



**MINUTES of the meeting of the LONSDALE DISTRICT EXECUTIVE COMMITTEE held on the 17th May 2016 at District Headquarters, Moor Street, Lancaster.**

**Present:** T. Andrews (Chairman), C Dewar (DC), S Clarke (Treasurer), A S Hague (Secretary), D Bateman, H. Butterfield, J Edwards, H Greenwood, D Smith, T Wilkinson.

**Apologies:** S Cameron, D Coulthard, C Graham, W J Holland, R Parker, N Pullen.

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

The Chairman shared a further Native American Proverb, this time from the Sioux, "Great men are usually destroyed by those who are jealous of them."

**Minutes of the Last Meeting:**

The minutes of the meeting held on 15th March 2016 were agreed as a correct record.

**Matters Arising:**

There were no matters arising that were not covered on the current agenda.

**E708 Treasurer's Report:**

The Treasurer presented his report, a copy of which is attached to these minutes. The balance on the Explorer Funds was currently showing a minus value resulting from the purchase of neckers and three Units not having paid their annual membership subscriptions as yet.

**a. LDSC Accounts year ended 31/12/15**

The draft accounts circulated had been agreed by the members of the Finance sub-Committee who attended the meeting on 5th May 2016. There had been one major change in presentation in that the District was now following Charity Commission guidelines and showing Restricted Funds (Jamboree, Explorers, Cubs Centenary and SASU) in a separate column.

The net surplus for the year was £2841 and the Treasurer explained the areas where this had arisen; this, in addition to the Peter Ellwood bequest, which had been £5000.

The Chairman reported that the Finance sub-Committee had reviewed comments received from members on the draft accounts and some changes had been made.

The DC raised the question whether, for the next budget cycle, the SASU funds might more suitably not be retained as a restricted fund.

**Action: Finance sub-Committee**

The draft accounts were approved nem con and were signed on behalf of all trustees by the Chairman and Treasurer, and would be formally presented to the District at the AGM on 30th June. It was agreed that the accounts be placed on the District's website prior to the AGM.

The Chairman wished his and the committee's thanks to be placed on record for the work undertaken by Steve Clarke and Ray Salisbury in the preparation of the year end accounts. The DC wished the thanks of the committee be similarly recorded for the work of the Chairman himself in this regard.

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## **E709 Finance Sub-Committee Report:**

The minutes of the FSC meetings held on 4 February and 5 May 2016 were received. Those of 4 Feb had been reported on verbally, by the Chairman, at the previous meeting

The meeting held on 5 May had not been quorate so were being presented to the meeting to confirm any decisions.

### **Item 3.a. Explorer Finances**

With regard to the minute concerning non-payment of membership subscriptions by three Explorer Units, the position was discussed in detail. Explorer finances were acknowledged to be a long standing issue that now required some positive action by the Executive Committee.

In this regard the Committee agreed that each Unit be asked to provide no later than 23 June 2016:-

- a. the names of the signatories on each bank account held by the Unit
- b. copies of up to date bank statements, covering the previous 12 months, and showing the balance in the account(s)
- c. copies of Unit accounts for the past 2 years

These were to be sent to the Finance sub-Committee.

Also, that a letter be sent to the three Units who had not yet paid their membership subscriptions outlining that a decision had been agreed that in the circumstances responsibility for financial management within their Unit would be withdrawn forthwith and passed back to the District until such time as it could be demonstrated that there were effective procedures in place to again deal with financial matters in accordance with Association rules.

### **Action: Secretary, DC**

### **Item 7. Terms of Reference for Finance sub-Committee**

The Committee agreed to accept the FSC's recommendation that reporting for the Lancaster Scout and Guide Shop be to the Finance sub-Committee (rather than the District Executive); as such the DC's nominee member of the Shop Committee would be a member of the Finance sub-Committee.

### **Item 8. Group Accounts**

With regard to the submission of Group Accounts, the Chairman reported on work that he had been carrying out. Of those accounts received some accounting errors had been identified; work to progress the matter was in hand.

### **Item 10. Marquee Purchase by ACMB**

The Committee also agreed to accept the FSC's recommendation that no monies be provided from the District's element of the budget, retrospectively, for the purchase of a marquee (as requested by the ACMB), for the reasons outlined.

### **Item 13.d. International Fund and 'Scouting for All' funds**

The Committee also agreed to accept the FSC's recommendation that additional, delegated responsibilities be given to the Finance sub-Committee in relation to the International Fund and Scouting for All funds. In respect of the first, that the sub-Committee be delegated to award grants from the fund. For the second, that the Finance sub-Committee be delegated

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to arbitrate should the DC and District Chairman not agree as to the award of a grant (or the value of a grant). In all cases it was recognised that all applications needed to be treated sensitively, with the decisions recorded in general terms only.

### **Item 11. Lancaster Scout & Guide Shop**

The Chairman reported that Jim Holland would be standing down as Chairman of the Scout & Guide Shop. Also, that he had been undertaking some work with the Shop Committee. A draft document had been prepared in an attempt to tidy up the management of the shop and a new committee was to be formed. This document would be subject to further review in conjunction with the Guide Commissioners, before requesting approval by the District Executive. The DC indicated that he had nominated the District Chairman to be his nominee as a member of the Management Committee of the Shop.

### **E710 Secretary's Report / Correspondence**

**a. Mayoral Sunday.** The Secretary reported receipt of a letter from Lancaster City Council inviting representatives to this service. In the event, owing to other commitments, a District representative had been unable to attend on this occasion.

### **b. Executive Committee Members**

It was now a requirement that Scouting Executive Committee Members were to be full or associate members of Scouting. This includes all Executive Committee roles: Group Chairman, Group Secretary, Group Treasurer, other elected Group Executive members, Nominated Group Executive members and Co-opted Group Executive members. Along with Section Assistants' the training obligations have also changed for these roles: the 'Getting Started' module must be completed within 5 months, and then there are no further training compulsions.

The Secretary agreed to communicate this information to GSLs and Group Chairs, for action.

**Action: Secretary**

### **E711 Governance Document Review**

As agreed previously the Governance document was to be subject to a twice-yearly review, by RAG assessment.

### **a. District Executive**

The Chairman suggested that there were no particular concerns in this section other than perhaps at Item 6 'appropriate oversight of the financial management of the Charity by Trustees' where discussion took place regarding the Explorer section financial situation and the lack of a budget monitoring report for the ACMB.

It was agreed that these items were appropriately classed as *Amber*.

Also, at item 15 'As Trustees there is an oversight of Health & Safety both in relation to the Activity Centres and District Headquarters' the DC suggested the need to draw up process diagrams for the Activity Centres relating to accidents, safeguarding issues and hazards.

**Action: DC**

### **b. District Team**

Item 1, 'A culture of safety is embedded within the Programme' there was a suggestion that risk assessments prepared were often too brief and inadequate. Commenting on a suggestion that leaders should not be bogged down by paperwork, the DC stated that the key for him was in safety training.

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### **c. Appointments Advisory Committee**

**Item 3.** Discussion took place on the *Green* status attributed to DBS procedures particularly in relation to the high number of outstanding renewals commented upon by the DC at previous meetings. The DC reported that the situation had improved significantly and also that suspensions of leaders without a current DBS check were now being made. It was agreed that the status was therefore correctly *Green*.

**Item 4.** With regard to meaningful reviews of all appointments at the appropriate time being carried out, John Edwards queried whether the Appointments Secretary was able to obtain the necessary reports from 'Compass' to be able to do this. Indicating that he would look at this the DC suggested that the priority at the moment for GSL's was clearing DBS checks. The review of appointments would follow this.

An impediment identified by John Edwards was the non-synchronisation of appointment, first aid, and DBS reviews.

### **d. Activity Centres Management Board**

**Item 3.** 'All buildings, equipment and facilities comply with statutory requirements with respect to disabled persons use'. Howard Greenwood queried why this was rated *Red*; surely the aspiration was right. It was acknowledged that further work was needed in order to clarify what requirements were applicable in our situation.

The Chairman commented that his main concern was with Item 4 'there is a documented Health & Safety Policy Statement for each Centre'. The DC stated that this was a high priority for the ACMB; there might be an opportunity to base these on ones recently developed at County. The Chairman agreed to pick this matter up at his meeting with the ACMB Chairman.

#### **Action: Chairman**

**Item 8.** 'There is appropriate induction and training of all volunteers (*and staff*) working on site (records to be maintained)'. It was acknowledged that work was needed in order to take this forward. The Chairman would discuss the situation, in relation to those paid an honorarium, with the County HR Adviser.

#### **Action: Chairman**

Items 13 and 15. Following discussion it was agreed that both these items should be rated as *Red*.

### **E712 Communications Mast at Silverhelme Activity Centre**

The Chairman presented his report concluding that on the basis of the information outlined he did not believe that the District would be in a position to better the Heads of Terms that had been offered. His recommendation was that these be accepted.

It was proposed by the Chairman, seconded by Tom Wilkinson, that the negotiated terms be accepted. The proposal was carried nem con.

Thanks were expressed to the Chairman for successfully concluding this (first stage) of a complex matter.

### **E713 Terms of Reference of sub-Committees**

Revised Terms of Reference were received for the following sub-committees:-

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**a. Finance sub-Committee**

The amendments detailed in the document in *red* were agreed.

**b. 14 - 25 Finance and Support Group**

This document was accepted.

**c. Appointments Advisory Committee**

There were no proposed changes to this document.

**d. Awards Advisory Committee**

There were no proposed changes to this document.

**e. Activity Centres Management Board**

This document would follow at a subsequent meeting.

**E714 Review of District Scout Council's Constitution**

In preparation for the forthcoming AGM, the Chairman had considered if there were any amendments required to the District Scout Council's Constitution.

He had identified that the following textural changes were necessary:

- Add the Youth Commissioner as an ex-officio member of the District Executive.
- Amend the name of the 'Explorer Scout Finance and Support Group' to '14 - 25 Finance and Support Group'.

No other amendments being proposed the District Executive confirmed the proposed amendments

**E715 Lancaster Scout and Guide Shop Report**

In the absence of Jim Holland the Secretary gave his report. A meeting had been held with the District Chairman and Tracy Seton along with the two Guide Division Commissioners to try and sort things out; Tony Andrews had drawn together a Management document, A new till had been purchased and was now in use. Trading had been slow even though the shop stayed open throughout the school Easter holidays. A shop survey form had been produced by Alan Hague; copies of this were circulated for comment.

**E716 Appointments Advisory Committee Report**

John Edwards reported that two meetings had been held since the last Executive meeting. 11 Leader and 7 Section Assistant/Skill Instructor appointment approvals had been made.

Pre interview figures were;

- Pending interview – 5
- Pending references – 13
- Pending DBS and refs – 6
- Outstanding DBS (inc. renewals) in checking – 36

**E717 Activity Centres Management Board Report**

The minutes of the ACMB meetings held on 14 March 2016 and 18 April 2016 were received.

Commenting on Tony Pilling's illness and his retirement from the ACMB the DC identified the need to recognise his valued contribution to the work of the Board, to which he would give some thought.

It was good news that an application to a charity fund for financial help for the toilet block at SilverHelme had resulted in a grant of £20,000. Thanks were due to Nigel Pullen in this regard.

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Commenting on the insurance claim following the Littledale break-in the Chairman emphasised the need for everyone to keep adequate records of equipment owned, with a cumulative total value. It was noted that insurers generally only required 'large' items to be specified separately.

With regard to the outstanding issue of Silverhelme ESU making a contribution for the use of facilities at SilverHelme the DC reported that he had discussed this with the ESL and a proposal of £100 p.a. had been made to the ACMB.

There had been some confusion in relation to the provision of activity instructors for the sites. The DC emphasised that, in the main, those that had been trained, within the District, were usually to provide instruction within their Scout Groups (and as such it was not the ADC (Activities) role to respond to requests for assistance at the sites).

## **E718 Health and Safety Report**

### **a. First Aid Kit**

The Secretary reported that a kit had now been purchased and installed together with an accident record book.

### **b. Fire Extinguisher Check**

The annual check and service had been carried out.

### **c. Dalton Rooms**

There had been a reoccurrence of the partial blocking of the access way from DHQ following a recent meeting. To help resolve the situation it was proposed that the licensee be requested to let the District know when the barriers (thought to be for sound deadening) were going to be in use.

## **Action Chairman**

### **E719 Network Report**

The Network Commissioner gave a brief verbal report. An ongoing monthly pub quiz had been arranged to help progress involvement of members.

### **E720 District Commissioner's Report**

The DC drew attention to aspects of his report, a copy of which is attached to these minutes.

**District Team:** There was an ongoing vacancy for SASU Manager and he would like to recruit a minute secretary for the District Team and GSLs Meetings.

**Programme:** There were County Camps approaching for all sections, as well as a busy District Calendar which was seeing events increase in popularity. District Camp budget was complete and would be circulated to Finance Committee for comment/approval. St George's Day went well but was poorly supported.

### **Development:**

Work with Barbara Hughes had begun on a new Bolton le Sands ESU- although this had stalled as we were looking for leaders. Barbara had also begun work supporting 11th Morecambe.

**Adult Support:** 13 Leaders had been recognised with the Award for Merit, 12 with a Chief Scouts Commendation for Good Service. The Awards Committee was meeting soon to discuss St. George's Day Awards. As part of our valuing volunteers, the DC was keen for us to hold another ball in November (it's two years since the last one) Proposed date would be 26th November - any volunteers?

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**External Relations:** Cat Smith MP had accepted our invitation to become a local Scouting Ambassador. He would arrange a suitable investiture date. He was keen to work with Lancaster University to host a Community Reception to commemorate 100 years of Cubs. Some Exec support would be appreciated with this.

**Marketing, Media and Communications:** Monthly e-news has been re-established. Matt Alpin had an external communications plan which ran until September; hopefully this would further improve our external image.

**Group Management:** The District Team was currently heavily involved in supporting a number of sections/Groups:

- 5th Lancaster DC is Acting GSL, and Dave Squirrel (DSL) is Acting SL.
- Forton - Fiona Wetton is supporting the Scout Section.
- 11th Morecambe - Catherine Marsh is interim GSL
- Slyne – The DC was currently Acting SL and Acting GSL.
- Ian Cruickshank had been appointed as GSL at Caton Church.
- 34th Lancaster would need a new Scout team from September.

**Risk:** Huge reduction in the number of outstanding/overdue DBS - now under 30.

**Safety:** No concerns raised since last meeting, although the DC thought this may be due to under-reporting, so we are focussing on training to address this.

**Compass:** The system is working well, without significant issue. It is nice to have a membership database back!

**Board Review:** This needs to be carried out before the AGM.

## **E721 Any Other Business**

### **a. District AGM**

This would take place at the Hugh Pollard Lecture Theatre on Bowerham Road on 30<sup>th</sup> June. The Secretary gave details of arrangements. The Chairman reported that the Annual Report was being prepared. The Secretary would write to seek nominations to the Executive.

**Action: Chairman, Secretary**

### **b. Carl Hankinson**

The Chairman reported the intention of the County Commissioner to stand down before the end of the year at the end of his term.

### **c. Thanks**

The Chairman took the opportunity to thank members for their work on the Executive this year. John Edwards reinforced that in his opinion the Executive was now better managed.

**Date of Next Meeting: To be advised.**

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