



## NORTHAMPTON DISTRICT SCOUT COUNCIL DISTRICT EXECUTIVE COMMITTEE MEETING

**23<sup>rd</sup> June at 7pm**  
**Online - Zoom**

**PRESENT**

Chair: B.Ingram (BI)	DC: C. Kidd (CK)	Treasurer: C.Lomas (CL)
C.Mackenzie (CM)	E.Farr (EF)	G.Jackson (GJ)
M.Lomas (ML)	S.Robinson-Smith	I.Malcomson (IM)
N.Tew (NT)	M.Dyer (MD)	J.Sharman (JS)

**APOLOGIES**

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**Minutes of Meeting**

Item		Action	Deadline
1	Welcome	N/A	
2	Apologies for absence:	N/A	
3	Confirmation of Quorum	N/A	
4	Declaration on Conflict of Interest: None recorded	N/A	
5	<b>Minutes of Previous Meeting:</b> Completed and confirmation of signature	N/A	
6	<b>Update on Action Register:</b> Left until next meeting time constraints	N/A	
7	<b>Matters arising</b> None	N/A	
8	<b>Correspondence:</b> None	N/A	
9	<b>District Report:</b> District Update June 2020:		
9.1	<b><u>National Membership Fee</u></b>		
9.11	<b>National View:</b> <ul style="list-style-type: none"> <li>• National Census to be moved to October 15<sup>th</sup> 2020.</li> </ul>		



	<ul style="list-style-type: none"> <li>• Membership fee due in April (as current) that remains unchanged</li> <li>• Membership fee 2021 to 2022 increase of £6 or £7.50 per year (from £29.00) roughly 20 percent increase discussion still in place</li> <li>• Final decision on the membership fee 23<sup>rd</sup> July</li> </ul>		
9.12	<p><b>MD</b> – membership due in next year is for is the membership due for 2021 <b>CK</b> – definitely next April fee will be increase for membership 2021/22 pay ahead not behind</p>		
9.13	<p><b>HQ Impact:</b></p> <ul style="list-style-type: none"> <li>• HQ Modelling based on 30% reduction as worse case scenario.</li> <li>• HQ also anticipate reducing headcount of 20% to 30%. Consultation ongoing. Also waiting for possible funding in Government manifesto.</li> </ul>		
9.14	<p><b>Strategic View:</b></p> <ul style="list-style-type: none"> <li>• Additional pillar of protect – protecting scouting going forward.</li> <li>• Investing in reimagining programme.</li> <li>• Reprioritizing the pillars – possible problem with volunteers and the people pillar.</li> </ul>		
9.2	<p><b><u>Local Membership Fee:</u></b></p>		
9.21	<p><b>Local Position:</b></p> <ul style="list-style-type: none"> <li>• 2019 position <b>1417</b> young people <b>£17.50</b> fee <b>£24797.50</b> income</li> </ul>		
9.22	<p><b>2021 View:</b></p> <ul style="list-style-type: none"> <li>• Illustrated downturn in membership 5% to 30% decrease what it does to income on where it lands. Potentially change is important to consider.</li> </ul>		
9.23	<p><b>MD</b> - Clarification that these were the figures as of March 2020 <b>CK</b> – That is the membership from January 2020 census.</p>		
9.24	<p><b>District Considerations:</b></p> <ul style="list-style-type: none"> <li>• Groups without the appropriate reserves – the membership fee is more than is expected which has been brought forward because current model not sustainable at HQ.</li> <li>• New groups – 2 new groups this year. 57<sup>th</sup> has been able to obtain funding for SEN element. 58<sup>th</sup> will have issue with their funding.</li> </ul>		



	<ul style="list-style-type: none"> <li>Meeting places when yellow: Potentially because of premises some groups may not be able have indoor scouting. Still maintain inclusive scouting.</li> <li>Plan to be restrictions in place for 12 months</li> <li>Importance of digital scouting: Critical in survival forward.</li> <li>Moving to data driven and digital by default</li> </ul>		
9.3	<p><u>Introducing Face to Face Scouting</u> Likely process on what we know today:</p>		
9.31	<p><b>1) Review Scout Association Framework</b></p> <ul style="list-style-type: none"> <li>Status still <b>RED</b> no face to face until told otherwise</li> <li>Framework to be published 25<sup>th</sup> June 2020</li> <li><b>Red:</b> No face to face Scouting Amber: Limited Outdoor Scouting Yellow: unlimited outdoor/limited indoor Green: Scouting as usual</li> <li>Camping and international will possibly not happen until green. Could have impact on Disney in January.</li> </ul>		
9.32	<p><b>2) Groups/Units Complete Framework</b></p> <ul style="list-style-type: none"> <li>Mandatory – has to be done</li> <li>Documented within framework – templates</li> <li>Blended programme (online with face to face) and documented</li> <li>Written risk assessments</li> <li>Approval required – meeting without approval individuals would be liable</li> </ul>		
9.33	<p><b>3) District Safety Committee Review Individual Framework</b></p> <ul style="list-style-type: none"> <li>New committee responsible for Safety</li> <li>Responsible to the District Executive</li> <li>Assist DC in discharging their responsibilities help carry out tasks</li> <li>Independent as supported by parent if possible</li> <li>Responsible for reviewing readiness potentially responsible for all thing's safety. Possibly long term moving forward.</li> </ul>		
9.34	<p><b>4) District Commissioner Approves Framework</b></p> <ul style="list-style-type: none"> <li>Approval</li> <li>Submit to county for scrutiny</li> </ul>		
9.35	<p><b>IM:</b> Any idea of timescales on camping. <b>CK:</b> no may differ from region to region</p>		
9.36	<p><b>MD:</b> Concerns about young people returning to scouting did that include adults? Adults may be switched off by the</p>		



	<p>level of work <b>CK</b>: it has to be done because of risks hopefully share risk assessments will know when framework released.</p>		
9.37	<p><b>CM</b>: How soon is safety committee coming into place? <b>CK</b>: Agreement tonight and an idea but won't be ready for a couple of weeks. Need a team ready to go, and groups are ready to submit. Realistic targets need setting cannot be done quickly.</p>		
9.38	<p><b>IM</b>: should another meeting be put in place after framework is released? <b>CK</b>: get together as an exec, GSL needs to be on board meeting next Weds</p>		
9.4	<p><b><u>Northampton District Scouts Financial Review</u></b></p>		
9.41	<p>Appointment of Alistair Cochran role of Chair of the Finance and General Purposes Committee (F&amp;GP)</p> <ul style="list-style-type: none"> <li>• Recommend how District could operate (finance) in longer term</li> <li>• Identify and provide absolute clarity on fixed costs</li> <li>• Identify impact on finances as result of COVID-19 and the closures</li> <li>• Recommend how the asset back accounts to rebalance free money for the trustees to manage the District</li> </ul>		
9.42	<p>5 point plan:</p> <ol style="list-style-type: none"> <li>1. Investigate</li> <li>2. F&amp;GP Review</li> <li>3. Asset Consultation</li> <li>4. Executive Approval</li> <li>5. Action &amp; Implement</li> </ol> <ul style="list-style-type: none"> <li>• Investigate has been completed. Document to go to F&amp;GP at next meeting.</li> <li>• Not sure of what problem faced until October Census</li> <li>• Approval possibly not this side of summer</li> <li>• Action to be completed after</li> </ul>		
9.43	<p>Early View Highlights that is subject to change:</p> <ul style="list-style-type: none"> <li>• Distinct funds to provide needs of district</li> <li>• Assets need own accounts for day to day running and budgets</li> <li>• Assets aligned to budget; remainder put in central 'fighting fund'</li> </ul>		



	<ul style="list-style-type: none"> <li>• Redefine assets purpose should be of value to Young People and District – should be clear for everyone</li> <li>• Assets should be adding value to District</li> <li>• Restricted use funds are out of scope</li> <li>• Review reserve policy – enough to operate for 12 months</li> <li>• Budgeting over this period will be challenging but essential</li> <li>• Create a District fighting fund</li> <li>• Changing District membership fee to deliver what is available rather than based on what was required</li> <li>• Restrictions will likely remain in place through 2021 and 2022 to recover position</li> </ul> <p>9.44 <i>MD: Some of these actions were going to be looked at even before COVID. CK: have no choice now because of COVID</i></p> <p>9.45 Early View Considerations and Actions:</p> <ul style="list-style-type: none"> <li>• Need to control spending across the board - blanket ban on spending need to be clever with future spending</li> <li>• Seek opportunities to manage cost including centralizing utilities, procurement</li> <li>• Understand the impact the assets with have on your young people and the District</li> <li>• Use opportunity to consolidate our inventory and agree action to clear out unused items. For examples the Canoes that are not being used</li> <li>• Maximize the revenue potential of our assets</li> <li>• Must agree that every £ we spend must be done wisely</li> <li>• Costs must be controlled</li> <li>• Income must be increased</li> <li>• Reserves are set to £56 must not reduce more than 10% at all until full impact is known</li> </ul> <p>9.46 <i>MD what is the reserves based on? CK 12 months with certain parameters.</i></p> <p>9.47 <u>Other Considerations:</u></p> <p>1) SAFETY</p> <ul style="list-style-type: none"> <li>• Basic training</li> <li>• Policies including Safeguarding</li> <li>• Risk Management</li> </ul> <p>2) #BLM</p>		
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	<ul style="list-style-type: none"> <li>• Proactive in recruiting from black and ethnic minorities</li> <li>• Focused training - inclusivity</li> <li>• Address structural barriers</li> <li>• Diverse perspectives across the programme</li> <li>• Specific Young People Awards around inclusion</li> </ul> <p><b>3) FEDERATED MODEL</b></p> <ul style="list-style-type: none"> <li>• On hold until new chair (Sept 2021)</li> <li>• Take about 2-3 years to complete</li> </ul> <p><b>4) DISCLOSURES</b></p> <ul style="list-style-type: none"> <li>• Plan to resume at the point of face to face</li> <li>• After resumption 90 days to renew</li> <li>• Renewed ongoing so HQ can keep up</li> </ul> <p><b>5) ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Every parent is contacted to ensure we understand intentions to carry on</li> <li>• Explain changed to membership fee</li> <li>• Stick to the process for face to face scouting</li> </ul>		
9.48	<p><b>MD</b> is there any documentation to support the <b>GSLs</b> in what they have to do, the actions about to speaking to everybody, membership and money. <b>SR</b> as a <b>GSL</b> that would be useful, a checklist so everyone is on same page to explain membership increases <b>CK</b> 23<sup>rd</sup> July increase agreed so should have documentation then, if not something will be done at district. Q&amp;A to be completed for <b>GSLs</b></p>		
9.49	<p><b>CK</b> some groups are better off with others with grants some are not. Fighting fund will be available, difficult questions have to be asked for those groups not running finances prudently. Some groups are not doing anything during this time so challenge getting back to face to face Scouting.</p>		
9.50	<p><b>MD</b> when should end of year accounts be submitted in current climate? <b>CK</b> clear instructions ability to delay AGM but groups should still work and submit them. <b>MD</b> should these be submitted to Alistair for financial report? <b>CK</b> that could be possible.</p>		
9.51	<p><b>NT</b> possibility of increase of members because of parents needing break from children <b>IM</b> no face to face scouting so not sure <b>MD</b> figures could be skewed from January census as yp not added.</p>		
10	<b>Asset Reports:</b>		



10.1	<p><b>MD</b> Overstone. Reports were sent out. Development projects on halt and all projects to be recost and reassessed. Check costs are right.</p> <p>Discussion on projects being suspended until further notice, including all money that is ringfenced. <b>CK</b> unless donations go to a restricted fund, they are unrestricted spend. <b>MD</b> if donations were for those items shouldn't they be restricted? <b>CK</b> unless it is documented technically it isn't restricted. Projects can still be reviewed but money cannot be spent.</p>		
10.2	<p><b>MD</b> Money out of budget needed to repair roof for Will Smith Chalet £450 out of maintenance budget. <b>CK</b> need to go to F&amp;GP for approval. If it needs to be spent it can be approved. If it's dangerous it needs to be done. <b>BI</b> application to Alistair.</p>		
10.3	<p><b>MD</b> Increasing budget next year. Want to set booking fees for next year. No increase for district and associate 10% increase to non-members. To go out to GSLs as soon as to get bookings. <b>BI</b> do we have a percentage on how many non-members make bookings? <b>EF</b> had few cancellations not sure on figures <b>BI</b> do we increase cost to members as well <b>MD</b> was considered but didn't think it was good for district and yp. <b>CK</b> other places will not increase their costs to members. Encourage groups by not increasing.</p>		
10.4	<p><b>CK</b> do we need a task force for our assets and see what works and doesn't.</p>		
10.5	<p><b>MD</b> want approval for hire charges to start taking bookings. Get OSM going. Taken a booking in December no deposit subject to conditions. <b>CK</b> key message to GSL can book but subject to site being opened. <b>EF</b> take booking for Summer.</p>		
10.6	<p><b>All in agreement for hire charges</b></p>		
10.7	<p><b>MD</b> give all activities for nothing to groups when face to face scouting returns district only <b>CM</b> agreement in that as a gesture <b>BI</b> in agreement but only if the regulations allow it <b>CK</b> what activities <b>MD</b> shooting archery and cave bus <b>CK</b> cave bus and shooting indoors so may only use archery. Why give some groups free activities if they don't need it. Management plan needed to manage return. <b>IM</b> nice idea</p>		



<p>10.8</p> <p>10.9</p> <p>10.10</p> <p>10.11</p> <p>10.12</p> <p>10.13</p>	<p>but think groups will go to Overstone anyway it's a nice gesture. <b>CK</b> look at framework and is accessible and work with Overstone. Groups get access in controlled way.</p> <p><b>MD</b> work needs doing individuals have been working on the grounds. A risk assessment has been put in place for the SASU members to go back to work. Making sure Overstone is fit for purpose. Looking for agreement to move forward. <b>BI</b> until the templates are sent out can't make any decisions on risk assessments as they are pro forma. <b>MD</b> disagreed as Scout document online states Scout premises must be fit for purpose and it won't be if people cannot work up there. <b>BI</b> headquarters have stated that nothing can be done until it is risk assessed agreed by district commissioner and county has to agree.</p> <p><b>CK</b> for any face to face scouting risk assessments must to be completed. Any individual can go on the property and carry out maintenance. Difficult to approve a document unless specific to one person only. <b>IM</b> should delay all until after documentation is released later this week? Reassess after?</p> <p><b>MD</b> withdrawn until then, points out that its overgrown and work does need doing before face to face returns.</p> <p><b>MD</b> The Triangle rent is still being paid discussion about handing it back and clearing it. <b>CK</b> Overstone should be maintaining it. <b>CL</b> Why is it kept if it's costing money? Historically was going to be used.</p> <p><b>GJ</b> Has funding of OSM been paused? <b>CK</b> The costs for Overstone's use of OSM for bookings will be funded by the bookings.</p> <p><b>GJ</b> Fence by golf club come down £1800 will be covered by insurance. <b>CK</b> that's ok to go ahead if covered by insurance <b>MD</b> whats the excess? <b>GJ</b> already claimed and taken out should get back with the £1800</p> <p><b>IM</b> Trailers – Quotes Unity best one needs a form so need to see the trailer to complete. Will send out cost and relevant documents.</p>		
<p>11</p>	<p><b>Financial Reports:</b></p>		



11.1	CL Scout Band – have they told what instruments have been brought for insurance policies – needs chasing		
11.2	CL Wales – Still needs chasing but everything on hold in present situation email has been sent		
11.3	CL accounts – nothing to mention. NB Accountants still working on audit. CK when are they back NB hoping end of this month will chase. CK want to approve as an exec accounts so can close down at AGM 23 <sup>rd</sup> of October CK insurance was paid late so it was paid twice within one year. NB made surplus of approx 16 thousand last year.		
11.4	CK need get back from accountants, need to get F&GP approval and get moving. F&GP need reporting on assets to be clearer monthly. All assets should be monthly to have control spend.		
12	<b>Special Projects Reports:</b>	N/A	
13	<b>Buildings and Fire Risk Assessments:</b>		
13.1	MD Pack Holiday Centre done, other 2 not done		
13.2	BI All assets need doing and chasing		
14	<b>County Exec Report:</b>		
14.1	MD ask about the tree cutting costs? IM will get back to you MD		
15	<b>Health and Safety issues:</b>	N/A	
16	<b>Any Other Business</b>		
16.1	Discussion about risk assessment for essential work at Overstone. Decision made to discuss it after Thursday's framework comes out, a clearer decision can be made then.		

Minutes circulated: Date Distributed



Minutes approved as an accurate record of the meeting:

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<Name> – District Chair

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Date