

MINUTES OF A MEETING OF THE FINANCE SUB-COMMITTEE
held on Thursday 5 May 2016 at 7.30 pm at 1st Slyne with Hest Group Headquarters

PRESENT: Tony Andrews (Chairman and Acting Secretary), Steve Clarke (Treasurer), Craig Dewar (DC),

APOLOGIES: Ray Salisbury, Tracy Seton and Alison Wilkinson.

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| <p>1. Minutes of Meeting held 4 February 2016: The minutes of the last meeting had been circulated and were agreed as a correct record.</p> | |
| <p>2. Matters Arising:</p> <p>a. Financial Management: The Chairman reported that he had attended a recent meeting of the District Team (18 April 2016) and had briefed those present on the contents of the Financial Management document (that had been discussed at the previous meeting of the sub-Committee). It was agreed that this document would be added to the District website (within the finance section).</p> | TA |
| <p>b. Inquorate Meeting: It was noted that this meeting of the sub-Committee was inquorate and that any decisions normally taken would be made as recommendations for the District Executive to approve (or otherwise).</p> | TA |
| <p>3. Treasurer's Report:</p> <p>a. Membership Subscriptions: The Treasurer reported that all Scout Groups had paid the requested Membership Subscriptions but that two Explorer Scout Units had not (one had not responded and for the other the cheque submitted had been twice refused by their bankers). It was agreed that the DC would ask both Units for up-to-date bank statements by the time of the District Executive; failing this the sub-Committee RECOMMENDS to the District Executive that the administration of these Units' funds be taken away from them. (Sec's Note: a note from the District Explorer Scout Administrator was not available at the time of the meeting; there are also some other matters in relation to the financial management for Explorer Scout Units which necessitate further discussion).</p> | CD TA CD/TA |
| <p>b. Westgate Scout Group: The Treasurer reported that a bank account for the Group's had now been opened. The DC indicated that it had been agreed that a key responsibility for the GSL was now to establish a Group Executive Committee; this would be monitored by the DC.</p> | CD |
| <p>c. Lancaster Scout and Guide Shop: This was taken within the agenda item later in the meeting.</p> | |
| <p>d. Bank Charges: The Treasurer reported that bank charges had been incurred by virtue of the number of cheques presented during one month. The Chairman indicated that at his meeting with the District Team he had emphasised this aspect [of collecting payments from participants] and had sign-posted members to the notes in the circulated document - all were asked to discuss matters with the Treasurer prior to any event.</p> | |
| <p>e. Grants from the International Fund: The Treasurer reported that of the two grants awarded at the last meeting of the District Executive one young person was yet to contact the Treasurer [with the necessary bank details]. The DC undertook to follow this through.</p> | CD |

5. Annual Accounts for 2015:

The sub-Committee reviewed the various comments which had made in relation to the draft Annual Accounts for 2015 that had been circulated prior to the meeting. Amendments to the text were made when it was adjudged to be appropriate/necessary. The sub-Committee **RECOMMENDS** to the District Executive that the Annual Accounts for 2015 be approved. The amended version of the document would be submitted to the accountants and also the District Secretary for circulation with the papers for the meeting.

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6. Reserves Policy:

The Chairman circulated (and explained) some of his initial calculations in relation to setting a reserves policy. The calculation also provided an analysis of the cash held and where uncommitted funds might be held. The contents of the report was noted and it was agreed to visit this again, at the time of preparing the next annual budget.

TA

7. Terms of Reference for Finance sub-Committee:

The sub-Committee reviewed the Terms of Reference of the sub-Committee and suggested a number of (minor) amendments for consideration by the District Executive (as set-out in the document to be submitted to that Committee). As a significant change, the sub-Committee **RECOMMENDS** to the District Executive 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. Following-on from a discussion later in the meeting (Item 13) the sub-Committee **RECOMMENDS** to the District Executive that additional delegated authority be given to the sub-Committee in relation to the award of grants from the International Fund and the Scouting for All Fund (see item 13d).

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8. Group Accounts:

The Chairman reported in relation to his analysis of the Group Accounts (for 2015) that had been received to date. He had identified that some Groups had yet to respond to the earlier request to submit the necessary accounts and that for some others there was a need to clarify the information provided. For all such matters the Treasurers/Chairmen (copied to GSLs) had been contacted. All this was still work-in-hand. The sub-Committee reviewed and approved the letter (prepared by the Chairman) for distribution to Group Treasurers (for the 2016 accounts).

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9. Sharpe Bequest Applications 2016:

The sub-Committee reviewed and approved the letter and accompanying documents (prepared by the Chairman) for distribution to Group/Units (using the District website and e-News) in respect of applications for grants-in-aid. The closing date for applications would be set so that any applications received could be considered at the next meeting of the sub-Committee.

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10. Activity Centres Management Board - Marquee Purchase:

The Chairman of the Activity Centres Management Board had asked the District Secretary to include a request for funding for a marquee (which the Board had already agreed to purchase); the District Chairman had decided that it was appropriate that this should first be discussed by the Finance sub-Committee. The Board had suggested that this would be a District asset; the DC indicated that there had been no prior consultation with him about this aspect. He was of the opinion that it was not needed [as a District asset]. Additionally there was no provision for such an item [within the District's budget]. The sub-Committee **RECOMMENDS** to the District Executive that no monies be provided from the District's element of the budget, retrospectively, for the purchase of the marquee.

TA

11: Lancaster Scout and Guide Shop:

The sub-Committee (formally) received the accounts for the Shop for the year to 31 March 2015. The Chairman reported that previously he had been in discussion with, inter alia, the two Guide Division Commissioners. A revised method had been proposed in relation to the distribution of any surplus generated. In this context it had been calculated that £1017.14 was due to the Scout Council (in addition to the agreed contribution for the use of the premises). The Chairman took the opportunity to ask those present to review the proposed document in relation to the management of the Shop. This 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.

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| <p>12. 14 - 25 Finance and Support Group: No formal report had been received at the time of the meeting; the District Explorer Scout Administrator had provided some notes which the Chairman had only accessed after the meeting. The significant aspect was the administration of ESUs' finances (also referred to in Item 3a, above). The opportunity was taken to review the draft Terms of Reference for the sub-Committee, for the District Executive's consideration.</p> | TA |
| <p>13. Any Other Business:</p> | |
| <p>a. Governance Document: Those present considered the appropriate entries in respect of the District Executive (to assist the District Chairman with preparing the document for the District Executive's consideration).</p> | TA |
| <p>b. District Headquarters: The Chairmen outlined the draft contents for a questionnaire to be circulated, in due course, as part of the review of the requirements for a District Headquarters (the latter to be completed before the next break-point in the lease). Various suggestions in relation to the contents were agreed.</p> | TA |
| <p>c. Communications Mast at Silverhelme: The Chairman reported that there had been little progress since his earlier report to the District Executive. He indicated that he would be meeting with our Solicitor the next day.</p> | |
| <p>d. Applications for Grants from the International Fund and Scouting for All Fund: The DC indicated that he would be drafting a simple application form to cover requests for grants-in-aid from either of these funds. It was agreed to RECOMMEND to the District Executive that additional, delegated responsibilities be given to the Finance sub-Committee in relation to these funds. In respect of the first it is recommended that the sub-Committee be delegated to award grants from the fund. For the second it is recommended that the Finance sub-Committee be delegated 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.</p> | CD TA |
| <p>14. Date of Next Meeting: It had previously been agreed that the next meeting would be held on Thursday 7 July 2016 (District Headquarters, at 7.30 pm).</p> | All |