

**Finance and General Purposes Committee**Wednesday 27<sup>th</sup> November 2024 7:30pm**Minutes**

Location: Zoom Online

**In Attendance:**

|                            |           |                                    |           |
|----------------------------|-----------|------------------------------------|-----------|
| Samantha Longhurst (Chair) | Attended  | Steve Rolt (County Lead Volunteer) | Attended  |
| Judith Hazell              | Attended  | Glyn Timmins (County Treasurer)    | Attended  |
| John Rudge                 | Apologies | Anna Swann (County Chair)          | Apologies |
| Lee Jones                  | Attended  | Maxine Brand (County Admin)        | Attended  |
|                            |           |                                    |           |

| Item | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Action            |
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| 1    | <b>Welcome</b><br>The Chair welcomed everyone to the meeting. Apologies were received from John Rudge and Anna Swann.<br><br><b>Declarations of Interest:</b> None declared.                                                                                                                                                                                                                                                                                                                                   |                   |
| 2    | <b>Previous minutes and actions arising</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |
| 2a   | The minutes of the previous meeting held on 25 <sup>th</sup> September 2024 were reviewed and no questions were raised. These are to be signed and uploaded to SharePoint & the website.                                                                                                                                                                                                                                                                                                                       | <b>ACTION: MB</b> |
| 2b   | <b>Actions Arising</b><br>See separate "Actions Log"                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |
|      | <b>Finance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |
| 3    | <b>Review of Risk Register</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |
| 3a   | 6 - The SJLC runs at a loss, or forecast to run at loss (e.g. loss of key customer, national pandemic, natural disaster, national emergency).<br><br>The new broadband has been connected and is working well in all the communal areas. Feedback was received that there was no signal in one of the bedrooms, however it was agreed that this provision was only essential in communal areas. It was agreed to maintain the risk level and closely monitor SJLC income and activity over the next 12 months. |                   |
| 3b   | 20 - Budgetary controls of events are poor thereby potentially leading to significant over & / or under spends that were unexpected by Trustees.<br><br>Concern was raised that one of the current controls is to provide reconciliation after DofE events and it was uncertain if we have this. The Treasurer stated that DofE is coded in Xero so we can see what is spent.                                                                                                                                  |                   |

PP. MUSA

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|             | It was agreed to leave the risk as it is until such time as we have more events to test the budgetary controls in place.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |
| <b>4</b>    | <b>Review of Financial Statements</b><br>An update was given by the County Treasurer. Reports were available for the committee to view on SharePoint.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |
| <b>4a/b</b> | <b>Income &amp; Expenditure Year to Date / Expanded</b><br>It was summarised that the SJLC surplus is currently over 20K, which is a significant increase on last year. The County finances are in a good position. We have a combined surplus of over £70K including the pitches which is £45K more than last year. The County surplus includes over £10,000 for the Arran Adventure event.                                                                                                                                                                                                                                                        |                 |
| <b>4c</b>   | <b>Income &amp; Expenditure Summary - Cash Basis - Year to Date</b><br>There was an explanation that the accounts are on an accrual basis. The cash basis shows a surplus of £9,744.56 which is £6,800 more than the previous year.                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |
| <b>4d</b>   | <b>Designated Funds Report</b><br>These are funds put aside for specific purposes. They are no changes.<br>No questions were raised.<br><br><u>Bank Balances 27/11/24:</u><br>SJLC - £53,247.30<br>County - £76,251.77<br>Reserve - £527.24                                                                                                                                                                                                                                                                                                                                                                                                         |                 |
| <b>5</b>    | <b>Financial Approvals</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |
| <b>5a</b>   | <b>Hill Walking Training and Assessment</b><br>The document was available to view for funding for 75% of Hill Walking Leader training.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>APPROVED</b> |
| <b>5b</b>   | <b>Heat Meter for Biomass Boiler</b><br>Two documents were available to view from Blounts and Seabright. Replacement is required every 10 years and this anniversary is approaching. The cost for replacement is £2,027.40.                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>APPROVED</b> |
| <b>5c</b>   | <b>Young Leader Budget Proposal</b><br>Document available to view for a County Young Leaders Training weekend. This is an annual event which is funded by the County, with proposed attendance by 80 Young Leaders.                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>APPROVED</b> |
| <b>6</b>    | <b>Events Reports / Updates</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |
| <b>6a</b>   | <b>Arran Update</b><br>A financial update only was given. A report has been requested from the Event Leader for the next F&GP meeting. There were no concerns raised.<br><br><b>GDPR – Agenda Item 6a</b><br>The document circulated to committee members via a link to SharePoint contained personal information. The committee were asked to retain this data securely and only for as long as required for the purposes of the Finance and General Purposes Meeting on 27th November 2024 in their capacity as a member of the committee. The information provided was not to be shared outside of the meeting and it was agreed that this would |                 |

P.P. MBS

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|         | be deleted/destroyed securely after the meeting. The agenda 6a document held in SharePoint was deleted following the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |
| 6b      | <p><b>Croatia 2024</b></p> <p>There is a surplus of £7,610.57 from the trip due to a change in the mode of transport. A post Croatia day event has been requested with some of the surplus funds. 48 people attended the trip. It was agreed that a refund of £150/person should be made, leaving a small amount for the post event day. JH to contact the event leader to obtain bank details for GT to make the refunds.</p>                                                                                                                                                                                                                                                                                                                                                                       | ACTION: JH/GT |
| 6c      | <p><b>Backwoods Skills Day</b></p> <p>A surplus resulted from the Backwoods Skills Day which was held on 26<sup>th</sup> October, of £166. It was requested that this be used for the Backwoods Challenge, commencing on 30<sup>th</sup> November, as this has encountered difficulties due to Groups not responding to the deadline given. Event numbers have reduced and costs have been reduced where possible. The use of the surplus funds was approved and the committee instructed that sufficient monies should be spent to provide an enjoyable and successful weekend for those attending. The event review will look at learning points for the future.</p> <p>JH to send details to SR after the event for the issue of Groups not meeting deadlines to be discussed with the DLV's.</p> | ACTION: JH/SR |
| 7       | <p><b>Northamptonshire Scouts Opportunities Fund</b></p> <p>An update was given as follows.</p> <p>11<sup>th</sup> application - declined as it was made by a parent.</p> <p>12<sup>th</sup> application - A re-application of the above was made via a Leader and £131.25 was approved for the Jersey trip.</p> <p>13<sup>th</sup> application - £123.75 was approved for an Explorer Scout to attend Arran.</p>                                                                                                                                                                                                                                                                                                                                                                                    |               |
|         | <b>General Purposes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |
| 8<br>8a | <p><b>Update from Centre Management Committee</b></p> <p>Minutes from the meeting of 14th November 2024 were available to view and were assumed read. There were no questions raised.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |
| 9       | <p><b>Update from Amenities Block Working Group</b></p> <p>There was no update and no further progress since the modular options were approved. This will need to be progressed in 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |
| 10      | <p><b>Decisions &amp; Policies Log</b></p> <p>2 – Evboo</p> <p>This has been reviewed annually however it was proposed and agreed that we change this to 2-yearly.</p> <p>50 – Screen prints of Bank Accounts should accompany financial reports. Also see 106 Account balances and screen shots are provided by the Treasurer as required.</p> <p>72 – Events Financial &amp; Budget Policy</p> <p>The policy was available to view on SharePoint. It was raised that Note #19 states, "The date of forthcoming events may be publicised before the budget is considered by the F&amp;GP Committee but not the fee or and bookings should not be taken (interests could be</p>                                                                                                                      |               |

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| <p>registered)." It was recommended that to advertise events sufficiently and to gain interest a circa figure needs to be advertised with the event in advance of approval by the F&amp;GP Committee. It was agreed that this is sensible to gain an accurate idea of numbers. It was recommended that the Programme Lead is involved in agreeing the circa figure advertised, which is then approved by the CLV. All agreed to change the wording on the policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>ACTION: SL</b><br/><b>To CTB January</b></p>                                       |
| <p>D&amp;P Log review in 2 years.</p> <p>92 - District Accounts should be checked by the County Secretary<br/>We no longer have a County Secretary and it was therefore proposed that the County Administrator collates this information from the Districts. A reminder needs to be sent to the Districts of their responsibilities to produce accounts for their AGM,auditing/examining and confirming their Charity Commission return. The results need to be available for the F&amp;GP Committee for the March meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>ACTION: MB to send a reminder to Districts and to collate the information.</b></p> |
| <p>The D&amp;P Log review will remain in November.</p> <p>95 - Review of site fees SJLC<br/>This is due for review in April annually however the fees were approved by CTB in October. The proposal was made to change the wording from a percentage increase to "as proposed by the Centre Manager annually". All agreed.</p> <p>This will be reviewed each year in October.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>ACTION: MB</b></p>                                                                 |
| <p>104 - Changes to signatories for bank accounts and Xero access<br/>A document was available to view with one change to the mandates to add the Centre Manager to have online access to the SJLC bank account for reconciliation purposes. All agreed. Review in 1 year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>ACTION: AS to circulate to F&amp;GP prior to CTB approval.</b></p>                 |
| <p>107 - Hourly Rates for SJLC &amp; County staff<br/>This was due to be reviewed in April 2025 however salary changes are due to come into effect on 1<sup>st</sup> April. This was brought forward to allow the CTB to approve in January.</p> <p>115 - Growth and Development Funding<br/>No changes required. This has been brought forward to November for CTB approval in January, ahead of the new financial year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>ACTION: MB to amend wording.</b></p>                                               |
| <p>130 - Development Fund<br/>We no longer have a Growth &amp; Development Office and this therefore needs re-wording. £10K is stated as being held in the Development Fund however this has been reduced to £5K. Some of this fund may be required for Skills for Life.</p> <p>131 - Management of WSJ and recommendations for the future<br/>This was added in 2023. The document was available to view which was approved other than point 6, which referred to finalised accounts. The contingency from the 2019 WSJ was £6K which was not spent as part of the 2023 WSJ. The CLV updated that changes are being made by TSA to the WSJ and suggested that we wait to hear additional information before further review. This funding is in a designated fund for International Events. The budget agreed £6K per year be added. Part of the recommendations approved was that a separate Treasurer and Administrator be recruited. This needs to be considered when the TSA decision allows us to progress. Review in 1 year.</p> |                                                                                          |

*P.P. Muband*

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| 11 | <b>Contracts, Insurances &amp; Leases</b><br>No updates.                                                                                          |  |
| 12 | <b>Any other Business</b><br><br>2025 Meeting Dates – The dates for 2025 were available and F&GP will be held on a Tuesday evening.               |  |
|    | <b>Future Meeting Dates</b><br>Tuesday 18 <sup>th</sup> March 2025 – in person at SJLC.<br>Tuesday 3 <sup>rd</sup> June 2025 – in person at SJLC. |  |
|    | <b>Close of Meeting 8.42pm</b>                                                                                                                    |  |

These minutes have been approved as an accurate record of the meeting.

*P.P. MNS*

Samantha Longhurst, Chairman

Date: 18/03/25