

**County Executive Committee Minutes
Hallgarth Manor High Pittington Durham DH6 1AB - 21 September 2016 @ 7:00pm**

Present: David Stokes (DS), Matthew Freeburn (MF), Ken Robertson (KR), Steven Wake (SW), Ian Hammond (IH), David Lovett (DL)

Apologies: Greg Piskosz (GP), Ryan Currah (RC), Sarah Stokes (SS), Graham Elder (GE)

Summary of Actions to be carried out from this meeting			
Item	Summary of Action	Action owned by	Action Deadline
4	DS & SW to discuss Auditors Management Report	David Stokes	End Oct' 2016
6	DS to email DL AGM invitation	David Stokes	27 Sept' 2016
8	DS to merge Volunteer Expense Policy	David Stokes	End Nov' 2016
9	Create policy for Loan / Grant Applications	Fin Sub Comm	End Nov' 2016
9	IH to inform REDACTED and REDACTED on Loan / Grant decision	Ian Hammond	End Oct' 2016
12	KR to check with Stu CAF Bank situation	Ken Robertson	7th Oct' 2016

Item

1 Welcome, Apologies and Introductions

David Stokes welcomed everyone to the meeting and passed on apologies as noted.

David Stokes announced that he no longer had a conflict of interest with respect to REDACTED Scout Group.

No other Executive Committee member reported any conflict of interest with respect to any agenda item

2 Minutes of previous 2 meetings

No comments from previous minutes.

A summary of actions from 22 June 2016 meeting is as follows:

- Item 1 On-going CM to action signatories of CAF bank account
- Item 2 On-going DS to setup a new Finance Board
- Item 3 On-going IH Summary of minutes to be placed on County website
- Item 4 Complete
- Item 5 Complete
- Item 6 Complete
- Item 7 Complete
- Item 8 Complete
- Item 9 Complete – William Leech to receive an update on loans given

A summary of actions from 18 July 2016 meeting is as follows:

- Item 4 Complete
- Item 5 Complete

3 Approval and Signature of County Report and Accounts for 2015-16

The papers had been circulated ahead of the meeting and the County Report and Accounts were approved by the Committee.

4 Review of Auditors Management Report for 2015-16 and Agreed Responses

The papers had been circulated ahead of the meeting. DS discussed point 7 – Observations on the Company's Systems of Accounting and internal Financial Control.

- a. The Committee will have a Treasurer appointed at the AGM
- b. Investments need to be checked with Brewin Dolphin
- c. Shop stock is now in a healthier state
- d. Banking is now done on a regular basis
- e. Older debts to be chased promptly

DS to arrange meeting with SW to discuss the observations, document existing controls and plan additional controls required.

5 First Quarter Review

a. County Accounts for March – June 2016

The papers had been circulated ahead of the meeting, summarising a healthy position for the first quarter and with Moor House Adventure Centre ahead of target. There were no questions raised.

b. Shop Update

KR reported that Fiona Slater was doing a wonderful job. He would like to form a group with Fiona, himself and one other member of the Executive Committee for the day to day running of the shop, until the new Finance Board is formed. He also proposed that the opening times should be changed to reflect times to suit the customers and the volunteers' availability. It was also proposed and agreed that a temporary, paid, position should be created until REDACTED can return to work.

To create more income it was suggested that the shop should open more flexibly to support District and other Events. DS has set up an opt-in email list for the shop.

c. Moor House Management Board

The papers had been circulated ahead of the meeting. IH reported that the 1st quarter was remarkably good and he was waiting for the 2nd quarter accounts. A Health and Safety Policy had been agreed, a Staff Handbook has been published with 1 comment to be regarded and a Development Plan is in process.

A cleaning company has been employed to cover for REDACTED. Currently REDACTED are on statutory sick this week. The Executive Committee approved a new SASU Team – Friends of Moor House. IH advised that the Performance Dashboard was on the County website.

DS asked IH to pass on congratulations for 1st quarter results to MH staff.

d. County Commissioners Report

The papers had been circulated ahead of the meeting. Executive Committee approval was given to appoint Jeff Ledger as Chair of the Appointments Advisory Committee. Executive Committee approval was given to appoint Kieren Stephenson the role of County First Aid Advisor and for establishing a County First Aid SASU. DS thanked IH and the Events SASU for another successful Award ceremony.

6 Annual General Meeting and Constitutional Update

DS reported that invitations had been emailed to County Scout Council members asking for Executive Committee nominations, and to all members inviting them to the AGM. DL asked for an invite as he hadn't received one.

DS stated that he hoped that the meeting would quickly resolve the pending questions on the County constitution.

At this point SW was thanked for attending and left the meeting.

7 Finance Board Setup

Ds reported that one person is interested in joining the Finance Board as Chair.

8 Volunteer Expenses Policy

The papers had been circulated ahead of the meeting. DS is to amalgamate the existing draft policies. IH suggested that the new Staff Handbook be used to coincide with Staff policy with respect to expense payments.

9 Outstanding Loan Applications

DS to create a new policy for Loan / Grant applications. IH to inform REDACTED and REDACTED of the Executive Committee decision to put on hold all grant applications to allow a new grant / loan process to be developed

10 Safety

IH reported that there were no safety issues at MH. DS reported that he had revoked 1 Leader Adventurous Activity Permit for operating outside the scope of the permit. DS will be checking the wording on future permits for clarity

11 Funding Support for World Scout Moot 2017

The papers had been circulated ahead of the meeting. Approval was given to contribute £150 to each attendee and up to £300 in cases of hardship.

12 Any Other Business

IH commented that the signatories for CAF Bank should be of high priority. KR said he will speak to Stu, when he returns from holiday, to see if the forms have been posted.

Next Meeting: Wednesday 7 December 2016

Venue: Moor House Adventure Centre