



**MINUTES of the meeting of the LONSDALE DISTRICT EXECUTIVE COMMITTEE held on the 19th Sept. 2016 at SilverHelme Activity Centre, The Row, Silverdale.**

**Present:** T. Andrews (Chairman), C Dewar (DC), A S Hague (Secretary), D Bateman, H Butterfield, J Edwards, H Greenwood, A Kayll, R Parker, N Pullen, T Wilkinson.

**Apologies:** S Clarke (Treasurer), S Cameron, D Coulthard, C Graham, D Smith.

**Welcome:**

On behalf of the committee the Chairman introduced and welcomed Andrew Kayll to his first Executive meeting.

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

Recalling the recent passing of Andrew Buckley and Peter Hewitt the Chairman shared a quote from the late Stephen Sutton - "I don't see the point in measuring life in terms of time. I'd rather measure life in terms of making a difference"

**Minutes of the Last Meeting:**

The minutes of the meeting held on 17th May 2016 were agreed as a correct record.

**Matters Arising:**

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

**E722 Secretary's Report / Correspondence**

**a. Remembrance Sunday.** The Secretary reported receipt of a letter from Lancaster City Council inviting representatives to the services and parades in both Lancaster and Morecambe. He had confirmed that Scouts would be present at both ceremonies. Wreaths had been ordered, to be picked up on the day. It was agreed that a sum of £25.00 by way of a voluntary donation be made in each case.

**Action:** Treasurer

**b. Armed Forces Day.** A further letter had been received inviting a representative to a meeting concerning future arrangements in this matter. The Chairman indicated that he would attend on behalf of the Scout Council.

**Action:** Chairman

**E723 Treasurer's Report:**

As he had been unable to attend the meeting the Treasurer had circulated his report requesting any comments; a copy of the report is attached to these minutes.

**Sharpe Bequest Grant Applications** - Five Groups had submitted applications. The total grants awarded, subject to evidence of expenditure, totalled £2,445.

**Cash Flow** - It was reported that the two outstanding debts relating to dues payable by Groups in respect of the County Rally had now been paid. The Chairman reported that Tracy Seton had done a quantity of work on Explorer finances to bring matters more into line with our requirements.

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**Budget Review** – Expenditure was noted to be below budget in several cases. The DC indicated that he had brought this to the attention of the relevant ADCs.

**E724 Finance Sub-Committee Report:**

**Minutes of Meeting held on 7 July 2016 (unconfirmed)**

Presenting these minutes, the Chairman highlighted a number of items covered in them:

**a. Lancaster Scout and Guide Shop:**

The Chairman explained that with both Guide Division Commissioner coming to the end of their appointments it might be difficult to progress a meeting of the Shop Committee for some time.

**b. Investment of Sharpe Bequest Capital:**

The Nationwide Building Society account matured on 7 August 2016. It had been agreed to re-invest £64,000.00 of this again with the Nationwide Building Society.

**c. Explorer Scout Finances:**

The sub-Committee had received a detailed report in relation to the financial management of the six Explorer Scout Units in the District. A meeting of the new 14-25 Finance and Support Group was to take place the following evening to review matters.

The DC highlighted the good groundwork carried out in this matter by the District Explorer Scout Administrator. Micro management of these finances was not the responsibility of the trustees but would come under the remit of the newly formed committee.

**d. Gift Aid:**

The Treasurer had identified that there had not been a claim made for some time. It had been indicated that there were many instances of insufficient information to enable some Units' Membership Subscription receipts to be included in a claim to HMRC. Action had been agreed to attempt to redress the situation.

**e. Sharpe Bequest Applications 2016:**

Members had reviewed the applications received for grants-in-aid from the Sharpe Bequest and had been particularly guided in their discussions by the additional information provided by the DC. The following grants-in-aid had been approved (under the sub-Committee's delegated authority from the District Executive Committee):

- Caton Church: £825.00.
- 3rd Hornby: £250.00.
- 13th Lancaster: £150.00.
- 33rd Lancaster: £500.00.
- 34th Lancaster: £720.00.

The Chairman would be notifying the decisions to the applicants.

**f. Sharpe Bequest - Question/Comment from AGM:**

The Chairman had reminded members of a question/comment raised, at the AGM, suggesting that to facilitate successful grant applications it might be advantageous to register a separate charity specifically to hold the monies associated with the Sharpe Bequest. The Committee had considered this matter carefully: after due consideration - particularly in relation to the practicalities involved - it had been agreed that it would not be appropriate to do so. There was some question as to whether the Charity Commission would consider such a registration with a very low annual income (currently less than the £5K required for charity registration).

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The DC reported that Alison Wilkinson, the Finance sub-Committee's Secretary, had resigned. There was a need to identify a suitable replacement along with secretaries for other committees that he cited.

## **E725 Governance**

### **a. Trustee Declaration**

Declarations were required to be signed by all District Trustees annually. Members were requested to send these to the District Secretary as soon as possible.

**Action: All**

### **b. Appointment of sub-Committee Chairpersons**

These were approved as follows:-

- |                                     |                   |
|-------------------------------------|-------------------|
| • Activity Centres Management Board | Nigel Pullen      |
| • Awards Advisory Committee         | District Chairman |
| • Appointments Advisory Committee   | John Edwards      |
| • 14-25 Finance & Support Group     | David Bateman     |
| • Finance sub-Committee             | District Chairman |

### **c. Membership of sub-Committees**

The membership of sub-Committees was confirmed as existing, with the addition of Andrew Kayll to be a member of the Activity Centres Management Board.

### **d. Governance Document**

The Governance document had been updated and circulated for information and comment. Members were requested to email the Chairman with any comments in relation to the identified risks (deletions, amendments or even additions). The document was scheduled for consideration in November and May annually.

### **e. AGM Review**

Comments were invited on the AGM held at the University of Cumbria back in June.

This had gone very well on the whole. There had been one or two minor issues connected with the venue. In any event plans were in hand to negotiate facilities at the University of Lancaster for 2017.

Howard Greenwood felt that the arrangements made for members to speak as proposers and seconders to motions on the agenda came across as somewhat stilted.

The recognition of leaders and supporters was highly appreciated but turned out to be a little long in view of the numbers involved on this occasion.

The 2016 Jamboree participants' presentation was generally felt to be very good - concise and well prepared.

### **f. District President**

Susie Reynolds term as District President had been due to come to an end. The Chairman and DC had met with her and she had indicated that she would be prepared to continue as President until the 2018 AGM. The committee unanimously welcomed this news; the formal approval of the extension of her appointment would be put to the AGM next year.

At their meeting the President had accepted some recommendations in terms of her Lonsdale diary commitments. Three events in particular would be a proposed Community Reception at Lancaster University, attendance at the final Cub Centenary event and her own Awards Reception at Leighton Hall.

## **E726 Appointments Advisory Committee Report**

John Edwards reported that the committee was still getting a poor response on references.

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The September meeting had been cancelled as there had been only 2 candidates with appropriate paperwork, and they were 18 year olds about to go to college. Two other students would be invited for the October meeting as they would be returning to the area.

He again highlighted the high workload on Appointment Secretaries suggesting this might beneficially and conveniently be split between new appointments and renewals. In fact this had now been recognised by Scout HQ in a recent communication.

The DC had been made aware of this by the Appointments Secretary but had been wishing to discuss this with other DC colleagues before responding. He was now proposing a split on the lines suggested: i. New leaders, ii. DBS renewals, those who had not completed their training on time, etc. He was also proposing that all initial appointments should be made for a term of 3 years, thus bringing forward the first review interview. Members supported the DC's decision.

Howard Greenwood stated that the prospect presented by the training obligations was a factor in new leaders leaving or downgrading to Section Assistant. The DC felt that this did vary from Group to Group.

The proposal, to find an assistant to the Appointment Secretary (preferably someone with an administrative background) was supported.

**Action: DC, John Edwards, with Judith Hunter.**

### **E727 Activity Centres Management Board (ACMB) Report**

Before presenting his report, a copy of which is attached to these minutes, Nigel Pullen paid tribute to the dedicated work carried out at the Littledale by Andrew Buckley who had so tragically died in June. He would be sorely missed. The ACMB was considering options for dealing with the sum of around £700 that had been collected in his memory.

The Chairman reminded members that donations given towards Littledale in memory of the late Peter Hewitt and Margaret Eddowes would also need to be dealt with.

The minutes of the ACMB meeting held on 6 June 2016 were received.

**SilverHelme Toilet Block Replacement** – Nigel Pullen outlined that costs had now been identified for plumbing and installation; materials would be £18,160 and labour £4,000. A relative of the Warden had generously made an offer of free labour at weekends. A quote for electrical work had been received in the sum of £4,400 + VAT- emergency lighting extra.

The builder who was to have done the civil work on the toilet block replacement had said that due to his workload he would not now be able to carry out the work but he had put the ACMB in touch with others from whom they were awaiting a quote.

The Chairman indicated that he understood that VAT would not be chargeable as this was a new building. He asked about the timescale for receiving the building quotes suggesting that it would be prudent to review all costs once all the information was to hand. If timing was an issue he could make a decision on proceeding by Chairman's action or, alternatively, a resolution might be made by email to members.

Responding to a query from the DC regarding funds in the ACMB account Nigel Pullen gave these as £39,463 with the CAF Bank and £45,000 in the Skipton BS. A reserve of £10,000 had been agreed with the ACMB Treasurer. On top of this there was also the donation of £20,000, which had to be paid over directly to the scheme.

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On a further question from the DC regarding a best guess on a starting date for work Nigel Pullen identified the end of September this year. The DC underlined the importance of communicating information with the District at large. The process would need managing.

There would need to be an ACMB meeting once all the information was in and the Chairman and DC indicated that they would attend

Nigel Pullen outlined difficulties the ACMB was experiencing in getting quotes from builders. This made obtaining grants difficult as bodies usually required multi-quotes before considering grants. Andrew Kayll offered assistance in seeking quotes.

Dorothy Ryan was proposing to host an afternoon tea in aid of the toilet block costs on 5th November and all were welcome to attend. Tickets would be £10 per head.

Nigel Pullen reported that there was to be a meeting that week to discuss a broadband provider placing cabling across the SilverHelme site. This might offer possible benefits to the site in broadband provision.

### **Renewal of Lease - Radio Mast Silverhelme Activity**

The Chairman presented his report, a copy of which is attached to these minutes, detailing an update regarding the lease and associated legal work and costs.

It was agreed that the District Chairman and District Secretary be authorised to execute (at the appropriate time) the said lease on behalf of the Executive Committee of Lonsdale District Scout Council.

In addition to that work the District had been approached by Clarke Telecom Limited (acting on behalf of Airwave Solutions Limited) to provide notification of the proposal to vary the equipment installed on the mast. From the correspondence it was understood that the proposal was to amend the installation(s) so as to vary the method of communication, between base stations, that the tenants would use. This is permissible under the terms of the existing lease. On the basis that the variation is for Airwave Solutions Limited and not for any other operator, we signalled that we were content to accept the notification [delivered to us].

Trustees confirmed this action.

### **E728 Health and Safety Report: Accidents - District**

The DC reported for information details of an accident that had befallen a Cub Scout from the 1st Silverdale Pack who had suffered a fractured skull following a fall incurred during a wide game whilst on holiday in the Lake District. The correct process had been followed in terms of notification, which had allowed media enquiries to be dealt with expeditiously. The Cub Scout had made a good recovery following hospital treatment. The District Secretary had acted as the independent reporter in terms of fulfilling the requirements of the insurer's accident report.

### **Accidents – Activity Centres:**

None had been notified.

The DC felt that under-reporting of accidents involving medical intervention was still an issue. All such incidents had to be reported to him within 24 hours. As indicated previously he was putting together a process chart to guide leaders through the necessary actions. This was particularly needed for the Activity Centres.

### **Action: DC**

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### **E729 Network Report**

The Network Commissioner gave a brief verbal report. West Lancs were putting on a Queen's Scout Award evening and also one on the Explorer Belt. Network members were to be encouraged to attend these.

### **E730 District Commissioner's Report**

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

#### **External Relations:**

**Cubs 100 Community Reception:** This event was to be held at Lancaster University on 17th November hosted by the University Vice Chancellor, Susie Reynolds - the District President - and Cat Smith MP – Local Scouting Ambassador. They would invite community partners to hear about Cubs 100 and Our Vision etc. Invitations on our behalf would be sent to Executive members, the District Team and selected leaders. This would be an opportunity for us to develop links with local business and civic society and share our vision for the future.

The DC put forward a proposal to invite two named people to become District Vice-Presidents to support the District President. These would be for a fixed term, possibly 2 years and would be given a role description to assist and guide them. Following discussion there was general agreement to proceed as proposed. It was felt that some further thought would be needed (especially in relation to a proposed role) before the DC initiated discussions with the nominees. The Chairman stated that approval [of the appointments] should be by the District Scout Council at the AGM.

#### **Action: DC**

#### **Vacancies:**

- GSL – 3rd Hornby, 5th Lancaster, 1st Slyne with Hest & 11th Morecambe
- SL – 5th Lancaster & 1st Slyne with Hest
- ADC - Beavers, Events, SASU Manager
- Advisors – Nights Away

#### **Development Projects:**

A table within the report provided the meeting with a status report on various projects.

#### **Risk:**

- One leader was under suspension
- Social media – reputational risk with people promoting themselves as leaders, but then equally posting inappropriate content
- Potential under-reporting of accidents

#### **Vision2018:**

Current Priorities were highlighted within the report.

### **E731 Any Other Business**

#### **a. Local Authority Emergency Plans**

Nigel Pullen reported that he had been asked, via Caton Parish Council, to contribute to their Emergency Plan in terms of identifying in connection with Littledale what premises, personnel, contact numbers might be provided. Following discussion, it was agreed that it would be useful to specify what the District might provide and there was agreement to do this (especially in relation to making our facilities available in the event of emergencies - if so required).

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**b. Private Booking, Activity Centres**

Nigel Pullen outlined for the committee's information details of a private booking request that had been declined for reasons he outlined.

**c. District Headquarters**

The Chairman outlined that, 2 years into the current lease, there was a break point next year (giving notice of our intention, if needed, at year end). He had therefore taken the opportunity to circulate a questionnaire seeking details of usage, for what purposes, equipment stored there etc to gain a picture to feed any decision that might be made. The questionnaire also asked for instances when it was not possible to use the HQ (probably due to the number of anticipated attendees).

**Date of Next Meeting:** 22 November 2016

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