

**MINUTES OF A MEETING OF THE FINANCE SUB-COMMITTEE**  
**held on Thursday 4 July 2019, at 7.30 pm at District Headquarters**

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**PRESENT:** Tony Andrews (Chair and Acting Secretary); Ray Salisbury (Activity Centres Treasurer); and Mandy Sweet (DC).

**APOLOGIES:** Steve Clarke (Treasurer); and Tom Wilkinson (Chair 14-25 Finance and Support Group).

**1. Welcome and Chair's Opening Remarks:**

The Chair welcomed those present and noted that the meeting was quorate.

**2. Minutes of Meeting held 2 May 2019 (and 7 February 2019):**

The minutes of the meeting held on 2 May 2019 were agreed as an accurate record of that meeting. Noting that the meeting held on 2 May 2019 was inquorate, the minutes of the meeting held on 7 February 2019 were also agreed as an accurate record of that meeting.

**3. Matters Arising:**

There were no matters arising that would not be covered within the agenda of the meeting.

**4. Treasurer's Report:**

The District Treasurer had provided a written report:

a. **Sharpe Bequest:** The Treasurer provided an up-to-date value of the Sharpe Bequest Fund (£103,232.72 in the capital account plus £362.49 in the income account). Various possible avenues for the future 'investment' of the funds currently deposited with the Hampshire Trust Bank and the Cambridge and Counties Bank had been considered by the Treasurer but in the light of agenda item 5 no decisions would be made at this stage. If necessary, the District Chair, on the advice of the District Treasurer, would take appropriate action as the need arose (reporting-back to the next meeting of the District Executive).

b. **Debtors - Membership Fees:** The following membership fees were reported as being outstanding:

(1) **34<sup>th</sup> Lancaster:** £147.08 due by 31 July 2019.

(2) **11<sup>th</sup> Morecambe and Heysham:** £352.50.

c. **Debtors - Lancaster Scout and Guide Shop:**

(1) **Monthly Contributions:** The sum of £300 was outstanding (representing three month's contributions); the District Chair would follow this through.

(2) **Surplus for the Year Ending 31 March 2018:** As yet there has been no meeting of the Lancaster Scout and Guide Shop Management Committee and no action can therefore be taken in relation to the distribution of any surplus [for the year ending 31 March 2018] until the accounts for that year have been approved by the Management Committee.

d. **Debtors - World Scout Jamboree:** Of the figures presented by the District Treasurer, it was agreed to write-off certain incidental expenses (amounting to £399.53). Thus, there was a shortfall (as of 14 June 2019) of £1,078.16 in parental contributions/fund-raising.

e. **Creditors - Zellhof Trip:** At the time of the District Treasurer's report, there was approximately £12,000 being held in the restricted fund for this activity.

**Action**

TA

**5. Treasurer's Report - Investments:**

Members of the sub-Committee were appreciative of the significant research that had been undertaken by the District Treasurer but were of the opinion that discussions needed to be deferred until the Treasurer is present at the next meeting of the sub-Committee - so as to guide members through the information he had provided.

**6. Activity Centres Financial Report:**

The Activity Centres Treasurer reported that the CAF Bank account balance at the close of business on 3 July 2019 was £22,474.53 and that, in addition, there is £15,000 deposited with the Skipton Building Society (which is immediately available). Thus, the total funds available are £37,474.53. Normal income to date amounts to £14,454.35, and normal expenditure amounts to £19,965.78. Littledale has two big bookings for which payments is yet to come; last year these gave an income of £11,425.20.

**7. 14-15 Finance and Support Group:**

In the absence of the Chair [of the 14-25 Finance and Support Group] there was no report.

**8. Sharpe Bequest Applications:**

Members reviewed the applications received for grants-in-aid from the Sharpe Bequest. The following grants-in-aid were approved:

- a. **13<sup>th</sup> Lancaster:** £500.00
- a. **53<sup>rd</sup> Lancaster:** £276.27.

The details of the applications, including the equipment to be purchased, is given in a summary prepared by the Chair (filed separately with these minutes). The Chair would notify the decisions to the applicants.

TA

It was further agreed that if there were any remaining (income) funds carried over from the previous financial year plus interest due to be received in this financial year then the total of such funds would be used solely to increase the capital of the fund.

SC

**9. Any Other Business:**

The DC reported that in order to support our 'Want to Join' co-ordinator she had arranged for the loan of a laptop from an external source - to enable the co-ordinator to respond to enquires (after having experienced non-compatibility difficulties when using her own system). If the laptop - which was on long-term loan - had to be returned then the sub-Committee were content to approve the necessary expenditure to purchase a suitable laptop (probably a reconditioned one). The sub-Committee should be consulted prior to such a purchase - if this proved necessary.

MS

**10. Date of Next Meeting:** The Chair (as District Chair) indicated that he was currently working on a schedule of meetings for 2019-20 and hoped to be able to circulate these in the not-too-distant future.

All