Northamptonshire County Scout Council

Finance and General Purposes Committee

Wednesday 25th March 2026 7:30pm

Minutes

Location: In person - Northampton

In Attendance:

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

Item	Item	Action
1	**Welcome** The Chair welcomed everyone to the meeting. All committee members were in attendance. **Declarations of Interest:** None	
2	**Previous minutes and actions arising**	
2a 2b	The minutes of the previous meeting held on 7th October 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 register was available to view. There were no risks for review and no changes for F&GP as a result of the CTB Risk Review meeting held in January.	
4 4a/b 4c	**Review of Financial Statements** The statements were available to view to 19th March. **Income & Expenditure Summary & Detailed - Year to Date** A deficit shows as we adjust to the new way of reporting. It was suggested we will need to provide an explanation for the AGM in order for attendees to understand the figures presented. **Balance Sheet** A balance sheet has been introduced and this was explained. The balance sheet includes, under Current Assets, "Accounts Receivable" which is income recognised but where the payments are still due from customers. The World Scout Jamboree payments to HQ are shown as assets rather than expenses.	

	The most significant change relates to SJLC accounts, where invoices were previously recognised as income at the time of issue. The process has been changed so that deposits are recorded on the balance sheet and are not recognised as income until the booking takes place. A separate balance invoice is now issued. Thanks were expressed to the treasurer for the work undertaken to bring the accounts in order, and for providing the balance sheet, which will make the accounts easier to understand in the future.	
5	**Financial Approvals**	
5a	SJLC Outdoor Activity Audit & projected costs for 2026/27 – The total cost is £6,129. The committee did not approve the County training budget to be used for SJLC activities. The items on the proposal need to be included in the SJLC budget and it was agreed that the budgets will be reviewed, and SL will meet with the Centre Manager to agree what can be included in this financial year, and what needs to be added to the 5-year plan.	**ACTION: SL SJLC budget to be reviewed and meeting with BA.**
5b	BeeTee Alarms - CCTV installation quote – The quote for an additional camera in the storeroom where equipment is kept at the Centre was reviewed, at a cost of £498. No security issues are known to have been reported. The committee agreed that a paper is required alongside a quote to justify the need.	**NOT APPROVED**
5c	Cordless power tools for SJLC – The committee agreed that the cost of purchasing these needs to come from the SJLC budget and that the Centre Manager has the authority for purchases up to £500.	**To be included in SJLC budget.**
5d	Smiths Fire quote - Football Club Changing Rooms – The quote had two parts. £84 + VAT for replacement batteries and approval was given for this, which needs to be included in the 5-year plan for future expenses. The second amount was for £840 + VAT, for relocation works to comply with British Standard 5839 Part 1. There was discussion regarding the wording on the quote, which states, “where possible” in relation to the requirement. It was agreed that this needs to be investigated to check if the work is required, and SR can assist with this.	**APPROVED £84 +VAT** **PENDING £840 +VAT ACTION: SR**
5e	Blounts Quote – EICR – Football Club – The quote for £642.60 was reviewed. It was agreed that this is required to comply with electrical regulations. This needs to be added to the 5-year plan.	**APPROVED**
5f	Blounts Quote – Remedial works at SJLC – The quote for £6,200 (excluding VAT) was reviewed, and it was approved as this is a legal requirement. This must be included in future budgets.	**APPROVED**
5g	Bouldering Wall SJLC – The paper submitted by the Centre Manager was for approval for £468.07 for SJLC staff to rebuild the bouldering wall. It was agreed that this work needs to be done, but that it must be included in the Centre budget.	**APPROVED** **To be included in SJLC budget.**
5h	Replacement Gate SJLC – It was agreed that this must be included in the SJLC budget.	**To be included in SJLC budget.**
5i	Replacement Bins SJLC – The current black plastic bins have been damaged by squirrels and approval was sought to purchase 8 metal bins as replacements, at a cost of £132. There was some discussion as to whether these are required, or if hirers should remove their rubbish to the central location for rubbish. It was agreed that if required, the Centre need to budget for the cost of purchasing them.	**To be included in SJLC budget.**

	<u>**Email approvals since the last meeting**</u> Durapump - contract renewal was agreed via email for 1-year and competitive quotes are to be obtained for further years. Trees - £5,700 for removal of Scots Pines on the Patrol campsite. Any further work is to be budgeted for and included in the 5-year plan. Arran refunds – 38 adults were refunded £100.	
6 **6a**	**Events Reports / Updates** Squirrel Scurry Report – The document was available to view for the event in June 2025. A £4.02 surplus resulted which will be transferred to the Opportunities Fund. There is a cross charge for £50 relating to wrist bands which needs to be considered, as these are held in stock.	
7	**Northamptonshire Scouts Opportunities Fund** An update was given that there have been 23 applications since March 2024, the last being in November 2025.	
	General Purposes	
8 **8a** **8b** **8c** **8d**	**Update from Centre Management Committee** Minutes from the meeting of 13th November 2025 were available to view for information. There were no questions. Minutes from the meeting of 12th February 2026 were available to view. There were no questions. Updated SJLC Terms & Conditions – For info. No questions were raised. The cancellation period has been increased to 12 weeks for all bookings. SJLC Five Year Plan The document was available to view. The committee praised the progress made so far by the Centre Manager, and SL will meet with her to further develop this work. As a result, a clear and robust budget can be prepared for the Centre Manager to use.	
9	**Update from Amenities Block Working Group** The toilet block has been removed. A price was obtained to move the Calor tanks however a site visit established that the tanks were not required. Quotes have now been obtained to empty and remove the tanks, and to install two smaller tanks next to the bungalow with an auto switch. This allows room for expansion of the toilet block as needed. Planning permission for the new toilet block is still awaited.	
10	**Decisions & Policies Log** **74 – Financial Approvals (see also 105)** – Work is in progress to set up full dual authorisation for payments. County payments will be set up by the County Administrator, and will be authorised by the Treasurer. SJLC payments will be set up by the Centre Supervisor, and will be authorised by the Centre Manager, with a £2,000 limit at which the Treasurer needs to authorise. This change is in line with POR and the Charity Commission. **105 - Financial Authority** – There was discussion about the amounts which should be authorised for the Centre Manager and CMC to spend. It was agreed that this requires further discussion once the budgets have been finalised.	**D&P Log to be updated** **Review Jun26**

	104 – Changes to signatories for County and Centre Bank accounts – These are being updated and this will therefore be reviewed at the meeting in October. **115 – Growth and Development Funding** – There are ongoing discussions with the DLV's and a review will take place in June. The Treasurer requires a list of new Groups for the County element to be waived in the first year – SR to provide. **122 – BWAISE** – All agreed to continue to support with £1,100 per year.	**Review Oct26** **Review Jun26** **ACTION: SR**
11	**Contracts, Insurances & Leases** There were no updates for contracts. It was noted that Prologis are still paying for the costs of Dura Pump to empty the tank at Kettering Football Club (KFC). Invoices are due to be sent to Prologis and KFC for the past year of utilities, split as previously agreed. It has been recommended that for the next financial year we invoice as we receive the bills and this was agreed.	**ACTION: MB**
12	**Any Other Business** None.	
	Future Meeting Dates Thursday 4th June 2026 - 7.30pm – In person, EMS, Gambrel Road, Northampton. The meeting dates beyond June require further review to align with quarterly reporting. It was suggested that it would be useful to meet at SJLC on some occasions to view areas of the Centre under discussion.	**ACTION: SL/AS**
	Close of Meeting 9.05pm	

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

pp MUBrl Samantha Longhurst, Chairman Date: 04/06/26