



**MINUTES of the meeting of the LONSDALE DISTRICT EXECUTIVE COMMITTEE held on the 25 September 2017 at District Headquarters, Moor Street, Lancaster.**

**Present:** T Andrews (Chairman), C Dewar (DC), S Clarke (Treasurer), A S Hague (Secretary), D Bateman, J Carbert, C Graham, H Greenwood, A Kayll, D. Smith, T Wilkinson.

**Apologies:** J Minshull, R. Parker, N Pullen.

**Thank You:** The Chairman extended thanks to the District Treasurer and District Secretary for their efforts in resolving a number of matters following the fire in the adjacent properties earlier in the year and affecting District Headquarters.

**Chairman's 'Thought for the Day':**

"A meaningful life is not being rich, being popular, being highly educated or being perfect. It is about being real, being humble, being strong and being able to share ourselves and touch the lives of others. It is only then that we could have a full, happy and contented life"

*Author unknown.*

**Minutes of the Last Meeting:**

The minutes of the meeting held on 16 May 2017 were agreed as a correct record.

**Matters Arising:**

There were no matters arising that were not covered on the current agenda.

**E775 Secretary's Report / Correspondence**

**a. 2018 census.**

Information had been received from Scout Headquarters outlining some key changes being introduced into the process for 2018. The key changes are: -

- The census will collect accurate details for ethnicity and additional needs within our membership
- The census will collect data relating to achievements of top awards by young people in scouting
- Passwords to access the census will also be sent to group scout leaders, district explorer scout commissioners, scout active support managers and scout network commissioners.

**b. Membership Fee 2018**

The census of all adult and youth members would again be taken in January 2018. The UK headquarters membership fee in 2018 for all members under the age of 18 will be £27.00; there would be a 50p discount for each member if payment was made by the 23 April 2018

**c. Nights Away Publication**

As no objections had been received to his proposal for the purchase of a copy of the 'Nights Away' publication for each Group and Unit in the District, to be paid for from District funds, the relevant number of copies had been purchased. A book plate had been inserted in every copy indicating that the District had gifted these in memory of Margaret Eddowes and Peter Ellwood (Nights Away Advisers) who had both tragically and unexpectedly died in recent months.

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## E776 Governance

### - **Trustee declarations**

The committee had decided previously that these needed to be completed annually. Members present completed these on the pro-formas circulated; these were handed to the Secretary.

### - **Trustees records on 'Compass'**

The Chairman noted that three members of the committees' details had not been entered onto the system. He requested the District Secretary to make the necessary arrangements for this to be remedied.

#### **Action: District Secretary**

### - **Appointment of sub-committee Chairmen**

At its first meeting after the AGM sub-committee chairman required to be appointed by the committee.

The following appointments were agreed: -

14 -25 Finance and Support Group -	Tom Wilkinson
Activity Centres Management Board -	Nigel Pullen
Appointments Advisory Committee -	David Bateman
Awards Committee -	District Chairman
Finance sub-Committee -	District Chairman

### - **Approval of sub-Committee Membership**

The membership of the various sub-Committees as outlined in the paper circulated were agreed.

The non-availability of secretaries for some committees was again noted. Tom Wilkinson indicated that he was prepared to take on this role for his committee as well as being chairman, if necessary. The DC reported on discussions with the local CVS to identify possible committee secretaries and finance committee members, which might yield benefit. He also indicated that the chief executive of the CVS had expressed a wish to join the committee and his possible co-option was being pursued.

### - **Governance Document**

An updated version of the governance document had been circulated with the agenda. The chairman reported on a discussion with the ACMB chairman regarding providing a report on the current status of the identified risks in relation to the activity centres. This had not been fully forthcoming. The DC highlighted this situation was a cause for concern for the committee as trustees and in his opinion all risks in the report should be classified as 'Red' failing delivery of a report as requested. Following discussion there was agreement to a suggestion to contact the local fire and rescue service to conduct fire safety surveys at both activity centres (so that trustees could be certain that all necessary and reasonable work had been undertaken to make these buildings 'fire safe').

Discussion took place on ACMB item 3 - that all buildings, equipment and facilities complied with statutory requirements with regard to disabled persons use. As these would be classified as 'old buildings' it was felt that the status should be 'Green' not 'Red'.

In conclusion members agreed that the existing format of the governance report was satisfactory and should be continued.

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- **Report of Chairman's Action**

With regard to the communications mast at the SilverHelme Activity Centre the Chairman reported that the existing lease had expired some two years previously. It had been assumed that, what is considered normal practice, the lease would have run-on along with of the rental charge. The lessee had initially failed to pay the rent by the due date and after chasing the rent had recently been paid. The Chairman's action in agreeing to waive a possible penalty (interest charge) was approved.

- **Support to Group Executive Committees**

The Chairman reported that he had been discussing with the DC how best the District might support Group Executive Committees. There had been a proposal to hold an evening gathering in the New Year principally for executive committee officers. There was a need to encourage maximum attendance, particularly from those Group executive committees whose members would mostly benefit from such an input. It was agreed to form a small working group and it was agreed that this would comprise the District Chairman, Treasurer and Secretary, Tom Wilkinson and Andrew Blenkinsip.

- **Meeting Schedule 2017-18**

An Executive group meeting schedule for 2017-18 had been circulated and was noted.

- **Review of District AGM**

Comments were invited on the District's 2017 annual general meeting. Various remarks were noted particularly on recent venues and there was a view that the university lecture theatre type accommodation had a number of benefits and the DC agreed to check the availability of a certain suggested venue at the University of Cumbria with his contact.

### **E777 Treasurer's Report**

The Treasurer presented his report, a copy of which is attached to these minutes.

Action was being taken to try to collect outstanding membership fees from one Group. The DC indicated that a new Group Scout Leader was now in post which hopefully would expedite matters. As part of the process the DC was keen to appoint a Group Chairman.

The Treasurer wished to make executive members aware of his continuing misgivings concerning the finances of the Scout and Guide shop. Details are included in his report. Some optimism had been expressed that this situation had now been rectified but this remained to be seen when the current year's accounts were received by the Finance sub-Committee.

With regard to the Sharpe Bequest the amount required to index fully the capital fund for inflation was £2872.83, by reference to the consumer price index at May 2017. The interest earned £1100.26 fell well short of that amount. Acting in accordance with its delegated powers the finance sub-Committee had decided to approve grant applications totalling £1334.98 from three groups then to transfer the small balance of the income fund to the capital fund in part satisfaction of the indexation requirement. For the future the sub-Committee would have to compromise between paying out grants and protecting the real value of the capital fund, as interest rates were likely to continue to be well below the rate of inflation.

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Moving on to current balances the treasurer outlined that as the Nationwide Building Society's fixed interest rate for a one year deposit from August 2017 had become uncompetitive, a one year account was opened with Shawbrook Bank, which offers 1.3% per annum fixed rate. The total of £84,000 is covered by the financial guarantee scheme. The Virgin Money 100 day notice account has reduced its interest rate to 1% p.a. Notice has been given to withdraw £20,000 in mid-November, which subject to cash flow on the HQ current account will be deposited in the instant access Skipton account. The immediate accessibility of funds compared with a compulsory wait of over 3 months compensates for the small loss of interest.

As a result of the damage caused by the nearby fire on 3rd April we were prevented from occupying the whole or part of the DHQ leased premises for several months. The landlords have accepted a reduced rent giving us a total saving of £1241.22, and had agreed to pay for the rectification of the deficient electrical earthing, which they had resisted in the past. We have also claimed for other minor expenditure which we have had to incur.

The ACMB current account balance was presently in the region of £11k; £33k having been paid so far in stage payments on the new toilet block at SilverHelme.

#### **E778 Finance Sub-Committee Report:**

##### **- Minutes of Meeting 6 July 2017**

These minutes (unconfirmed) were received for information.

Discussions had taken place on preparations for the 2018 budget. Members of the FSC had reviewed the situation at some length and the following points had been made: -

- i. The budget items for the District Team had shown significant underspends; The DC had undertaken to remind ADC's and others of the availability of funds. One area to receive attention was in relation to all aspects of adult training conducted in the District.
- ii. It had been summarised that there were certain potential items of expenditure not incurred previously – such as hire of a venue for District meetings where the DHQ was not large enough.
- iii. The DC had indicated that, due to various circumstances, there was potentially further expenditure to be incurred in reaching the '2018 Vision'.
- iv. It had been considered not prudent to decrease the District Levy paid
- v. The sub-Committee should consider covering any increase in the national levy, as was done in the current year.
- vi. It may be prudent to retain funds so as to be in a position to cushion the effect, for Groups of the introduction of any potential County levy.

#### **E779 14-25 Finance and Support Group Report:**

##### **- Minutes of Meeting 5 July 2017**

These minutes (unconfirmed) were received for information.

The DC expressed the view that the committee was working well and was being productive.

#### **E780 Appointments Advisory Committee Report:**

David Bateman reported that the committee had met twice since the last executive meeting and ten candidates had been interviewed together with nine changes, overall. The committee had recommended approval in all cases.

He expressed thanks to the Appointments Secretary for her preparatory work etc. and also to his predecessor for helping with a smooth transition.

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**E781 Activity Centres Management Board Report:**

The ACMB Chairman's report and the minutes of the ACMB meeting held on 20 June 2017 were received.

It was evident that good progress was being made on the new toilet block at SilverHelme and also on the installation of the B4RN broadband cable.

A bursary of £2000 per annum had been made available by the Rotary Club of Carnforth to allow for scouts who might otherwise not be able to afford to go, to attend camp at SilverHelme. Following discussion it had been agreed to use the District's existing Scouting4All application form, available on the website, to submit applications for assistance.

**E782 Network Commissioner's Report:**

Jamie Carbert reported on mixed success on Network's summer events; a link event with Explorers had gone well. With regard to a query from Howard Greenwood on the system to pick up potential Network members from Explorers it was highlighted that this could be done via OSM and Jamie was considering either emailing them or sending a postcard to invite them along.

A 'top awards' co-ordinator for Network had recently been appointed by County, which would hopefully inspire more members to aim for the awards.

**E783 District Commissioner's Report:**

The DC presented his report, a copy of which is attached to these minutes.

Key points included: -

**World Jamboree 2019**

The DC was delighted to announce that he had been appointed as the Unit leader for the West Lancs contingent. Congratulations were extended.

**District Team:**

He was currently re-structuring the District Team, which included a number of new appointments. An organisational structure document is attached to the report.

**Programme:**

Since our last meeting a number of international trips have been undertaken by our members. We have held our all adults, 'skills and chills' weekend with diminished numbers. Our focus for this year will remain on number of nights away and top awards. It is pleasing to note that there has been a significant increase in the number of nights away permits held by volunteers. The District has bid for 6 Jamboree Places for the 24<sup>th</sup> World Scout Jamboree in the USA. In addition to this, the ADC Events, will begin a search process for a leadership team to plan and deliver a District overseas trip in Summer 2019 to coincide with the Jamboree.

**Development & Growth:**

Various development projects are outlined in the report.

**Adult Support/ Valuing Volunteers:**

We have a number of adult award applications in process. The Awards Ceremony was well received.

**External Relations:**

We appointed two vice-presidents at the AGM. The DC is keen to create a president/vice-presidents' diary to ensure our presence at community events. The CVS Chief Executive, has expressed an interest in sitting on the District Executive to help develop links between the CVS and LDSC. We continue to explore relationships with Lancaster University.

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**Marketing, Media and Communications:**

As part of the restructure he has appointed a new Media Development Manager- responsible solely for external press.

**Group Management:**

Since the last meeting he has appointed the following:

GSL's - Centurion with Westgate– Margaret Duncan, 11<sup>th</sup> Morecambe – Yvonne Johnson, 13<sup>th</sup> Lancaster – Simon Hester, 3<sup>rd</sup> Morecambe – Fiona Murray

**Youth Shaped Scouting:**

A new Youth Commissioner has been appointed as part of the restructure.

**Risk:**

- Leader remains on bail, with allegations of historic child abuse made against him (not in scouting)
- An appointment review decision is being appealed, and has triggered some resignations.
- Committee members/ staff without a DBS/Membership Registration.
- Activity Centres - see separate private minute.

**Safety:**

2 incidents have been reported to him since the last Executive meeting.

**E784 Health and Safety Report:**

- **District Health and Safety Policy**

Introducing this report, the Chairman highlighted that this was one area of the responsibilities of the District Executive that he believed had not been fully addressed. He had accordingly prepared a draft policy for consideration by the District Executive.

In terms of the Activity Centres, the DC and himself have already identified with the Chairman of the Management Board the implications of such a policy for both of our sites. Currently the District website states that "A full copy of the Campsite Health and Safety Policy Document is available at the Campsite." We have been unable to locate this document.

A suggested work-plan flow chart had been included in the report. It is acknowledged that we may not have the expertise (or capacity) to do this work ourselves and we would be seeking assistance.

The draft District Health & Safety Policy was accepted.

**E785 Any Other Business**

None declared.

**Date of Next Meeting: 28 November 2017.**

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