

# North London Scout District Executive Meeting Minutes

Wednesday 1<sup>st</sup> February 2017

Held at Scout Park

Present: Brian Hosier (Chairperson), John Cronin (District Commissioner), Steve Way, Rebecca Smith, Martin Linsey, Sally Symons, Joan Feakes, John Walker, Chris Thorpe, Dennis Rowan, Wendy Rudge

Apologies: Jack Caine, Amy Garrad (Tracey Smith will not be attending whilst she is acting as DC for Barnet).

The meeting opened with a few moments for private reflection

1. The minutes of the last meeting were approved
2. Matters arising from the last meeting not dealt with elsewhere:
  - a. Treasurer for the executive: This position remains vacant. JC has placed an advertisement in a Camden publication.
  - b. User Agreement for Scout Park: ML reports this is nearly complete. It was stated that the wording must ensure clarity in regard to storage arrangements. ML is to complete and circulate to the executive members for any comments by the end of the week of the meeting
  - c. Bye-Laws: to be carried forward to next meeting
  - d. AGM: Tim Kidd had agreed to speak
3. Finance
  - a. The accounts for the past year have been filed with the Charity Commission
  - b. Change of Accounting Date:
    - i. The Chairman explained that when the charity was formed on 23.04.2014 the accounting date had to be noted. The former CCI District prepared accounts to 31<sup>st</sup> July and the former Haringey District to 31<sup>st</sup> December. The first accounting date had to be a least 6 months and no more than 18 months from formation.

It was thought at the time that a 31<sup>st</sup> December accounting date would be wanted; but as the 2 districts did not formerly merge until 26<sup>th</sup> June 2014 it was not possible to get all the accounts transferred in time for accounts to be prepared to 31<sup>st</sup> December 2014 and as 31<sup>st</sup> December 2015 was more than 18 months from formation it was decided to prepare the first accounts to 30<sup>th</sup> June 2015. Subsequently another set of accounts have been prepared for the year to 30<sup>th</sup> June 2016 and these have been filed with the Charity Commission. It has however proved difficult to prepare accounts to June when it is the peak of the camping season and the shop and vending machine are very busy. It is therefore proposed that the account date is changed to the 31<sup>st</sup> December and that statutory accounts be prepared for 6 months to the 31<sup>st</sup> December

2016 and annually thereafter. It was noted that Charity Commission approval would be required.

It was RESOLVED that in view of the exceptional nature of the income that 31<sup>st</sup> December would be a more suitable accounting date and that an application would be made to the Charity Commission to approve this. If granted the accounts will be prepared for 6 months to 31<sup>st</sup> December 2016 and annually thereafter.

- ii. A mini AGM will be attached to a leaders meeting to approve accounts in the autumn.
- c) District Camp
- i. The team is clear the budget for the camp must break even. The planning team have been able to adjust some arrangements to changes in accommodation needed and how activities will be run which will aid the budgeting.
- d) Salary Review
- i. Staff salaries have been reviewed and employees notified as agreed at the last meeting.
- e) Management Accounts: The accounts for 6 months to 31<sup>st</sup> December 2016 had been circulated with notes previous to the meeting.
- i. The accounts currently show a deficit of £30, 307.
  - ii. It was explained that some of this is due to the Explorer unit accounts which have a deficit of £10,385 however the units have higher expenses over the summer season and it is anticipated that these will balance as the year continues and monies are paid in. A separate spread sheet showing the Explore unit income and expenses was circulated. JC reported that quarterly meeting are held with each Explorer unit to review their financial plans for income and expenditure.
  - iii. Scout Park is showing lower income than had been anticipated. However some of the income that has been received has been carried over as this is advance payment for future events and will not be added to the income until the events take place. Deposits are shown as these are non-returnable. There are some outstanding invoices for the account period. It should also be noted that due to the rebuilding of the Sheridan Hall there is no income source from this facility. The shop and vending machine are showing a surplus which is satisfactory.
  - iv. Holloway road has produced income from a booking and the flat continues to supply an income after expenses.
  - v. Salaries are in line with budget
  - vi. It has been agreed that there will be no charge to groups for District subscription so this will not provide a source of income.
- f) The District investment in the COIF Ethical Fund continues to perform well
- g) It is intended that when the Sheridan Hall is rebuilt and has a daytime user the District should be financially self-sufficient without needing to resort to capital appreciation.

h) All groups need to send in their accounts. This is a requirement.

#### 4. Property

##### a. Scout Park

- i. Sheridan Hall: A planning application was submitted to Haringey in September '16. A planning officer is to visit 15<sup>th</sup> Feb. It is hoped that the plans will go to the planning committee 22.2.17. If the planning is granted the committee responsible for the rebuild will meet with the architect to draw up the plans so that the job can be put out to tender
- ii. The renewal of fencing has been started and Scout Park is secure.
- iii. The new gates are being made
- iv. A company named 'Dragon Finder' have been working on improving the habitat of the lake. This area is a SSI due the presence of crested newts. The company are specialists in the field of working on sites concerned with amphibians. The work is being paid for by a lottery grant at no cost to the District. A licence to pond dip has been granted.
- v. A 'Hedgehog champion' has visited in regard to the ecology of this animal
- vi. All buildings are up to spec. An electrician has been employed to renew some lights.
- vii. The climbing wall needs work on it. ML reported that there is a shortage of instructors for the climbing wall.
- viii. The toilet block needs to be refurbished. ML is to seek quotes for the work and report back to the executive.
- ix. Bob Howard has asked for permission to put a bench in Scout Park in memory of his son. The meeting agreed to this.

##### b. Holloway Road

- i. There are some bookings for the Holloway Road site
- ii. A meeting has been held with the surveyors in regard to the damp that is causing damage.

c. Freeholds: BH reported that there are a number of issues arising in regard to lease and freehold matters within the district. BH asked that legal advice be sought in regard to these matters. The meeting agreed.

#### 5. Appointment Advisory Committees

- a. The minutes from both the north and south advisory committees had been circulated previous to the meeting. There were no matters arising.

#### 6. Explorer/Network Reports:

- a. JC gave an overview of the Explorer units. There have been some changes in leadership teams.
- b. A new explorer unit has opened in the Holloway Road site called Andromeda
- c. Young Leader sessions are held at both Scout Park and Holloway Road
- d. Network: Iona Nicholson is the Network commissioner. She is based at Cambridge University during term time. The Network communicate through social media with the activity programme being focussed on university holiday times.

#### 7. Grant Applications:

- a. A grant application (re application) had been submitted in regard to monies towards the partial costs of a C1/D1 driving course. A grant of £270 towards costs of £810 was granted on the condition that should the applicant leave the district in the next three years claw back would be applied. It was also stipulated that the recipient understood that he would, when available, drive for other groups if this qualification were a requirement
  - b. A grant application for a scout leader to attend the 'Iceland Moot' was submitted. The meeting agreed on a grant of £500 toward costs of £1,700 on grounds of need and in recognition of commitment to the District.
  - c. The meeting discussed the grant giving policy and budget. It was agreed that the policy would be recirculated to members. Any comments or suggestions from executive members should be submitted in writing for the next meeting.
8. SAS Report: SS reported that the group had met for an 'After Christmas Lunch'. An afternoon tea meeting is now being planned.
9. Pantomime:
- a. The pantomime ran as an Active Support unit
  - b. The production team Samantha Davis and Sylvia Orsi have agreed to stay in role for the 2017 Pantomime
    - i. JC is appointing Serena Orsi as a youth commissioner with responsibility for engaging youth members with the pantomime
    - ii. The aim is to build to two shows a year. A pantomime in the Christmas season and a musical style event in the summer; possibly a gang show
    - iii. The accounts for the 2015 Pantomime have been finalised. The show broke even. It is anticipated that 2016 will also break even.
    - iv. It is aimed that the marketing for the 2017 season will be improved. It is hoped that tickets sales can be increased and production costs cut.
10. District Commissioner's Report:
- a. JC gave an overview of the groups in the district with any changes in leadership
  - b. 31<sup>st</sup> Islington group is to have the District executive as its executive for the near future whilst the group leadership rebuilds.
  - c. The District Executive will also act as the group executive for the 229<sup>th</sup> N London
11. Chairman's report:
- a. Rebecca Smith was formally co-opted to the Executive Committee
  - b. Additional members are needed for the Executive Committee
12. AOB:
- a. ML reported that Danemead has had an active winter programme. A lot of work has been done on the site.
13. Dates and Venues for future meetings: 3/5/17 at Holloway Road, 19/7/17 at Holloway Road, 8/11/17 at Scout Park.

The meeting closed at 10pm

