

**18TH Edmonton Scout Group Executive Meeting
Monday 11th September 2006 at 8.00p.m.**

Present: Paul Symons (PS) Chairman/Quartermaster
Lilian Cooper (LC) GSL
Richard Clark (RC) Secretary
Barbara Barnicoat (BB)
Sue Bateman (SB)
Rob Bruce (RB) Treasurer
Claire Gopoulos (CG)
Brenda Kennedy (BK)
Ian Kirby (IK)
Heather McIsaac-Hall (HMH)
Mike Morrisey (MM)
Pat Powell (PP)
Ben Saul (BS) Transport Manager

1.	<p>Apologies for Absence Apologies were received from Jan Ballett (JB,) Lucy Bragg (LB), Dave Edwards (DE) and Sally Symons (SS).</p>	
2.	<p>Minutes of the Last Meeting The minutes of the meeting held on 5th June 2006 were agreed and signed by the Chairman as being a correct record.</p>	
3.	<p>Matters Arising</p> <p>3.1 There were no matters arising which are not covered elsewhere in the minutes.</p> <p>3.2 The first set of numbers for the 100 Club have been drawn. Winners were: 1st prize £60 Mr Cooper, 2nd prize £40 Mr D Edwards and 3rd prize £20 Mrs J Jackson.</p> <p>3.3 The ‘Leaders & Helpers Expenses Policy’ was reviewed and approved with one addition: wording will be added to specify that Section Leaders and Chair will be provided with photocopying facilities at Group expense.</p> <p>(BK and HMH arrived.)</p>	PS
4.	<p>Health & Safety</p> <p>4.1 There have been no serious incidents since the last meeting.</p> <p>4.2 PS detailed the new ‘Seat Belt & Child Restraint Regulations’ coming into force on 18th September 2006. The minibus will not be a problem (unless we have beavers or cubs in the front, which we will avoid doing), however we will need to bear this regulation in mind if putting children in cars, except for cases of unplanned emergency. It was decided that adding ‘bring your own booster seat’ to the camp kit checklist would probably be the best way of handling this situation.</p>	PS

4.3	With regard to the ‘Regulatory Reform (Fire Safety) Order 2005’, coming into force from October 2006, PS reported that we need to ensure a risk assessment for fire safety has been done for the hall. LC will check with the Church Stewards whether this has been done, or, if not, whether this is planned. (CG can provide a template if required.)	LC
5.	Resources	
5.1	The Transport Manager did not request any expenditure.	
5.2	The Quartermaster did not request any expenditure, but noted that ropes and blocks for the scouts would be required in the future. He will ascertain prices before proceeding.	PS
5.3	RB has looked through the application pack for the Fund Raising Hut. This allows for an award of between £500 - £5000. We should emphasise the contribution to the church and wider society, not just to the scout group, and use terms like ‘equipment centre’, rather than ‘shed’.	
	PS will provide IK with a rough diagram of what is required, after which IK will look into costs. LC will check if Gilwell have any standard information about the scout constitution, that could be used as part of the application. RB will put through the application once we are ready to proceed with this.	PS IK LC RB
6.	Events Arising	
6.1	It was reported that the boys and girls had enjoyed Summer Camp. Formal thanks for the leaders and helpers were recorded.	
7.	Events Planning	
7.1	Approximately 50-60 people would be attending the forthcoming Family Camp.	
7.2	It was decided that Friday 3 rd November 2006 would be the best date for Firework Night, with start time being 1830 for 1900. RB will purchase fireworks (same spend as last year). PS will check costs, the aim being to charge similar to last year (PS will confirm costs with RB prior to the event). LC will purchase food (hot dogs, burgers, soup) – the number for planning purposes now is 100, although we should have a clearer idea of actual numbers prior to the date itself.	RB PS LC
	BB and CG will help in the kitchen and will ensure prior to the event that they have all the assistance they require. (See also action on CG in Section 8.)	SB CG
	HMH and BS will help to set off the fireworks on the night.	HMH BS
7.3	LC reported that we would be visiting the Lord Mayor’s Show on 11 th November. It was currently assumed that Remembrance Day Parade would be on 12 th November, and the Group Anniversary Service was therefore currently planned for 5 th November.	

8.	<p>Adult Support</p> <p>The Parental Support Letter has been sent out. One parent, Karen Walker, had expressed an interest in joining the Exec Committee, and it was proposed and agreed that she be co-opted onto the Exec Committee with immediate effect.</p> <p>Approximately 15 sets of parents have not replied to the original letter. Of these, it is believed that some children may have left, and that there are some parents who already do actually help out, but are not too efficient when it comes to returning letters. PS will send out a second reminder letter to those parents who fit into neither of the above categories.</p> <p>CG will ask Lorraine Whyte and Denise Barrow to help in the kitchen on Fireworks Night. (PS will provide CG with contact details.)</p> <p>LC reported that Mary Bird would shortly be coming to help out Beavers. She will also help SS out with some of her paperwork/record-keeping.</p> <p>Thanks were formally recorded to Michael Daley for his recent help at Cubs.</p>	PS PS CG PS
9.	<p>60th Anniversary</p> <p>The 60th Anniversary Meal was discussed, with Bush Hill Park Tennis and Bowls Club on Saturday 18th November, with a 1930 for 2000 start, being the required location and date. It was decided that we should have a mixture of hot and cold buffet, and that we should aim for a price of around £15 per ticket, with the budget for food being around £13 per head. The event will be adults only. The ‘working’ number expected is 50 – 60 people.</p> <p>The following actions were set:</p> <ul style="list-style-type: none"> • MM will check if the hall is free that evening, and, if so, give the Club indicative numbers and go ahead and book the hall. • Subject to MM booking the hall, HMH will confirm the booking with the caterer (whom she has already checked is available that day) and give the caterer indicative numbers. She will also arrange for the caterer to visit the Club to look at the kitchen. • MM will liaise with HMH re cost per head (and, as necessary, about the meal organisation in general). • HMH will prepare text re the meal to go into the Newsletter. • PS will prepare a flyer, with reply slip attached. 	MM HMH MM HMH PS
10.	<p>Any Other Business</p> <p>LC reported that the Enfield Methodist Circuit has produced a calendar for 2007, featuring some of our children. These are for sale at £3 each.</p> <p>We need to obtain some more T-Shirts as follows:</p> <ul style="list-style-type: none"> • 12 small red, size: 30/32 • 12 small blue, size: small adult • 12 small blue, size: 35/36 (subject to this size being available in blue). <p>IK will be responsible for purchasing these, and will liaise with BS, who will look into cost-saving possibilities.</p>	IK BS

	<p>LC will contact Waitrose re bag packing at Christmas. It was agreed that our chosen charity for this year will be Noah's Ark Children's Hospice, a local charity.</p> <p>RB reported that a letter of thanks for our £300 donation had been received from Richard House Hospice.</p> <p>PS will remind everybody about the sunflower competition in the forthcoming Newsletter.</p> <p>SB will be arranging pantomime tickets. December 8th is the preferred date.</p>	<p>LC</p> <p>PS</p> <p>SB</p>
11.	<p>Date Of Next Meeting Monday 6th November 2006 at 8.00pm in the Garden Room.</p>	All