

MINUTES OF A MEETING OF THE FINANCE SUB-COMMITTEE
held on 6 July 2017, at 7.30 pm at the District Commissioner's Residence

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

APOLOGIES: David Bateman (Chairman 14-25 Finance and Support Group)

1. Welcome and Chairman's Opening Remarks:

The Chairman welcomed those present and thanked the DC for his hospitality.

2. Minutes of Meeting held 5 May 2017:

The minutes of the last meeting had been circulated and were agreed as a correct record of that meeting.

3. Matters Arising:

No matters that were not covered in the agenda for this meeting were identified.

4. Treasurer's Report:

The Treasurer reported:

a. **Debtors:** There are a number of debtors:

(1) **District Ball:** Currently a number of people still owe £35 each - the DC will remind them, yet again.

(2) **Membership Subscriptions:** Currently the 11th Morecambe has paid £1,000 of the sum due, with £961 outstanding. The Group had been reminded, on a number of occasions, of their liability to pay the outstanding sum. One of the difficulties, as we understand the situation, is that there is no Group Executive Committee. The DC outlined that his first priority is to appoint a new GSL and then work with the appointee to establish an Executive Committee. It was also understood that Saints Explorer Scout Unit had little funds to meet their Membership Subscriptions liability, which had been paid at the due time from the District Explorer Scout Fund.

(3) **Training Courses:** The Treasurer reported that it would appear that monies may still be due in respect of training courses (mainly First Aid courses). The DC indicated that the Training Manager was attempting to identify non-payers. It was emphasised that participants are to pay for courses on booking (and not when attending on the day itself).

(4) **County Rally:** The Treasurer reported that the one Group owing monies, at the time of preparing his report, had now paid.

(5) **Scout and Guide Shop:** The Treasurer provided a comprehensive analysis of his understanding of the monies owing from the surplus generated during the two years to 31 March 2016. The Chairman indicated that he understood that the Independent Examiner was working to complete the accounts for the year to 31 March 2017. A meeting of the Scout and Guide Shop Management Committee would be convened to approve the accounts for the past three years. After that meeting the accounts for the latest year would be made available to the Finance sub-Committee. Discussions in relation to the contribution due from the Scout and Guide Shop are recorded under Item 5.

(6) **Centurion with Westgate:** The Treasurer reported that repayment of £202.85 of the loan made to Centurion with Westgate became due on 1 June 2017. This had yet to be paid; the Group had been reminded. A cheque would be sent in the coming days.

Action

CD

TA

b. **Creditors:** The sum of £200 is currently held for Galgate Scout Group (Start-Up Grant) as the Group does not yet have a bank account. The DC informed members that at present there is only a Group Secretary and work is on-going to establish a Group Executive Committee.

Action
SC

c. **Charity Commission Returns:** The Treasurer reported that all Scout Groups [registered with the Charity Commission] had made the necessary returns. There was some confusion (from the information available from The Scout Association and the Charity Commission) as to whether, or not, Centurion with Westgate had to register with the Charity Commission. The Chairman reported that he had sought clarification from Scout Headquarters.

TA

d. **Headquarters Rent:** Discussions in relation to the rent for Headquarters are recorded under Item 5.

e. **Support to Executive Committees:** Following-on from earlier discussions, the Treasurer had drafted a letter and had identified a number of local chartered accountants who could be approached to seek assistance. The Chairman was asked to do this task.

TA

f. **Sharpe Bequest:** The Treasurer provided a break-down of calculations in relation to indexing of the capital fund. Using the Consumer Price Index of a 2.7% increase for the year to May 2017, the fund should be increased by £2,674.30 to £101,737.82. The interest due (or paid) had been calculated at £1,164.26 (a short-fall of over £1,500 in order to achieve full indexation of the capital fund). In addition there was £603.27 remaining in the income (distributable) account, making a total of £1767.53 available. The decision in relation to indexing is recorded under Item 8.

g. **Examination of Accounts:** The Treasurer reported that in a recent CVS Newsletter the services of independent accounts examiners had been offered (which would probably cost substantially less than our current accountant's fees). After considering this matter, together with the advantages and disadvantages, it was agreed to remain with the current arrangements.

h. **Preparations for 2018 Budget:** The Treasurer offered members some initial thoughts when considering the budget for 2018. It was his particular concern that the unrestricted monies (as recorded in the District's accounts) had increased in recent years (despite setting a deficit budget for each of the last few years). Members reviewed the situation at some length; the following points (in summary) were made:

(1) The budget items for the District Team does current show a significant underspend; the DC undertook to remind ADCs and others of the availability of funds but that they were not to be squandered on unjustifiable items. One area to receive attention is in relation to all aspects of Adult Training conducted in the District.

CD

(2) It was summarised that there were certain potential items of expenditure which we had not incurred previously (such as hire of a venue for District Meetings when the District HQ is not large enough).

(3) The DC indicated that, due to various circumstances, there was potentially further expenditure to be incurred in reaching our 2018 Vision - yet to be quantified.

(4) It was considered not prudent to decrease the District Levy.

(5) The sub-Committee should consider covering any increase in the National Levy (as was done this year).

(6) With discussions within the County Executive in relation to the need to increase income (and one of these ways possibly being the introduction of a County Levy) then it may be prudent to retain funds so as to be in a position to cushion the effect, for Groups, of the introduction of a County Level (possibly for a number of years).

5. **District Headquarters - Rent Variation:**

The Chairman express thanks to the Treasurer for his work in liaising with the Landlord in relation to the recovery of costs for the electrical safety works and to obtain a rent reduction for the period when we were unable to access the building [following the fire]. As yet, we have no idea when the doors will be repaired and we could gain safe access to the meeting room (in particular). The Treasurer would continue to press for a rent reduction for as long a period as we remained unable to use this room.

SC

It had been previously agreed and accepted by the Shop that the contribution towards costs for the exclusive use of the room would be reduced to £100 per month. It was agreed that in view of the disruption caused following the fire then no contribution would be expected for the months of April and May 2017.

It was agreed that it was not our responsibility to remind the Landlord that a rent review was due shortly.

6. **24th World Scout Jamboree - District's Youth Participation:**

The DC outlined the arrangements, as they were known, in relation to the 24th World Scout Jamboree to be held in the United States of America in 2019. At the present time, it was understood that the fee, for UK participants, would be in the order of £3,000. The practice for recent Jamborees had been that the fee would be met in equal parts by County, District and participants (one third each). After considering the funds currently held for this purpose, members were content to support this arrangement for the forthcoming Jamboree. The DC outlined that Districts would be invited to bid for places for young people; again, after due consideration, it was agreed that the DC be authorised to bid for up to six places (noting that we may not be successful in achieving this maximum figure due to a variety of factors which County will consider when making the allocations).

CD

7. **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, amount to £79,988.23 (including £45,000 held with the Skipton Building Society). It was reported that expenditure to date at Littledale is £8,795.23 (and income £6,332.69) and that at Silverhelme £7,708.56 (and income of £12,124.80). The DC enquired - yet again - if, at Littledale, expenditure was still greater than camping receipts (and whether the gap between the two was increasing or decreasing). The Activity Centres Treasurer undertook to research the requested information.

RS

It was reported that the work on the Toilet Block at SilverHelme is scheduled to start on 21 August 2017 and that plans had been made to schedule the preparatory works including the demolition of the building. It was the intention that the builder would organise the requisite building inspector. It was the Activity Centres Treasurer's intention to use funds in the current account as the first call to pay the contractors - only using the deposited funds (with the Skipton Building Society) when necessary (thus leaving monies on deposit for as long as possible).

RS

The Activity Centres Treasurer was unable to confirm if the rent due to be paid by 1 April 2017 for the mast at SilverHelme had been received. The Chairman was of the opinion that the common practice of a lease run-on after the expiry date would be the norm and that the rent due would be the same as the previous year.

RS

8. **Sharpe Bequest Applications:**

Members reviewed the applications received for grants-in-aid from the Sharpe Bequest and were particularly guided in their discussions by the additional information provided by the DC.

The following decisions were made:

a. **Grants-in-aid Approved:** Under the sub-Committee's delegated authority from the District Executive Committee the following grants were approved:

(1) 35th Lancaster: £200.00.

(2) 53rd Lancaster: £259.98.

b. **Application Deferred:** It was identified that for the 3rd Morecambe's application a detailed, costed list of equipment to be purchased would be required together with clarification of the accounts presented (which appeared to be incomplete). The Chairman was authorised to take '*Chairman's Action*' once the requisite information had been provided; a maximum grant of £878.43 would be payable.

TA

c. **Application Rejected:** The 2nd Bolton-le-Sands Group Group's application was rejected as the equipment had been purchased some months in advance of the notification of the application cycle.

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| The details of the applications, including the equipment to be purchased, is given in a summary prepared by the Chairman (filed separately with these minutes). The Chairman would notify the decisions to the applicants. | TA |
| It was agreed that the application information would be amended for next year's cycle to make it clear that retrospective applications for grants [for items previously purchased] will not be accepted (save in very exceptional circumstances, to be discussed with the Chairman at the time of application). | TA |
| It was agreed that the balance of the income available for distribution would be added to the capital sum. | SC |
| 9. Any Other Business: No items of any other business were identified. | |
| 10. Dates for Future Meetings: Members agreed dates for meetings of the sub-Committee for the next year (all at District Headquarters, commencing at 7.30 pm), as follows: | All |
| a. Wednesday 4 October 2017. | |
| b. Thursday 9 November 2017. | |
| c. Thursday 1 February 2018. | |
| d. Thursday 3 May 2018. | |
| e. Thursday 5 July 2018. | |