

MINUTES OF A MEETING OF THE FINANCE SUB-COMMITTEE
held on 3 May 2018, at 7.30 pm at District Headquarters

PRESENT: Tony Andrews (Chairman and Acting Secretary); Steve Clarke (Treasurer); Craig Dewar (DC), and Ray Salisbury (Activity Centres Treasurer).

APOLOGIES: None

| | Action |
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| <p>1. Welcome and Chairman's Opening Remarks: The Chairman welcomed those present and thanked them for their attendance.</p> | |
| <p>2. Minutes of Meeting held 1 February 2018: The minutes of the last meeting had been circulated and were agreed as a correct record of that meeting.</p> | |
| <p>3. Matters Arising: There were no matters arising that would not be covered elsewhere in the agenda. For information the Chairman had identified that for Leicestershire Scouts the mileage rate paid was 35p/mile; he would contact the chairman of the County Finance sub-Committee to discover how this figure had been calculated.</p> | TA |
| <p>4. Treasurer's Report: The District Treasurer reported:</p> <p>a. Debtors: There are a number of debtors:</p> <p>(1) 11th Morecambe and Heysham Membership Fees: This is covered under Item 13.</p> <p>(2) Galgate Membership Fees: As yet the CAF Bank account for the Group has not been opened and the Group is thus unable to pay the Membership Fees due. The District Chairman would contact the Acting GSL to discover what difficulties are being encountered.</p> <p>(3) Eric's ESU Membership Fees: The sum due - £111 - has yet to be received. The District Chairman would raise this with DESCOM.</p> <p>(4) Knight Hike: The Treasurer was of the opinion that monies were still due for this event. The DC indicated that this would be raised by the DDC (Programme) with the organiser.</p> <p>(5) Patrol Leaders Camp: The Treasurer was of the opinion that monies were still due for this event. The DC indicated that this would be raised by the DDC (Programme) with the organiser.</p> <p>b. Creditors: Although a cheque for £1442.75 had been issued to Galgate Scout Group this has not been cashed (see above).</p> <p>c. Deposit Account: The Treasurer reported that funds not immediately required (totalling £43,000) are now held in our Skipton Building Society account.</p> <p>d. District Accounts for Year Ending 31 December 2017: See Item 5 below.</p> <p>e. Registered Charities: The Treasurer reported:</p> <p>(1) Slyne with Hest: The Charity Commission return is outstanding; the Treasurer's attempt to liaise with the contact listed by the Charity Commissioner had 'bounced back'.</p> | CD TA TA SC CD |

(2) **Centurion with Westgate:** It had previously been determined that the Group would now have to register with the Charity Commission. There had been no response from the Group Treasurer, when contacted.

CD

(3) **11th Morecambe and Heysham:** The recent problems had highlighted that we were uncertain as to the status of the land and buildings; the District Chairman had undertaken to contact the Guide Trust Corporation for information (as it was understood that the title had been vested with them).

TA

f. **Zellhof Budget:** See Item 8 below.

g. **GDPR:** The DC briefed the meeting of the current work-in-hand (both at National Headquarters and within West Lancs Scout County) to take us towards compliance with the new Regulation.

5. **Annual Accounts for 2017:**

The accounts, which had been seen by the Independent examiners, had been circulated prior to the meeting. Two textual amendments had been noted by sub-Committee members. The document would be circulated prior to the forthcoming meeting of the District Executive (on 15 May 2018) to enable members to submit any questions/comments, to the Treasurer, prior to the meeting. It was agreed to recommend to the District Executive (Trustees), at that meeting, that the Annual Accounts for 2017 be approved.

SC

6. **Activity Centres Financial Report:**

The Activity Centres Treasurer provided an update in relation to Activity Centre finances. Currently the total funds, held by the Management Board on behalf of the District, amounted to £21,997 (including £15,000 held with the Skipton Building Society). It was reported that receipts to date at Littledale are £4,922 and payments £4,768 and that at Silverhelme the corresponding figures are £6,197 and £4,179 (respectively). The Activity Centres Treasurer also reported that the "Toilet Block at SilverHelme is now mostly paid for - to date the cost is £96,506." He was able to confirm that the payment of the most rental (£7,122.92) would be made on 8 May 2018. At this stage it was not known the extent of the expenditure needed as a result of the fire inspections; the District Chairman would seek approval of the District Executive for a variation of the approved budget (with the expectation that some of the costs could be covered by a grant-in-aid).

TA

7. **International Fund - Grant Applications:**

The following grants-in-aid were approved:

a. £100 each to two Leaders participating in West Lancs' visit to the Menin Gate (November 2018).

b. £200 each to three Explorer Scouts and two Leaders participating in the West Lancs' Expedition to Nepal (December 2018/January 2019).

The District Chairman would write, on behalf of the DC and himself, to notify the recipients and also state that if any of the them withdraws then the money granted is to be returned to the District. The District Chairman would provide the District Treasurer with the participants' bank details in order to facilitate payments to be made.

TA

SC

Although not an agenda item, the District Chairman reported that he had received a number of applications for assistance from the Scouting4All Fund. These far exceeded the money included within the budget and he had been in conversation with the President of the Rotary Club of Carnforth to gain access to the money which we originally had been told was to facilitate camping at SilverHelme Activity Centre (for those members' families that could not meet the costs). It was indicated that such a request would be favourably considered. Sub-Committee members were reminded that the allocation of funds from Scouting4All Fund is delegated to the DC and District Chairman. The applications received had been considered by both and redacted information would be passed-on to the President.

TA

8. District International Trip to Zellhof 2019 - Budget:

Members of the team had prepared and submitted a proposed budget for the visit to Zellhof next summer (which had been circulated to sub-Committee members prior to the meeting). The DC provided some additional background information and in particular that the Expedition Leader had been associated with a similar trip in 2016. The lessons learnt then had been incorporated into the submitted budget. The calculated cost per head was £995.00 - with no additional 'add-ons' necessary.

Members of the sub-Committee expressed some concern as there were many uncertainties associated with the forthcoming BREXIT which may (or may not) influence the cost of the event. It was indicated that fund raising was also planned; it was suggested that no reduction of the fee should be made to reflect any monies so raised until all the final costings had been determined. It was also indicated that there were some optional items in the budget which could be removed if the budget was tight.

As to practicalities: the DC, in discussion with the Expedition Leader, had indicated that funding would not be available from the International Fund (members of the sub-Committee were content with this decision) and that the District's bank account would be used (rather than opening a separate account). Members of the sub-Committee concurred with the DC in this matter. The District Treasurer reminded members that much had been learnt, in relation to providing funds to be used 'in country' during the visit to Kandersteg in 2016.

The District Treasurer was concerned that a system had to be established to, particularly, facilitate the tracking of payments made for participants (and to ensure that all such payments were being made). It was agreed that close liaison between the Expedition Team and the District Treasurer would be essential,

CD/SC

The Finance sub-Committee approved the budget for the event (and in particular the fee of £995.00 per head).

CD

9. Lancaster Scout and Guide Shop:

The District Chairman reported the end-of-year stock-take had been completed and that all records were with the Independent Examiner. At the present time it could not be stated when the accounts would be completed; the District Chairman emphasised that any enquiries, in this context, should be directed to him and not direct to the Independent Examiner.

TA

10. 14-25 Finance and Support Group:

In the absence of the Chairman [of the 14-25 Finance and Support Group] there was no report. The District Chairman indicated that the most recent meeting of the Group, programmed for 25 April 2018, had not taken place.

11. Scout Group Accounts (Annual Letter):

The District Chairman had provided a draft letter (plus other documents) to be sent to Scout Groups in relation to the completion and submission of annual accounts. He drew members' attention to a small number of textural changes that had been made to the documents that were issued last year. After some minor textural changes, it was agreed that documents would be circulated and also made available on the District website.

TA

12. Sharpe Bequest Application Process 2017:

The District Chairman had provided draft copies of the documentation to be circulated in relation to the completion and submission of applications for grants-in-aid. He drew members' attention to a small number of textural changes that had been made to the documents that were issued last year. Clarification had been given as to the itemised detail required (including costings) of the equipment to be purchased. Additionally, the DC suggested that on the application form the date of the AGM, at which the accounts submitted [with the application] were approved, should be added. It was agreed that the documents would be circulated and also made available on the District web site.

TA

Members were reminded that there was still one grant unclaimed from last year's cycle. It was felt that we had given the 3rd Morecambe and Heysham sufficient time to provide us with the information requested. It was agreed to cancel their application and advise the Group that if they still needed to claim a grant then a new application should be submitted this year.

TA

13. **Scout Group with Financial Difficulties:**

In opening the discussions, members of the sub-Committee were reminded of the information provided by the District Treasurer, in relation to the Membership Fees outstanding for the 11th Morecambe and Heysham Scout Group:

- a. **2017:** The total fees due were £1961.00 of which £961.00 is outstanding.
- b. **2018:** The total fees due were £1443.00 of which £986.80 is outstanding.

The DC provided background information in relation to the situation. He reminded members that both a new GSL had been appointed and a Group Executive Committee established. One of the problems we had identified last year is that, with no Treasurer, the Sections had been controlling their funds separately. The DC updated members in relation to some on-going work in this context. The building was not in the best state of repair/decoration and, for this reason, the Guide Unit had opted not to meet in the building. The DC also reminded members that the Scout Group was situated in a deprived area of the town. The DC felt that there was a renewed impetus, with parents also helping to repair and redecorate the building. From seeing recent posts on social media and from other information, the District Chairman was able to confirm some aspects of the DC's input. It was felt that we should not burden the new Group Executive Committee (and Leaders) with, essentially, their inherited debt.

There were various courses of action and after further discussion it was agreed to recommend to the District Executive that the outstanding Membership Fees owed for 2017 be written off. It was noted that this course of action was not without precedent.

If the recommendation is agreed by the District Executive, the DC and District Chairman would write to the Group Chairman and GSL and ask that a payment plan be drawn-up in respect of the outstanding balance of £986.80.

CD/TA

14. **Any Other Business:**

No other business was identified.

15. **Date of Next Meeting:** The date of the next meeting of the sub-Committee had previously been agreed as Thursday 5 July 2018 (at the District Headquarters, commencing at 7.30 pm).

All