

# North London Scout District Executive Meeting Minutes

27<sup>th</sup> April 2016

Held at Ramsay Scout Centre, Holloway Road, Islington

Present: Brian Hosier (Chairman), John Cronin (District Commissioner), Joan Feakes, Sally Symons, Dennis Rowen, Chris Thorpe, David Bowman, Wendy Rudge, Tracey Smith (arr. 7.50pm), Martin Linsey (arr. 7.50pm), Jack Trimbrell (arr. 8pm)

Apologies: John Walker, Steve Way

Resignation: Aileen Barry

1. The meeting opened with a welcome from the Chairman and a few moments for quiet reflection
2. The minutes of the last meeting were approved and signed by the chairperson
3. Matters Arising from the minutes of the previous meeting:
  - a. Finance the £150K has not yet been transferred to the COIF deposit account; £500K has been put into the COIF ethical investment fund
  - b. The Ramsay Centre Flat is now occupied
  - c. The recruitment of an administrator for bookings had not yet been successful
  - d. A pension scheme has been set up for employees of the district
  - e. The community access plan for the Ramsay Centre is still unresolved. No action has been taken by the council. The district will seek its own user for community access plan. BH is to follow this up
  - f. Staging: this has been acquired at zero cost
  - g. Tents for Scout Park: this did not become available
  - h. Vulnerable Adults Policy: This is an HQ led matter and is on hold until the new Chief Commissioner, Tim Kidd, is in post
  - i. District Youth Commissioner: Two people have been appointed
  - j. Pantomime: The County Commissioner is reviewing the paperwork; notice of major expenses are to be added to the agreement. The sub-committee is not yet in action. The Pantomime have been offered space in the Ramsay Centre as a costume store.
  - k. Policy for International Camp funding still needed
  - l. Bag packing registration/ licence scheme does not seem to be something in use by London supermarkets
4. Finance
  - a. The Management Accounts to March 2016

- i. Accounts had been circulated to the committee with a detailed report prior to the meeting
  - ii. BH explained that these were more accurate than those to Dec '15 as some cash flow issues had been identified and needed £49,486 moved from the quarter to Dec to the quarter to March.
  - iii. Overall there is a surplus of £6,600 for the 9 months to March.
  - iv. The finance sub-committee needs new members
- b. Explorers
  - i. Explorer Unit accounts are part of the District accounts however a separate account sheet has been drawn up for clarity. This had been circulated to committee members prior to the meeting
  - ii. The write off of the £3,632 owing from Argo ESU had not yet been done but will be completed before June. This negative is balanced by a legacy to support scouting in Hampstead. DB informed the meeting Argo are climbing into profitability.
  - iii. Balances may be committed to expenditure such as summer camps for which the income has not yet been paid. A review in the autumn should show a truer picture of balances
  - iv. It is intended to extend the accounting year to December which will be a better time to show balances across the District. This change cannot be done yet due to Charity Commission rules.
  - v. David B is helping units set up accounting and with book keeping.
  - vi. Gift aid BH is to make a district registration. DB will help units to access this. JC informs it should be possible to use this with Online Scout Manager
- c. Bank and Cash Balances
  - i. The figures appear down due to cash flow ie spend committed without income yet gained
  - ii. Some funds are set aside for explorers
  - iii. Some funds are for restricted usage
  - iv. Hurford Salvi Float is the money made available to agents for maintenance work on the Ramsay Centre flat they manage.
- d. Further Finance Matters
  - i. There is an issue with the business rates for Holloway Rd as Charity relief has not been given. BH to pursue
  - ii. The 2015 accounts were approved at the mini AGM on 12<sup>th</sup> April 2016 and have been filed with the Charity Commission
  - iii. The former Haringey District needs to be removed from the Charity Commission register. BH asked for agreement of committee to do so; this was agreed.
  - iv. Capitation has been collected from all groups
  - v. A new EPOS system to record shop and other transactions is in use

- vi. New contract for the electricity supply at Holloway road has been agreed
- vii. Booking software for Scout Park is being trialled. It is intended that in the future all sites will use an online booking system. It will need to identify type of user for VAT
- viii. Online Scout Manager: the district have pre-paid for groups. Any surplus will be carried forward
- ix. It was proposed that Chris Dale be a signatory on the main account in order to access information from the bank to compile accounts. The meeting agreed

## 5. Property

### a. Scout Park

- i. The front gates have been damaged by the bin lorry. The company have taken full responsibility and will pay for new gates
- ii. The shop and vending machine are both doing well
- iii. Sheridan Hall: Proposals from 3 architects have been received. The sub-committee will interview and select the architect for the project. It is intended to have full proposal in place for September which would result in work taking place from January to June. If this is not possible the project may be postponed. Planning permission is also required.

### b. Rammay Island

- i. Most risk assessments are done
- ii. Insurances are in place
- iii. A gas engineer is to check the cooker
- iv. There are very few bookings. Work needs to be done to promote the site for water activities. It needs to be publicized on the District Website. The scout mad venture is to take place here in June.

### c. Ramsay Centre

- i. Snagging is being done
- ii. Issues with damp need to be resolved

## 6. Appointments

- a. Two sets of minutes from the North Appointments sub-committee were circulated prior to the meeting. The meeting had no queries in regard to these
- b. The south Appointments sub-committee has not meet

## 7. Explorer/Network report

- a. David B is successfully working with units on admin
- b. Kings Cross have had a change of leadership and has links to feeder groups
- c. Hampstead is growing
- d. Tottenham is active and in contact with feeder groups.

- e. Islington. The target is to open unit at Ramsay Centre by autumn on Monday nights. A leader for the unit is actively being sought.
  - f. Network: the HQ relaunch is taking time. There are approx. 120 network members in the district of which most hold appointments in groups.
8. SAS
- a. The group meet at the Ramsay Centre in April and had a tour of the new building.
  - b. Numbers in the group are dwindling
9. District Commissioners Report
- a. JC is currently carrying out GSL reviews to be completed by mid-May. This will lead to a list of training needed for leaders
  - b. A review of the groups was given
  - c. Donald Elliot has been appointed as the Caretaker for The Ramsay Centre. He is contracted for 16 hours a week. The contract has a trial period.
10. Chairman's Report
- a. The mini AGM was held on 12<sup>th</sup> April 2016. The minutes for this were circulated. All agreed.
  - b. Martin L proposed a vote of thanks to Brian H for all of his hard work
  - c. AGM is to be held on 20<sup>th</sup> October 2016 at the Ramsay Centre at 7.30pm. The matter of a key speaker was discussed. Sally S is to organise catering.
  - d. The draft policy on Grants and Loans had been circulated to members prior to the meeting. The draft was discussed and some changes agreed. The final version will be published on the website
11. Next Meetings:
- a. 20.7.16 and 9.11.16 It is proposed these will be at The Ramsay Centre but Scout Park is also booked should this be needed due to any circumstances such as Arsenal football fixture.
12. AOB
- a. Congratulations to Brian Hosier on receiving his MBE from Her Majesty The Queen

The meeting closed at 9.55pm