



## Northampton District Scout Council District Executive Committee Meeting

**19 September 2018 at 1930hrs  
Fernie Fields Scout & Community Centre**

### Present

Alistair Cochran (AC)	Malcolm Dyer (MD)	Elaine Farr (EF)
David Hamilton (DH)	Bunny Ingram (BI)	Craig Kidd (CK)
Caroline Lomas (CL)	Michael Lomas (ML)	Ben Sheard (BS)
Sarah Sheard (SS)	Karen Simpson (KS)	Dave Watts (DW)
Tim Walker (TS)		

### Apologies

Gary Jackson (GJ)	John Sharman (JS)	
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### Minutes

<i>Item</i>		<i>Action</i>	<i>Deadline</i>
<b>1</b>	<b>Welcome</b> <ul style="list-style-type: none"> <li>AC opened the meeting and welcomed everyone.</li> </ul>		
<b>2</b>	<b>Apologies for absence</b> <ul style="list-style-type: none"> <li>These were noted as above.</li> </ul>		
<b>3</b>	<b>Confirmation of quorum</b> <ul style="list-style-type: none"> <li>It was noted that the meeting was quorate.</li> </ul>		
<b>4</b>	<b>Declaration of conflict of interest</b> <ul style="list-style-type: none"> <li>AC requested that if there were any conflicts of interest they should be raised at the appropriate time.</li> </ul>		
<b>5</b>	<b>Minutes of last meeting</b> <ul style="list-style-type: none"> <li>The minutes of the meeting held on 20 June 2018 were agreed and signed by AC.</li> </ul>		
<b>6</b>	<b>Matters arising – not occurring elsewhere on agenda</b> <ul style="list-style-type: none"> <li>All Executive Committee members - please review outstanding actions log and provide update at the next meeting.</li> </ul>	All	14-11-18



7	<p><b>Correspondence – District Secretary</b></p> <ul style="list-style-type: none"> <li>CK has received a request in respect of grants for IST members within Northampton District. There is no budget for this but applications for assistance can be made and will be reviewed on a case by case basis.</li> </ul>	CK	
8	<p><b>District report</b></p> <ul style="list-style-type: none"> <li>CK gave an overview of changes within the District Team as well as the ongoing objectives/plan for the development of Northampton District. Full document attached.</li> <li>The official launch of the website will be on 6 October 2018 at the Development Catch-Up meeting.</li> <li>Roles for Exec members – CK is keen that all members have specific roles for example facilities management, governance, etc. List to be created for next meeting.</li> </ul>	CK	14-11-18
9	<p><b>Financial report</b></p> <ul style="list-style-type: none"> <li><b>Management of the District accounts</b> <ul style="list-style-type: none"> <li>AC ran through proposal to open new CAF accounts for the management of Cynwyd and Fernie.</li> <li>Agreed to create a working party (SS, CL, ML, NT, GW) to look at the viability of an online finance tool to manage all accounts in one place.</li> </ul> </li> <li><b>Reserve policy</b> <ul style="list-style-type: none"> <li>F&amp;GP to review and update Exec at next meeting.</li> </ul> </li> <li><b>Expenses policy</b> <ul style="list-style-type: none"> <li>Mileage amount to be reviewed after 6 months.</li> </ul> </li> </ul>	<p>SS</p> <p>F&amp;GP</p> <p>Approved All</p>	<p>14-11-18</p> <p>14-11-18</p> <p>Feb 2019</p>
10	<p><b>Special projects report</b></p> <ul style="list-style-type: none"> <li><b>Compliance</b> <ul style="list-style-type: none"> <li>BS has reviewed credit card processing at Scout shop and advised that some minor amendments need implementing in order to comply with PCIDSS (credit card processing guidelines).</li> <li>BS advised that Scout Shop has significant historical records/documents that need to be</li> </ul> </li> </ul>	<p>BS</p> <p>Approved</p>	<p>14-11-18</p>



	<p>reviewed and destroyed/retained. It was agreed that any documents that should no longer legal be retained (for example, old credit card slips) be securely destroyed. Remaining documents to be categorised and a decision about retention to be made by the Executive Committee.  <i>Note – BS/BI/SS will be undertaking disposal / review on Saturday 13 October.</i></p> <p>• <b>Overstone Development Plan / Costs</b></p> <ul style="list-style-type: none"> <li>○ MD gave an overview of projects and associated actual / estimated costs – full document attached.</li> <li>○ Overview / status below:</li> </ul> <table border="1" data-bbox="300 913 901 2031"> <thead> <tr> <th>Item / Timing</th> <th>Cost</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td><b>Climbing Wall</b> <i>Quarter 3 - 2018 / 2019</i></td> <td></td> <td><b>Approved – 19-9-2018</b></td> </tr> <tr> <td><b>Hammock Camp Site – Quarter 3 - 2018 / 2019</b></td> <td>£1000.00</td> <td><b>Approved – 19-9-2018</b></td> </tr> <tr> <td><b>Ultimate Frisbee Golf</b> <i>Quarter 4 - 2018 / 2019</i></td> <td>£1000.00</td> <td><b>Approved – 19-9-2018</b></td> </tr> <tr> <td><b>Cave Bus</b> <i>Quarter 4 - 2018 / 2019</i></td> <td>£9000.00</td> <td></td> </tr> <tr> <td><b>Radio Shack / Lodge</b> <i>Quarter - 4 2018 / 2019</i></td> <td>£18,500 + VAT</td> <td>Additional quotes to be obtained</td> </tr> <tr> <td><b>Roy's Challenge</b> <i>Quarter 1 - 2019 / 2020</i></td> <td>£3100.00</td> <td>Donation of £900.00 received</td> </tr> <tr> <td><b>Camp Fire Circle</b> <i>Q2 2019 / 2020</i></td> <td></td> <td>Donation of £500.00 received</td> </tr> <tr> <td><b>Tented Village</b> <i>Q4 – 2019 / 2020</i></td> <td>10k – 15k</td> <td>Additional quotes to</td> </tr> </tbody> </table>	Item / Timing	Cost	Comment	<b>Climbing Wall</b> <i>Quarter 3 - 2018 / 2019</i>		<b>Approved – 19-9-2018</b>	<b>Hammock Camp Site – Quarter 3 - 2018 / 2019</b>	£1000.00	<b>Approved – 19-9-2018</b>	<b>Ultimate Frisbee Golf</b> <i>Quarter 4 - 2018 / 2019</i>	£1000.00	<b>Approved – 19-9-2018</b>	<b>Cave Bus</b> <i>Quarter 4 - 2018 / 2019</i>	£9000.00		<b>Radio Shack / Lodge</b> <i>Quarter - 4 2018 / 2019</i>	£18,500 + VAT	Additional quotes to be obtained	<b>Roy's Challenge</b> <i>Quarter 1 - 2019 / 2020</i>	£3100.00	Donation of £900.00 received	<b>Camp Fire Circle</b> <i>Q2 2019 / 2020</i>		Donation of £500.00 received	<b>Tented Village</b> <i>Q4 – 2019 / 2020</i>	10k – 15k	Additional quotes to	<p>BS/BI/SS</p> <p>MD</p>	<p>14-11-18</p> <p>14-11-18</p>
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<b>11</b>	<b>Buildings and fire risk assessments</b> <ul style="list-style-type: none"> <li>It was agreed that Dave Watts would undertake a risk assessment of the Fernie Fields building.</li> </ul>	DW	14-11-18			
<b>12</b>	<b>County Executive report</b> <ul style="list-style-type: none"> <li>Circulated prior to meeting – no questions arising.</li> </ul>					
<b>13</b>	<b>Health and safety issues</b> <ul style="list-style-type: none"> <li>No issues to report.</li> </ul>					
<b>14</b>	<b>Any other business</b> <ul style="list-style-type: none"> <li>Membership fee – agreed to increase District fee by £1.00.</li> <li>£800.00 was requested by NEAT for electrical repairs to Shipman House building – to come from NEAT budget.</li> <li>ACC representatives – updated list circulated in advance of meeting.</li> <li>F&amp;GP committee – addition of Sarah Sheard as a member.</li> <li>£250.00 insurance excess payable as part of insurance claim for stolen radios (Gang Show).</li> <li>Hostel in Wales – nominated for TGO award. CK requested that all Exec members vote.</li> <li>Meeting room for Network – DH to speak with EF.</li> </ul>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>All</p> <p>DH / EF</p>	<p>Asap</p> <p>14-11-18</p>			
<b>15</b>	<b>Upcoming meetings</b> <ul style="list-style-type: none"> <li>Wednesday 14 November 2018</li> <li>Wednesday 27 February 2019</li> <li>Wednesday 17 April 2019</li> <li>Wednesday 19 June 2019</li> <li>Wednesday 18 September 2019</li> </ul>					



	<ul style="list-style-type: none"><li>• Leaders weekend / AGM – Friday 19 July to Sunday 21 July 2019 – AGM date to be agreed at next Exec Meeting.</li></ul>	Exec	14-11-18
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**Minutes prepared:** 28 September 2018

**Minutes circulated:**

**Minutes approved as an accurate record of the meeting:**

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**Alistair Cochran – District Chairman**

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**Date:**