

MINUTES OF A MEETING OF THE 14-25 FINANCE AND SUPPORT GROUP
held on Wednesday 26 April 2017 2016 at 7.30 pm at District Headquarters

PRESENT: David Bateman (Chairman), Tony Andrews (District Chairman, Chairman Finance sub-Committee and Acting Secretary), Jamie Carbert (District Network Commissioner), Craig Dewar (District Commissioner and Acting District Explorer Scout Commissioner) and Tracy Seton (District Explorer Scout Administrator).

APOLOGIES: None.

1. Minutes of a Previous Meeting / Matters Arising:

The minutes of the meeting held on 9 November 2016 were agreed as a correct record.

2. Matters Arising:

a. Meeting Scheduled for 8 February 2017: It was noted that the meeting had been cancelled (due to the anticipated absence of several, key personnel).

b. Committee Membership: The DC reported that he had been unsuccessful in recruiting a Secretary and likewise two Network Members. It was noted that there were other vacancies and that those potential members previously identified had not been progressed further.

c. Leader Training: The DC reported that he had been in discussion with both the District Treasurer and Training Manager to clarify those elements of Adult Training to be funded by the District.

d. Financial Management: The District Chairman acknowledged that he had yet to draft the required document.

3. Unit Accounts.

The District Explorer Scout Administrator provided a comprehensive update in relation to Explorer Unit accounts. Her report is attached as Annex A to these minutes.

There were several matters raised (or clarification sought):

a. Illustrious Bank Account: Much effort had been expended - both by Tracy and Craig - in closing the NatWest account. We had complained about the poor administration and had received a monetary compensation.

b. Erics: It was not certain if the 2016 Membership Subscriptions (of £109.50) had been paid into the District Explorer Scout Account. Their old bank account had been closed and - as previously discussed - funds were now available to make the payment. (**Sec's Note:** The Support Group and the Finance sub-Committee had previously agreed to write-off the sum owing for 2015.)

c. Bolton-le-Sands: It was understood that a bank account had not yet been opened and that some of the Unit's funds may be lodged within those for the Scout Group. It was necessary for the situation to be clarified and an account opened in the near future. Currently £200 in start-up funds is held in the District Explorer Scout Fund.

d. Migration to On-Line Bank Accounts: The sub-Committee had previously discussed the migration to on-line banking (with Barclays) - see minutes of previous meeting. If necessary the District Chairman would provide (an) appropriate (authorisation) letter(s).

Action

CD

TA

TS

CD/TS

TS/TA

e. **Online Scout Manager:** The District Explorer Scout Administrator reported very favourably in relation to OSM, although she has yet to fully exploit all the aspects. The ability to communicate more effectively is already considered advantageous.

Members of the Support Group expressed their appreciation for the work Tracy has undertaken (and continues to do so) to progress the various financial/administration aspects for Explorer Scouts within the District.

4. Gift Aid.

The District Explorer Scout Administrator's report is included in that above (Annex A). In response to questions, it was indicated that the Administrator was planning to make annual claims and that she would make one when all the reliable data had been collected/collated. The necessary registration with HMRC - to enable online claims - had been completed.

5. Equipment Inventory.

It was acknowledged that we had no inventory of the equipment held in the name of Explorer Scouts and the Scout Network. It was agreed that the District Explorer Scout Administrator would advise Units to use the relevant section of OSM in order to collect the necessary data [for Units]. The District Scout Network Commissioner would collate the information for items within District Headquarters (and work with the Administrator to include the data on OSM). With only anecdotal information, we were uncertain of the whereabouts (and usability) of the two 'event shelters' - this would also need research. Once all this information had been collated we would be in a better position to determine if any additional items would need to be purchased.

TS

JC

All

6. Explorer Spending Against Budget.

It was clarified that the District Budget for 2017 made provision for Leader Training (£500) and OSM (£430). The management of the former is referred to above; the provision for OSM will be for the subscription renewal towards the end of the year. The District Explorer Scout Administrator also provided details of receipts and payments for the Restricted Fund within the District Accounts (at 31 December 2016 a balance of £77.51 and currently £796.32).

7. Network Spending Against Budget.

It was clarified that the District Budget for 2017 made provision for neckers and name tapes (£100) and Recruitment Material (£100). (**Sec's Note:** after the meeting the Network Commissioner confirmed that "The only expenditure against the Network Budget which I am aware of since starting the DSNC role is the neckers (£192). So far £48 of this has been recuperated from Network Members purchasing neckers, leaving £56 in the current Network Budget".)

It was identified that, as the current Network Commissioner was not appointed at the time of the compilation of the District Budget, there was a need to request additional monies. He was asked to submit proposals to the Chairman of the Finance sub-Committee, for consideration at a forthcoming meeting of that Committee. (**Sec's Note:** This has been received and is given at Annex B).

JC

TA

8. Funding Opportunities.

It was stated that we were not, per se, suggesting involving Explorer Scouts and Scout Network Members in fund raising events but rather consider which charities could be approached for grants-in-aid. The District Chairman undertook to research relevant Charities and the relevant Commissioners would compile a 'wish list'.

TA

CD/JC

The District Explorer Scout Administrator outlined details of various forthcoming support events organised by her employers (Brathay Trust) and would provide further information.

TS

9. Explorer Scout Update.

The DC started his report by highlighting that Explorer Scout numbers had not only declined within the District but also within West Lancashire and nationally. There were a number of aspects that were being followed-up at the present time. It had been identified that Leader Training was a key element and he reported on the attendance at (and success of) a recent course. There would be an emphasis on attending the forthcoming County Explorer Scout Camp. It had been identified that effective 'networking' is a key factor. This includes both Explorer Scouts, Leaders and indeed that between Units. The DC outlined future plans in relation to 'development', which included a new Explorer Scout Unit and to provide 13 year olds within Scout Troops a 'Taste of Explorers' (noting that a significant number of those young people eligible to become Explorer Scouts last year did not do so).

10. Scout Network Update.

The Network Commissioner provided an update of his activity since appointment. He referred to the monthly meetings but these did not touch all those eligible. There was a push to make Scout Network more visible (such as at St George's Day recently) and to establish links with 17 year olds.

11. Any Other Business.

A number of times were identified:

a. Governance Document: The Executive Committee had agreed to defer consideration of the review for the Support Group until its May 2017 meeting. Reviewing the entries, it was agreed that the RAG Status for all four entries could now be assessed at Amber (as significant progress had now been made). The District Chairman would update the document accordingly.

TA

b. Explorer Scout Partnership Agreement: It had been identified that these would be required for all Explorer Scout Units. At the present time, the DC was working with the Bolton-le-Sands Unit to develop the appropriate form of words (and then for implementation with other Units).

CD

c. Erics Explorer Scout Unit: It had been identified that, due to a change in a meeting night within 3rd Morecambe Scout Group, the facility was not now available for Unit meetings on a Tuesday. Presently, alternatives are being explored.

CD

d. Support Group Chairman: The DC indicated that, subject to the necessary formalities, David had agreed to undertake a new role, as Chairman of the Appointments Advisory Committee. Members of the Group were appreciative of David's support in establishing the 14-25 Finance and Support Group in its revised format. A new Chairman for the Support Group would be identified.

12. Date of Next Meeting.

The date of the next meeting of the Group had previously been agreed as Wednesday 5 July 2017 (presumably at District Headquarters, commencing at 7.30 pm).

District Explorer Scout Administrator's Report

Gift Aid

In progress, I am working through payments for the last few years on a unit by unit basis then I need to cross-check for gift aid declarations.

Unit Accounts for Period to 31/12/16

- Castleton, Saints - prepared by me
- Silverhelme - received
- Discovery - outstanding
- Erics - outstanding
- Illustrious - I can now do these for the period to 31/12/16 on the basis of bank transactions only to 1/9/16 and then actuals post that date
- Bolton-Le-sands - no transactions

Unit Bank Accounts

- Castleton - need to re-do some of the paperwork then we can progress change to Barclays
- Saints - need to get paper work complete then get account changed to internet account and correct signatures
- Silverhelme - mentioned they wanted to change banks - no action taken so far
- Discovery - no action required
- Erics - Changing accounts; Dan dealing with this
- Illustrious - finally I can report we got the NatWest account closed and have opened an account at Barclays (some issues to resolve)
- Bolton-Le-Sands - ???

Unit Balances

Unit	Capitation	Other Debts	Balance	Comments
Castleton	Paid	Rent paid to	£50.56	Subs do not get banked frequently enough
Saints	Outstanding part of 2015 and all 2016 - £438	Paid to December	£128.05	Subs do not get banked frequently enough and little progress with capitation
Silverhelme	I think so			
Discovery	I think so			
Erics	I think so			
Illustrious	Will be up to date by end of week	Rent to 33 rd but we have a payment agreement £200 this week and then working off balance		
Bolton-le-Sands	Paid by District	Unknown	£200 in District account. Money elsewhere?	Need get this in control

District Explorer Accounts

I assume the everyday running budget is the amount I have on the spreadsheet and this is the amount I agree with Stephen so seems a reasonable assumption.

Impact of OSM

I love it!!!!

Already able to communicate better with all our explorers especially Young Leaders who leader do not see on a regular basis.

Seemed to be successful in increasing event take up for the bowling event.

Leaders need to buy in better but we have not had a meeting with them to really get them going so usage variable.

Parental feedback is favourable so far.

County Camp is set up on there and e-mails went out on Sunday to all leaders, members and their parents (where we have e-mails). Take up since then is five on OSM (although we still need payment and forms to confirm place).

I am going to set up subs payments on line for Illustrious to see how it is done.

Waiting lists have been set up for each unit - this is the 13-14 year olds in scouting in the district as at the census - this is to help with linking.

Equipment Inventory

Can be on OSM as quartermaster.

We need someone to go through the HQ store room to review and document the items there.

Also, we need those units with kit to list the kit they hold.

We need to then establish what kit we need for Explorers- to meet the needs of District events as well as for those Units unable to store kit.

Spending Against Budget

Young Leader Training - 13 attended (income £130, expenditure £37.95).

District Bowling -33 attended (cost £180, income £165).

Agreed with acting DESC that a loss would be acceptable up to £25 - as lanes cost £30 each and we could have up to six per lane at £5 each.

Scout Network - Equipment Wish List

Item	Estimated Cost	Source
Cards games	£25	Amazon
Playing cards	£1	Wilko
Rounders bat	£6	Amazon
Tennis balls	£5	Amazon
Football	£5	Amazon
Frisbee	£6	Amazon
Plastic storage boxes x 5	£36	Amazon
Promotional material	£25	Scout Print Centre
Awards leaflets	£25	Scout Print Centre
Outside games equipment for Explorer Scout - Scout Network linking events	£20	Amazon
TOTAL	£154	