquarters had been granted to 31st March 2018. Ray Salisbury observed that the rateable value in respect of the SilverHelme SAC had increased following the building of the new toilet block.

The Chair also reported receipt of an email from Lancaster CVS concerning Lancaster District Funding Fair, which would be taking place on 16 April 2018 which he proposed to attend along with the Secretary.

**E810 Treasurer's Report:**

The Treasurer presented his report, a copy of which is attached to these minutes.

**- Financial results year ended 31 Dec 2017.**

Ray Salisbury had again undertaken the task of integrating the financial results of HQ and Activity Centres and pulling together the draft Trustees' report. This job has recently been completed. Draft accounts, when completed by our accountants, were due to be considered

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formally by the Finance Sub-Committee on 3 May and presented to the next Executive meeting for approval on 15 May.

The Committee wished to thank Ray Salisbury for the work he had done on the accounts.

#### **- Membership fees 2018**

The census at 31 January 2018 had shown 1380 members from whom fees totalling £50,370 are due. This is allocated to Scout Association £37,260 (due to be paid up to County by 29th March), HQ running costs £12,420, and Jamboree £690. 19 (out of 24) Groups and 6 Explorer Units (out of 7) either paid on time, or within the one-week period of grace. The Group owing £961 for the balance of its 2017 fees has still not paid anything off this or the fees due for 2018, but he had received an email from the recently appointed GSL cataloguing their financial problems, which suggested that it may be some time before these debts are cleared. A suggestion from the Chair that these outstanding sums be converted to a loan to the Group was referred to the Finance Sub-Committee.

#### **- 2018 Budget**

The budget, showing a deficit of £10,356, agreed on 28 November 2017, needed to be revised to take into account the following: -

- **Fee payers** were overestimated by 70, reducing the receipts due by £630, (from £13,050 to £12,420).
- **Electricity** – there was a substantial increase in consumption for the year to January 2018, compared with previous years. There will have been a further significant increase because of the recent lower than usual temperatures. The budget increase recommended by the Finance Sub-Committee is £220 (from £780 to £1,000).
- **Buildings Insurance** –in consequence of the claim following the fire in Mary St last April, the premium paid last December more than doubled, compared with the previous year. Recommended budget increase £450 – from £400 to £850.
- **Additional equipment** - Main items event shelters and radios. Total cost £1098.97. Agreed by Finance Sub-Committee 16 November 2017.

These budget additions were agreed by the meeting meaning that the budgeted deficit will increase by £2399 to £12755.

#### **- Charity Commission returns**

Only one out of thirteen Groups registered with the Charity Commission was in arrear with submission of its annual return.

#### **- Jamboree 2019**

The first instalment of £2500 had been paid to County. A further £2500 was due in May,

#### **- Current financial position**

This was detailed in an attached spreadsheet.

#### **E811 Finance Sub-Committee:**

The minutes of FSC meeting held on 1 Feb 2018 had been circulated for information. With regard to item 6. **Expenses Policy Review of Mileage Rate**, the Chair reported that the FSC had been asked to review the mileage rate and that the decision had been delegated to that committee. He had recently undertaken some research as to the rate paid to volunteers by other local youth organisations and following the noting of these it had been agreed that at the present time the mileage rate paid would remain at 25p per mile but that at the next budget setting cycle a more concerted effort would be made to formulate a more systematic approach to determining the rate (particularly the element to cover running costs).

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**E812 14-25 Finance and Support Group:**

The minutes of the meeting held on 7 Feb 2018 had been circulated with the agenda.

An update from Dave Squirrell had reported that 50 members would be attending the 'Red Rose' camp (now 60).

Membership numbers had been stable since the previous meeting.

An annual programme had been assembled involving Network members. There had been lots of offers of help to plan aspects of programme and events.

The Explorer Administrator had asked for all Units to prepare full year accounts; 2 had been received so far but had had to be returned as they were incomplete.

It was understood that all Units had sufficient funds to cover their membership subscriptions.

**E813 Appointments Advisory Committee Report:**

David Bateman reported that the Appointments Committee had met on 28 February, with Tracy Seton (Secretary) and Clare Williams, (Training Officer), in attendance. Despite the very bad weather, all 8 applicants for warrants had attended for interview, and approval had been recommended for applications for 2 Cub Scout Leaders, 2 Assistant Cub Scout Leaders, 2 Assistant Beaver Leaders and 2 Assistant Scout Leaders. Approval had also been recommended for 6 helpers, administrators or changes of role, which did not require interview. However, it was worth remembering that these are only recommendations, and the final approval comes from the DC.

The committee had been pleased to welcome Jane York and Phillip Simpson as observers, and they had both since indicated that they were happy to join the pool from which panels are drawn. This takes the total of active members to 7, which should make it easier to find convenient dates for organising meetings.

Tracy and himself had discussed the possibility of running two panels on evenings when there are a lot of applicants or to help clear any backlog, and of running a meeting on a Saturday, for anyone who is unable to attend on a normal week night.

As always, Tracy had worked hard to obtain all the necessary references for the applicants, and she had reminded GSLs about references at a recent meeting, which seems to have been helpful. Delay in obtaining references does lead to a delay in approving applications, which can impact on the running of a Group. Tracy had also reminded the AAC that the Committee should be receiving copies of all reviews. She will be using the new database to keep the Committee informed of the number of reviews outstanding in the district at future meetings.

Finally, David reported that a recommendation had been made to the DC following a review meeting the previous Friday.

**E814 Activity Centres Management Board:**

The minutes of the ACMB Meeting held on 7 March 2018 were received.

Andrew Kayll highlighted the following points: -

- The Board was now placing more focus on its management role as opposed to operational aspects.
- It was hoped to establish a weekend wardens scheme at SilverHelme, similar to the successful one operating at Litledale, to support the Warden and his team.
- He would be completing the required documentation to enable Lancs. C.C. to accredit our Activity Centres for use by schools etc.
- The toilet block at SilverHelme was virtually complete and in use but Building Control sign-off was still awaited.

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- With regard to Health & Safety issues the Chair reported that Andrew Kayll and himself had inspected both sites to carry out risk identification and this would be leading to the production of Risk Assessments and a H&S Policy for each. The report of the fire inspection carried out by Lancashire Fire & Rescue Service was being chased up.
- The tractor/mowers at both sites were in need of replacement and options were being investigated; the ACMB budget included an item for this.

### **ACMB Budget for 2018:**

Ray Salisbury took members through the detail of the draft budget for 2018, which had been circulated with the agenda. It was noted that this would be a deficit budget in the region of £5k.

With regard to campsite charges the supporting papers were noted. The proposal was to increase charges by 5% generally, in line with inflation and acknowledging increased prices in materials used. Howard Greenwood highlighted that the committee had recently discussed the question of increased charges and the opinion then had been not to increase them. Andrew Kayll responded by pointing out that the ACMB now had the figures to support the increase and recognising the above factors the ACMB was again proposing an increase, which it should be noted would not be a significant one.

The Executive agreed to the proposal to increase charges in line with the figures delineated in the papers, to take effect on bookings made on or after 1 April 2018.

Ray Salisbury suggested that the ACMB look to identify a formula that might be used to enable regular reconsideration of charges.

The proposed budget was supported.

### **SilverHelme and The Scout Association Trust Corporation (SATC):**

The Chair presented this paper highlighting that it would appear that although the title for the property had always been vested with the SATC they had been unable to find any trace that the Scout District had appointed the Corporation as Holding/Custodian Trustees.

In the circumstances we were therefore required to pass the following resolution retrospectively:

“(1) That the Scout Unit do request The Scout Association Trust Corporation (“the Corporation”) to accept the Land (“the Property”) referred to in the Schedule below TO HOLD the same as a Custodian Trustee upon the trusts specified in a trust deed made under seal of the Corporation on the 16th June 1982 and known as “the Scout Trust Deed 1982”

(2) To undertake on behalf of the Scout Unit to bear and pay all rents (if leasehold) and all rates taxes and outgoings payable in respect of the Property and to make all repairs and payments in respect of insurance of the Property as may be necessary and observe perform and comply will all restrictive and other covenants and conditions (if any) affecting the same and all statutory or other obligations in respect thereof and to keep the Corporation indemnified against the same and against all actions, proceedings, claims and demands, costs, charges and expenses arising out of the foregoing or any of them, or arising out of the use and occupation of the property any lack of repairs any failure by the Scout Unit to effect or maintain insurance cover on the Property or any loss or damage which may be caused to any Scout or other equipment.

### **The Schedule**

Insert what property/properties (for example leasehold/freehold situate at):

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The freehold land at Silverdale now known as SilverHelme Activity Centre.”

The above Resolution was **passed**.

The Treasurer queried whether it was known if a similar situation on title existed in respect of the Littledale SAC. The Chair agreed to investigate.

### **Action: Chair**

#### **Agreement to Offer a Lease Renewal:**

Additionally, the SATC has requested sight of a formal resolution, of the Trustees, agreeing that we proceed with the offer of a lease renewal [for the said mast].

The first occasion that a lease renewal was reported to (and discussed by) Trustees is recorded in the minutes of the Executive Committee held on 17 March 2015:

“The Chairman reported that the 15-year lease with BT signed in 2000 was due to expire on the 31 March this year. He had been in contact with BT’s successors to clarify their intentions and had been speaking to the agent acting for the tenant. At the present time the annual rent suggested, at renewal, was significantly less than that being paid at present. The committee’s view was that the agent should be pressed regarding increasing the offered rental sum and also the terms and conditions, particularly relating to solicitors’ costs.”

I believe that this and all subsequent discussions at meetings of the Executive Committee are implicit that we agreed to proceed with the renewal of the lease. In order to satisfy the SATC, I invite Trustees to agree the following resolution:

“Trustees, at their meeting on 15 March 2015, received the first report on the proposals for the renewal of the lease for Emergency Services Communications Mast at SilverHelme Activity Centre and, although not formally recorded, Trustees agree that these discussions were implicit approval for a lease renewal and for negotiations to start.

Trustees further agree that they have been regularly and fully appraised of the progress in this matter and confirm that this work [to renew the lease] has always been done with their approval.”

This Resolution was also **passed**.

#### **Activity Centres - Some Questions of Trustees;**

At the initial meeting of the Activity Centres Review Group a number of questions had been raised by non-Scouting members. To look to address these the Chair had invited members, prior to the meeting, to consider the following questions (so that these might be discussed during the meeting):

- For what purpose(s) should we operate our Activity Centres?
- What resources do Trustees (on behalf of the Scout District) see the sites providing?
- To which cohorts should we be marketing the Activity Centres?
- In any future considerations are there any ‘no-nos’?

The Chair noted the comments made, which would be reported to the Review Group.

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**E815 Explorer Report:**

Dave Squirrell reported the latest position on Units membership highlighting low numbers at The Saints and The Erics. There was a proposal to relocate the former to the 5<sup>th</sup> Lancaster's HQ where there were more resources available to support the Unit's programme. As discussed at the Finance Sub-Committee there was a need for certain equipment for Explorers to facilitate attendance at the "Red Rose" camp. There was a debate as to what equipment already existed (plus the state of repair) and it was indicated that the DC had received approval to purchase equipment; the event shelters would meet an identified need

**E816 Network Report**

Jamie Carbert reported that Network now had an agreed programme for the year. Seven members would be attending the forthcoming Network Gathering.

**E817 District Commissioner's Report:****Programme:**

- **Jamboree 2019** –57 young people had attended the selection weekend, and 5 had been chosen to attend:

- Oliver Patterson (16th Lancaster/Castleton ESU)
- Peter Scurrah (1st Halton)
- Edward Wilkinson (53rd Lancaster)
- Alice Ball (Overton/Discovery ESU)
- Dominic Humphries (Silverhelme ESU)

- **International Trip 2019** – The team planning this, targeting those unsuccessful for the Jamboree, had agreed their trip would be to Zellhof in Austria. They have submitted a budget to be reviewed at the next Finance Sub Committee meeting.

- **Events 2018** – Mandy Sweet is leading on arrangements for St. George's Day, which will be held in Dalton Square, after a parade from the Castle. Events will follow afterwards in Lancaster, and recruitment materials are being generated for this event.

**Adult Support and Communications:**

- **Training** – There had been an increase in the number of adults applying to undertake their Wood Badge training since the District had offered to cover this cost. The biggest challenge remained first aid training, and the District was in conversation with the Scout County about delivering this in-house.

**Group Support:**

- **GSLs**- Andrew Blenkinsip is currently hosting cluster meetings for those Groups with new GSLs.

- **New GSL appointment**- Darren Phillips has been appointed as Acting GSL at Galgate.

- **No Group Executive Committee**– Slyne, Hornby, Galgate, 5th Lancaster, Westgate, Caton.

- **Groups Needing Intensive Support:** At the District Development Weekend some Groups had been classified as needing intensive support, these are listed as follows:

**- 3<sup>rd</sup> Hornby:-**

No GSL. no Group Exec. no Beaver section. struggling financially. No substantive leaders in the Scout section.

**- 5th Lancaster:-****Lonsdale District Scouts**

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No GSL (although an Acting GSL). No Group Executive. Leadership issues.

**- 1<sup>st</sup> Slyne with Hest:-**

No GSL. Beaver section being supported by Catherine Marsh. Scout section being supported by Craig Dewar. Financial issues. No Group Executive.

**- Warton:-**

Beaver section and Cub section needing support from District and other leaders within the Group.

**- 11th Morecambe:-**

Financial difficulties. New GSL/ Group Exec.

**- The Saints ESU:-**

Financial difficulties. Struggling membership. Struggling programme. Leadership issues.

In this context the Chair reported that the Executive Support Group was progressing matters and was looking to start its support work shortly – the above information would be of assistance in focussing in on where it was most needed.

**Development and Growth:**

**- District Team Development Weekend:** This had been an incredibly successful weekend and had identified areas for the District to continue to develop and areas for our next strategic plan. This would be intended to be in a much simpler and more readily understandable format than the previous version. A report from the weekend will be prepared for the next full District Team Weekend- outlining our plan, which will come to the Executive thereafter. Thank you to the Executive members who attended.

**Census:** Total membership had declined by 26 members. (-1.3%). Our Youth membership had declined by 40 members (-2.7%) The majority of this loss was in Beavers and Cubs, across a number of Groups. The DC will provide a more in-depth analysis after his census review meeting.

**Current Projects:** A Scout Troop at Galgate had opened this month. In light of the census, the District will be reviewing its growth priorities and prioritizing for 2018 at a meeting the following week.

**Risks and Challenges**

The suspended leader (historic allegations) has been notified that the police are taking 'no further action.' We are still awaiting information on how to proceed.

**The ACMB Strategic review** may present challenges for the District in terms of managing the expectations of our membership.

Finally, the DC highlighted that his term of office ends at the AGM, and he had decided to not renew his appointment for a further 5 years. He had been on the District Team and Executive for 12/13 years respectively and felt it was time for new leadership to take the District forward. In the interest of continuity for the County DC Team, he had agreed to stay on for the Autumn term. The County Commissioner was planning on starting the search process for a new DC in September.

**E818 Health and Safety Report:**

Nothing to report on this occasion.

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**E819 Any Other Business****- Moor Street**

The Chair reported receipt of a letter from the City Council notifying the District, as neighbour, of a planning application submitted by our landlord in respect of the adjacent property at 2 Moor Street. His proposal being to convert the vacant shop to student flats. The Chair highlighted our previous difficulties and concerns with access when barriers had been placed by the Dalton Rooms blocking an exit route. He had written to the City Council to highlight this issue but had been referred to the Highways Dept. of the County Council. The Chair had referred the matter to them accordingly.

**Date of Next Meeting:** 15 May 2018.

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