

Finance and General Purposes Committee

Tuesday 18th March 2025 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)	Attended
Lee Jones	Attended	Maxine Brand (County Admin)	Attended
Caleb Newman	Attended		

Item	Item	Action
1	Welcome The Chair welcomed everyone to the meeting and introduced Caleb Newman who has joined the committee. Apologies were received from John Rudge after the meeting. Declarations of Interest: LJ declared an interest in agenda item 5a. JK declared an interest in agenda item 6a.	
2	Previous minutes and actions arising	
2a	The minutes of the previous meeting held on 27 th November 2024 were reviewed and no questions were raised. These are to be signed and uploaded to SharePoint & the County website.	ACTION: MB
2b	Actions Arising See separate "Actions Log"	
	Finance	
3	Review of Risk Register	
3a	Risk 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). This was reviewed in November and broadband is now working in communal areas. It was agreed to leave the risk level unchanged due to temporary changes in Centre management which are ongoing.	
3b	Risk 20 – Budgetary controls of events are poor thereby potentially leading to significant over & / or under spends that were unexpected by Trustees. This was reviewed in November and had been kept as a high risk due to County Cub Camp. Controls are in place but large-scale events following the event proposal review are yet to	

	take place. It was agreed that the risk level should not be changed and will be reviewed again at the next meeting in June, after the Arran trip. 3c Risk 29 – Opportunities for potential grants and funding are over looked. It was agreed that opportunities are overlooked as we do not have a committee looking at funding. The risk of the financial impact at SJLC is high due to being unable to progress with the toilet block. A taskforce for the amenities block project needs to be organised. It was agreed to change the impact to 4. 3d Risk 22 – Existing Insurance cover is either inadequate or does not address risks, for assets, properties and other liabilities The risk has been accepted and an annual review of the insurances is made. All agreed no change required.	
4 4a/b 4c 4d	Review of Financial Statements An update was given by the County Treasurer. Reports were available for the committee to view on SharePoint. Income & Expenditure Year to Date / Expanded At SJLC the hiring income is up by 44%, activities income by 68% and overall income by 50%. Expenditure has fallen by around 7%. Expected increases are with staffing costs and telephone/Wi-Fi which we have invested in. The recharging income of the pitches is down but this may be due to delayed invoicing and GT will check this. Concern was raised about the accuracy of the surplus shown due to the Wi-Fi budgeted, the solar panel refund, and the reduced pay for the Centre Manager during her period of maternity leave. It was discussed that a different reporting method may be required for trustees to understand the true state of the finances. GT to investigate with the Xero Buddies. The County surplus is shown at £66, 496 however almost £31,000 is being held for the Arran trip. Additionally, Lowther Knights funds are held. The question was raised if monies for large events could be held separately so that these monies are not shown in County funds. GT will investigate with the Xero Buddies. The Treasurer summarised that the finances are looking healthy, and that we are doing better than in previous years. Designated Funds Report The reports were available to view. It was explained that there are no major changes with these. No questions were raised. District Charity Commission Return It was agreed at the November meeting (Decision & Policy Log 72) that District accounts should be checked by the County Administrator. It was confirmed that all the Districts had completed their Charity Commission returns who are required to do so (the exception being Daventry District). Financial reports for all Districts for year ending 31st March 2024 were available to view.	ACTION: GT ACTION: GT

5	Financial Approvals	
5a	SJLC Activities Report The report was considered in detail by the committee. Training £1,750 for 3 courses – It was accepted that we need to train more people in order to provide the activities at the centre and that external training is required for these activities. Approved. Archery Shelter £3,400 – Questions were raised about the need to provide shelter for an outdoor activity however it was agreed that other centres do have this facility. The slip risk in retrieving the arrows would still exist and therefore providing shelter would not prevent the activity being cancelled in poor weather. It was agreed however that providing shelter would improve the site. Approved. Lighting for Tomahawk Range £1,163 – Approved. Raised chair for Tomahawk Range £325. The committee discussed whether a raised chair is necessary. Concerns were raised in relation to inclusion and whether all instructors would be able to use the chair due to physical restrictions. A raised platform was suggested as an alternative option for a Rangemaster, with a slope for access. SL will check the POR and feedback for the proposal to be resubmitted to F&GP if required. – Not approved. The committee discussed that significant expenditure is being made and that this should be considered for future years when spend may need to be reduced. A longer-term plan for maintenance at the Centre is required. The document was approved, with the exception of the raised chair for the Tomahawk Range.	APPROVED with exception of chair for Tomahawk Range
5b	Lowther's Knights Funding It was explained that the Lowther's Knights funds were transferred into the County account and that it had been requested by the Trustees that these funds are invested into the Centre. The proposal from the Knight's to support elements of the SJLC Activities Report was available to view. The committee considered the proposal from Lowther's Knights and it was agreed that the proposal for monies raised for the centre to be spent were appropriate. £1,000 is to be retained to develop the Knight's with uniform and operating costs. All agreed.	APPROVED
5c	Naseby Project Documents were available to view. It was agreed that this is a great opportunity and that the resources will be available beyond the initial year supported. The proposed cost is for £2,673, including a cost of £700 for 1,000 badges. Initial interest from the Naseby Battlefield Trust visiting Groups at their meetings has been high. It was noted that the camp has already been advertised on the County website. A reminder will be given in relation to the Event & Budget Policy proposal process. All agreed.	APPROVED
5d	Young Leader Weekend 2026 The payment of the deposit was approved by the CTB in January. It was agreed that we need to invest in our young people. There was some discussion regarding the catering of the event, which in the past has been done by Lowther's Knights however they do not currently have the resources to cater for such an event. The recent YL weekend was catered by an alternative group within the County, with a donation made to them. It was agreed to review the catering budget once the review of the 2025 event is available.	APPROVED IN PRINCIPLE

5e	Approval was given in principle for the event. Squirrel Scurry Document available to view. Questions were raised about the event generating a high surplus of over £500 and the purchase of badges by leaders. It was recommended that the cost be reduced from £15 to £11/per person to include a camp badge to be given out on the day. There was a query regarding the Event Administrator as Will Hazell is stated on the event proposal however he is not available for the event. The adult/child ratios need to be checked and additional volunteers will be required to run activities on the day. SL to check administration and ensure a plan is in place.	APPROVED
6	Events Reports / Updates	
6a	Backwoods 2024 Event report available to view. The event made a small loss as a result of late changes to numbers attending which impacted on the catering costs. Changes will be made to the next event to ensure a non-refundable deposit is made.	
6b	Arran 2025 Event update document available to view. Planning is progressing well. The committee were made aware that some individuals are having difficulty paying due to personal circumstances and the Opportunities Fund was recommended to support them.	
7	Northamptonshire Scouts Opportunities Fund There have been no further applications.	
	General Purposes	
8	Update from Centre Management Committee	
8a	Minutes from the meeting of 6 th February 2025 were available to view and were assumed read. There were no questions raised. It was noted that Dean Smith had requested to be included in the F&GP Committee Meeting minutes and no objections were made.	
9	Update from Amenities Block Working Group No further progress has been made.	
10	Decisions & Policies Log 74 – Financial Approvals – Levels of Authority policy. It was reviewed and agreed that no changes are necessary. 89 – The County Budget should include a forecast for future years. All agreed. 91 – Reserves Policy It was agreed to review at the June F&GP to ensure a thorough financial review before considering the level of reserves held. 105 – Financial Authority Re-wording is required for changes to role and committee names. 119 – Unrestricted County Funds to support Groups All agreed.	To CTB 1st April Review June 25 ACTION: MB

	122 – BWAISE It was recommended that we continue to make a donation to the project. Changes to how this donation is shown on our accounts has been recommended by our accountants.	To CTB 1 st April
11	Contracts, Insurances & Leases No updates.	
12	Any other Business Telleroo - The treasurer updated the committee that the first use of Telleroo, an app which allows the accountants to make direct salary payments to employees, took place in February. There was one late payment which may have been as a result of a banking outage that day but this was quickly resolved and no further problems are anticipated. HMRC – The treasurer had received two letters issuing fines for late payment of VAT however our payment is made by direct debit. After some investigation it was discovered to be a glitch by HMRC and appeals against the fines and interest charged have been submitted on our behalf. County Treasurer – The County Chair reminded the committee that a new Treasurer is being sought, or a team of people to take on the role. If anyone has any contacts or knows of anyone suitable they should notify SL or AS.	
	Future Meeting Dates Tuesday 3rd June 2025 – in person at EMS, 21 Gambrel Road, Northampton, NN5 5BB Tuesday 7th October 2025 – via Zoom online Tuesday 2nd December 2025 – via Zoom online	
	Close of Meeting 9.06pm	

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

PP MLong

Samantha Longhurst, Chairman

Date: 03/06/25