

# 18<sup>TH</sup> Edmonton Scout Group Executive Meeting

## Monday 19<sup>th</sup> September 2011 at 8.00p.m.

Present:	Dave Edwards (DE)	Chair
	Paul Symons (PS)	GSL
	Dave Fox (DF)	Treasurer
	Richard Clark (RC)	Secretary
	Ian Kirby (IK)	Quartermaster
	Jo Allen (JA)	
	Sue Bateman (SB)	
	Heather Connor (HC)	
	Anna Gill (AG)	
	David Jackson (DJ)	
	Heather McIsaac-Hall (HMH)	

0.	<p><b>Introductions</b> DF was welcomed to the Group Executive and introductions were made.</p>	
1.	<p><b>Apologies for Absence</b> No apologies were received. Absent: Karen Cook (KC).</p>	
2.	<p><b>Minutes of the Last Meeting</b> The minutes of the meeting held on 6<sup>th</sup> June 2011 were agreed and signed by the Chairman as being a correct record.</p>	
3.	<p><b>Matters Arising</b></p>	
3.1	<p>Re the Church Fire Risk Assessment, DE still has action to prepare a single page Assessment for the Scout Group, which will reference the Church Assessment wherever possible and also contain any Scout Group-specific information.</p> <p>The move to use of CAF Bank is with DF as an inherited action from Nicola. DF to consider if there is any advantage in moving, with the initial focus on the possibility of using this for subs. DF mentioned that a recent Questionnaire from the Scouting Association had been looking into the possibility of setting up banking for Scouts – although it was early days and nothing may emerge from this, it could be worth waiting to see. PS explained that the main reason for this possible move had been the ability to pay Leaders’ expenses promptly.</p>	DE  DF
	<p>Re the huts not currently being insured, it has been ascertained that the Group does not have Public Liability Insurance, as it does not own the premises. DF reported that the insurance was in the order of £700 last time. DF will find out what needs doing to insure the equipment and PS, who is working on a list of items/indicative prices, will provide DF with a ballpark for equipment value.</p>	DF / PS
3.2	<p>2 actions have been taken on the committee’s behalf since the last meeting:</p> <ul style="list-style-type: none"> <li>• DE has had tyre on minibus replaced and tyre pressures checked</li> <li>• PS has set up shop2fundraise on the Group website in order to raise funds.</li> </ul>	

3.3	<p>It was agreed that shop2fundraise should be advertised wherever possible on literature sent out to parents in order to publicise this as much as possible.</p> <p>Re the numbers draw, PS reported that this was not making any money and that there was a potential loss of £35 on the June 2011 draw, which had not yet been drawn. (Historical profits were: June 2009 £145, December 2009 £60, June 2010 £80, December 2010 zero.) It was therefore agreed that the draw should be stopped with immediate effect, that no June 2011 draw should take place, and that money should be refunded appropriately.</p>	PS
3.4	<p>It was agreed that the Group would continue with ShelterBox as their charity for this year. It was noted that no donations had been made to ShelterBox last year.</p>	PS
4.	<p><b>Health &amp; Safety</b> There have been no serious incidents since the last meeting.</p>	
5.1	<p><b>Resources</b> Re transport, discussion was again dominated by the Low Emission Zone policy coming into force on 3<sup>rd</sup> January 2012.</p> <p>PS reported that the Leaders Meeting had felt that a minibus was more important than a van, although this should not preclude purchase of a van ahead of a minibus should a feasible opportunity arise for the Group to acquire a van.</p> <p>PS will advertise both existing vehicles on Escouts, as Group preference is to give the vehicles away rather than scrap them if possible.</p> <p>Re the van, DE and PS have spoken to a father who is prepared to give the Group a compliant van and will strip off any required parts from the old van. He will also get rid of the old van for the Group if required and it was agreed that he could have the scrap value should this option be selected. It was agreed that the current van insurance should be renewed in October and then transferred over to the new van once acquired.</p> <p>Re the minibus, it was agreed that this should ideally be disposed of before the miscellaneous expenses coming up in October (including service, insurance and MOT). In terms of looking for a replacement minibus, the following actions were agreed:</p> <ul style="list-style-type: none"> <li>• HC to investigate whether the Enfield Residents' Priority Fund might cover purchase of a secondhand minibus.</li> <li>• IK to look at prices for secondhand minibuses, ideally for driver and 16 passengers, requiring D1 Licence. A site in Harlow is recommended as a possible starting point.</li> </ul> <p>Finally, it was noted that Enfield Community Transport hire out minibuses at £25 per day plus petrol.</p>	PS          HC IK
5.2	<p>There was no request for expenditure on equipment.</p>	
5.3	<p>The Leader situation is as follows:</p> <ul style="list-style-type: none"> <li>• Beavers – Jane has left, and Vicky Green is now running the Colony. Kevin Bragg is completing a form to become Assistant Beaver Leader. AG is happy to help out where</li> </ul>	

	<p>possible and has provided Vicky with her mobile number. Mary is still around, with Pat acting as mentor. Despina’s intention remains to return to Beavers in due course (approximately 12 months’ time).</p> <ul style="list-style-type: none"> <li>• Cubs – Sally remains Cub Scout Leader, with Kevin Bird due to become Assistant Cub Scout Leader once his CRB check has been completed. Simon is Pack Assistant and there are 2 Young Leaders.</li> <li>• Scouts – Graham is now running the Troup, with Cheryl as Assistant Scout Leader and Pete as Troup Assistant.</li> </ul> <p>PS stressed that the Group needs to look specifically for more Leaders for the Beaver Team, but also everywhere else.</p> <p>HC commented that section numbers were down and PS replied that he hoped Beaver numbers would rise now that Vicky was in charge.</p> <p>HC said that “Bring a Friend” had been successful, and PS will try this again.</p> <p>It was noted that Raglan could put an item in their Newsletter if asked, and that there was the possibility of advertising the Group via a school assembly.</p>	<p>ALL</p> <p>PS</p>
<p>6. 6.1</p>	<p><b>Policies</b></p> <p>As requested at the last meeting, the Sectional Accounts Policy was reviewed and the following changes agreed:</p> <ul style="list-style-type: none"> <li>• Policy to be renamed to “Accounts Policy”</li> <li>• “may” to become “will” and the word “probably” to be removed in the ‘Budgets’ section</li> <li>• “plus repairs” to be added in addition to vehicle fuel in the ‘Group Funding’ section</li> <li>• A “GSL” section to be added, stating that GSL and Chair will be allowed a spending limit of £150 per spend, except for events, when larger sums will be allowed. Expenditure over this limit will have to be agreed by a majority of the Exec Committee.</li> </ul> <p>PS will circulate an updated version of the Policy for review.</p> <p>Next formal review date will be September 2013.</p>	<p>PS</p>
<p>7. 7.1 7.2 7.3</p>	<p><b>Events Planning</b></p> <p><i>Anniversary Service (Sunday 6<sup>th</sup> November)</i> Anniversary Service will be held on the first Sunday in November.</p> <p><i>District Fireworks (Saturday 5<sup>th</sup> November)</i> This event will again be held in the Town Park and PS is looking for volunteers to assist with stewarding. This event is a large fundraiser for the District.</p> <p><i>Lord Mayor’s Show (Saturday 12<sup>th</sup> November)</i> This will again be held as a family event. The London Transport Museum at Covent Garden will be the venue for the afternoon. Sally is looking into group rates (normal costs are £13.50 for adults, with children free).</p>	<p>ALL</p>

<p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p>	<p><i>Remembrance Day Parade (Sunday 13<sup>th</sup> November)</i> PS is making the working assumption that there will be a Service in Edmonton in the morning, which will be a Group event. Leaders are welcome to join PS and Sally at the Enfield Service in the afternoon. PS believes that the Enfield Band will be at Edmonton for the morning Service.</p> <p><i>Panto- Aladdin at the Intimate Theatre (Friday 9<sup>th</sup> December)</i> The Group will be attending what will be First Night and will continue to use the balcony. Two Young Leaders are in the production.</p> <p><i>Family Quiz Night (Friday 20<sup>th</sup> January)</i> This will take place in the Hall to raise money for ShelterBox.</p> <p><i>Group Sponsored Event 2012</i> The possibility of repeating the Bridge Walk as a fundraising event in 2012 was discussed. This involves crossing 10 London bridges, commencing at Tower Bridge, with Beavers able to drop out earlier if necessary. It was agreed that this event should take place, with proceeds going towards the cost of a new minibus.</p> <p><i>Bag Packing</i> In response to HC's question, PS replied that Bag Packing at Waitrose seemed to have died a death. Bag Packing had been very profitable at Christmas. It was noted that Sainsbury's are the official sponsors of the Scout Association. PS agreed to look into possibilities in this respect.</p>	<p>PS</p>
<p>8.</p>	<p><b>Any Other Business</b> HC wanted the Leaders to be reassured that they should still go ahead and plan external activities regardless of the vehicle situation and that the Group Exec would find ways of supporting any such activity.</p> <p>Jackpot Dice raised £126 at the Raglan Summer Fete, of which £63 (half) has been given to Raglan.</p> <p>PS has acceded to a request from the Assistant District Commissioner of Scouts to borrow the Group's Party Tent to use for his wedding reception.</p>	
<p>9.</p>	<p><b>Date of Next Meeting</b> Monday 7<sup>th</sup> November 2011 at 8.00pm in the Garden Room.</p>	

# Executive Committee Information Sheet

## 19<sup>th</sup> September 2011

**Actions taken on committee's behalf since last meeting:**

By GSL	Set up Shop2Fundraise to raise funds through online shopping by supporters.
By Chair	
By Others	

**Health and Safety:**

Reportable Incidents	None
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**From the Leaders:**

	Beavers	Cubs	Scouts
Numbers in section	7	18	20
Number on link to next section	0	3	0
Other information from GSL	Have vacancies mainly in Beaver and Cub sections. Cub numbers are down mainly because Beaver Colony has been small.		

**From Treasurer:**

	Investments	Current	Petty Cash
Balance on accounts	£4216.31	£4613.51	£186.10
Income since last meeting	£8.56	£905.00	£166.46
	Beavers	Cubs	Scouts
Section Balances	£263.40	£343.04	£471.12
Other information from Treasurer	£900 various van expenses to pay & £325 AA cover to pay from current account balance.  Income includes £400 received for an insurance claim on minibus.		

**Resources Reports:**

Transport	We have an offer of a replacement van which will meet the new emissions requirements. Insurance cover now in place for community use.
Equipment	Nothing to report.