



**MINUTES of the meeting of the LONSDALE DISTRICT EXECUTIVE COMMITTEE held on the 18 January 2017 at District Headquarters, Moor Street, Lancaster.**

**Present:** T. Andrews (Chairman), C Dewar (DC), S Clarke (Treasurer), A S Hague (Secretary), D Bateman, J. Carbert, D Coulthard, C Graham, J Edwards, T Wilkinson.

**Apologies:** H Greenwood, A Kayll, N Pullen.

**Welcome:** The Chairman welcomed to his first meeting of the Executive Jamie Carbert, the newly appointed District Network Commissioner. Introductions were made. The chairman noted that his presence on the committee fulfilled the constitution's requirement to have two members under the age of 25 years. Thanks were expressed to Scott Cameron, the former DESComm., who was leaving that appointment for personal reasons.

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

The Chairman shared a new year's message from Charles Mugisha from Rwanda, a nursing student being sponsored by the Rotary Club of Preston Guild - "May the year be brighter than the one gone by; enveloped in goodness, well being, bliss and wealth. Happy New Year!"

**Minutes of the Last Meeting:**

The minutes of the meeting held on 22nd November 2016 were agreed as a correct record.

**Matters Arising:**

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

**E745 Secretary's Report / Correspondence**

There was nothing to report on this occasion.

**E746 Treasurer's Report**

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

**a. Financial results year ended 31 December 2016.**

The core operations had realised a surplus of around £6,000. The main contributory factors had been total underspends by budget holders amounting to around £8,000 and surpluses on activities of around £2,000. Against this, the Cub Section had spent the whole of their accumulated restricted funds of around £2000, built up to celebrate their centenary.

The Explorer funds had been diminished by over £2,000, one of the factors being the debiting to that account of capitation fees totalling over £1,200 relating to three units that had failed to pay their membership fees last March. Although this issue was being addressed, the Treasurer stated that he needed to flag up the fact that if this situation persisted beyond the due date for payment of this year's capitation fees, 28th February, the Explorer account would become substantially overdrawn.

The DC reported that in the case of the Illustrious ESU he had an appointment to see the relevant bank's representative to amend a mandate to include himself.

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## **b. Budget progress reports**

The Treasurer proposed to discontinue the practice introduced last year of providing a budget monitoring report as this was not proving to be useful in practice. His intention in future was to report to the DC and District Chairman any cases where questionable expenditure has been incurred or claimed by any individual budget holder.

Also, coding of expenditure had previously been introduced to assist the Treasurer in allocating expenditure accurately. Again, this had not been utilised in practice by budget holders and the Treasurer's view was that this should also be discontinued.

These proposals were approved by the Executive.

### **E747 Finance Sub-Committee Report:**

#### **- Report of additional Finance Sub-Committee Meeting 11 Jan 17**

The Chairman reported on the most recent meeting of the sub-Committee, convened to discuss the one matter as highlighted at the last meeting of the Executive Committee and recorded as a Private Minute. In view of the nature of the discussions, at present, these subsequent discussions are also recorded as a 'Private Minute'.

#### **Action: Chairman, DC**

The Chairman reported that the membership of the sub-Committee needs to be increased and requested members to consider suitable persons, preferably with a financial background, who might be approached to join. The DC suggested possibilities via the Do-it.org website and perhaps from staff at Lancaster University.

#### **Action: DC**

There was also a need to identify deputies and assistants for other District committees. Support for Group Executive Committees had also been flagged up, particularly the need for support to secretaries and treasurers.

### **14-25 Finance and Support Group Report:**

As the Group had not met since the last Executive meeting there was nothing further to report at this stage.

### **E748 'Vision 2018' Review**

The DC presented his review of this document, a copy of which is attached to these minutes, highlighting that the agreement was that this be re-examined annually.

He had colour coded the 'Planned Actions' in the Strategic Objectives on a 'RAG' basis and concentrated his comments principally on those rated as Red.

Observations included the following:-

Objective:

- 1.1 The District had developed an A-Z of activities for each section with links to permit holders for activities and places to visit. He wanted the focus to be on including more use of local 'terrain zero' walks and class 'C' waters, which leaders could do without a specific permit..
- 1.2 Initial conversations had been held with Lancaster University regarding developing a resources based partnership with a focus on meeting space and activity facilities. He would be meeting with University of Cumbria soon.
- 1.3 Form a recruitment team, who can lead school recruitment, attend community events and have a full range of branded resources to support them – need to identify a leader first, then form the team.

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- 2.3 Re-establish the Scout Group at Morecambe Road School – the school would need to lead on this.
- 3.1 Engage more young people in citizenship activities in the wider community. DC will reclassify as 'Yellow' in view of Commissioner's Challenge coming along.
- 4.1 Increase our membership overall across all sections and adults by 4% - Lonsdale passed their 5 year target last year. Target had now been revised. Through promotion and recruitment aim for a 15% impact rate in primary schools – currently averaging only 5-6%.
- 4.2 Develop a 5 year/10 year business plan for our activity centres that ensures they are fit for purpose, support our programme and our financially viable - do really need a long term plan still.
- 4.3 Organise free social events for volunteers across the district – the difficulty was with the 'free'.
- 6.1 By Interpreting available data determine the diversity of our community and identify the potential of Scouting within that diversity – County were looking at this; considering an appointment to look at.

The DC indicated that he would be attending a National Conference Summit for DC's, which would be looking at the next strategic plan.

#### **E749 Appointments Advisory Committee Report:**

The AAC Chairman reported that seven potential leaders had been recommended for appointment following the recent committee meeting.

His draft flow chart covering the appointments process, presented at the previous meeting, had been updated and copies were handed to the Chairman and DC.

Regarding the ceremony and certificate previously presented to new leaders the DC indicated that he would bring this before the next GSLs' meeting for discussion. Perhaps this might be restored at full appointment.

**Action: DC**

#### **E750 Activity Centres Management Board Report:**

The Activity Centres booking information prepared by the Booking Secretary was received for information. The DC commented that relative comparisons year to year would be useful statistics - particularly the occupancy of the indoor accommodation (and whether it be by those from the District of elsewhere).

Regarding the lease for the mast at the SilverHelme the Chairman expressed concern on lack of progress from the solicitors. He had reminded them some 3 months ago regarding this and subsequently by email but no reply had been received to date.

#### **E751 Network Commissioner's Report:**

Jamie Carbert, the recently appointed Network Commissioner for Lonsdale, had only very recently taken up post. He would be available to get stuck into his new role from mid-February. He would be meeting with the Assistant County Commissioner soon.

#### **E752 District Commissioner's Report:**

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

Points highlighted included:-

##### **a. District Team:**

Since the last meeting, the following had taken up post: ADC Beavers: Mandy Seddon, ADC Events: Scott Duncan, District SASU Manager: David Wilkinson, District Explorer Scout

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Commissioner: Craig Dewar (until the end of the academic year), District Scout Network Commissioner: Jamie Carbert. Thanks were expressed to Harriet Butterfield and Scott Cameron who had left their posts.

#### **b. Programme:**

The two main events for 2017 were to be: St. George's Day on the 23 April, in Morecambe and 'Skills and Chills' in September. All sections had their own calendar of events. In addition to this, two programme initiatives had been launched:-

i. The Nights Away Challenge, ii. Commissioner's Challenge 2017 – Focussed on Community Impact.

To improve our recording of Chief Scout's Awards, to support consistency in their achievement, and to encourage regular section visits by ADCs, the District Team had agreed, with unanimous support from the All Leaders Meeting, that ADCs would now hold supplies of the appropriate Chief Scout's Award, and that they wouldn't be available from the badge secretary. Thus section leaders needed to communicate with the ADC when an award is due, and then the ADC will go and present the award. There would be a budget implication for this, that was unforeseen but the DC was keen to initiate this as soon as possible.

Work for District Camp 2018, and for an International Trip in 2019 (to coincide with the World Scout Jamboree) will begin after Easter.

International Trips: Callum Seton has been appointed as a leader on a trip to the Romanian Jamboree, Chris Bainbridge on a trip to Kandersteg and Sarah Wetton (Young Leader) has been selected to take part in a community project in Cambodia. More Lonsdale members are expected to be participants on a range of international trips this summer and next.

#### **c. Development & Growth:**

Galgate Scout Group would open with Beavers and Cubs on 31 January.

Bolton le Sands ESU is now open. The DC had previously requested a £100 grant from the Development Fund for the ESU which had already been agreed. Caton ESU is due to open in February.

5<sup>th</sup> Lancaster and 11<sup>th</sup> Morecambe are receiving intensive support from Barbara Hughes (County Development Manager).

#### **d. Adult Support/ Valuing Volunteers:**

A date had been agreed with Suzie Reynolds (19 March 2017), District President, for the Adult Awards Reception at Leighton Hall.

The Awards Committee had met the previous Monday and 20 recommendations had been made. The use of the Commissioner's Commendation will now begin. We are awaiting the outcome of our St. George's Day Award applications.

The Ball got good feedback, but it was very hard to recruit to. A cheaper less formal event is being considered for the future.

#### **e. External Relations:**

Frank Rice has accepted our offer to become a District Vice-President. We need to reschedule the University Reception to suit both Suzie Reynolds' and Cat Smith's diaries.

#### **f. Marketing, Media and Communications:**

Whilst our Group and District Social Media presence is strong, the District isn't engaging with external audiences as effectively as possible. In 2017, setting up a recruitment team, and developing a media team will be a priority. Systems for internal communications are generally good.

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**g. Group Management:**

Since the last meeting, the DC had appointed the following:

GSL 1<sup>st</sup> Carnforth – Rebecca Parker, GSL 3<sup>rd</sup> Hornby – Katy Waddington, GSL 33<sup>rd</sup> Lancaster – Hazel Sharples, Acting GSL 5<sup>th</sup> Lancaster – Mandy Sweet, Acting GSL 2<sup>nd</sup> Bolton Le Sands - Nicky Warburton.

This year, three GSLs required to be replaced, and the search processes had been scheduled:.

After census, a review of Group Executive Committees will be undertaken, some Groups have indicated they need support to be more effective.

**h. Youth Shaped Scouting:**

Youth Shape Month is February, and a Young Leader Takeover and Wear a Necker Challenge has been planned.

The District Youth Commissioner reported that he would be circulating GSLs concerning this.

**i. Risk:**

There was a need to ensure that all our District Executive Members and committee have a role on 'Compass'

The DC had suspended a leader because of xenophobic/ Islamophobic comments posted on their personal Facebook; it received complaints from parents who felt the comments were against the values of Scouting. Leaders needed more training in this area.

The Committee expressed its support for the DC's actions.

**j. Safety:**

Two incidents had been reported to the DC since the last Executive meeting. One having been serious and involved a child having a stay in hospital with a significant head injury. The DC reported that he was working with the DC at Preston regarding drawing up some possible guidelines/safety rules for this increasingly popular activity (trampoline). With regard to possible requests for signing insurance waivers for this activity the DC underlined that this must be cleared with TSA's insurers.

The Chairman highlighted that it was reassuring that reporting processes had been correctly followed.

**E753 Health and Safety Report:**

See above.

**E754 Any Other Business**

None declared..

**Date of Next Meeting: Thursday 16 March 2017.**

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