

MINUTES OF A MEETING OF THE 14-25 FINANCE AND SUPPORT GROUP
held on Wednesday 5 July 2017 at 7.30 pm at the District Commissioner's Residence

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:

The minutes of the meeting held on 26 April 2017 were agreed as a correct record.

2. Matters Arising:

Following-on from the discussions at the previous meeting, it was agreed that no further amendment to the RAG status in the Governance Document, for the sub-Committee, was needed at this time.

3. Sub-Committee Chairman and Membership:

It was reported:

a. **Sub-Committee Chairman:** Tom Wilkinson had agreed to chair the sub-Committee (subject to the District Executive's approval, at their next meeting on 25 September 2017).

b. **Committee Membership:** It was acknowledged that at present the make-up of the committee did not reflect that given in the Terms of Reference. It was the intention that the outstanding members would be recruited during the course of the coming year.

4. Explorer Scout Update:

The DC gave an overview report to update the committee:

a. A smaller-than-usual number of Explorer Scouts had participated in the County Rally but a larger number than previously would be attending 'Gilwell 24'.

b. There is one new leader at both Silverhelme and Castleton Units.

c. The Explorer Scout Unit based at the 2nd Bolton-le-Sands is doing well.

d. There are concerns with the low numbers at both Erics and Saints.

e. Within the County it has been acknowledged - for a variety of reasons - that the Section is struggling in many places. It was reported that planning for the autumn, to support the Section with a number of County-led events, was in hand.

f. There are some signs of progress within the District, especially where there has been collaboration. However, a significant commitment to support the Section is required; it was hoped that with the appointment of a new District Explorer Scout Commissioner this support would be achieved.

g. It was planned to start a Unit in Caton in the autumn.

5. Network Update:

The District Network Commissioner gave an overview report to update the committee:

a. Attendance at the monthly meetings has been fairly static (at about five on each occasion).

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TA/CD

b. With the appointment of a new ACC (Scout Network) Network Commissioner's Meetings have been reinstated.

c. A process is being established to capture those Explorer Scouts reaching the age of 18 years [to ease the transition to Scout Network]. There are, however, difficulties in communicating with members (mainly associated with the absence of a record of personal e-mail addresses).

6. Explorer Unit Accounts:

The District Explorer Scout Administrator provided a unit-by-unit narrative of the state of the finances. The key points are:

a. **Transfer to Barclays Bank On-Line Accounts:** Progress varied between Units; it was understood that for some this work had not yet started (due to a variety of reasons).

TS

b. **Areas of Concern:** It was reported that work was in hand in relation to clarifying the financial position (or chasing outstanding monies) for a number of Units, particularly Castleton and Illustrious. Additionally, Saints gives cause for the greatest concern - with not enough money to meet current debts (rent and Membership Subscriptions).

7. Budget Against Spending:

a. The Administrator reported that her calculation of the funds held in the District Explorer Scout Account (£1946) was at variance with that as calculated by the District Treasurer (£1509); this could be reconciled in due course.

TS

b. It was agreed to purchase in September an Explorer Scout Badge Book for each Explorer Scout Unit (including the one planned for Caton) plus posters.

TS

c. The District Budget (for 2017) included provision for £500 for training (so far £150 has been spent); there was a need to remind Leaders, requiring courses, to book them. The £432 included for OSM would be for the renewal of the licences in November 2017.

d. There was a provision of £100 for Young Leader resources; this needed to be progressed.

8. Impact of OSM:

The District Explorer Scout Administrator reported that when OSM was used then it is a valuable tool both for record keeping and when organising attendance at events (such as County Rally). She was in the process of setting up subs collection for Illustrious Unit. The difficulties she had encountered were that some Leaders were not buying-in to using OSM and that she had offered to provide an introductory session to using OSM - with little response in some quarters.

9. Equipment Inventory and Requests:

To date there had been little progress in compiling an inventory (OSM makes provision for such records). There were three areas to be addressed:

a. Equipment held by Units - Administrator to chase Units.

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b. Equipment held in District Headquarters.

c. Equipment held for Network - Network Commissioner to action.

JC

There were no requests for equipment to be purchased; it was considered that this was best considered when we knew exactly the items we currently own.

10. Grant Opportunities:

The District Chairman, who had been researching grant-aiding bodies, sought guidance of the detail required (a sample format had been provided). This was confirmed as an appropriate method for compiling the list and it was agreed that this would be available for the next meeting.

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Action**11. Gift Aid:**

The District Explorer Scout Administrator indicated that she was still working through the records and hoped that she would be in a position to make a claim [with HMRC] in September 2017.

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12. Growth/Promotion Strategy:

There were a number of concerns in relation to the viability of some Explorer Scout Units (as low numbers were not conducive to providing a good programme). A number of proposals were current:

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- a. A 'Taste of Explorers' organised by the Development Officer, in the autumn (aimed at 13-year-old Scouts, Young Leaders not in Explorer Scout Units and others).
- b. Initiatives to grow existing Explorer Scout Units.
- c. Open new Units - Caton has previously been mentioned but there are potentially other areas with no provision.
- d. Effective liaison between Explorer Scout Units and their 'feeder' Scout Troops.

Likewise, as had already been mentioned by the District Network Commissioner, there is a need for effective communication with those Explorer Scouts reaching their 18th birthday.

JC

13. Any Other Business.

Two items were identified.

- a. **Red Rose 2018:** The District Explorer Scout Administrator indicated that it may be appropriate to institute a payment plan for the event (to be considered at the next Leaders' Meeting)
- b. **Chairman's Thanks:** The sub-Committee Chairman expressed his appreciation and thanks to all members of the sub-Committee for their support during his year as Chairman; he had learnt much about 14 to 25-year-old members.

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14. Date of Next Meeting:

At the time of the meeting the schedule for the coming year had not been compiled.

Sec's Note:

Subsequently, the dates included in the meeting schedule, for this sub-Committee, are:

All

- a. Wednesday 27 September 2017.
- b. Wednesday 22 November 2017.
- c. Wednesday 7 February 2018.
- d. Wednesday 25 April 2018.
- e. Wednesday 11 July 2018.

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