

Northamptonshire County Trustee Board Meeting

Tuesday 8th July 2025



Minutes

Location: Zoom Online

Committee Members

Anna Swann (County Chair)	Attended	Henny Cameron	Attended
Steve Rolt (County Lead Volunteer)	Attended	Gillian Dowling	Did not attend
Glyn Timmins (County Treasurer)	Attended	Sam Longhurst	Attended
Lucy Jewell (County Youth Lead)	Attended	Karen Tonks	Attended
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 No apologies were received. Declarations of Interest None.	
2	Previous Minutes & Actions Arising 2a The minutes of the previous County Trustee Board meeting, held on 1st April 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 62 – Jamboree. An international event/experience should be considered for the unsuccessful applicants to the WSJ. Although no event has been offered yet, everyone agreed in principle that opportunities, not necessarily international, should be available other than the WSJ. Review 4 yearly. 100 – We should have a County Deputy Treasurer and a County Treasurer. All agreed. 102 – It was agreed that we wouldn't have a charity of the year but work with different charities across the County that align with our Development Plan. Everyone agreed that we should work within communities, and that this should be a focus for the Community Engagement role. 112 – As with the last Jamboree the County Lead Volunteer will appoint a leader for the Northants Contingent but then advertise for the 3 assistants. This was not due for review but is linked to D&P 126. The new rules state that there must be a fair selection process and that 4 members will be appointed.	

	126 – Jamboree Fundraising should be District focussed and shared between contingent members involved (see also 62, 112, 127). Some small changes will be made to the wording. The Jamboree Fund will also fund training camps for the Contingent, as required for the unit within budget. There will be a Treasurer and Administrator specific to the event approved by the County Treasurer and Chair of F&GP. A reminder was given that a proposal was put together following the last Jamboree for Districts to process payments for Young People, and the County are to deal with pre-camp support. 127 – Jamboree Funding. It was agreed to close this item as it was specific to 2023. 129 – Use of Reserves – Jamboree. It was agreed to close this item as the points are mostly covered under D&P Log 126. The Designated Fund will be added to D&P Log 126.	
3	County Lead Volunteer overview and update At the time of the meeting, 296 adults were still outstanding for mandatory Safety training which must be completed by 14th July. DLV's will suspend any members who have not completed this. World Scout Jamboree selection takes place at the weekend, and the Arran camp in 3 week's time.	
4	People & Roles Treasurer/Deputy Treasurer – GT has provided a list of the tasks carried out by the Treasurer. AA knows of someone who may be interested and it was agreed that AS would provide role details to be shared. HC offered to write an advertisement for the County Newsletter to advertise the roles. Centre Cleaner & Maintenance – Both roles were advertised, but the two successful applicants left soon after starting employment. The maintenance role has now been filled by someone working two days per week, and the Centre Supervisor has taken on extra hours at a reduced hourly rate to assist with cleaning. This arrangement will be reviewed in September. Centre Manager – BA will return to work part-time from September, increasing to full-time in January. During her "Keeping in Touch" days prior to her return there will be a focus on marketing.	ACTION: AS/HC
5	Finance Update 5a Approval of Trustees Report & Financial Statements 2024/25 As the accountants had not yet finished preparing the accounts, the report was not available to view. Everyone agreed to review the report once it is available, and to approve it via email. 5b/c Expenditure Summary/ Income & Expenditure Expanded – Year to Date/Expanded Reports were available to view. The Treasurer reported that income had decreased significantly at SJLC compared to last year, while expenditure had increased. It is important to note that staff salaries, which are now paid via Telleroo, have been recorded in Xero twice. In fact, staffing costs are down for the comparable period. There is an actual deficit of approximately £2,065 at SJLC compared to a surplus of £9,810 last year. There was nothing significant to report for the County. Once the anomalies with Xero accounting have been resolved, the total surplus for SJLC & County will be around £42,500.	

5d	The F&GP Chair asked if funds approved for Lowthers Knights activities expenditure had been transferred from the County to SJLC account. It was agreed that GT would transfer the funds following the meeting, and that HC would allocate the costs to the relevant activities. Designated Funds Report Report available to view. The designated funds require updating, and the draft has been sent to AS/SL for review. It will then be passed to the accountants. It is hoped that an update will be available for the next F&GP meeting. Bank Balances 08/07/25 SJLC - £43, 082 County - £124, 908 Reserve - £530	ACTION: GT/HC ACTION: GT
6	Kettering Football Club See also Actions Log. The football club are seeking a longer lease in order to obtain funding from the FA. There is an immediate issue with the foul pump at the club which is likely to collapse and Prologis have agreed to fund temporary pumping of this.	
7	Amenities Block Update No update was available however this does need to be made a priority.	
8	Risk Register Update All risks were reviewed at a separate Risk Meeting, held in May. There were no risks for review at this meeting.	
9	Minutes of Finance and General Purposes Sub-Committee Meeting 3rd June 2025 – Minutes available to view and taken as read. Item 6b was highlighted for the attention of the trustees. This relates to catering for County events, where a Group had received a donation. It was agreed that, in future, a set donation amount of £50 per 24 hours could be made, and the Programme Team has been informed.	
10	Update from Centre Management Sub-Committee Meeting 8th May 2025 – Minutes available to view and taken as read.	
10a	Report – near miss incident at SJLC on 8th June 2025 AA attended a de-brief held at SJLC and the report was available to view. Instructors had operated in line with standard instructions however as a result of the incident some changes have been made to reduce the risk of a repeat incident. There were no questions from the trustees.	
11	Any Other Business Backwoods Challenge – The future of this event was discussed, following the sad loss of Jonathan Hazell. It is hoped that this will continue and SR will discuss with the relevant volunteers. AS acknowledged that this was the last CTB meeting for GT and KT in their roles as Treasurer and Deputy Treasurer, and thanked them both for their contributions to the County. A County Team Meeting will be held on 24th September at SJLC for all County role holders. Further details will follow and all trustees are invited to attend.	

	Close of Meeting 2110 Diary dates: County Team Meeting – Wednesday 24th September at SJLC AGM – Saturday 27th September, 4pm at SJLC CTB Meeting - Tuesday 21st October – in person	
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These minutes have been approved as an accurate record of the meeting.



Anna Swann, County Chairman

Date *04/11/25*