



NORTHAMPTON DISTRICT SCOUT COUNCIL DISTRICT EXECUTIVE COMMITTEE MEETING

Wednesday 16th December 2020 at 7pm

Full exec meeting - Zoom

PRESENT

Chair: B.Ingram (BI)	DC: C. Kidd (CK)	Treasurer: C.Lomas (CL)
J.Sharman (JS)	Elaine Farr (EF)	Sue Robinson-Smith (SR)
D.Bromley (DB)	Ian Malcolmson (IM)	Charlie Mackenzie (CM)

APOLOGIES

Tim Walker	Gary Jackson	
Secretary: T.Bates		

Minutes of Meeting

Item		Action	Deadline
1	Welcome	N/A	
2	Apologies for absence: As above	N/A	
3	Confirmation of Quorum	N/A	
4	Declaration on Conflict of Interest:	N/A	
5	Minutes of Last Meeting		
5.1	<ul style="list-style-type: none"> Debbie Bromley missing from attending 	TB	
6	Updates on Action Register Actions Updated : Please find Action Register here: LINK		
6.1	CK and DB to look at gaps within Risk Assessments for assets.	CK, DB	
6.2	Upton Group – Kay to be contacted about finance of group. Letter to be sent.	TB, BI	
6.3	Fernie to open 4 th January. Risk assessments need approving.		



6.4	<p>BI Outstanding payments for Overstone for 2 groups have had no response BI can a stop be put on those so they can't use again. BI no communication. CK has spoken to GSL of Mawsley and was told there was an Exec to discuss it. BI spoke to Dean for advice and his response was to ring Joh at the DC. DB is there a policy in place for escalation process is there an action that can be taken. EF there is a policy for cancellation full payment within the two weeks its on the invoice. DB need to contact Dean with action for example the District is banned. BI ask district to actually make payment. Mawsley is an old debt.</p> <p><i>BI to contact chair and GSL regarding debt (Dean to be copied in)</i></p>	BI	
7	<p>Matters arising – not occurring anywhere else on the agenda N/A</p>		
8	<p>Correspondence: District Secretary N/A</p>		
9	<p>Financial Report: find report here: LINK</p>		
9.1	<p>Overstone:</p> <ul style="list-style-type: none"> • EF £15 petty cash return • CK question why no receipts for general maintenance? Are some Covid payments? Clarification needed even though under budget. • SR why is there a refuse payment if its closed. EF thinks its something to do with contract with Biffa. CK it was restarted out of lockdown. 		
9.2	<p>NEET:</p> <ul style="list-style-type: none"> • CK BOC has been cancelled final bill has not been received. Will come out when it's received. 		
9.3	<p>SCOUT SHOP:</p> <ul style="list-style-type: none"> • CL to clarify who sees bills. CK utilities have been changed • CK PayPal amount found and recovered. 		
9.4	<p>EXPLORERS:</p> <ul style="list-style-type: none"> • Expenses claim still waiting to be processed by G. Walker. 		
9.5	<p>WALES:</p> <ul style="list-style-type: none"> • Meters are still being sorted, being moved to Direct Debit should balance out. 		



9.6	<ul style="list-style-type: none"> Issue with a month payment rent missing. CK: To give them a date to be sorted by end of January. CK to contact. DB have we sorted landlord duties, informed insurance, information pack and boiler safe stuff. CK insurance company has been involved. DB can be void if no tenancy agreement. <p>DISTRICT:</p> <ul style="list-style-type: none"> Donation for tuck shop at Overstone that's in District. EF are the confident the can sell the Disney places? CK 13 months to sell them just confidence isn't high and needs watching. 	CK	
9.7	CL: Grass cutting in now pay it now or in January in next quarter. Bill submitted 23 rd October but only just received. CK needs paying.		
9.8	CL: EON have requested putting a smart meter in at Wales. CK hold off until we can sort it out. CL to contact to let them know it's wanted but just not yet.	CL	
10	Q4 Budget Review & Approval: find budget here: LINK		
10.1	CK Banking charges have increased across all Assets		
10.2	<p>OVERSTONE:</p> <ul style="list-style-type: none"> CK look at the paving around Knights Lodge using money from the legacy fund and complete the building and is outstanding. JS needs to now be completed. CK the £3000 is the maximum amount. ALL AGREED Other two projects deferred on this quarter DEFERRED 		
10.3	<p>NEAT: No budget submitted used cost from previous</p> <ul style="list-style-type: none"> Should be no more BOC Insurance needs to be reclaimed. 		
10.4	GANGSHOW: No budget submitted – kept same.		
10.5	FERNIE FIELDS:		



10.6	<ul style="list-style-type: none"> • Fire extinguishers will expire on 19.12.2020 will be more cost in next quarter. • CK can this be changed in contracts of people using PPL, PRS and TV License. CK TV license seems more money for those that might watch their devices. CK can a sign be put up about TV Licence for terms and conditions of use. <p>PROPOSAL: TV licence to be cancelled and a refund requested. AGREED.</p> <p>DISTRICT:</p> <ul style="list-style-type: none"> • CL: Auditor bill needs to be carried over as waiting for invoice. 		
11	<p>Special Projects Report</p> <p>1. Buildings & Risk Assessments</p> <ul style="list-style-type: none"> • DB contacted a couple of companies: LINK & LINK <p>Which are very similar. CK these are for fire risk assessment for all of our buildings. DB they will be done on same day and give different reports. CK can we have one done to see what sample we have got and it is something that can be done in house. DB can send a blank template of fire risk assessments and one from company to see what you get for money. Its professional, regulated, and thorough. BI the company would be liable. EF is it a yearly thing? DB if anything changes then the assessments need redoing. CK who would be qualified to complete a blank one?</p> <p>PROPOSAL BY BI: that a professional do the fire risk assessments. Seconded by CK and all agreed</p> <ul style="list-style-type: none"> • DB Smiths is what is used already. <p>PROPOSAL: to use Smiths. AGREED</p> <p>DB to go and negotiate the best deal possible</p> <ul style="list-style-type: none"> • DB there could be some actions from these would need a budget in place to cover them. CK these will have to be done no matter what. <p>2. Asset Review: LINK</p> <ul style="list-style-type: none"> • CM does this mean no one from district exec can be on it the project team? CK it cant be made up of exec has to be made up independently. 	DB	



	<ul style="list-style-type: none"> • BI if it is agreed on do the assets then get informed after. CK the communication must be complete and correct first. IM there would have to be lots of communication. BI has to be representative of whole district. CM the team has to have skill sets of digital and communication skills. Clear of what we need of the team. CK must be completely sure of person that is put in chair position, and independent. IM someone outside scouting? BI be good to have someone with scouting knowledge. DB contact local business groups, be really clear on aims and job descriptions for all roles. • DB will there be budget requirement. CK will be once the team is in place. <p>Everyone was in agreement for this to go ahead.</p>		
12	District Report		
12.1	<p>Overstone Chapel Access (over Christmas)</p> <ul style="list-style-type: none"> • CK Risk assessment does not allow it particularly non members. Would like to give access to one bubble. Be arranged by SASU manager. Access limited to one bubble. Responsible by lead organiser to follow government guidelines. Buildings not accessible. Not publish it to wider population. No social Media <p>AGREED TO GO AHEAD & FORMALISE</p> <ul style="list-style-type: none"> • CK will be amendment in new year for individuals that want to use it (such as scattering ashes) 		
12.2	CK Currently at Amber Level		
12.3	CK Ian Malcolmson has filled ADC role (from January) the other ADC roles are being looked at in terms of expectations.		
12.4	<p>Donations were being moved centrally in one account.</p> <ul style="list-style-type: none"> • CK Overstone will need to cost Roys Challenge for the amount that is available for them. • CK £787 from family of John Tilly should it be on new activity or an activity we already have. BI can Hammock Camp be used for John Tilly 		



	<p>Camp CL is that an activity, would frisbees would better? SR ask family</p> <p>BI to call Steve Tilly and discuss</p>	BI	
13	County & National Update		
13.1	CK Membership email went out how to collate information for membership fees and they are recorded correctly.		
13.2	IM Implemented technical department and organised should assist us at exec level		
13.2	<p>IM awards went to:</p> <ul style="list-style-type: none"> • Elaine Farr – Silver Wolf • Alistair Brooker – Silver Acorn • Malcolm Dyer – Silver Acorn • Esther Phillips – Silver Acorn • Craig Kidd – Commendation 		
14	<p>Health & Safety Issues</p> <p>N/A</p>		
15	AOB		
15.1	<p>JS What is happening with the minibus?</p> <p>TB to write to Tim and find out whats happening</p>	TB	
15.2	IM District Christmas Card – 4 th Northampton have contributed all not as fair representative of the District. Impressed with the videos sent in, but none from beyond. EF 4 th Northampton should take the credit for it and thanks to Ian for all the work.		
	LINK FOR MEETING VIDEO: LINK		
	<p>DATE OF NEXT MEETING:</p> <p>Wednesday 6th January 2020</p>		

Minutes circulated: Date Distributed

Minutes approved as an accurate record of the meeting:

Bunny Ingram
<Name> – District Chair

13th January 2020
Date