

**MINUTES OF A MEETING OF THE 14-25 FINANCE AND SUPPORT GROUP  
held on Tuesday 20 September 2016 at 7.30 pm at District Headquarters**

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**PRESENT:** David Bateman (Chairman) Tony Andrews (District Chairman, Chairman Finance sub-Committee and Acting Secretary), Harriet Butterfield (District Network Commissioner), Scott Cameron (District Explorer Scout Commissioner), Craig Dewar (District Commissioner) and Tracy Seton (District Explorer Scout Administrator)

**APOLOGIES:** None (as other membership of the sub-Committee had yet to be confirmed (see Item 3)).

|   | <b>Action</b> |
|---|---------------|
| <p><b>1. Minutes of a Previous Meeting / Matters Arising:</b><br/>As this was the inaugural meeting of the newly-formed sub-Committee there were no minutes of a previous meeting.</p>  |               |
| <p><b>2. Introductions:</b><br/>Those present introduced themselves and provided background information in relation to their role (particularly in the context of the remit of the sub-Committee).</p>  |               |
| <p><b>3. Committee Membership:</b><br/>The Terms of Reference of the sub-Committee (as approved by the District Executive in May 2016 and attached to these minutes) extend the membership beyond those attending this inaugural meeting. In reviewing these vacancies, a number of suggestions were made:</p>  |               |
| <p>a. <b>Secretary:</b> There had been a recent volunteer [to act as secretary of a committee]; it was felt appropriate to invite the volunteer to service this sub-Committee.</p>  | CD            |
| <p>b. <b>Two Explorer Scouts:</b> Notwithstanding this requirement it was agreed that we would rather recruit those interested in contributing to the work of the group rather than just filling the vacancies. Various possibilities were considered; it may be appropriate to recruit an Explorer Scout from the same Unit as the Explorer Scout Leader (as below).</p> | SC            |
| <p>c. <b>Two Network Members:</b> The same consideration applied as for the Explorer Scout vacancies. The District Commissioner would use Compass to search for Network members who might have occupations appropriate to the work of the group (and then take-forward as appropriate).</p>   | CD/HB         |
| <p>d. <b>Parent of an Explorer Scout / Young Leader:</b> The District Explorer Scout Administrator would approach the parent who had previously volunteered to join the group.</p>  | TS            |
| <p>e. <b>Explorer Scout Leader:</b> An Explorer Scout Leader, as a potential member of the group, was identified [to be approached].</p>  | HB            |
| <p><b>4. Review of Terms of Reference:</b><br/>The sub-Committee reviewed the Terms of Reference (as agreed by the District Executive and attached to these minutes). Recognising the role of the District Executive and the responsibility for supporting Explorer Scout Units, a number of points were identified for discussion/action in due course:</p>              |               |
| <p>a. Following-on from the many, earlier discussions, there is a need to continue to review the financial management of unit funds - particularly a need to provide written guidance in relation to financial procedures.</p>  |               |
| <p>b. There is a requirement to identify equipment owned by Explorer Scout Units and who should be responsible for the insurance of it.</p>   |               |

c. Most Scout Groups provide financial support for Leaders attending their initial training; Explorer Scout Leaders should receive similar support (in this case from District Explorer Scout Funds).

d. Similarly, some Scout Groups financially support their Leaders gaining 'activity' qualifications. We need to consider similar support for Explorer Scout Leaders but need to define a suitable process (not forgetting a request for a repayment of fees paid by the District if the Leader terminates their appointment before a specified time period).

## 5. Explorer Scout Unit Finances - Report by District Explorer Scout Administrator.

A comprehensive report was presented to the meeting, in relation to the on-going work to clarify many financial management matters for Explorer Scout Units within the District (more detail provided in the report presented to the meeting):

a. **Eric's:** It was reported that the old bank account (balance £204.26) was in the process of being closed and that subscriptions are now being collected from members. A new bank account is being opened (with the requisite number of signatures). When the funds from the old bank account were available the outstanding monies due for the District (of £109.50 for 2016 Membership Subscriptions) could be paid. It was agreed that in view of the legacy nature of the debt of £285.30 (for 2015 Membership Subscriptions) due to the District should be written-off (thus effectively been met from District Explorer Scout Funds).

TS

b. **Illustrious:** It was reported that difficulties were being experienced in changing a signatory on the bank account, as it was not certain of the intent of one of the leaders. Thus there were still problems in gaining access to the funds available (and to pay the outstanding monies (of £747.00) in relation to 2016 Membership plus charges). There were other issues that needed consideration.

TS  
CD

c. **Saints:** It was reported that subscriptions were now being collected from members and that the Unit had settled their debt with St Paul's Church (rent for meeting place). A further signatory for the account had been identified. It was anticipated that the outstanding monies due for 2016 Membership Subscriptions (£183.00) will be paid in the near future.

TS

d. **Castleton:** It was reported that difficulties were being experienced in identifying who should be added as a signatory for the bank account.

SC

e. **Discovery:** Nothing to report.

f. **Silverhelme:** Nothing to report.

In response to a question from the Chairman, in relation to a standardised form of record keeping, it was agreed that the District Explorer Scout Administrator would give a presentation on Online Scout Manager (OSM) at the next meeting of the sub-Committee. It was agreed that Explorer Scout Units should have the same financial year (1 January to 31 December) to be in line with the District.

TS

## 6. Gift Aid:

The District Explorer Scout Administrator reported that she had started the registration process [with HMRC] in relation to Gift Aid.

TS

## 7. Scout Network Finances.

The District Network Commissioner reported that in terms of finance, events organised for members were self-funding and that a small amount of money is included in the District Budget (for publicity, administration and the like).

## 8. Priorities:

It was agreed that priorities in the coming months should be:

a. Process diagram for funding for training (including activity qualifications) for Explorer Scout Leaders.

b. Standardised accounting/financial management for Explorer Scout Units.

c. Standardised record keeping for Explorer Scout Units (linked also with Gift Aid requirements).

d. Process diagram for expenditure from Explorer Scout Fund held within the District Account.

**9. Next Meeting:**

It was identified that at the next meeting reports of the follow-up of the various actions identified above will be necessary (in addition to the presentation on OSM).

**10. Dates of Meetings 2016-17:** Meetings of the sub-Committee for the coming year were agreed as:

All

- a. Wednesday 9 November 2016.
- b. Wednesday 8 February 2017.
- c. Wednesday 26 April 2017.
- d. Wednesday 5 July 2017.

All meetings to be held at District Headquarters, commencing at 7.30 pm.

## TERMS OF REFERENCE OF THE 14 - 25 FINANCE AND SUPPORT GROUP

### **Purpose:**

The 14 - 25 Finance and Support Group is established with certain responsibilities as defined below - specifically to act on behalf of (and to advise) the District Executive Committee in relation to aspects of the broader operation of Explorer Scout Units and the Scout Network in the District.

It is the Trustees - the members of the District Executive Committee - who have overall responsibility for the effective management of the Charity and as such the 14 - 25 Finance and Support Group reports to the Executive Committee and is to ensure that the latter is kept apprised of actions of the sub-Committee (see below).

### **Membership:**

The membership of the 14 - 25 Finance and Support Group shall be:

- Chairman (appointed annually by the District Executive Committee).
- District Explorer Scout Commissioner - as an ex officio member.
- District Scout Network Commissioner - as an ex officio member.
- District Explorer Scout Administrator - as an ex officio member.
- Chairman Finance sub-Committee - as an ex officio member.
- Secretary [of the Group].
- Two Explorer Scouts.
- Two Scout Network Members.
- Parent of an Explorer Scout/Young Leader.
- Explorer Scout Leader.

*At least two members of the Group shall be Trustees of the Charity.* The membership of the Group will be confirmed annually by the District Executive Committee (at its first meeting after the Scout Council's Annual General Meeting).

### **Ex-officio Members:**

In addition to those listed above (and in accordance with the Constitution of the District Scout Council), the following are ex-officio members of the Group:

- District Chairman.
- District Commissioner.

### **Co-opted Members:**

Up to two additional members may be co-opted annually, if they are leading (a) specific project(s) relevant to the role of the Group.

### **Invited to Attend:**

When there is specific item of the agenda, others may be invited to attend, in order to provide a specialist input.

### **Note:**

At least 50% of the members and co-opted members of the sub-Committee must be members of the District Scout Council.

**Quorum:**

The quorum for the 14 - 25 Finance and Support Group will be determined by an Annual General Meeting of the District Scout Council. In the event that attendance at a meeting does not constitute a quorum, then the meeting should continue but decisions of policy should be referred to the next meeting where a quorum can provide approval.

**Voting:**

In accordance with the Constitution of the District Scout Council, only the specified members of the Group, present at a meeting, may vote. Decisions are made by a majority of the votes cast; in the event of an equal number of votes being cast on either side, in any issue, the chairman does not have a casting vote and the matter is to be taken as not having been carried.

**Meetings:**

The Group will normally meet three times a year to ensure it discharges its duties. Additional meetings will be convened as may be required.

**Agendas and Minutes:**

The Group has a Secretary who must ensure that agendas, papers and minutes are recorded and properly archived (as directed by the District Secretary). Agendas, supporting papers and minutes are to be circulated to all members of the Group (including all ex-officio members).

Minutes of meetings of the 14 - 25 Finance and Support Group (even if unconfirmed by the Support Group) are to be submitted to the District Secretary to be circulated to all Trustees for the next meeting of the District Executive.

**Remit:**

The 14 - 25 Finance and Support Group is responsible to the District Executive for:

1. Support (as may be required) to the District Explorer Scout Commissioner and District Network Commission in undertaking their roles.
2. The raising of funds and the proper administration of any finances (in accordance with agreed procedures).
3. The compilation of data to enable Gift Aid Claims to be made.
4. The independent examination of each 14 - 25 Units statement of receipts and payments (within six months of the end of the financial year) - including identifying and rectifying any problems that have been encountered.
5. The insurance of persons, property and equipment.
6. Assisting with the recruitment of Leaders and other adult support.
7. The maintenance of any property belonging to the District Explorer Units/Scout Network.

**Note:**

All Support Group members are responsible for adhering to the financial procedures as determined, from time to time, by the District Scout Council

**Review:**

These terms of reference will next be reviewed in May 2017.