

## 18<sup>TH</sup> Edmonton Scout Group Executive Meeting Monday 17<sup>th</sup> September 2012 at 8.00p.m.

Present:	Heather Connor (HC)	Chair
	Paul Symons (PS)	GSL
	Dave Fox (DF)	Treasurer
	Graham Reid (GR)	Scout Leader
	Richard Clark (RC)	Secretary
	Ian Kirby (IK)	Quartermaster
	Dave Edwards (DE)	Transport Manager
	Jo Allen (JA)	
	Anna Gill (AG)	
	David Jackson (DJ)	
	Karli Turner (KT)	

1.	<b>Apologies for Absence</b> Apologies were received from Stuart Butcher (SB) and Mark Dowsett (MD). Absent: Karen Cook (KC).	
2.	<b>Minutes of the Last Meeting</b> The minutes of the meeting held on 11 <sup>th</sup> June 2012 were agreed and signed by the Chairman as being a correct record.	
3. 3.1	<p><b>Matters Arising</b></p> <p>Re the move to use of CAF Bank, DF remains in the process of getting information together. As previously minuted, an initial £1,000 deposit is required.</p> <p>PS does require a CRB Form from KC and has a Form to give her to fill in.</p> <p>There is no longer any action with PS relating to LIVE IT leaflets.</p> <p>PS has still to obtain business cards for Section Leaders to give out.</p> <p>HC has emailed the Borough again re putting the Borough logo on the minibus and is now going to wait for her original contact to return from maternity leave after Christmas before chasing again.</p> <p>HC emailed Raglan before the Summer holidays re going into partnership concerning use of the minibus and has recently chased Raglan again. Ongoing.</p> <p>PS stated at the previous meeting that the Group would need to go into the £300 subsidy agreed for the Big Adventure Camp. PS reported that the amount in question had turned out to be £148.26, representing the net loss from a £372.57 profit from District Camp and a £520.83 loss from Diamond Jubilee Camp. (The Sheridan cost of £384 was noted as a major contribution to the latter, however this expenditure was considered a necessity given the uncertainties of the weather.)</p>	<p>DF</p> <p>PS</p> <p>PS</p> <p>HC</p> <p>HC</p>

	<p>PS has just emailed all Leaders asking them to provide him with a copy of their Driving Licenses. (This information will go to the Transport Manager.)</p> <p>DE has still to purchase 2 spare locking wheel nut “keys” for the minibus at a cost of around £15 each.</p> <p>PS has not purchased 2 18<sup>th</sup> Edmonton Scout logos for the front and back of the minibus as further measurements showed these were too big to fit. Action closed for now.</p> <p>HC had previously explained that there were conditions in the minibus grant acceptance papers concerning when the Group would become the true owners of the minibus. HC’s action to bring a draft document containing the salient points to the meeting for review (to be placed on the Group website after approval) was carried forward to the next meeting.</p> <p>3.2 A donation of £50 has been made towards a present for the District Commissioner.</p> <p>Keys Meadow have now signed the Transport Policy.</p> <p>PS has purchased 12 hike tents at £24 each, however 2 have been sent back as they were found to be damaged, so net expenditure has been £240 for 10 tents.</p> <p>HC has submitted a Project Evaluation Form to Enfield Council re the minibus. HC will email this around for people to have a look at.</p> <p>£51.90 has been paid to Raglan School as 50% of the profits from Jackpot Dice at the Raglan Summer Fun Day.</p> <p>A card has been sent on behalf of the Group to the family of Chris Rider, who passed away at Guide Camp. (Nick, her husband, is an ex-member of the 18<sup>th</sup>.)</p> <p>A new “Fire Risk Assessment” has been received from the Church. This has been forwarded to all leaders and put on the Group website.</p> <p>3.3 PS briefed the meeting re Online Scout Manager (see <a href="http://www.onlinescoutmanager.co.uk">www.onlinescoutmanager.co.uk</a>), explaining that this facility had been developed by a Scouter from another group and that it was designed to ease the administrative burden on leaders. There are 3 levels – Bronze (free), Silver (£15 per section per year, free for first 3 months) and Gold (£20 per section per year).</p> <p>PS asked for the Group’s approval to purchase 3 Gold Packages of Online Scout Manager for a trial period of 12 months at a cost of £60. This was approved by the Exec.</p> <p>PS explained that this package <u>could</u> handle subscriptions; however there was agreement with DJ’s observation that it would be best to wait until the Group was definitely committed to using this facility moving forward before proceeding in this respect.</p>	<p>PS</p> <p>DE</p> <p>HC</p> <p>HC</p> <p>HC</p> <p>PS</p>
4.	<p><b>Health &amp; Safety</b> There have been no serious incidents since the last meeting.</p>	

	<p>HC reported that there was now a lot more information relating to safety on the Scouts website (<a href="http://www.scouts.org.uk/safety">www.scouts.org.uk/safety</a>).</p>	
5.	<p><b>Resources</b></p>	
5.1	<p>Re transport, DE reported that £50 had been spent on a MOT for the van and that he had cut a “pole hole” in the van.</p> <p>DE explained that there had been problems with the battery for the van and that James was looking to obtain a new battery free of charge. DE stressed that, battery apart, he was happy with the state of the van and the way it drove.</p> <p>It was agreed not to have the van serviced in the near future, as a service had been carried out just before it was given to the Group.</p> <p>DF reported that AA cover had expired for the van and that the cheapest breakdown cover was priced around £50. As AA cover is applicable for any vehicle for many people, it was agreed it was not worth paying for any further AA cover.</p> <p>HC commented that, whilst the Group was extremely grateful to James for the van, she felt the Group should be looking to raise funds for a new van that fully fits its purpose. She thought that the Group should make a decision at the March 2013 Exec meeting as to whether the van was fit to take to Summer Camp 2013.</p> <p>GR will obtain a sticker for the minibus showing its maximum speed limit.</p> <p>DF will look at minibus insurance – HC will send him details of coach insurance, which may be more comprehensive/offer better value.</p>	<p>GR</p> <p>DF / HC</p>
5.2	<p>Re equipment, PS has purchased 10 hike tents as detailed in 3.2 above. PS has tidied up the store and cannot find 2 large cool boxes – he is not sure whether someone may have borrowed these and will ask the District Commissioner if he has seen any sign of these.</p>	PS
5.3	<p>Re the Leader situation, PS reported that, in the Beaver team, Kevin Bragg was leaving for University, but Despina would be returning in October. Stephen was helping as a Young Leader and Andrew Poole was also helping regularly. In the Cub team, Simon was moving up to Assistant Cub Scout Leader, and Katie was helping out. The Scout team remained unchanged.</p> <p>The Exec reiterated to PS that it had been previously agreed that any leader who now joined the Group should get a red jacket provided as part of their uniform allocation and that Young Leaders should be provided with a red jacket ‘on loan’. There was therefore no need to formally request approval for this type of expenditure.</p>	
6.	<p><b>Policies</b></p>	
6.1	<p>The Health and Safety Policy was reviewed and the following change agreed:</p> <ul style="list-style-type: none"> <li>• Add “in line with current Scouting rules” to the first paragraph after the existing word “manner”.</li> </ul>	PS

	Next review date will be September 2014.	
6.2	The Awards Policy was reviewed and agreed with no changes required. Next review date will be September 2014.	PS
6.3	RC detailed the recent changes made to the Transport Policy. This was again reviewed and agreed with no changes required and RC was thanked for all of his work in helping to create this Policy. Next review date will be September 2013.	PS
6.4	The new Vehicle Use Checklist, to be used in conjunction with the Transport Policy, was reviewed and agreed with no changes required. Next review date will be September 2013.	
	PS will add the Vehicle Use Checklist to the Group website and place some blank copies in both the minibus and van.	PS
	In response to PS's concerns that having to complete this Checklist fully for every journey would become a major bureaucratic overhead (falling largely on his shoulders) it was agreed that the Checklist does NOT need to be completed for every journey and that, even when used, it does not necessarily need to be FULLY completed. Examples of where the Checklist would be required are: <ul style="list-style-type: none"> <li>• An organisation using a vehicle for the first time</li> <li>• A new driver using a vehicle</li> <li>• Use of vehicles under Options B or D, where before and after mileage need to be recorded.</li> </ul> Therefore, for example, there would be no need to use this Checklist for ongoing use of the minibus by a regular driver for Keys Meadow School under Option A.	
7.	<b>Events Review</b>	
7.1	<i>Sponsored Bridge Walk (Sunday 15<sup>th</sup> July)</i> PS reported that approximately 40 people had taken part, and that money was still coming in.	
7.2	<i>Raglan Summer Fun Day (Saturday 7<sup>th</sup> July)</i> Jackpot Dice had made a profit of £103.60 (profit in 2011 was £127.90). PS commented that the Group should always continue to attend this event in order to maintain its profile locally.	
8.	<b>Events Planning</b>	
8.1	<i>District Fireworks (Saturday 3<sup>rd</sup> November, Enfield Town Park)</i> PS explained that this event raises a lot of money (in the tens of thousands of pounds) for the District and that he is again looking for volunteers to assist him with stewarding. RC will be assisting PS.	ALL
8.2	<i>Anniversary Service (Sunday 4<sup>th</sup> November)</i> PS reported that leaders have been asked to give nominations for Section awards.	

	<p>HC and IK (if available) will help with refreshments.</p> <p>Approval was given for PS's mother-in-law to spend approximately £30 on flowers for the Church.</p> <p>8.3 <i>Panto (Friday 7<sup>th</sup> December)</i>  This year's Panto is Snow White and the Seven Dwarves, and two Young Leaders are again in the cast. The Group will be attending on Friday 7<sup>th</sup> December (opening night) and PS has left a message with the box office asking to reserve the balcony as usual.</p> <p>8.4 <i>Lord Mayor's Show (Saturday 10<sup>th</sup> November)</i>  Although last year's event was cancelled due to lack of interest, it has been decided to try to run this event again this year. The possibility of a visit to the Olympic Park has been ruled out due to cost (£216 for tour), so the Group will be visiting the Transport Museum at Covent Garden. This is free for children, with cost for adults being £13, reduced to £8 if part of a group of 10 or more.</p> <p>The Exec granted PS's request for permission to subsidise this event if necessary.</p>	
9.	<p><b>Any Other Business</b>  <i>Additions to Exec Info Sheet</i>  It was agreed that the following standing items should be added to subsequent Exec Info Sheets to provide a clear indication of when tasks were due:</p> <ul style="list-style-type: none"> <li>• Next MOT/Service/Insurance dates for both vehicles</li> <li>• Minibus Permit expiry date</li> <li>• Due date for next transfer of £750 to the Huts &amp; Equipment Insurance contingency fund.</li> </ul> <p><i>Meeting Start Time</i>  It was agreed to start the next meeting 15 minutes earlier at 7.45pm and to review subsequent start times at the next meeting.</p>	PS
10.	<p><b>Date of Next Meeting</b>  Monday 19<sup>th</sup> November 2012 at 7.45pm in the Garden Room.</p>	

# Executive Committee Information Sheet

## 17<sup>th</sup> September 2012

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

By GSL	Card sent on behalf of the group to the family of Chris Rider who passed away at Guide Camp. Nick, her husband, is an ex 18 <sup>th</sup> member. New 'Fire Risk Assessment' received from the church. It has been forwarded to all leaders and put on our web site.
By Chair	
By Others	

### Health and Safety:

Reportable Incidents	None		
Fire Drills Last Done	Beavers 06/07/12	Cubs 14/09/12	Scouts 13/07/12

### From the Leaders:

	Beavers	Cubs	Scouts
Numbers in section	14	13	21
Number on link to next section	2	0	1
Other information from GSL	Vickie Green is arranging for leaflets to go home to Beaver aged Raglan children.		

### From Treasurer:

	Investments	Current	Petty Cash
Balance on accounts	£1,114	£2,414	£188.50
Income since last meeting		(£400)	(£18)
	Beavers	Cubs	Scouts
Section Balances	£192.00	£228.00	£281.00
Other information from Treasurer	£1,627 held in insurance fund.		

### Resources Reports:

Transport	
Equipment	12 tents bought from Millets for £24 each (£288). 2 sent back as damaged £48 refunded.  All old ProAction tents have been disposed of.