



**MINUTES of the meeting of the LONSDALE DISTRICT EXECUTIVE COMMITTEE held on the 15th March 2016 at District Headquarters, Moor Street, Lancaster.**

**Present:** T. Andrews (Chairman), C Dewar (DC), S Clarke (Treasurer), A S Hague (Secretary), H. Butterfield, S Cameron, J Edwards, H Greenwood, W J Holland, N Pullen, T Seton.

**Apologies:** D Bateman, D Coulthard, C Graham, R Parker, D Smith, T Wilkinson.

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

The Chairman shared a further Native American Proverb from the Cherokee "Don't let yesterday use up too much of today."

**Minutes of the Last Meeting:**

The minutes of the meeting held on 20th January 2016 were agreed as a correct record.

**Matters Arising:**

There were no matters arising that were not covered on the current agenda.

**E695 Secretary's Report / Correspondence**

**a. Discretionary Rate Relief for District Headquarters.** The Secretary reported receipt of a letter from Lancaster City Council advising that relief had been granted to 31st March 2017.

**b. Commonwealth Day.** At the invitation of the City Council, representatives had attended the 'Fly the Flag' ceremonies at Lancaster & Morecambe Town Halls.

**c. Annual Scout Census.** Arrangements had proceeded relatively smoothly. Returns had been received from Groups in line with the timetable and invoices totalling £50,771.50 had been delivered.

**E696 Treasurer's Report:**

The Treasurer highlighted aspects of his submitted report, a copy of which is attached to these minutes.

**a. Membership fees.** With a total fee paying membership of 1391 at £10.50 per head, the expected receipts allocated to LDSC main account would be £14,605, £430 more than the budget estimate, and £695 to the Jamboree Fund. Around 50% of the fees had been received from Groups to date. The due date for payment was 24th March.

**b. Cubs' Centenary Blackpool Day Out.** Of the cost of the hire of 5 coaches of £1500, £1000 had come from the Cubs' budget and £500 from the restricted Cubs fund.

**c. Westgate Scout Group.** The Group had not succeeded - at the first attempt - in opening a bank account with CAF Bank for the reasons as outlined. They needed to make urgent arrangements to open an account, in view of the length of time it has been without banking facilities. It was reported that this was being progressed.

With regard to the sum of £500 granted to the Group by Morecambe Town Council, and as yet unspent, the Treasurer had spoken to the representative at the Town Hall who was content with the situation in terms of the deadline and had also indicated that if the Council

**Lonsdale District Scouts**

Headquarters: 3 Moor Street Lancaster LA1 1PR

**President:** Mrs. Suzie Reynolds DL. **District Commissioner:** Craig Dewar. **District Chairman:** Dr Tony Andrews.

**W:** [lonsdalescouts.org.uk](http://lonsdalescouts.org.uk)

Registered Charity Number 1027167

was invoiced directly for the proposed purchases then VAT would not be chargeable, thus increasing the value of the grant.

Commenting on the setting up of the new Group the Chairman highlighted that in future the District must look to ensure better practice was followed in terms of ensuring that a Group Committee and Officers was put in place early to avoid the difficulties experienced with this Group.

**d. Christmas Post.** Robert Gill had sent the Treasurer a schedule from which it appeared that five Groups between them still owed over £2,000. No payments out had yet been made.

#### **E697 Finance Sub-Committee Report:**

**a. The minutes of the FSC** meeting held on 11 November 2015, reported on verbally by the Chairman at the previous meeting, were received.

He reported similarly on the meeting held on 4 February 2016. The Committee had approved a financial management document for budget holders which he would be discussing at the next District Team meeting, for subsequent implementation.

With regard to progress on the District's Annual Accounts it was confirmed that the Shop accounts were awaiting finalisation. A discussion was arranged to take place after this meeting to move matters forward.

**Action: Chairman, Tracy Seton, Chairman**

#### **E698 Communications Mast at Silverhelme Activity Centre**

The Chairman apologised that he had not position to prepare a written report as matters were still in a state of flux.

He reminded members of his report to an earlier meeting of the Executive Committee. As the Heads of Terms for the proposed, new lease had indicated that the rent would be based on current market value it had been felt important to have this accurately assessed. To this end a surveyor from Savills had been engaged to undertake this work on our behalf (and also to discuss other aspects of the Heads of Terms which he had felt could be made more advantageous for us). After some initial work (including a one-off payment secured as it was felt that the last rent review had undervalued the rent due). It had been indicated to the Chairman that the negotiation could take until the end of last year. The next we knew was the receipt of a letter from solicitors acting on behalf of Airwaves Ltd, requesting a new lease. He had been in contact with our solicitors but before any work could be started it was necessary to contact both Savills and The Scout Association Trust Corporation - as yet there had been no response from either.

It was noted that Airwaves were continuing to pay the existing rent (even though the lease had terminated on 31 March 2015 - not an uncommon practice in such instances). The rent had been increased to £7122.92 to reflect the retrospective increase negotiated by Savills.

The Committee agreed that the Chairman continue to pursue the matter.

**Action: Chairman**

#### **E699 Vision 2018 - Progress Review**

This document had been circulated and the DC outlined that the agreement was that this should be seen and reviewed by the Executive once a year.

### **Lonsdale District Scouts**

Headquarters: 3 Moor Street Lancaster LA1 1PR

**President:** Mrs. Suzie Reynolds DL. **District Commissioner:** Craig Dewar. **District Chairman:** Dr Tony Andrews.

**W:** [lonsdalescouts.org.uk](http://lonsdalescouts.org.uk)

Registered Charity Number 1027167

The DC reported in detail, section by section, on progress with attaining the listed Lonsdale District Strategic Objectives and discussion took place on a number of items. Objectives had been achieved in many areas but there was work to do in others.

The DC indicated that the document would next go before the District Team, following discussions and developments, for some re-prioritisation and editing (as may be required).

**Action: DC**

### **E700 Lancaster Scout and Guide Shop Report**

The District Chairman reported that the accounts had been received but there were one or two queries to address. These would be considered after this meeting.

With regard to shop usage the DC suggested that a poll on opening hours etc. might usefully be undertaken.

**Action: Shop Chairman.**

### **E701 14-25 Finance and Support sub-Committee**

As recommended in the paper presented to the previous meeting the existing Explore Scout Finance and Support sub-Committee had now been disbanded. A meeting to establish a new sub-Committee to review new terms of reference was being arranged and it was hoped to present terms of reference to the next District Executive meeting.

**Action: Chairman, DC, DESComm, Network Commissioner.**

### **E702 Appointments Advisory Committee Report**

John Edwards indicated that there was nothing specific to report on this occasion.

### **E703 Activity Centres Management Board Report**

The minutes of the ACMB meeting held on 18 January 2016 were received.

The insurance claim following the Littledale break-in was being progressed, however the insurance company had asked for proof of purchase of the items stolen and purchase invoices for some items were proving difficult to locate. The DC suggested enlisting the help of a named individual who had contacts within the Association's insurers. With the camping season fast approaching it was proposed to go ahead with purchasing some replacement items. The DC advised the Board Chairman that he must liaise with the ADC (Activities) prior to any purchases being put in hand.

**Action Chairman, Activity Centres Management Board**

The lodge at Littledale had been decorated inside by the Warden and his team of helpers. The transformation was astonishing; it was suggested that members might visit the site to see the improvement. More work still needed to be done but the team had to be congratulated on what had been achieved so far.

With regard to the Silverhelme toilet block replacement the City Council Planning Dept. had decided that the changes to the plan submitted required a new application to be prepared and submitted. Anthony Pilling duly prepared the paperwork which was personally delivered to the planning office on the 25 January. A reply had been promised by the 4th April.

For this year there are 52 bookings for Silverhelme and 37 for Littledale. There is also one booking at Silverhelme for 2017. The DC suggested that it would be useful for the committee to have a year on year comparison of bookings. Also, he proposed the ACMB

## **Lonsdale District Scouts**

Headquarters: 3 Moor Street Lancaster LA1 1PR

**President:** Mrs. Suzie Reynolds DL. **District Commissioner:** Craig Dewar. **District Chairman:** Dr Tony Andrews.

**W:** [lonsdalescouts.org.uk](http://lonsdalescouts.org.uk)

Registered Charity Number 1027167

look at implementing an evaluation report form that users might be asked to complete following their visit. This might include an option for a 10% discount, say, for a repeat booking made before a specified date.

### **Action Chairman, Activity Centres Management Board**

#### **E704 Health and Safety Report**

##### **a. Dalton Rooms**

The Secretary reported a reoccurrence of the blocking of the access way from DHQ following a meeting on 22nd February. This time the route onto Mary Street was blocked but not the one to Gage Street. He had spoken briefly to a member of staff at the Dalton Rooms entrance who informed him that it was done to protect residents from noise and disturbance. The Secretary pointed out what had been said and promised on the previous occasion where representations had been made to the Duty Manager expressing concern regarding safe exit from our premises and the fact that no consultation had taken place. A letter sent to the licensee had elicited the reassurance that this had been a one-off and would not be repeated. The Chairman asked to be advised of the details of this occurrence when he would take the issue forward with the relevant people.

#### **Action Chairman**

##### **b. Fire Equipment, DHQ**

The annual inspection check was due. It was noted that arrangements were in the process of being made for similar inspections to take place at the Activity Centres with an alternative supplier but on the suggestion of the Chairman it was agreed to continue with the existing supplier at DHQ for this year and to review the situation next year when the Activity Centres arrangements had been firmed up.

#### **Action: Secretary**

##### **c. First Aid Kit, DHQ**

Following a query from Jim Holland the Secretary agreed to review the first aid kit provision within DHQ.

#### **Action: Secretary**

The DC reported the receipt of one incident report since the last meeting.

#### **E705 Network Report**

The Network Commissioner gave a brief verbal report on the forthcoming Network Gathering 2016 taking place from 25th - 28th March at Great Tower Scout Activity Centre. Seven local members had booked so far but it was hoped that this number would increase.

The DC highlighted that there were currently in the region of 100 Scouts locally in the Network age range 18-25; there were lots of individuals to 'tap into' in terms of Network membership.

#### **E706 District Commissioner's Report**

The DC drew attention to aspects of his report, a copy of which is attached to these minutes.

**Census:** A very pleasing result for us, the District is now the biggest it has ever been with solid growth in youth membership and adult membership.

**District Team:** The DC was pleased to welcome back Matt Alpin as ADC Marketing and Communications. Dave Squirrel has been appointed as District Scout Leader. The team

### **Lonsdale District Scouts**

Headquarters: 3 Moor Street Lancaster LA1 1PR

**President:** Mrs. Suzie Reynolds DL. **District Commissioner:** Craig Dewar. **District Chairman:** Dr Tony Andrews.

**W:** [lonsdalescouts.org.uk](http://lonsdalescouts.org.uk)

Registered Charity Number 1027167

continue to focus on improving the District Programme, and are monitoring top awards and nights away.

**Programme:** Planning for District Camp 2016 is slow, although an event Treasurer has been appointed and a budget was being prepared. The event will be launched to leaders at the April leaders meeting. St George's Day, pending confirmation, will be at Williamson Park on the 24th April.

**Development:** As a result of the Census analysis, projects are in the pipeline for additional Explorer Scout Units, support for 11th Morecambe Scout Group and a new Group in Galgate. The South Lancaster GSLs will need to work together to address the membership decline in the area. A meeting will be held in due course.

**Adult Support:** A number of awards applications have been put in place. Clare Williams, the Training Manager, is settling into her new role with the benefit of 'Compass' to help her update records. She will need to build a team to support her.

**External Relations:** The DC had had a valuable meeting with the Deputy Chief Exec of Lancaster University Students Union, about working together to promote youth involvement, but also about access to facilities. This will need to be a mutually beneficial arrangement and may involve consideration about the use of one of the activity centres for staff training in return.

**Scouting Ambassador:** Scouting ambassadors are prominent people who support us in transforming the lives of young people. They are representatives for Scouting, and use their knowledge and experience to benefit the movement. On a proposal from the DC it was agreed to approach Cat Smith, MP for Lancaster & Fleetwood to see if she would agree to become an Ambassador for Lonsdale.

#### **Action: DC**

**Marketing, Media and Communications:** The District had excellent coverage of the 'Cubs 100' event at Blackpool Pleasure Beach, with our social media insights showing their highest numbers, with a reach of over 14,000 people. The ADC is working on a print-media schedule that will begin with a census growth story.

**Group Management:** GSL vacancies at Slyne, Caton Church and 11th Morecambe. No Group Committees at Slyne, Caton, 5th Lancaster, Westgate.

**Youth Shaped Scouting:** The Explorer Forum and Patrol Leaders forums have met, and fed ideas into the District on a number of things (St. George's Day and District Camp). It was pleasing to see a number of groups engage in 'YouShape week'.

**Risk:** Whilst leaders' overdue DBS numbers have reduced, they are still too high. It was the intention to commence suspending Leaders without a current DBS check from 31 March this year.

Groups without group committees are struggling to meet their charity/ Scouting obligations. Details of the one ongoing formal complaint were outlined. This had been registered as a safeguarding matter but the DC stated that in his view this was clearly a line management issue. The GSL concerned had therefore not been suspended. A meeting was to be held the following evening with the complainant to discuss the matter. The Executive agreed with the Chairman's proposal that the DC's actions be endorsed.

**Compass:** This is now back and generally working well. A lot of time is being invested into updating records. Thanks to Judith Hunter for her excellent work in this area.

#### **Lonsdale District Scouts**

Headquarters: 3 Moor Street Lancaster LA1 1PR

**President:** Mrs. Suzie Reynolds DL. **District Commissioner:** Craig Dewar. **District Chairman:** Dr Tony Andrews.

**W:** [lonsdalescouts.org.uk](http://lonsdalescouts.org.uk)

Registered Charity Number 1027167

**Areas for Executive Support:** Support for Group Executive Committees; Arrangement with Lancaster University.

### **Lonsdale Development Analysis 2016 – 17**

The DC presented this paper the objective behind which being to grow membership by 70 members per year to support the County vision of increasing County membership to 14,000 by 2018.

He described in detail the identified needs, issues and wish list, highlighting in particular, based on the recent census, that no Group had had a 2 year fall in membership this year, however 3 Groups had had a 2 year fall in youth members. Also, no Group had declined by 10 or more members.

The report outlined where potential second sections might be started, the potential for new Explorer Scout Units, and new Groups; Also, those Groups who needed additional support.

He expanded upon the comments made in the report reflecting the situation following the recent census.

He also outlined details of 3 potential areas for development projects. (Confidential at this stage)

The headlines were as follows: a year on year increase in all key performance indicator areas; the District's 2018 target had already been achieved; the growth in Beavers, Cubs & Scouts meant that numbers in each section were the highest they had been; Explorer numbers had declined slightly; there were capacity issues in some Groups.

### **E707 Any Other Business**

#### **a. International Fund Applications**

Applications had been received by the DC from 2 Explorer Scouts who would be attending the West Lancs. Scouts Summer 2016 Expedition to Mongolia. In line with similar previous applications it was agreed to grant £200 to each applicant.

**Action: Chairman**

#### **b. District Directory and A-Z 2016**

The Secretary had prepared these two documents based on the recent census returns. The drafts were currently being reviewed by the DC and the intention was to publish these following the Full District meeting on the 14 April.

**Date of Next Meeting: Tuesday, 17 May 2016.**

### **Lonsdale District Scouts**

Headquarters: 3 Moor Street Lancaster LA1 1PR

**President:** Mrs. Suzie Reynolds DL. **District Commissioner:** Craig Dewar. **District Chairman:** Dr Tony Andrews.

**W:** [lonsdalescouts.org.uk](http://lonsdalescouts.org.uk)

Registered Charity Number 1027167