



**MINUTES of the meeting of the LONSDALE DISTRICT EXECUTIVE COMMITTEE held on the 20th January 2016 at District Headquarters, Moor Street, Lancaster.**

**Present:** T. Andrews (Chairman), S Clarke (Treasurer), A S Hague (Secretary), D Bateman, H. Butterfield, D. Coulthard, J Edwards, C Graham, H Greenwood, W J Holland, R Parker, N Pullen, T Wilkinson.

**Apologies:** C Dewar (DC), S. Cameron, D Smith.

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

Following his recent trip to the USA the Chairman shared a Native American Proverb ("Thoughts are like arrows ..... ") from a publication discovered in Powell's Bookshop in Portland, Oregon.

On behalf of the Executive Committee the Chairman also extended hearty congratulations to the District Secretary on being awarded a British Empire Medal in the Queen's New Year's Honours List: "For services to Young People through Scouting in Lancashire".

**Minutes of the Last Meeting:**

The minutes of the meeting held on 17 November 2015 were agreed as a correct record.

**Matters Arising:**

**- Use of SilverHelme by SilverHelme Explorer Unit**

Nigel Pullen stated that he had still to take this before the ACMB but from a recent programme published by the Unit, that he had seen, the Unit met away from Silverhelme quite regularly and bearing in mind the Unit's contribution to site maintenance he was of a mind to recommend to the Board that no charge be made.

**Action: Nigel Pullen**

**- Actions for the Chairman**

**Notes for Budget Holders:**

The Chairman, together with the Treasurer, would be taking a document to the next meeting of the Finance sub-Committee for consideration.

**Group Annual Accounts:**

The present situation was that about half of Groups had now submitted their accounts. The remainder were continuing to be pursued.

**E682 Governance:**

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

Following the establishment of the Lonsdale District Scout Network, the full responsibility for this was now the District's, as opposed to the County previously. The paper prepared by the DC was received.

Recommended changes were to disband the Explorer Scout Finance and Support Group, to form a 14-25 Finance and Support Sub Committee, and to delegate the responsibilities for Scout Network and the Explorer Scout Section to this sub-committee, creating new terms of reference.

**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

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Also, for all Explorer equipment to become 14-25 equipment, and available to Scout Network, with all future purchases to benefit the section (with applications to the Sharpe Bequest coming from the support group - thus addressing the concerns about excluding Scout Network, which were raised in the consultation).

Finally, to operate two separate funds/budgets- one for each section, with the support group having responsibility for monitoring.

The Committee agreed the proposals in principle. Discussion would now take place involving the respective parties to look to implement the recommendations in accordance with the proposed timetable.

Action: Chairman, DC, DESCOM and Network Commissioner

## **E683 Secretary's Report / Correspondence**

A mobile Internet facility was now available in DHQ. Thanks were expressed to the Secretary for taking the initiative to arrange this.

No reply had been received to date from the City Council regarding the District's application for discretionary rate relief.

The annual Scout Census was due to take place at 31st January. So far two Groups had submitted information.

## **E684 Treasurer's Report**

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

**a. Sharpe Bequest** - Grants totalling £4489.60 had been paid in the year ended 31 December 2015, compared with interest received £1869.40. The Finance sub-Committee might need to apply rationing to grant applications received in 2016. It was acknowledged that the Executive had previously considered a paper in this context.

### **b. Cubs' Centenary**

A fund totalling £1207.86 had been built up to finance a trip to Gilwell Park, which will not now take place. It has been decided that this fund will be used to cover centenary activities costing in excess of the total of £2,300 in the 2016 budget. An example is the cost of the coach hire to Blackpool on February 6th –budget £1,000, which is now estimated to cost £1,500 or more.

### **c. Westgate Scout Group**

A cheque in the sum of £2470.90, representing monies held by LDSC on the Group's behalf, sent to the Group on 21st November the receipt of which was acknowledged, had not yet been presented for payment, suggesting that the Group may not yet have opened a bank account, about a year after it was formed . The Treasurer's view was that when new Groups are formed in future more attention would need to be paid to their financial governance. In addition, as far as he was aware a grant of £500 which the Secretary had secured from Morecambe Town Council for the Group has not yet been paid over.

The Chairman said the latter subject would be included in the agenda for the next meeting of the FSC.

## Action: Chairman

With regard to the District accounts for the year ended 31<sup>st</sup> December the Treasurer reported that work on these was progressing well.

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## **E685 Finance sub-Committee Report:**

- Meeting held on 11 November 2015

The Chairman apologised that the minutes of the FSC meeting held on 11 November 2015 were not yet available to circulate. These would be circulated in due course.

In the event the main items considered had been discussed as part of the agenda for the previous Executive meeting and there was nothing further to report.

## **E686 Lancaster Scout and Guide Shop Report**

Jim Holland reported that the year end accounts were still awaited. The Chairman agreed to check on the current position.

## Action: Chairman

JH confirmed that the agreed contributions to the District for use of the premises [for the shop] were up to date.

Finally, he also advised that another shop in Lancaster was now seen to be selling scout uniforms. He requested that the District be kept informed to use our own shop to maintain its viability and income.

E687 Explorer Finance and Support Group Report

No report available.

## **E688 Appointments Advisory Committee Report**

**Appointments Advisory Committee Report**  
John Edwards reported that the December meeting had been cancelled as only one applicant had been available. The January meeting has been pushed back to 1st February, due to 'Compass' outage and only two applicants initially were ready. The list is now up to 4. The problem was, as usual, people sitting on references and DBS checks. The Appointments Secretary had spent New Year sending a huge amount of emails to chase people and results were slowly coming in. He expressed a concern on the general attitude to compliance. Referring to former arrangements he suggested that the District might look again to splitting the management of DBS checking between new checks, which the Appointments Secretary would deal with and renewals, which might be the responsibility of someone else.

All 2016 meeting dates for the Committee had been posted on the DHQ online calendar.

Once ‘Compass’ is finally running and giving a “full service” he proposed to go through the full process with the Appointments Secretary and try to put a “Flow Process Chart” together, so that all can have a pictorial representation of who does what and when.

E689 Activity Centres Management Board Report:

## **- Booking Secretary's Report**

This comprehensive report was received for information. A tremendous improvement in the processing of bookings and financial procedures was evident; thanks had been expressed to Dorothy Ryan in this respect (by the Chairman at the recent Board meeting).

#### **- Usage figures, activity centres, ACMB Occupancy 2015**

These reports were noted with interest. The Chairman identified a gap in information; as outlined in the Booking Secretary's report booking forms submitted generally showed anticipated numbers whereas quite often actual numbers camping differed. He welcomed

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the proposal for a system to be set up to record actual numbers attending (not-the-least to ensure that accurate numbers were known of people on-site at any one time).

- Minutes 16 November 2015

The minutes of the ACMB meeting held on 16 November 2015 were received.

## SilverHelme:

A planning application for the new toilet block had been submitted to the City Council Planning Dept. on 8<sup>th</sup> November. A reply had not been received to date and Nigel would follow this up. Provided that no objections were raised to the application detailed drawings were to be drawn up by Tony Pilling. Following this, tenders would be prepared for the specialist work that would be required.

## Action: Nigel Pullen

Littledale:

It had been confirmed with the City Council that the former timber store (the barn) was not a listed building.

A much publicised break-in had taken place over the Christmas holidays. A targeted attack was suspected. Stolen items included rifles, axes, adult bows and arrows. An insurance claim was pending to clarify any potential replacement costs. The police had expressed a view that the perpetrators would probably still have gained access even if there had been added security installed. It was heart-warming to hear that a £20 donation had been received via a Cub Scout at 23<sup>rd</sup> Lancaster towards replacement costs. Nigel had acknowledged this with the parent concerned.

Jim Holland reported that, via social media, 5 children's bows had been identified by Girl Guiding at Silver Sapling campsite as surplus to requirements. Nigel would follow this up.

The incident had turned up some practical problems which the Chairman indicated were being followed up.

The Chairman requested that from the next meeting, the ACMB submit, along with the minutes of meetings, the finance report as submitted by the Board's treasurer. This will enable Trustees to have oversight of all expenditure and income in the name of the Charity.

## Action: Nigel Pullen

## **E690 Health and Safety Report**

Jim Holland pointed out that in DHQ rubbish was being placed in front of the back door in the beverage area blocking egress. The Secretary agreed to try to ascertain whether this was designated a means of escape under fire precaution arrangements.

## Action: Secretary

E691 Network Report

The Network Commissioner highlighted aspects of her submitted report, a copy of which is attached to these minutes.

Looking at the forthcoming census in terms of Network members who did not have another role in Scouting, there were currently 18. A meeting had been held about the future of Network and what members would like to be in the programme. Two SSAGO members (Student Scout and Guide Organisation) attended this meeting and were enthusiastic about joint events.

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In terms of identifying programme coordinators members were willing to suggest ideas but were not stepping up to undertake the role. Tom Law told members about Littledale and how during each weekend of January, SASU Service Crew was painting the centre and how we (Lonsdale Network) could help out too. We are planning a Lonsdale Network camp at either Silverhelme or Littledale in the near future. Network was looking to identify a regular meeting place.

## **E692 Youth Commissioner's Report**

Daniel Coulthard reported that two Explorer forums had taken place with good attendance. His deputy was following up on the Youth Shape initiative. He was liaising with the ADC (Scouts) regarding a planned Patrol Leaders' Day on the 7<sup>th</sup> February. There were now two Young Leaders on the District Team.

## **E693 District Commissioner's Report**

The Chairman drew attention to aspects of the DC's report, a copy of which is attached to these minutes.

**District Team:** The new team are beginning to make progress, particularly around reviewing and developing a District Programme. Priorities for 2016 were nights away, increasing top awards, Youth Shaped Scouting and improving our community impact.

**Programme:** A planning group has been appointed for District Camp 2016 and there is a lot of interest. I am trying to identify an event treasurer for the event.

**Development:** The DC has approved plans for a new Explorer Scout Unit in Bolton le Sands, and work is commencing on a new Scout Group based in Lancaster on Saturdays. He is keen to re-establish something on the Ridge Estate. Census would give us an insight into the impact of our work in the last 12 months.

**Adult Support:** New Training Manager in place- Clare Williams. Group 1-1s have indicated some ways for the District Team to provide better support. I'd like to see us offer an Exec Officer Forum again this year.

**Group Management:** GSL Vacancies at Slyne and Caton Church (I am currently acting GSL) and Val Vose will retire, after 30 Years, as GSL at 11th Morecambe.

**Risk:** Over 100 adults in Lonsdale without a current DBS.

**Safety:** No incidents have been reported to him since the last Executive meeting.

**Compass:** Members of the team have been attending conference calls to ensure we are prepared for the return. Our District priority will be to limit the impact on Groups. We will only be using the system to manage adult information in the first instance.

**Areas for Executive Support:** Group Officer Support Evening/ Training. Identify District Vice Presidents. Help identify an event treasurer for District Camp. The Chairman noted that discussions between the DC and himself had identified a possible way ahead in relation to the first item. He urged everyone to assist with the identification of an event treasurer for this year's District Camp.

## **E694 Any Other Business**

None declared.

Date of Next Meeting: Tuesday, 15 March 2016.

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