Northamptonshire County Scout Council

Finance and General Purposes Committee

Tuesday 3rd June 2025 7:30pm

Minutes

Location: EMS, Northampton

In Attendance:

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

Item	Item	Action
1	**Welcome** The Chair welcomed everyone to the meeting. Apologies were received from Judith Hazell, Lee Jones & Glyn Timmins. **Declarations of Interest:** None	
2	**Previous minutes and actions arising**	
2a 2b	The minutes of the previous meeting held on 18th March 2025 were reviewed and no questions were raised. These are to be signed and uploaded to SharePoint & the County website. **Actions Arising** See separate "Actions Log"	**ACTION: MB**
	Finance	
3	**Review of Risk Register** The updated Risk Register was available to view. A full review was carried out by the County Trustee Board in May.	
4 4a/b	**Review of Financial Statements** The County Treasurer provided a written report as he was unable to attend the meeting. Xero reports were available for the committee to view. **Income & Expenditure Year to Date / Expanded** The County Treasurer reported that income is significantly down on the same period last year, but expenditure is slightly reduced over the same period. The Centre, therefore, shows a deficit of -£1,593 for the period compared to a surplus for the same period last year. This is not including the sports pitches which are showing a deficit YTD of -£186; the combined deficit of SJLC + pitches being -£1,779.	

4c	**Designated Funds Report** These are the funds set aside for specific County Scouting purposes/business continuity. They need to be updated for the new financial year with a further £6,000 added to the International Fund and the temporary suspension of the DF for the County contribution to the Centre Manager salary.	**ACTION: GT**
5 **5a**	**Financial Approvals** **Beaver/Cub Event** There was no document available for approval however the event is expected to be moved from November 2025 to February 2026. It is anticipated that this will be reviewed at the F&GP meeting in October.	
6 **6a** **6b**	**Events Reports / Updates** **Arran 2025** No update was provided by the event leader. No significant funds have yet been paid out. **Young Leader Weekend 2025** The event review was available along with the budget and actual spend. 80 young people attended. The F&GP Chair asked a number of questions via email, and the responses were available in a separate document. Printing costs were higher than budgeted and it was suggested that costs could be reduced in the future, possibly using online resources. Wristbands were used at the event and were linked to a spreadsheet. SL will check the cost of these and share the information with the Programme Team for future events. Concern was raised about the amount that had been donated from County funds to the Group that had provided catering at the event. The committee agreed that no profit should be made on catering and that, if required, a fixed donation should be included in the budget for a Group providing catering in future. It was agreed that a fixed donation of £50 per day (24 hours) could be made and that, in addition, expenses could be claimed. Feedback will be shared with the event lead for future events. The Programme Team will be updated so that a consistent approach can be made for future events.	**ACTION: SL** **ACTION: SL**
7	**Northamptonshire Scouts Opportunities Fund** There have been 4 approvals: NSOF014 - Arran £123.75 NSOF015 - Group Summer Camp £30 NSOF016 - Group Summer Camp £30 NSOF017 - Arran £87.50	

	General Purposes	
8 8a	**Update from Centre Management Committee** Minutes from the meeting of 8th May 2025 were available to view. Item 7b from the Centre Manager Report was discussed, relating to security at SJLC. CMC had recommended that CCTV be installed. Review by F&GP was anticipated however this was discussed by the CTB at the Risk Review meeting held in May. A panic alarm at SJLC was approved by the County Chair and has been installed. A quote for CCTV has been obtained and expenditure approved in principle by the trustees. The quote obtained is from Bee Tee Alarms, the current provider at the centre. It was recommended that a further quote be obtained however it was recognised that action needs to be taken at the earliest opportunity to improve security.	**ACTION: AS**
9	**Update from Amenities Block Working Group** No further update was available. It was discussed that someone is needed to run the project. A suggestion was made that an advert is placed in the County Newsletter for someone to take on the project management and fundraising. AS will discuss with DS.	**ACTION: AS**
10	**Decisions & Policies Log** **48 - Events should not seek to generate a surplus. Any surplus is to be designated to the Opportunities Fund.** The County Treasurer reported that he was recently required to refund excess funds directly to participants and that the policy wording does not cater for this scenario. It was agreed that if a County event makes a surplus of more than 10% of the participant fee it is refunded to the nearest pound, with the balance being paid into the Opportunities Fund. An update to the wording will be made. Review in 2 years. **91 - Reserves Policy** No changes required – review in 2 years.	
11	**Contracts, Insurances & Leases** The leases with Prologis and Kettering Football Club may need to be renewed. This is an ongoing issue on the Actions Log.	
12	**Any Other Business** **Staff Payroll** - The County Treasurer advised in his written report that there was an issue with payment to staff in May with monies being paid to staff on 30th and not 28th as agreed. The County Chair has spoken to Essendon Accountants and feedback is expected following their internal meeting. It is hoped that the situation will be resolved without the need for the County Treasurer to take payroll back in house. **Centre Manager** – The County Chair informed the committee that the Centre Manager plans to return from maternity leave, part time from October, and will attend a number of keeping in touch days in June, July & September, including support for the AGM on 27th September. **Centre Recruitment** – The two new members of staff recruited at SJLC left soon after starting their roles. The maintenance role was considered too big. The cleaner was offered	**ACTION: AS**

	a full-time position elsewhere. A temporary solution for the cleaning has been found, with the Centre Supervisor taking on these duties in addition to her permanent role.	
	Future Meeting Dates Tuesday 7th October 2025 – via Zoom online Tuesday 2nd December 2025 – via Zoom online	
	Close of Meeting 8.57pm	

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

pp [signature] Samantha Longhurst, Chairman Date: 07/10/25