



MINUTES of the meeting of the LONSDALE DISTRICT EXECUTIVE COMMITTEE held on the 21 May 2019 at District Headquarters, Moor Street, Lancaster.

Present: T Andrews (Chair), M Sweet (DC), A S Hague (Secretary), D Bateman, J Carbert, H Greenwood, R Parker, D Squirrell, T Wilkinson.

Apologies Received: S Clarke.

Not Present: L Maun, D Smith.

In Attendance: S. Mather.

Chair's 'Thought for the Day':

"What counts in life is not the mere fact that we have lived. It is what difference we have made to the lives of others that will determine the significance of the life we lead."
- Nelson Mandela

Minutes of Previous Meeting:

The minutes of the meeting held on 20 March 2019 were agreed as a correct record.

E879 Secretary's Report / Correspondence

Office 365:

The Secretary advised members that in future all communication – emails, meeting papers etc. would be sent using the Office 365 software suite facilitated by County. This would be more secure and GDPR compliant.

Annual Review & AGM:

This had been arranged to take place on Thursday 27 June 2019 at the Banqueting Room at Lancaster Town Hall. Invitations had been widely circulated and details posted on the District's website.

E880 Governance

The Chair introduced and welcomed to the meeting Steve Mather who had been approached to become the Chair of the Activity Centres Management Board (ACMB). Steve had wide and extensive experience in running and managing Activity Centres and had agreed to being nominated.

It was agreed that:

1. Steve Mather be co-opted as a member of the District Executive Committee.
2. He be appointed as Chair of the ACMB.

Lonsdale District Scouts

Headquarters: 3 Moor Street Lancaster LA1 1PR

President: Mrs Suzie Reynolds DL **District Commissioner:** Mandy Sweet **District Chair:** Dr Tony Andrews

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By way of background the Chair outlined that, following discussions, it was proposed to split the management function of the ACMB from the operations side. Chris Stephenson had agreed to Chair the Operating Group. Interested parties would be meeting in the near future to formally hand over responsibilities.

Trustee Governance Document:

The Chair apprised members of updates to the RAG status of the 2018/19 Governance Document.

The following comments were highlighted:

a. District Executive:

- (4) Terms of reference of sub-committees - one outstanding (to be reviewed at this meeting - see below).
- (6) Financial management – revised terms of reference for ACMB will address recent mis-management of large capital scheme.
- (9) Lancaster Scout and Guide Shop - work is still in-hand to introduce a more vigorous management of the shop; some momentum has been lost. We need to engage more effectively with our partners.
- (10) Making progress with register of legal documents – now have a clearer view.
- (11) District records – rationalisation still to be undertaken.
- (17) Support for Group Executive Committees – moved from ‘Amber’ to ‘Red’. The DC advised that this would be being picked up in the District Strategy 2018-23.

b. District Team:

Most identified risks classified as ‘Green’. A need for help to some Team members on the budgeting of District Events.

c. Finance Sub-committee:

No change from last review. Looking to be more proactive than last year in chasing annual accounts from Groups.

d. 14-25 Finance & Support Group:

Claiming of Gift Aid on Explorers subscriptions is looking more positive through the take up of ‘Online Scout Manager’ (OSM) by Units.
Need some work on locating and identifying Explorer equipment.

e. Appointments Advisory Committee:

(4) Meaningful reviews of all appointments at the appropriate time - this is still an area of concern. In some cases, it appears that reviews are being done, but that GSLs are not always aware of the correct procedure to follow, and the Appointments Advisory Committee cannot therefore monitor reviews. The oversight of the review process could be the remit of an Assistant Appointments Secretary.

f. Activity Centres Management Board:

Good progress has been made in addressing gaps in operating procedures with the publishing of risk assessments and a Health & Safety Policy. Fire Safety

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Management Plans are being prepared and both sites have been inspected by the Fire Officer. Electrical condition check has been commissioned for which reports are awaited.

Sub-Committee Terms of Reference:

The Chair stated that as no changes were proposed to the majority of the sub-Committee Terms of Reference which had, thus, not been circulated. These would be reviewed again in two years.

Revised terms of reference had been circulated for the ACMB; these included a recommendation that a Project Manager be appointed for any future refurbishment or capital project and for more rigorous financial management. A suggestion from the Chair that these be accepted as is for now pending the joint meeting of the two new committees was agreed.

E881 Treasurer's Report:

The Treasurer's report was received, a copy is attached to these minutes.

- a. Financial results year ended 31 December 2018.
 - The draft accounts are not yet available. (see E882 below).
- b. Debtors
 - i. Membership fees-
 - 11th Morecambe & Heysham Group £352.50
 - 34th Lancaster Group £147.08 - agreed to write-off as this was a District imposed late payment fee.
 - ii. Scout & Guide Shop - £200 plus share of any surplus y/e 31/12/18 (not yet disclosed).
- c. Creditors
 - Estimate for Zellhof trip total income of £25,000, based on the budget of approximately £1,000 per head for 31 participants. less payments to date.
- d. Current financial position
 - Spreadsheet attached to report.

E882 Finance Sub-Committee,

The minutes of the FSC meeting held on 2 May 2019 were received.

Debtors - Membership Fees:

Further details on the present position were outlined and noted.

Sharpe Bequest:

It had been agreed to investigate the option for transferring (particularly) some (or all) of the capital fund of the Sharpe Bequest from cash deposits with banks and building societies into equities. The committee's discussion on this subject was noted.

The sub-Committee had agreed to recommend to the Trustees that there were no significant factors which would prevent such an alternative method of investing funds. This proposal was accepted.

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Draft Investment Policy:

It had been agreed to recommend to the Trustees that the draft District Investment Policy (attached as an Annex to the FSC minutes) be accepted as a basis for future work. This recommendation was accepted.

Annual Accounts:

The Chair reported that there has been a delay in preparing the District's accounts for 2018 due to delays in completing the accounts for the Lancaster Scout and Guide Shop for 2017-18 (for a variety of reasons). As yet they had not been received/approved by the Lancaster Scout and Guide Shop Management Committee. He was reluctant to release the figure in the light of earlier experiences. He had attempted, by e-mail, with the relevant Guide Division Commissioner, to obtain agreement to make available the relevant figure. It was indicated that the Independent Examiner required sight of the Receipts and Payment Account plus Balance Sheet. The Chair would seek to obtain the release of this information as a matter of urgency.

A special meeting of the Executive would be called once this agreement was obtained.

E883 14-25 Finance and Support Group:

The Chair gave a brief report on the meeting held on 8 May 2019.

E884 Appointments Advisory Committee Report:

David Bateman reported that since the last Executive meeting, the AAC had met in April and recommended approval of 4 new applications, and 5 changes of role, for which interviews are not required.

The committee had continued to add new members, including U-25s, as recommended by POR. This had meant that it has been somewhat easier to schedule regular monthly meetings, and meetings were planned for later that month and for June. However, the meeting schedule also had to take into account availability of the Training Officer, and an appropriate leader to make the presentation. The committee continue to look for suitable venues which can provide facilities for a PowerPoint presentation and smaller interview rooms; these developments mean that it is now possible to see new applicants earlier, although this is dependent upon satisfactory receipt of all the necessary paperwork, especially references.

As far as DBS clearance is concerned, the initial process seems to be working quite well, but there still seems to be some confusion over the process for renewals. GSLs may benefit from some guidance on this.

The review process is still an area of concern. In some cases, it appears that reviews are being done, but that GSLs are not always aware of the correct procedure to follow, and AAC cannot therefore monitor reviews. The oversight of the review process could be the remit of an Assistant Appointments Secretary if one was appointed. Again, this suggests that GSLs may benefit from clearer guidance on the process.

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E885 Activity Centres Management Board:

The minutes of the ACMB Meeting held on 7 May 2019 were received. Steve Mather, the newly appointed Chair of the ACMB, outlined that he was in the process of 'getting up to speed' with the various aspects concerning the Activity Centres. For the benefit of members, he detailed his wide experience in this area.

The District Chair highlighted that £4,000 had been spent at Littledale recently to provide 2 new gas boilers for hot water and also a new cooker- grants had been secured to meet this cost minimising the impact on our own resources. He requested approval to vire a sum (estimated at £800) to provide a 'power post' in the corner of the main field at Littledale. This had been requested by Epic Outdoors, who were a major user of the site, but the installation would also be very advantageous to Lonsdale users. A decision on whether to apply a charge for the use of this facility would be considered by the ACMB.

The Chair indicated that there was still work to do including PAT testing and electrical inspection condition reports and fully implementing the Fire Officer's report. This was ongoing.

It had been agreed to hold Open Days at Littledale on 1 June and SilverHelme on 2 June 2019 to promote the centres and to tap a gap in the market. The Chair had written a letter of invite to schools and D of E Providers; Lonsdale's leaders had been informed through the established channels.

Finally, the Health & Safety documents and booking conditions agreed at the previous meeting had now been placed on the District's website together with site Risk Assessments for both centres. Copies of these documents would be placed on the Lodges' notice boards.

E886 Explorer Section:

Dave Squirrell reported that Explorer numbers were up. 59 members were signed up for the County Camp at Great Tower and 38, plus 10 leaders, for the 'Gilwell 24' event. Excellent progress was being made with members undertaking the Duke of Edinburgh's Award and qualifying expeditions were taking place the following weekend.

Future events would include kayaking, an Environment Camp and work with the Canal Trust.

Leaders were required at Odyssey and Castleton Units as well as a short term replacement Young Leaders' Leader.

E887 Network Report

Reporting on future events Jamie Carbert gave details of the 'Triton' event, which was a combined Network and Explorer competition for members around the County. Ben Galsworthy had agreed to take on responsibility for running events for Network on a pilot scheme for 6 months. This would release him to focus on top wards.

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E888 District Commissioner's Report:

The DC presented her report as follows: -

Programme –

The St. George's Day celebration had been a success with some good feedback and maximum impact.

The District now had 8 leaders that have been assessed to run tomahawk throwing and 3rd Morecambe have all the equipment; they will charge other Groups a nominal fee to run the activity for them.

The Beavers have had a Sailing Day and a District Adventure Day that was attended by 142 Beavers, they have a Camp coming up in July.

Forton Cubs won The County Challenge Trophy with Caton coming 3rd.

Scouts have County Rally and a camping competition on the horizon.

Explorers have broken the record for attendees at County Explorer Camp with a whopping 59 booked on to go, with 6 Leaders. They are also taking 40+ Explorers to Gilwell 24.

Group Support – The District Team are currently supporting 3rd Morecambe in Cubs and Scouts. Silverdale Beavers now have a leader but support is still being offered until her appointment comes through.

Development and Growth –

Caton ESU has opened with a good start of 11 Explorers.

The District has entered Morecambe Carnival, with an information stand and activities being made available by us on the Saturday.

Appointments

Callum Seton has agreed to join the District Exec as an under-25 representative.

Robert Prescott and Will Cullen have agreed to be on The County Scout Council, The DC was still looking for other people to fill the remaining County Scout Council roles.

Steve Mather has agreed to be the Chair of the ACMB with Chris Stephenson chairing the Operational Team.

Top Awards

We recently had a large representation at the Explorers' Awards Ceremony. We had awardees across all the awards of Platinum, Diamond and Explorer Belts.

Strategy 2023

A great night at 16th Morecambe HQ had produced an excellent start for our District Strategy 2023. The District Team are now working to put this together in a clear and concise way with a launch date being planned for the AGM.

Risks

Simon Lefever at 34th Lancaster is standing down as GSL at the end of this term.

We still need a Finance Committee Chairperson and Secretary.

We have 12 months to re-brand the DHQ. The Branding of all Scout buildings and meeting places must be completed within 2 years of the new brand launch.

E889 Health and Safety Report:

Nothing specific to bring to the attention of the Executive on this occasion.

E890 Any Other Business**New Brand:****Lonsdale District Scouts**

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As indicated in the DC's report work was ongoing to update the signage at DHQ. She was also in the process of purchasing feather flags, bunting and flyers for distribution at Morecambe Carnival.

County Commissioner Search Group:

The Chair reported that the DC had been asked to nominate 3 individuals to attend a meeting of the Search Group.

District Chair:

Tony Andrews referred to his announcement at the 2018 AGM regarding the possibility of his standing down for reasons that he outlined. In particular, at this stage, an analysis of his travel had revealed that during 2018 he had covered in excess of 3000 miles in support of the District. This was untenable, going forward. He indicated that he might be prepared to carry-on if his workload could be lightened with the appointment of a Chair and Secretary for the Finance Sub-committee. The recent appointment of a Chair for the ACMB would certainly help.

Date of Next Meeting: It was agreed to meet again on Wednesday 12 June 2019 (at 7.30 pm) to review and approve the District Accounts for 2018 (and hopefully use the opportunity to provide assistance in using the Office 365 suite of programmes (as mentioned earlier in the meeting). The schedule of meetings for 2019-20 would be published in due course.

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