

18TH Edmonton Scout Group Executive Meeting Monday 7th November 2011 at 8.00p.m.

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| Present: | Dave Edwards (DE) | Chair |
| | Paul Symons (PS) | GSL |
| | Dave Fox (DF) | Treasurer |
| | Richard Clark (RC) | Secretary |
| | Jo Allen (JA) | |
| | Sue Bateman (SB) | |
| | Heather Connor (HC) | |
| | Karen Cook (KC) | |
| | Anna Gill (AG) | |
| | David Jackson (DJ) | |

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| 1. | <p>Apologies for Absence Apologies were received from Ian Kirby (IK) and Heather McIsaac-Hall (HMH).</p> | |
| 2. | <p>Minutes of the Last Meeting The minutes of the meeting held on 19th September 2011 were agreed and signed by the Chairman as being a correct record.</p> | |
| 3. | <p>Matters Arising</p> | |
| 3.1 | <p>Re the Church Fire Risk Assessment, DE has produced a draft, which he has just mailed to PS, asking for his feedback.</p> <p>The move to use of CAF Bank remains with DF.</p> <p>Whilst shop2fundraise is now advertised on the front page of the Group website, PS is not aware of any income to date, although JA commented that she has been using this facility. PS will monitor the situation.</p> <p>The action to refund appropriate monies relating to the numbers draw remains with PS.</p> <p>The updated Sectional Accounts Policy was circulated for review by PS and the new agreed version is now on the Group website.</p> <p>Re “Bring a Friend”, Sally Symons has been encouraging children to bring friends along and continue to do so.</p> | <p>DE / PS</p> <p>DF</p> <p>PS</p> <p>PS</p> |
| 3.2 | <p>All of the actions taken on the committee’s behalf since the last meeting relate to transport, and are covered in Section 5.1 of these minutes.</p> | |
| 3.3 | <p>Re huts and equipment insurance, DF and PS have measured up the huts, and feel that the quote for minimum insurance from Unity is excessive. The quote from Bluefin, the Group’s previous insurers, is £739 for a year for buildings plus contents insurance, and £421 for a year for buildings only insurance.</p> | |

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| | <p>It is estimated that the huts would incur a rebuild cost of approximately £2,500 each, and that total contents are in the order of £10,000 – £12,000, although in practice the Group would not replace everything and an estimate of £8,000 is therefore considered reasonable.</p> <p>It was proposed that, due to the level of the insurance premium, the Group made a conscious decision NOT to insure the huts and equipment and instead created a separate contingency fund, putting money into this fund each year. Considerable discussion then took place, during which it was noted that there was no recollection of any equipment claims having been made over the past 10 years, and PS commented that, regardless of the decision, there was still some work that <u>had</u> to be done, e.g. equipping the huts with bigger bolts.</p> <p>Whilst there was general discomfort around the principle of not having insurance, HC’s proposal was in the end unanimously agreed by all present, and the following arrangements agreed:</p> <ul style="list-style-type: none"> • A separate account will be set up for this contingency fund – DF will find the most suitable account from an interest point of view. (It was agreed that the Building Society account, which holds a minimal balance, could initially be used for this purpose.) • An initial £1,500 will be transferred into the contingency fund, representing £750 for this year and £750 saved from not insuring the huts and equipment last year. • £750 will be paid into the contingency fund each year unless: <ul style="list-style-type: none"> ○ the balance of the fund is already at least £10,000 (the “cap”), in which case no further money will be paid into the fund or ○ the balance of the fund is between £9,250 and £10,000, in which case the difference between fund balance and £10,000 will be paid into the fund. <p>RC’s suggestion that a Policy document be created, in which the Exec Committee would document these arrangements, and the rationale behind them, was agreed. RC will create this Policy, and bring it to the next meeting for review.</p> | <p>DF</p> <p>RC</p> |
| 4. | <p>Health & Safety There have been no serious incidents since the last meeting.</p> | |
| 5. 5.1 5.1.1 | <p>Resources</p> <p>Re transport, events have yet again been dominated by the Low Emission Zone policy coming into force on 3rd January 2012. DE reported that both vehicles had been sold with their road tax for a total of £650, and he expected to receive slips confirming change of ownership in around 4 weeks’ time.</p> <p><i>Van</i> The new van is insured (drivers must be over 25) and is expected shortly – it has not yet been delivered as internal partitions are being installed. It was noted that insurance was for Scout use only, and that people using the van on non-Scout business would need permission and would have to drive on their own insurance. DE will speak to James, who donated the van and would like to use it occasionally, to explain this to him.</p> <p>Thanks were recorded to James for his kind donation.</p> | <p>DE</p> |

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| <p>5.1.2</p> | <p><i>Minibus</i></p> <p>HC informed the meeting that she was in the process of applying for a grant from the Residents Priority Fund and had been asked to provide more information to back up her original submission. HC has asked for £20,000, which represents the approximate cost of a brand new minibus. HC thanked everybody who had helped her with this process, and PS reiterated these thanks.</p> <p>It was noted that regulations may well be tightened further in 2015. HC stated that minibuses dated 2011 onwards were believed to meet these regulations.</p> <p>RC distributed the Minibus Replacement Discussion Paper that IK had compiled. It was agreed to wait and see if the grant application was successful before considering this paper further.</p> <p>HC believed that a decision was likely before Christmas and felt that a further meeting, entailing either a sub-committee meeting or an extraordinary Group Exec meeting, was likely to be required at this point. It was agreed that HC should contact PS at this point and PS would arrange a meeting with the appropriate attendees. Amongst other items, this meeting should cover insurance matters (e.g. is additional insurance required for community use?) and Small Bus Permit, for which it was believed information exists on the internet.</p> | <p>HC / PS</p> |
| <p>5.2</p> | <p>There was no request for expenditure on equipment.</p> | |
| <p>5.3</p> | <p>Re the Leader situation, PS reported that there were now one Leader, one Assistant Leader and one Sectional Assistant Leader in each team, plus two Young leaders in both Beavers and Cubs. Despite this, however, PS remains constantly on the lookout for Leaders. (PS noted that Young Leaders do not count when calculating adult to child ratios.)</p> <p>It was noted that parental help was not great at present, although it was felt that this may be because parents perceive that less help is required due to the obvious numbers in the Leadership Team.</p> | |
| <p>6. 6.1</p> | <p>Policies</p> <p>The Child Protection Policy was reviewed. There was considerable discussion over whether the Group needed to do more to prove that all helpers had read the yellow card, with HC suggesting that it might be prudent to ask people to sign to say they had read and understood this. One concern raised was that having to physically sign something might deter people from volunteering as helpers. DJ expressed concern that signing could lead to uncertainty about the degrees of individual responsibility. It was therefore finally agreed to make just one change:</p> <ul style="list-style-type: none"> • “neglect” to be added at the front of the list currently containing “physical, sexual and emotional harm”. <p>Next review date will be November 2012.</p> <p>PS will look into creating a link on the Group website to the Child Protection Guide for Parents.</p> | <p>PS</p> <p>PS</p> |

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| 6.2 | <p>The Transport Policy was reviewed and the following changes agreed to the “Charges (external) Section:</p> <ul style="list-style-type: none"> • “expects to receive a donation” should become “would appreciate a donation” • A full stop to occur after “after use” and the next sentence to start “The GEC suggests a donation of £40 per day”. <p>Next review date will be January 2012.</p> | PS |
| 7. 7.1 | <p>Events Review <i>Anniversary Service (Sunday 6th November)</i> This was felt to have been a very enjoyable Service, and DJ commented that the use of microphones had worked well.</p> | |
| 8. 8.1 8.2 8.3 8.4 8.5 | <p>Events Planning <i>Lord Mayor’s Show (Saturday 12th November)</i> PS reported that he was planning to cancel this event, due to lack of response.</p> <p><i>Remembrance Day Parade (Sunday 13th November)</i> There will be a Service in Edmonton in the morning, which will be a Group event.</p> <p><i>Panto- Aladdin at the Intimate Theatre (Friday 9th December)</i> Tickets are now available from PS.</p> <p><i>Boxing Day Football (Monday 26th December, 1030)</i> This event will be taking place, weather permitting, with refreshments to follow.</p> <p><i>Bag Packing</i> PS will consider whether there are any opportunities in this respect and will consult the Leaders.</p> | PS |
| 9. | <p>Any Other Business Mark Dowsett, the District Commissioner, visited the meeting briefly to present RC with the Chief Scout’s 5 Year Service Award and thank him for his efforts on behalf of the Group.</p> <p>PS presented JA with a Thanks Badge and thanked her for all of her hard work.</p> <p>DE raised concern that the Group might be unfairly acquiring a reputation for being “over-religious”. It was felt that there will always be comments of this nature made from time to time, and that there was nothing that could especially be done to address this immediately. It was noted that the best way of overcoming this type of comment was via generating lots of positive experiences which would then be reported back to parents and friends by the children themselves.</p> | |
| 10. | <p>Date of Next Meeting DE will issue dates of all 2012 meetings in the near future.</p> | DE |

Executive Committee Information Sheet

7th November 2011

Actions taken on committee's behalf since last meeting:

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| By GSL | |
| By Chair | Sold both vehicles with their road tax (11 months total) for £650.00. Both will be used again: they'll be going to Ireland. Minibus to a children's home, van probably to a farm. |
| By Others | Heather Connor has applied for a grant from the Community Development Fund for a new minibus. |

Health and Safety:

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| Reportable Incidents | None |
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From the Leaders:

| | Beavers | Cubs | Scouts |
|--------------------------------|---------|------|--------|
| Numbers in section | 9 | 11 | 24 |
| Number on link to next section | 0 | 0 | 0 |
| Other information from GSL | | | |

From Treasurer:

| | Investments | Current | Petty Cash |
|----------------------------------|---|----------|------------|
| Balance on accounts | £4097.60 | £5014.39 | £229.60 |
| Income since last meeting | £17.21 | £1560.00 | £42.70 |
| | Beavers | Cubs | Scouts |
| Section Balances | £450.00 | £530.00 | £442.69 |
| Other information from Treasurer | £900 of various vehicle expenses to pay | | |

Resources Reports:

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| Transport | New van donated by a parent will be arriving shortly, once internal partitions from the old van have been installed and a lock repaired. |
| Equipment | Decision needed on equipment insurance. |