

Northamptonshire County Trustee Board Meeting

Tuesday 4th November 2025 - 7.30pm



Minutes

Location: Fernie Fields Scout Centre, Moulton

Committee Members

Anna Swann (County Chair)	Attended	Gillian Dowling	Attended
Steve Rolt (County Lead Volunteer)	Attended	Sam Longhurst	Attended
Dom Winfield (County Treasurer)	Attended	Caleb Newman	Did not attend
Lucy Jewell (County Youth Lead)	Apologies	Glyn Timmins	Attended
Alison Andrews	Attended	Maxine Brand (County Admin)	Attended
Henny Cameron	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. Declarations of Interest None.	
2	Previous Minutes & Actions Arising 2a The minutes of the previous County Trustee Board meeting, held on 8th July 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 66 - Instructor training funded by County and delivered by an external provider Agreed. This was also reviewed by the F&GP committee on 07/10/25. Review in 2 years. 73 - Volunteers and Staff Expenses policy Agreed. This had been reviewed by the F&GP. It was agreed to increase the review period from 1 to 2 years, but to change the policy wording to be in line with the HMRC rate. 97 - County Development Plan It was agreed to put this on hold for 12 months. 113 - County Levy Following a review by the F&GP committee the recommendation was to maintain the County Levy at £8.65 per youth member. Approved. DLV's had requested that this decision is made earlier in the year, however the HQ decision is not available in time for the July CTB meeting.	

2d	114 - Amenities Block It has been agreed to continue with the project Policy Review All the County policies had been checked and updated following Transformation and were available to view. Some additional changes were identified. MB to action these and to send to HC for the County website to be updated.	ACTION: MB/HC
3	County Lead Volunteer overview and update There been two safeguarding issues within the County, as a result of which two individuals have left the movement. An update was given that the Arran trip was a success overall. A Group Lead Volunteer Day has been organised for 22nd November, with Jack Caine, Scouts UK Lead Volunteer, attending as a speaker. Trustees were invited to attend the event which is being held at Wooton Park School from 9am. Compliance levels are good within safety, safeguarding & DBS. Two trips have been approved for 2027 – France for Scouts and Iceland for Explorers.	
4	People & Roles 4a County Trustee Board 2025/26 Document available to view with the trustees for 2025/26. This will be amended to make it clear what term remains for each individual. 4b Sub-committees A new Chair & Deputy Chair will be sought for the F&GP committee. An advertisement will be placed in the County Newsletter in January.	ACTION: MB ACTION: SL
5	Finance Update The following reports were available to view – no questions were raised. 5a Income & Expenditure Summary - Year to Date 5b Income & Expenditure Expanded - Year to Date 5c Designated Funds Report The treasurer informed the committee of some changes that will be made on Xero to ensure more accurate reporting in the future, and proposed that quarterly figures are produced in order that committees are reviewing the same reports. A firmer lock date procedure is being implemented to ensure that invoices in a previous financial year are not being amended. DW met with HC & MB to discuss this following the CTB meeting. At the F&GP meeting of 8th October the SJLC accounts showed a deficit. However, there was an issue with Telleroo payments and staff salaries being shown twice, which has now been resolved. SJLC is therefore now in surplus. Thanks were given to GT for his ongoing support during the handover period to DW.	
6	Kettering Football Club There has been no further progress. A quote for the Durapump maintenance contract, which is due for renewal in May, has been received, and RP has requested some changes as there is currently no maintenance of the foul chamber at the Football Club. The foul water continues to be manually pumped out and Prologis are covering the costs for this.	

7	Amenities Block Update It was proposed that the project is part funded by cash available in the long-term maintenance fund. This is designated to ensure the County holds reserves to cover any significant failure in the fabric of SJLC. The last estimate for the Amenities Block was £58k, and it is expected that this could be closer to £60k now. We do have funds annually from the Maud Elkington Fund, and there has been no need to use the maintenance fund since it was set up post Covid. £16k (£10k from the long-term maintenance fund as a loan, and £6k (£3k per year) from Maud Elkington Fund donations) has already been set aside, which would be repaid by the Centre. An additional £44k is required. Concerns were raised about the need to maintain some funds for eventualities such as liability for the KFC (Kettering Football Club) foul pump repairs. AS has a copy of the expired agreement between Scouts and KFC, and it is anticipated that the conditions will remain valid. This will be sent to SR, who will pass this to a legal expert to look at. It was agreed that available County funds should be used for the project, and that fundraising through grant applications should be undertaken if possible. Details of potential funding opportunities will be provided to DS. To ensure that funds are available when needed, a transfer will be made from the CCLA account to an easily accessible account. AS/SR will meet with DS to instruct that the project should be progressed.	ACTION: AS/SR ACTION: DW/GT
8	Risk Register Update The last full review was in April 2025. Dates have been set for Wednesday 21st January & Tuesday 21st July 2026.	
9	Minutes of Finance and General Purposes Sub-Committee Meeting of 7th October 2025 – Minutes available to view and taken as read. 9a SJLC Perimeter Security Papers were available to view. The proposal had been submitted to F&GP who had decided that the expense of new fencing at the Centre was too high, and was not a priority at this time. Due to safeguarding concerns raised the trustees were asked to review the proposal. The “pragmatic solution” within the proposal was considered to be appropriate as a deterrent for accessing the site, although it does not stop members of the public from seeing people on site. CCTV has already been installed at the Centre, as well as a Stegastrip on a section of low fencing. It was agreed that the long-term aspiration would be to put fencing around the site, however this is not an option that can be progressed at the current time. The Stegastrip on Section A has already been completed and approval was given to plant Hawthorn (free from The Woodland Trust) and to proceed with measures recommended for Sections B, C, D and F. It was recommended that further investment is considered within the SJLC 5-year plan. AS will inform DS of the decision. 9b SJLC Pricing 2026/27 The pricing proposal had been submitted to F&GP and recommendation was made to change to a 5% increase across all areas for this year, rounded to the nearest £1. This includes an increase for Northants Scouts. The pricing was available to view and was approved. HC will add the 2026/27 prices to Xero.	ACTION: HC
10	Update from Centre Management Sub-Committee Meeting 28th August 2025 – Minutes available to view and taken as read.	

	From the Risk Register Review, Risk 44 had been raised as a concern that should be passed to F&GP as there is not currently an agreement in place for the maintenance of these. This will be raised at the next meeting.	
11	Future Meeting Dates The proposed CTB meeting dates for 2026 were discussed, and have been amended as follows: Tuesday 6 th January Wednesday 15 th April Thursday 9 th July Tuesday 20 th October	
12	Any Other Business None.	
	Close of Meeting 2123 Next meeting date: CTB Meeting – Tuesday 6 th January 2026 – via Zoom	

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



Anna Swann, County Chairman

Date 06/01/26