

## 18<sup>TH</sup> Edmonton Scout Group Executive Meeting Monday 19<sup>th</sup> November 2012 at 7.45p.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)	
	Stuart Butcher (SB)	
	Anna Gill (AG)	
	David Jackson (DJ)	

1.	<p><b>Apologies for Absence</b> Apologies were received from Mark Dowsett (MD) and Karli Turner (KT). Absent: Karen Cook (KC).</p>	
2.	<p><b>Minutes of the Last Meeting</b> The minutes of the meeting held on 17<sup>th</sup> September 2012 were agreed as being correct.</p>	
3. 3.1	<p><b>Matters Arising</b> 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 has a CRB Form for KC to fill in.</p> <p>PS has obtained business cards and issued these to all 3 Section Leaders.</p> <p>As previously minuted, 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 (she is due back in January) before chasing again.</p> <p>HC has emailed Raglan twice re going into partnership concerning use of the minibus and has received a reply to say that Raglan will be looking into this. Although HC suspects that Raglan are not particularly interested, she will email one more time, attaching the relevant transport documents.</p> <p>PS has emailed all Leaders asking them to provide him with a copy of their Driving Licenses, however DE reported that response has been low. PS will chase again.</p> <p>DE has ordered 2 spare locking wheel nut “keys” for the minibus and these will hopefully arrive within the next 2 –3 weeks.</p> <p>HC has emailed out the Project Evaluation Form that she sent to Enfield Council re the Minibus for people to have a look at.</p>	<p>DF</p> <p>PS / KC</p> <p>HC</p> <p>HC</p> <p>PS</p> <p>DE</p>

<p>3.2</p>	<p>PS has purchased 3 Gold Packages of Online Scout Manager for a trial period of 12 months. The Scouts are making extensive use of this already, with GR finding this very useful.</p> <p>Re obtaining a sticker for the minibus showing its maximum speed limit, GR reported that Dagenham Motors are currently out of stickers and have said they will contact GR next time they get a fleet delivery. There is no ETA at present. It was decided the Group would make a decision as to whether or not to wait for Dagenham Motors to receive a delivery should stickers not have arrived by the January 2013 Group Exec Meeting.</p> <p>HC has sent DF details of coach insurance and he will consider this when minibus insurance is due in March 2013.</p> <p>PS has made all changes to policies that were agreed at the last meeting and RC has checked these. PS has added the Vehicle Use Checklist to the Group website (under “Forms”).</p> <p>PS has placed some blank copies of Vehicle Use Checklist in both the minibus and van.</p> <p>PS has added information re Insurance, Service and Breakdown Cover due dates for both vehicles to the Exec Info Sheet, as well as Minibus Permit expiry date and due date for next transfer of £750 to the Huts &amp; Equipment Insurance contingency fund. PS will now add MOT and Road Tax due date information to the Exec Info Sheet.</p> <p>£58.65 has been received from shop2fundraise. PS will issue a reminder to everybody re shop2fundraise.</p> <p>DF reported that the Sponsored Bridge Walk had raised approximately £672, to be shared equally (approximately £336 each) between the Group and ShelterBox, the Group’s chosen charity. In total, approximately £379 has been raised for ShelterBox to date.</p> <p>No actions have been taken on the Committee’s benefit since the last meeting.</p>	<p>GR</p> <p>PS</p> <p>PS</p>
<p>4.</p>	<p><b>Health &amp; Safety</b></p> <p>There have been no serious incidents since the last meeting.</p> <p>PS informed the meeting that he had added ‘near misses’ to both Group Exec and Leaders Meeting Agendas.</p>	
<p>5. 5.1</p>	<p><b>Resources</b></p> <p>Re transport, an invoice to Keys Meadow has been paid and another has been sent. The County have used the minibus, as have the District.</p> <p>PS and DF will investigate BACS payments and invoicing for vehicle use.</p> <p>DE and DF will pass the vehicles’ registration and insurance documents to RC for safe keeping.</p>	<p>PS / DF</p> <p>DE / DF</p>

	<p>RC will scan the vehicles' registration and insurance documents and work with PS to put the scanned copies onto the Group website.</p> <p>DF will check the warranty on the minibus and ensure that the next service date falls within the terms of the warranty. This next service date will be discussed at the January 2013 Group Exec Meeting.</p> <p>DE reported that James had kindly offered to give the van a small service when he gets a chance. (It was agreed at the September 2012 Group Exec Meet not to spend lots of money having the van serviced in the near future.)</p> <p>5.1.1 HC's document summarising the conditions of grant funding for the minibus was reviewed. The contents were agreed, and RC will remove a couple of typo's, then work with PS to put the updated document onto the Group website.</p> <p>5.2 Re equipment, PS has not been able to track down the 2 missing cool boxes and approval was granted for him to purchase 2 replacement cool boxes at £60 each.</p> <p>PS was granted approval to purchase 15 small first aid kits at £3 each.</p> <p>5.3 Re the Leader situation, PS reported that Simon had been approved by Appointments Committee and was now an Assistant Cub Scout Leader. Despina is now back to help with the running of the Beaver Colony.</p> <p>PS stressed that the Group was still looking for Assistant Leaders in all 3 sections.</p> <p>PS presented DJ with his Group Exec Member Certificate.</p>	<p>RC / PS</p> <p>DF</p> <p>RC / PS</p> <p>PS</p> <p>PS</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><b>Policies</b></p> <p>The Child Protection Policy was reviewed and agreed with no changes required. PS will update the review date information in the footer and RC will check this. Next review date will be November 2013.</p> <p>The Leader &amp; Helper Expenses Policy was reviewed and the following changes agreed:</p> <ul style="list-style-type: none"> <li>• "new Warranted Leaders" to be changed to "all Uniformed Leaders";</li> <li>• Polo shirts and T-shirts for Leaders to be added;</li> <li>• Red jackets for Leaders to be added;</li> <li>• Red jackets on loan for Young Leaders to be added;</li> <li>• Specify that claim form is available on the Group website;</li> <li>• Specify that all claims must be made within 3 months of date of expenditure.</li> </ul> <p>PS will make these changes and RC will check these. Next review date will be November 2014.</p> <p>The Accounts Policy was reviewed and the following change agreed:</p> <ul style="list-style-type: none"> <li>• Specify that all claims must be made within 3 months of date of expenditure.</li> </ul> <p>There was considerable discussion about the final paragraph concerning GSL and Chair day to day expenditure, with the following points covered:</p>	<p>PS / RC</p> <p>PS / RC</p>

	<ul style="list-style-type: none"> <li>• The current wording technically allows GSL and Chair to spend £150 every day of the year! As learned during construction of the current Transport Policy, wording needs to be totally clear and unambiguous, so that there is no danger of any possible future misinterpretations when the original Policy authors are no longer on the Committee.</li> <li>• It is not necessarily just GSL and Chair who may need to spend money.</li> <li>• Differentiation needs to be made between ongoing (routine) expected expenditure (e.g. gas, oil, diesel, petrol, standard vehicle maintenance) – for which it is pre-agreed that expenditure can be made without reference to the Group Exec – and unexpected expenditure (e.g. an excellent bulk discount offer for equipment that is only available for a few days).</li> <li>• There needs to be a checking system in place, with DJ suggesting that expenditure could possibly go ahead if approved by at least 3 out of Chair, GSL, Treasurer and Secretary.</li> </ul> <p>RC will make the one agreed change and also endeavour to re-word the final paragraph appropriately before bringing an updated version of the Accounts Policy to the next Group Exec meeting for further review.</p> <p>It was noted that the link to this Policy on the Group website needs to be renamed from “Sectional Accounts” to just “Accounts”.</p>	<p>RC</p> <p>PS</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><b>Events Review</b></p> <p><i>District Fireworks (Saturday 3<sup>rd</sup> November, Enfield Town Park)</i> PS reported that the crowd had been just under 10,000, down from last year, and that around £25,000 had been raised for the District. DJ commented that he had greatly enjoyed the display, although he had been concerned re congestion near the gates.</p> <p><i>Anniversary Service (Sunday 4<sup>th</sup> November)</i> This event was seen as having gone very well.</p> <p><i>Lord Mayor’s Show (Saturday 10<sup>th</sup> November)</i> PS reported that only about 11 children had attended, mostly with parents. The Group HAD therefore needed to go into its own funds to get Leaders into the Transport Museum.</p> <p><i>Saturday/Sunday Football</i> PP reported that recent numbers had been very poor, which had made it very difficult for John to be able to offer attendees a reasonable game of football. John will continue coaching up to the Boxing Day event, but this will be the last football for a while until interest hopefully picks up again at some time in the future.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p><b>Events Planning</b></p> <p><i>Panto (Friday 7<sup>th</sup> December)</i> The Group will be attending on Friday 7<sup>th</sup> December (opening night) and PS has booked the balcony as usual. Tickets are available from PS, priced £12 for adults and £9 for children.</p> <p><i>Boxing Day Football (Wednesday 26<sup>th</sup> December, 1030)</i> This event will start at 1030, with GR kindly volunteering to referee. Refreshments will</p>	

8.3	<p>be available afterwards.</p> <p><i>Wellie Walk</i>  The possibility of a Wellie Walk was discussed and PS will put this on the Agenda for the January 2013 Leaders Meeting.</p>	PS
9.	<p><b>Any Other Business</b>  In response to DE’s question, PS confirmed that the Group had no plans to do bag packing this Christmas.</p> <p>PS handed out “Safety Checklist for Executive Committees” and “The Adventure Starts Here” leaflets to all present.</p> <p>PS explained that the way membership subscriptions were managed would be changing from the start of 2014. The membership subscription amount per child would be going up, however adults would no longer have to pay any subscription fee. PS added that, aided by the revenue from the District Fireworks, the District would again be paying for every adult in 2013. (This item will be discussed further at the September 2013 Group Exec Meeting.)</p>	
10.	<p><b>Date of Next Meeting</b>  Monday 14<sup>th</sup> January 2013 at 7.45pm in the Garden Room.</p> <p>HC will arrange and communicate dates for all 2013 meetings, liaising with Mary Bird as necessary.</p>	HC

# Executive Committee Information Sheet

## 19<sup>th</sup> November 2012

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

By GSL	
By Chair	<p>Project Evaluation Form emailed to all exec members re Minibus grant.</p> <p>Emailed Raglan before the Summer holidays re going into partnership concerning use of the minibus and emailed again in September. Still no reply so would have to assume that they will not be taking up our offer.</p> <p>Have all emails concerning logo on the minibus with the Borough as it is a condition of our grant. Will now wait till after Christmas when original contact returns to work.</p> <p>All emails kept as evidence and in Chair's file.</p>
By Others	

### **Health and Safety:**

Reportable incidents / near misses	None		
Fire drills last done	Beavers	Cubs	Scouts
	06/07/12	14/09/12	16/11/12

### **From the Leaders:**

	Beavers	Cubs	Scouts
Numbers in section	12	17	20
Number on link to next section	2	0	0
Other information from GSL			

### **From Treasurer:**

	Investments	Insurance	Current	Petty Cash
Balance on accounts	£1116.43	£2377.47	£4005.96	£173.50
Income since last meeting	Total income since 17/09/2012 is £2994			
	Beavers	Cubs	Scouts	
Section balances	£124.96	£432.36	£305.18	
	Van	Minibus	Hut	
Insurances due	29/11/12	22/03/13	14/10/13	

Service due	00/00/00	00/00/00		
Breakdown cover due	29/11/12	22/03/13	Minibus permit	21/06/15
Other information from Treasurer	Awaiting expense claim of approx £900 from Dave Edwards for vehicle expenses.			

**Resources Reports:**

Transport	<p>Blue Van battery replaced by James with a nearly new one for free. Have checked it by starting the Van several times and all seems OK.</p> <p>Also topped up radiator water at James request. He had checked other stuff and all OK.</p> <p>James has offered to give the Van a small service when he gets a chance, but anyway we had agreed at the last meeting that we would NOT spend lots of money on servicing this vehicle, partly as it does so few miles, and also as we hope to replace it.</p>
Equipment	<p>Need 2 replacement cool boxes. (£60 each)</p> <p>Request 10 x small first aid kits (£3 each) one for every leader</p>