



MINUTES of the meeting of the LONSDALE DISTRICT EXECUTIVE COMMITTEE held on the 24 September 2018 at District Headquarters, Moor Street, Lancaster.

Present: T Andrews (Chair), A S Hague (Secretary), H Greenwood.

Apologies Received: C Dewar-Willox (DC), S Clarke (Treasurer), D Bateman, J Carbert, R Parker, D Squirrell, D Smith, T Wilkinson.

Not Present: A Kayll.

Chair's 'Thought for the Day':

"People will forget what you said. People will forget what you did. But people will never forget how you made them feel." – Westminster Underground Station.

Minutes of the Last Meeting:

The minutes of the meeting held on 15 May 2018 were considered to be a correct record.

Matters Arising:

Nil

E832 Secretary's Report / Correspondence

The Secretary reported receipt of a communication from Scout HQ that the UK membership subscription for next year would be £28, an increase of £1, with the usual 50p discount for payment received by a deadline date.

Also, information had been placed on the District's website regarding the search process for the new DC. The Chair advised that the District President would also now be standing down for (mainly) personal reasons; a letter would be circulated to Trustees and District Vice-Presidents seeking suggestions for a possible successor.

E833 Governance:

- Governance Document Review

The Governance Document had been updated as part of the annual cycle. The document was received. The Chair highlighted the following aspects (which drew comments at the meeting of the Executive on 15 May 2018):-

Explorer Scout Finance Policy (Red) - a policy had now been written.

Activity Centres Risk Assessments and Fire Safety Plans – the Chair reported that he was continuing to work on these.

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- Appointment of Sub-committee Chairs, Approval of Sub-committee membership

As the meeting was inquorate these matters were deferred.

E834 Treasurer's Report:

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

a. Debtors

Membership fees, 11th Morecambe Group - £703.20. It was understood that the DC had recently spoken to the GSL about meeting this outstanding sum. Galgate £1241 - the Chair reported that alternative banking arrangements were being actively pursued by the Acting GSL which should allow this issue to be resolved shortly.

b. Deposit accounts

Arrangements had been made to close the Virgin Money 100-day notice account on 5th November 2018.

The proceeds, insofar as not required for current expenditure, would be deposited with Skipton BS.

c. Sharpe Bequest funds

On maturity of the one-year Shawbrook Bank deposit £50,000 has been deposited with each of Hampshire Trust Bank and Cambridge & Counties Bank. Deposits up to £85,000 in both are covered by the financial services guarantee scheme. The Chair indicated that he would be speaking to the Treasurer regarding a suggestion of investment in a Charity ISA that offered a greater return of interest.

E835 Finance Sub-Committee:

The minutes of the FSC meeting held on 5 July 2018 had been circulated for information. Only two applications had been received this year against the Sharpe Bequest: from 1st Carnforth and Centurion with Westgate Groups. These bids had been met from fund income received. The application from 3rd Morecambe in the previous year (£800) had now been refused owing to non-production of specific information requested.

The report of the 20 September meeting was noted. The accounts for the Lancaster Scout and Guide Shop had yet to be completed for reasons outlined. Tracy Seton was now dealing with these and these were being progressed.

E836 14-25 Finance and Support Group:

A report was not submitted. It was noted that three scheduled meetings had now not taken place.

E837 Appointments Advisory Committee Report:

The Committee's Chair had not been able to come to the meeting owing to a prior engagement. There had been nothing to report from the Committee, as they would not be meeting until the following day. The DC had indicated that he would be attending the next committee meeting to observe proceedings to highlight his proposal for a new format for the evenings, to be implemented in September, more on the lines of a 'New Leaders Welcome Night'.

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E838 Activity Centres Management Board:

The minutes of the ACMB Meeting held on 10 July 2018 were received.

The Booking Secretary had indicated her wish to stand down for personal reasons and the position had been advertised. Identification of a replacement secretary was in progress.

The large booking for the National Citizenship Scheme training at Littledale had gone well and they had reported favourably on the experience. One area of concern was to ensure a complete 'end to end' booking procedure was followed through.

The notes of the ACMB meeting held on 3 September were received. The resignation of the ACMB's Chair owing to work commitments was noted.

The Chair announced an intention to apply for grant aid in the sum of £5,000 from (firstly) the Harris Charity towards meeting potential expenditure at both activity centres. These included: -

Installation of fire doors at both Centres to meet the Fire Officer's recommendations - £2200.

To carry out a mandatory electrical inspection, and report, plus PAT testing at both Centres - £800.

Remedial work following electrical inspections - ?

Replacement cooker at Littledale - £1,500

Replacement hot water boiler at Littledale - £2,500

Replacement Tractor/Mowers at both Centres - £13,000

To address water purity issues at Littledale - £12,600

It was felt that a suggestion from Howard Greenwood that The Elizabeth & Richard Wilson Charitable Fund might be receptive to bids warranted further deliberation.

Budget 2019, Activity Centres' Charges 2019

No decisions could be made on these matters owing to the meeting being inquorate.

SilverHelme Toilet Block - Lessons Learnt

In addition to informal discussion on this subject at the previous meeting further protracted debate took place on the review document prepared by Howard Greenwood, at the request of the Executive Committee: on the construction cost overrun of the SilverHelme toilet block.

Even with the facts, as known, detailed in the report members still found it difficult to comprehend how the significant cost overrun had managed to come about. One factor undoubtedly was that as the scheme progressed information was not shared fully by the then ACMB Chair with members of the Board or with the Executive.

Howard Greenwood agreed that it was still difficult to fully comprehend how what had happened had happened but they had to ensure that this never happened again.

His recommendation was that for any future work of this type that:

- the District Executive Committee (DEC) and ACMB have a clear division of responsibilities and that the ACMB offer fully detailed plans and project

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management proposals and that these are agreed and minuted by both the DEC and ACMB and briefed out in detail to any volunteers carrying out work on the project,

- that an 'architect' is formally appointed to draw up plans and project manage the build,
- a build timeline/payments schedule be drawn up and it made clear that work requiring significant (10 %?) cost increases over budgeted levels be referred IMMEDIATELY by the ACMB to the DEC for discussion and approval or otherwise,

An architect would have understood the VAT issue.

E839 Explorer Report:

A report from the DESComm, who was unable to attend the meeting, was received.

Past events:

- Red Rose '18 – a great time was had by all, camp came slightly under budget
- Lonsdale District camp, another great time, camp came in under budget.

Future events:

- Explorer programme has been populated with events until Christmas '19, the programme will be further developed as new events come to light.
- Targeting 'Gilwell 24' next year as the main camp, followed by County Camp.
- Section will be running a District 'Dragnet' in January.
- We have a lot of interest with running District DofE Award, 2 events have been held, both well attended, a further sign up event is due to be programmed, prior to commencement.

Members:

- 114 registered on 'OSM', others have paperwork going through.
- Leader training is slowly getting there.
- Steve Sweet has joined the Explorer Team as DESL.

Equipment:

- Event shelters bought have been put to good use at Red Rose and District camps

E840 Network Report

The report from the Network Commissioner was received.

He had reported that whilst most Sections tended to 'shut down' during the summer holidays, Network continued to provide a programme of activities. Although attendance at some of these had been lower than ideal, the 'Re-Connected County Network' camp had proved to be very popular, with Lonsdale Network members making up approx. one third of attendees.

Over the coming months, in addition to the programme of social activities, there were currently several exciting opportunities for Network members to work towards top awards,

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including a Scouts of the World Award 'Discovery Weekend' being held at SilverHelme and an Explorer Belt expedition to Serbia taking place next year.

Going forward, he would like to encourage Network members to play a larger role in the planning and delivery of social activities in the hope that this greater buy-in from members would translate to more people participating in these. This will be explored further in the New Year when planning the 2019 programme.

E841 District Commissioner's Report:

No report on this occasion.

E842 Health and Safety Report:

Nothing new to report.

E843 Any Other Business

Nil.

Date of Next Meeting: 27 November 2018

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