

NORTHAMPTON DISTRICT SCOUT COUNCIL DISTRICT EXECUTIVE COMMITTEE

Date: 20th June 2018

Location FERNIE FIELDS SCOUT AND COMMUNITY CENTRE

Present: Alistair Cochran(AC); Malcolm Dyer(MD); Elaine Farr(EF); Bunny Ingram(BI); Craig Kidd(CK); Caroline Lomas(CL); Michael Lomas(ML); John Sharman (JS); Ben Sheard(BS); Karen Simpson(KS); Steve Tilley(ST); Dave Watts(DW); Tim Walker(TW)

Apologies: Penny Short (PS)

1. Welcome

AC opened the meeting and welcomed everyone

2. Apologies for absence

These were noted as above.

3. Confirmation of Quorum

It was noted that the meeting was quorate

4. Declaration on Conflict of Interest

AC requested that if there were any conflicts of interest they should be raised at the appropriate time.

5. Minutes of last meeting

The minutes of the meeting held on 18th April 2018 were agreed and signed by AC

6. Matters arising – not occurring elsewhere on agenda

Incident management – the County process does not meet our requirements and MD will update the District document to reference the County material.

7. Correspondence

AC reported that PS would not be seeking re-election at the AGM. He commented that she had brought a lot to the running of the Exec and that we would miss her contribution. It was agreed that the post would be advertised and CK would circulate the job specification for District Secretary.

8. District Report

CK gave a brief update on the national rebranding which allows 2 years to change the material. He noted that budget would be needed to replace signs, leaflets, banners, signage on the minibus, NEAT vehicles, trailers, Scout Shop and other display boards etc. This did raise an issue with the website, which is almost completed apart from the booking segment. Initial work on this had been for minibus hire, which was not the contracted requirement and discussions were ongoing about this. Carrying out rebranding would cost £500 and it was suggested that this be incorporated, which would delay the website to August. This was felt acceptable but CK was asked to update the District

ACTION

2018-06/01/CK

2018-06/02/CK

Concern was expressed about stocks of uniforms held by the Scout Shop with the old branding as it was felt people would not want to purchase these once the new styles are available.

9. District Finances

Treasurer's Report

CL circulated the current balances in the accounts and she had no concerns at the moment. She noted that the charity relief had been granted for Overstone Council tax.

CL noted that Council Tax had been paid for the cottage in Wales, but Steve Layt had confirmed that rental charges would cover this in future.

CL noted that the Wi-Fi had been installed at Overstone and it was confirmed that there should not be any charges for the line installation.

CL confirmed that all membership fees had been paid to District

F&GP Report

Notes of the meeting had been circulated. AC asked the Exec to approve the action taken to pay the outstanding expenses claim to Lou Ousley – this was agreed. AC would amend the expenses policy to reflect that expenses claims had to be made by the end of each financial year.

2018-06/03/AC

AC circulated a paper proposing handing responsibility for the old 31st Northampton building to NEAT who intended to use it for storage and as a base. MD offered to meet with NEAT to progress this.

Bell Boats – AC recorded the concerns the F&GP had about the limited season and CK said that Steve Layt will address this under the activities remit and would also review charges. It was felt that offering Bell Boating on Saturdays and encouraging Groups to be flexible about the evenings they use the boats would increase the usage. It was also worth considering relocating the boats if it would mean they could be used all week rather than losing some time when the sailing club meets.

Annual Accounts

AC reported that the examination by J R Watsons was complete and the process had gone well thanks to the work put in by Nick Tew and CL. The accounts had been circulated and it was agreed that they be approved. AC signed a copy of the accounts.

Following discussion, it was agreed that a “user friendly” balance sheet be included in the District Reports.

10. Special Projects

Work on the Lodge and Radio Shack is progressing. Electrical work has been done and the building can now be gutted.

	ACTION
<p>A £500 donation had been received to go towards upgrading the camp fire circle. MD will come back with proposals for this.</p> <p>Timber from the site can probably be used to make new seats</p> <p>MD then suggested that further work on Roy's Challenge be put on hold until next year as there were two new activities he wished the Exec to consider.</p> <ul style="list-style-type: none"> • Frisbee Golf – quotes were being obtained • Hammock Camping – quotes were being obtained <p>Both these activities would come under Overstone's activity process and would be bookable and a fee charged.</p> <p>The climbing wall was having its annual check shortly at a cost of around £500, it was due to be used soon.</p>	2018-06/04/MD
<p>11. <u>Buildings and Fire Risk Assessment</u></p> <p>ST had raised this issue and the Exec felt it important that as Trustees they had a picture of the Fire Risks at our properties. It was suggested that Smiths Fire (who service our extinguishers might be able to carry out such an assessment) and DW was asked to request a quote from them</p> <p>It was also suggested that Alistair Brooker might be able to suggest an alternative company to quote. MD was asked to speak to him.</p>	2018-06/05/DW 2018-06/06/MD
<p>12. There were no minutes from the last County Exec. AC was asked to write to Karen Tonks about this.</p>	2018-06/07/AC
<p>13. <u>Health and Safety</u></p> <p>There were no issues to report</p>	
<p>14. <u>Any other Business</u></p> <p>ST reported that £708 had been received in memory of John Tilley and the family wished this to be spent at Overstone on an activity (this money would be treated as a restricted fund and the family should approve what it is spent on).</p> <p>MD reported that there had been instances of fires being lit at Overstone not using the fire pits. Hackleton Group had been on site at the time.</p> <p>DW was asked to review the key and lock situation as there are concerns about the numbers of keys in circulation.</p>	2018-06/08/DW

Forthcoming Meetings

15th July 2018 – AGM (Sunday)

19th September 2018

AC Closed the meeting and thank everyone for their contributions during the last year.

Action Register

Action ID	Owner	Description	Status
2018-06/08/DW	DW	DW was asked to review the key and lock situation at Overstone	
2018-06/07/AC	AC	AC was asked to write to Karen Tonks about minutes from the County Exec	
2018-06/06/MD	MD	MD was asked to speak to Alistair Brooker for names of companies who might quote for the buildings fire risk assessment	Open
2018-06/05/DW	DW	DW was asked to request a quote from Smiths Fire for a Building Fire Risk Assessment	Open
2018-06/04/MD	MD	MD will come back with proposals for upgrading the campfire circle	Open
2018-06/03/AC	AC	AC would amend the expenses policy to reflect that expenses claims had to be made by the end of each financial year	Open
2018-06/02/CK	CK	CK was asked to update the District about delayed progress with the website	Open
2018-06/01/CK	CK	CK would circulate the job specification for the role of District Secretary	Open
2018-04/02/PS	PS	Send AGM invites to special guests	Closed
2018-04/01/MD	MD	Put together plan for next stage of Roy's challenge	Defer to 2019
2018-02/07/PS	PS	Distribute Draft Incident Management Plan, written by MD	Closed
2018-02/06/MD	MD	Progress order for Roy's challenge replacement items	Closed
2018-02/05/DW	DW	Acknowledge and decline request from tree maintenance contact	Open
2018-02/04/AC	AC	Query missing canoe trailer from Wales inventory	Closed
2018-02/03/AC	AC	Respond to Gang Show to request that they look at hiring radio mics before looking at buying	Closed
2018-02/02/CK	CK	Forward NEAT document to Kevin Dillow	Closed
2018-02/01/PS	PS	Distribute NEAT document to Exec	Closed
2017-11/04/MD	MD	MD to draft Incident Management Process	Closed
2017-11/03/AC	AC	AC will write to Cheney to thank them and let them know we have appointment new Accounts Examiner	Closed
2017-11/02/AC	AC	F&GP committee have requested that all assets provide an inventory of anything over £100 by the end of November. AC to ask all assets to provide this	Closed
2017-11/01/AC-CK	AC & CK	CK/AC to put email together confirming that no blue light should be used on the public highway. Also to seek resolution from HQ re liability insurance	Closed
2017-09/02/AC	AC	Look into whether viable to get PAYG mobile for new enquiries	Open

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Action ID	Owner	Description	Status
2017-09/01/MD	MD	Draft development document for NEAT with input from District Team and NEAT	Closed
2017-06/01/BI	BI	BI to look into using County Council internal post for distribution of information to schools for next year's gang show	Open
2017-06/04/CK	CK	Offer support of full financial review of Explorers	Completed
2017-04/7/AC-CL	AC/CL	Organise filing cabinet for financial records	Open
2017-02/3/SB	CK/GJ	Look into BT Fernie	Ongoing