

Northamptonshire County Trustee Board Meeting

Tuesday 6th January 2026 - 7.30pm



Minutes

Location: Zoom Online

Committee Members

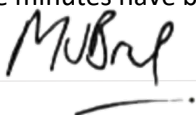
Anna Swann (County Chair)	Attended	Gillian Dowling	Attended
Steve Rolt (County Lead Volunteer)	Attended	Sam Longhurst	Attended
Dom Winfield (County Treasurer)	Attended	Caleb Newman	Did not attend
Lucy Jewell (County Youth Lead)	Attended	Glyn Timmins	Attended
Alison Andrews	Attended	Maxine Brand (County Admin)	Attended
Henny Cameron	Attended		

Item		Action
1	Chair's Introductions and Welcome The Chair welcomed everyone to the meeting. Apologies for absence 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 4th November 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 107 – New hourly rates for Centre & County Staff It was agreed that staff should be paid at least the National Living Wage (NLW). This decision will continue to be reviewed annually. 115 – Growth & Development Funding The decision was agreed. There was some discussion at the GLV day around what the County can offer to support new Sections opening. It was suggested that the amount could be increased from the current £150 and this will be discussed with the DLV's. There were no new Groups in 2025 for membership fees to be waived. 116 – Sub-committees It was agreed that these will continue and it is anticipated that the new amenities block will be completed prior to the decision being reviewed again in 1 year.	

2c.1	Confidential paper - Sir John Lowther Centre Staff Pay, Hours and Structure The document was available to view and was reviewed by the trustees. All agreed to the recommendations made, with the exception of the bonus scheme where it was agreed some changes were necessary. There will be a further review of the recommendations discussed, either via email or at the next CTB meeting in April.	ACTION: AS
3	County Lead Volunteer overview and update A new County Programme Team Leader has been appointed. The 2025 programme requires completion as the Beaver & Cub Activity Day had been delayed from November 2025 to February 2026. New events are in the process of being approved. There are 10 open safeguarding cases. The County are not provided with details, simply numbers. If an appointment needs to be cancelled then the CLV is notified.	
4	People & Roles The permanent Centre Manager returns from maternity leave this month and a handover is being given by the Interim Manager.	
5	Finance Update The following reports were available to view. 5a Income & Expenditure Summary - Year to Date 5b Income & Expenditure Expanded - Year to Date 5c Designated Funds Report It was highlighted that the Lowther Knight's pre 2022 expenditure, an amount of £6,005, was shown on the SJLC report. This was a cash transfer not made in this year, and a correction in Xero. SJLC appeared to be breaking even, whereas previously a surplus was shown. This will be reviewed when new reporting is established. The treasurer made a recommendation to run accrual accounts and quarterly reporting. For 2026 it was proposed that: 03/03 F&GP – looks at 31 December 2025 management accounts. 04/06 F&GP – looks at 31 March 2026 year end management accounts. 23/09 F&GP – looks at 30 June 2026 management accounts and also the statutory 31 March 2026 accounts which are completed by Essendon. 08/12 F&GP – looks at 30 September 2026 management accounts. It was recommended that future meeting dates are scheduled to be aligned with the quarterly reporting, allowing subsequent CTB meetings to view the same set of management accounts that F&GP looked at each time. All agreed.	ACTION: DW
6	Kettering Football Club See update on Actions Log.	
7	Amenities Block Update See update on Actions Log.	
8	County Insurances It was reported that there are some minor issues with Unity. HC to prepare a list of the insurances held for review at the next CTB meeting. MB to check D&P Log for decision regarding a choice of insurers. If we do not have this it requires review.	ACTION: HC ACTION: MB

9	Risk Register Update All risks will be reviewed at a separate meeting, to be held online on 21 st January at 7.30pm. AS & DW gave their apologies for this meeting.	
10	Update from Finance and General Purposes Sub-Committee It was necessary to cancel the F&GP committee meeting scheduled for 9 th December 2025 and it was proposed by SL that as the CTB had now met, it would not be rescheduled. Any agenda items requiring a decision prior to this will be addressed via email. All agreed. One of the items for approval is pre-payment cards, and the option of using these for the County will be investigated. The next F&GP committee meeting will be held in March.	
11	Update from Centre Management Sub-Committee Meeting 13 th November – minutes assumed read. The following item was discussed. Whilst F&GP understand the financial implications, a new contractor needs to be sought. SL will respond to DS. <i>Agenda item 12, Risk 44 - Risk from falling branches or trees – The pine trees on site were expected to be felled, at no cost, however the agreement that had been made with Savills has not progressed. CMC have raised concern about the risk and have asked for support from F&GP.</i> DW updated that he has provided on a 5-year development plan template for CMC to use. This will be passed to the Centre Manager. It was raised that the Asset Register will also need to form part of this review. HC will send a copy of this register to the Centre Manager.	ACTION: SL ACTION: HC
12	Any Other Business The CTB and Sub-Committee Members document was updated following the last CTB meeting to include the term start date and basis agreed. The document was available to view.	
	Close of Meeting 2052 Next meeting date: Risk Register Review Meeting – Wednesday 21 st January 2026, 7.30pm – via Zoom CTB Meeting – Wednesday 15 th April 2026, 7.30pm – in person	

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

pp 

Anna Swann, County Chairman

Date

15th April 2026