Northamptonshire County Trustee Board Meeting

Tuesday 1st April 2025

Minutes

Location: EMS, Northampton

Committee Members

Anna Swann (County Chair)	Attended	Henny Cameron	Attended
Steve Rolt (County Lead Volunteer)	Attended	Gillian Dowling	Attended
Glyn Timmins (County Treasurer)	Attended	Sam Longhurst	Attended
Lucy Jewell (County Youth Lead)	Apologies	Karen Tonks	Apologies
Alison Andrews	Attended	Maxine Brand (County Admin)	Attended

Item		Action
1	**Chair's Introductions and Welcome** The Chair welcomed everyone to the meeting. **Apologies for absence** Apologies were received from Lucy Jewell and Karen Tonks. **Declarations of Interest** None.	
2	**Previous Minutes & Actions Arising**	
2a	The minutes of the previous County Trustee Board meeting, held on 9th January 2025 were assumed to be read. No questions were raised. The minutes are to be signed for upload to SharePoint and the County website.	
2b	**Actions arising – See Actions Log**	
2c	**Decisions and Policies Log** 74 – Financial Approvals – Levels of Authority F&GP had reviewed. POR states that dual authorisation is required however whilst we don't have this formally, any payments are approved by one individual and are then paid by another. It was discussed that the bank accounts have visibility by numerous people on Xero which adds additional safety to monies paid. All agreed – review in 1 year. 75 – The County Centre Risk Assessment should not include The Football Ground All agreed - review in 2 years. 82 – It was agreed to support the SJLC by a further £10k for improvements & refurbishments. This was last implemented 3 financial years ago, with work for the foyer at SJLC. A 5-year maintenance and improvement plan for SJLC has been requested from CMC by F&GP by March 2026 for the financial year 2026/7. It was agreed to hold any additional funding, other than the finances already discussed by the CTB for the Amenities Block Project, for review in 1 year. 122 – Bwaise All agreed that the County should continue to make a donation to support the project. It was proposed that an annual increase, in line with the cost of living should be given (4.9% this year). The	

	amount will increase from £1,000 to £1,100. This rounded up amount was agreed as we have not increased the donation for a number of years. 124 – CTB meetings via Zoom and in-person All agreed to continue with alternating meetings via Zoom and in-person. The review period has been changed from 1 year to 3 years. 126 – Jamboree Fundraising The new Jamboree will potentially need more training camps which will need to be funded. The wording on the D&P Log may need to be changed as 3 camps are currently stated. The amount for the fund was discussed and it was agreed that this is realistic. It was agreed to review this further, along with D&P 127 & 129, at the next CTB in July when further information should be available. The wording needs to be changed, with reference to the International Event Fund, and the review dates brought in line with each other.	
3	**County Lead Volunteer overview and update** The census showed a 1.3% growth for the County, mainly in adults. There was a decrease in Beavers and Cubs numbers, and an increase in Scouts. Explorers numbers are good with new units opening. Summit 25 was attended and more emphasis will be given on achieving digital updates, and getting more adults involved in Scouting. There was a focus on mental health and looking after our volunteers.	
4	**People & Roles** The County requires a new treasurer team, by the end of June, to allow a handover period prior to the Treasurer and Deputy Treasurer stepping down from their roles at the AGM in September. No formal advertising has been made. A standard job specification is available, with an additional list of tasks reviewed. A volunteer was requested to progress with the recruitment of a treasurer team. SL has agreed to take on the role of Deputy Chair for the CTB, providing a new F&GP Chair can be recruited.	
5 **5a/b**	**Finance Update** **Expenditure Summary/ Income & Expenditure Expanded – Year to Date/Expanded** Reports were available to view. SJLC - Income for both hiring and activities has increased with expenditure mostly showing a reduction. The cash report however, which excludes future income from SJLC bookings, shows a different picture, with a deficit. The accountants will review the numbers in the coming weeks. SJLC appear to have had a good year however the performance needs to be reviewed and monitored. The shop sales at SJLC were discussed as these have decreased despite the centre having additional bookings, and additional stock being purchased. Feedback is to be given to the centre. The bonus incentive for the Centre Manager was discussed, which is discretionary and will be reviewed by the CTB annually. It was agreed that the bonus should be paid if the requirements have been met, but that the bonus incentive wording needs to be reviewed for the future. It was recognised that the Centre Manager has done a great job of gaining new customers. County - Finances look healthy. Trustees were reminded that a significant amount of these funds shown in County figures are for the Arran trip and the report will be re-formatted to ensure that this is clearer in the future.	**ACTION: AS** **ACTION: AS**

5c **5d**	**Designated Funds Report** Report available to view. No questions were raised. The support for the Centre Manager has been paused during a period of maternity leave. The reserve may need to be increased once the final accounts are available. **2025/26 Budgets** The proposed budgets for County and SJLC were available to view and these were explained. For the County some additional budget lines have been included, and some amendments have been made, due to changes following Transformation. Some amendments were made as the trustees discussed the budgets, reducing the deficit budget to £9,000. The Celebration Events budget was proposed to increase, partly to celebrate our KSA's in a different way however it was suggested that the cost would be too high, and not the best use of charity money. It was agreed that the Northampton Guildhall event in April should continue, and that perhaps the format of this could be changed to include a special reception for the KSA's The SJLC draft budget shows the agreed donation of £3k towards the Amenities Block and £10k which will be loaned by the County for the project. There were no major changes to the SJLC budget from that of last year and a surplus is forecast. It was pointed out that the cost of insurance is likely to increase, by around 20%, therefore this needs to be amended. The revised budgets will be made available to trustees with the meeting minutes. A report of the new headings with detail of each line needs to be provided to HC for Xero to be updated.	**ACTION: AS**
6	**Kettering Football Club** The football club have provided a quote for £50k for primary drainage work to improve the condition of the pitches and have asked to meet with Scouts & Prologis to discuss this. It was agreed that this cost is not the responsibility of Scouts, and it was suggested that a meeting between Scouts and Prologis is needed to review our lease agreement, and to ensure that we have right of access to SJLC should we end our agreement. It was recommended that the County Support Volunteer take on this task, and that legal advice may need to be sought. AS will respond to KFC and brief DS for this to be progressed.	**ACTION: AS**
7	**Amenities Block Update** The budget for this has been approved and someone now needs to manage the project. AS will inform DS for the project to be progressed. GT will set up a designated fund for the finances agreed by the CTB – a total of £16k (£10k from the long-term maintenance fund as a loan, and £6k (£3k per year) from Maud Elkington Fund donations).	**ACTION: AS/GT**
8	**Risk Register Update** CMC had suggested that Risk 38 be removed as it was felt it was no longer a risk however it was recommended that this is changed to likelihood 1. All agreed. A full review of the Risk Register will be made at a separate meeting by the CTB on 13th May.	
9	**Minutes of Finance and General Purposes Sub-Committee** Meeting 18th March 2025 – Minutes available to view and taken as read. It was explained that the Naseby Project (5c) had been put on the website prior to financial approval being given in error as this was being developed and should have been hidden. It has not caused any issue as full approval was given.	

10	**Update from Centre Management Sub-Committee** Meeting 6th February 2025 – Minutes available to view and taken as read. No questions were raised.	
11	**Any Other Business** It was suggested that we show how Capitation is spent on the County website. The amount paid is £8.65 per person – the costs will be split and provided by percentage to HC for publication on the website. The treasurer informed trustees that the accountants will take on the quarterly VAT return. AS updated that payroll was moved to the Teleroo system in February, which has resulted in a later payday than normal (31st in March), and uncertainty from staff as to when they would be paid. It was proposed that payday should be consistent, with a regular timesheet date, and salary payment on 28th of each month, earlier should this fall at a weekend. AS will include this information on the April salary review letters that will be sent out to staff.	**ACTION: AS/HC** **ACTION: AS**
	Close of Meeting 2129 **Next County Trustee Board meeting date:** Tuesday 8th July via Zoom online.	

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

Anna Swann, County Chairman Date 08th July 2025