

## 18<sup>TH</sup> Edmonton Scout Group Executive Meeting Monday 16<sup>th</sup> January 2012 at 8.00p.m.

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)	
	Ian Kirby (IK)	

1.	<b>Apologies for Absence</b> Apologies were received from Heather McIsaac-Hall (HMH).	
2.	<b>Minutes of the Last Meeting</b> The minutes of the meeting held on 7 <sup>th</sup> November 2011 were agreed , with one small amendment to be made: <ul style="list-style-type: none"> <li>• “SS” should be replaced by “Sally Symons”.</li> </ul>	PS
3. 3.1	<b>Matters Arising</b> <p>Re the Church Fire Risk Assessment, DE and PE issued a draft working version and ran through changes that needed making to this. PS will circulate the updated document for comments.</p> <p>Re the move to use of CAF Bank, DF is in the process of getting information together. An initial £1,000 deposit is required, and it was agreed to defer paying this until all minibus-related costs had been accounted for.</p> <p>PS reported that shop2fundraise pays quarterly plus 60 days in arrears. To date, £42.09 has been raised for the Group.</p> <p>PS has completed the action to refund appropriate monies relating to the numbers draw.</p> <p>DF is using the Nationwide Account with previous minimal balance as the Huts &amp; Equipment Insurance contingency fund. £1,500 has been deposited into this Account.</p> <p>DE has spoken to James, who donated the van, to check that he was aware that people using the van on non-Scout business would need permission and would have to drive on their own insurance. DE reported that James was already aware of this.</p> <p>PS has added a link on the Group website to the Child Protection Guide for Parents</p>	PS  DF
3.2	There have been no actions taken on the committee’s behalf since the last meeting.	

4.	<p><b>Health &amp; Safety</b> There have been no serious incidents since the last meeting.</p>	
5.  5.1	<p><b>Resources</b></p> <p>Re transport, PS reported that, thanks to all the hard work of HC, Enfield Council would be providing a grant £20,000 towards the cost of a new minibus. This money needs to be used by the end of March.</p> <p>The grant has to be formally accepted and HC is aiming to do this (with the assistance of DE if required) by Friday 20<sup>th</sup> January.</p> <p>DE reported that he has received the slips confirming change of ownership for both the old van and the old minibus. He added that the new van apparently has at least one leak.</p> <p>PS stated that the Small Bus Permit <u>is</u> transferrable to the new minibus.</p> <p>DF has received a quote from Unity of £671 for minibus insurance, which includes community use.</p> <p>[SB arrived]</p> <p>Re purchase of new minibus, IK and DF have received some initial quotes around the £24,000 mark, including VAT. IK/DF agreed to progress this and come back to the Group with a proposal by end-January. Everybody needs to respond to this proposal within one week of receipt.</p> <p>PS will put Jim Bailey, the GSL of the 19<sup>th</sup> Enfield Group, in touch with IK and DF. 19<sup>th</sup> Enfield have also received a grant and PS feels it is worth looking into the possibility of a discount if 2 minibuses are purchased from the same supplier. (19<sup>th</sup> Enfield are currently working with a contact at Dagenham Motors.)</p> <p>Criteria for the minibus were discussed, and the following ideal criteria were agreed:</p> <ul style="list-style-type: none"> <li>• 17 seats</li> <li>• Medium roof (as opposed to High)</li> <li>• Under 3.5 tonnes (to allow everyone to drive)</li> <li>• Power steering</li> <li>• Red (Group) colour preferred, but must be ‘non-hideous’.</li> </ul> <p>(There are other options apart from Fords, although DF believes that Fords are the cheapest.)</p> <p>HC will investigate the rules surrounding D1 category on the driving licence.</p> <p>PS will investigate the possibility of going into partnership with a school, to share running costs. Keys Meadow will be given first refusal, with Raglan second, although possibly both could be involved. An initial trial year may be an option. PS added that the Scout Band were highly likely to want to borrow the minibus.</p>	<p>HC (DE)</p> <p>IK / DF ALL</p> <p>PS</p> <p>HC</p> <p>PS</p>

5.2	There was no request for expenditure on equipment.	
5.3	<p>Re the Leader situation, PS reported that there were no major changes. John Symons has put in an application for Sectional Assistant and Simon Fouracre will be an un-uniformed Sectional Assistant.</p> <p>PS reported that the District would be paying membership subscriptions for all adults within Groups covered by the District, due to a highly-successful Fireworks Night, in addition to providing £10 per head subsidy for District Camp. With this in mind, he asked for permission to purchase red waterproof jackets, with logos, for all Leaders – this would be approximately 9 jackets at £24.99 each. The Exec gave permission for PS to proceed with purchase of the jackets immediately.</p>	PS
6.	<b>Policies</b>	
6.1	The draft Hut & Equipment Insurance Policy prepared by RC was reviewed and agreed with no changes required. PS to add to Group website. Next review date will be January 2014.	PS
6.2	<p>The Transport Policy was reviewed and the following changes agreed:</p> <ul style="list-style-type: none"> <li>• Add wording to state that anybody who borrows the minibus will need to ensure that they hold their own Small Bus Permit</li> <li>• Add wording to state that the minibus will continue to be insured for community use</li> <li>• “Charges (internal)” to be re-named “Running Costs”</li> </ul> <p>PS will make amendments and issue to everyone ahead of a further formal review at the next meeting.</p>	PS
7.	<b>Events Review</b>	
7.1	<p><i>Boxing Day Football (Monday 26<sup>th</sup> December)</i></p> <p>This event had been enjoyable, although turnout had been relatively small.</p>	
8.	<b>Events Planning</b>	
8.1	<p><i>Wellie Walk (Saturday 12<sup>th</sup> February)</i></p> <p>The Wellie Walk will take place after February Church Parade at Cuffley Great Wood. Attendees will need to provide their own transport.</p>	
8.2	<p><i>AGM (Friday 18<sup>th</sup> May)</i></p> <p>The proposed date for this year’s AGM was agreed.</p>	
8.3	<p><i>Sponsored Bridge Walk (Sunday 15<sup>th</sup> July)</i></p> <p>PS informed the meeting of the date of the Sponsored Bridge Walk. He added that, whilst it had been previously decided that this event would help to raise money towards a new minibus, this was before the £20,000 grant had been obtained, and asked whether the Exec now wished to amend this decision. It was decided to leave this decision until the next meeting, when more would be known about the cost of the minibus.</p>	
8.4	<p><i>Quiz Night</i></p> <p>It was agreed that the Group would again run this event in the hall at Bush Hill Park Bowls, Tennis &amp; Social Club, with attendees needing to be 14 or over (to allow Explorers</p>	PS

	<p>to participate). PS will ask Keith Kimber if he is able to be quizmaster once again, and look into a suitable date around late-February/March.</p> <p>RC will purchase raffle prizes to the value of £20.</p>	RC
8.5	<p><i>Big Adventure Camp (Saturday 2<sup>nd</sup> June – Tuesday 5<sup>th</sup> June, Scout Park)</i>  Beavers will be camping for one night. PS will need help to put together a new catering team.</p> <p>PS stated that hiring a hall may add to the cost of the event, and asked if the Exec would be prepared to underwrite the cost of adults, given that one of the Camp's aims is to attract new adults into Scouting. This was agreed in principle, with PS being asked to bring this to the next meeting for formal approval.</p>	PS
8.6	<p><i>District Olympic Camp (Friday 22<sup>nd</sup> June – Sunday 24<sup>th</sup> June, Tolmers)</i>  As stated above, the District will be putting £10 per head into this event. Beavers will again be camping for one night.</p>	
9.	<p><b>Any Other Business</b>  PS reported that the Playgroup should be paying £1 per week rent for their section of the Ron Bird Memorial Hut, however payment is now 8 months in arrears. DF will send a letter re this to the appropriate Playgroup leaders.</p> <p>CRB checks are required for KC and IK. DJ will attempt to locate his recent CRB form and PS will check this out with the District if he is unable to do so.</p>	DF  KC / IK DJ / PS
10.	<p><b>Date of Next Meeting</b>  Monday 5<sup>th</sup> March 2012 at 8.00pm in the Garden Room.</p>	

# Executive Committee Information Sheet

## 16<sup>th</sup> January 2012

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

By GSL	
By Chair	
By Others	

**Health and Safety:**

Reportable Incidents	None
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**From the Leaders:**

	Beavers	Cubs	Scouts
Numbers in section	10	13	24
Number on link to next section	1	3	0
Other information from GSL	One child currently trying Cubs out		

**From Treasurer:**

	Investments	Current	Petty Cash
Balance on accounts	£4,097.60	£4,214.57	£219.60
Income since last meeting	Nil	£1553	-£10
	Beavers	Cubs	Scouts
Section Balances	£526.80	£528.93	£292.92
Other information from Treasurer	In addition to the above funds the Nationwide account is now our Insurance fund and has a balance of £1627.37. This is made up of £127.37 previous balance plus £1500 from the current account.		

**Resources Reports:**

Transport	£20,000 grant now approved by Enfield Council for a new minibus.
Equipment	