

## 18<sup>TH</sup> Edmonton Scout Group Executive Meeting Monday 14<sup>th</sup> January 2013 at 7.45p.m.

Present:	Heather Connor (HC) Paul Symons (PS) Dave Fox (DF) Graham Reid (GR) Richard Clark (RC) Ian Kirby (IK) Dave Edwards (DE) Karen Cook (KC) Anna Gill (AG) David Jackson (DJ) Karli Turner (KT)	Chair GSL Treasurer Scout Leader Secretary Quartermaster Transport Manager
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1.	<b>Apologies for Absence</b> Apologies were received from Jo Allen (JA) and Stuart Butcher (SB).	
2.	<b>Minutes of the Last Meeting</b> The minutes of the meeting held on 19 <sup>th</sup> November 2012 were agreed as being correct.	
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 passed KC a CRB Form for her to fill in.</p> <p>HC has again emailed her original contact at the Borough re putting the Borough logo on the minibus and is awaiting a reply after her contact returns from maternity leave next week.</p> <p>HC has emailed Raglan again re going into partnership concerning use of the minibus, attaching a copy of the Transport Policy. As yet HC has had no reply, but she has made it clear that the offer always stands. No further action to be taken by HC if no reply.</p> <p>HC will obtain a list from PS of leaders who have still to show him their Driving Licenses. Showing the Driving License is sufficient – there is no need to take a copy. HC will then chase those concerned. The Exec Committee agreed that nobody who had failed to show their Licence would be allowed to drive a vehicle again until they had done so.</p> <p>DE has obtained 2 spare locking wheel nut “keys” for the minibus. DE and PS now hold one key each, with the other on the minibus.</p> <p>Re obtaining a sticker for the minibus showing its maximum speed limit, GR reported that Dagenham Motors have not yet had a fleet delivery. HC will therefore look into obtaining a sticker over the internet.</p>	<p>DF</p> <p>KC</p> <p>HC</p> <p>HC</p> <p>HC</p>

<p>3.2</p>	<p>PS has added MOT and Road Tax due date information for both vehicles to the Exec Info Sheet.</p> <p>PS has issued an email reminder to everybody re shop2fundraise.</p> <p>PS and DF have investigated BACS payments and invoicing for vehicle use.</p> <p>DE and DF have still to pass the vehicles' registration and insurance documents to RC for safe keeping.</p> <p>On receipt from DE and DF, 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 has been in contact with the minibus supplier re the warranty and has been told that they do not issue a warranty document. The warranty runs for three years or 100,000 miles, whichever comes first. Also after looking at the website it seems we have Ford breakdown cover for the first year. Ford parts must be used but DF cannot find any information as to whether a non main dealer garage can be used. It does not state that it must be a Ford main dealer which implies to DF that as long as Ford parts are used the warranty will still be valid. The service intervals can be found in the owner's manual or by contacting a main dealer.</p> <p>HC's Minibus Funding Summary document has been tidied up by RC and put on the Group website by PS.</p> <p>PS has purchased 2 replacement cool boxes.</p> <p>PS has purchased 15 small first aid kits at £3 each and distributed these to the leaders.</p> <p>Re Child Protection Policy, PS has updated the review date information in the footer and RC has checked this.</p> <p>PS has made agreed changes to Leader &amp; Helper Expenses Policy and RC has checked these.</p> <p>PS has renamed the link to the Accounts Policy on the Group website from "Sectional Accounts" to just "Accounts".</p> <p>PS added Wellie Walk to the Agenda for the January 2013 Leaders Meeting.</p> <p>HC has arranged dates for 2013 meetings as follows: Monday 11<sup>th</sup> March, Monday 10<sup>th</sup> June, Monday 16<sup>th</sup> September, Monday 18<sup>th</sup> November.</p> <p>No actions have been taken on the Committee's behalf since the last meeting.</p> <p>PS reported that DF would be standing down as Treasurer at the next AGM, so the Group is now in the process of looking for a new Treasurer. DF will be remaining on the Exec Committee. HC recorded formal thanks to DF for all his hard work in the role.</p>	<p>DE / DF</p> <p>RC / PS</p>
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3.3	<p>PS handed out a one-page sheet summarising the new Fundamentals of Scouting, which went live on January 1<sup>st</sup>, 2013. PS advised anybody who wished to register their views to complete the available on-line survey as honestly as possible. Link to survey is: <a href="http://newsletter.scouts.org.uk/t/82825/20940771/1813902/28/">http://newsletter.scouts.org.uk/t/82825/20940771/1813902/28/</a></p>	
4.	<p><b>Health &amp; Safety</b> There have been no serious accidents or near misses since the last meeting</p>	
5.	<p><b>Resources</b></p> <p>5.1 Re transport, £225 has been paid for Road Tax for the van. DE will let RC know when MOT for the van is due – DE believes it may be end-July, in which case PS recommends that this be brought forward to happen <u>before</u> Summer Camp.</p> <p>Minibus service is due in March. Re minibus insurance, DF stated that he had received one ballpark quote of £950 - £1000 for insurance, including protection of no claims and complete breakdown cover. The Exec Committee decided that the Group should obtain insurance containing FULL breakdown cover for the minibus, so as to have all eventualities covered.</p> <p>5.2 DE stated that he was looking to hand in his transport-related expenses claims as soon as possible.</p> <p>5.3 There were no requests for expenditure on equipment.</p> <p>PS reported that Store Hut B had recently been vacated by the Mothers and Toddlers Group. PS wanted to move the band instruments into this hut and this was agreed.</p> <p>5.4 PS reported that Store Hut D had a leak in the roof and it was agreed that PS would organise a working day to re-felt the roof once the weather permitted.</p> <p>Re the Leader situation, PS stated that there had been no changes since the last meeting. However, he stressed that the Group needed to be constantly looking for leaders.</p>	<p>DE</p> <p>DE</p> <p>PS</p>
6.	<p><b>Policies</b></p> <p>6.1 RC talked the meeting through the changes to the Accounts Policy made since the last meeting and the rationale behind these. It was agreed as proposed that the GSL should have his/her own budget, set at the same time as sectional budgets. There was considerable discussion surrounding the process whereby quick decisions about expenditure needed to be made between Group Exec meetings, with the following points being agreed:</p> <ul style="list-style-type: none"> <li>• The Treasurer is involved initially to rule on whether or not the Group has sufficient available money at the time to proceed with the expenditure. If the answer is ‘no’, any proposed expenditure is automatically rejected. [Note that the Treasurer is required to make this decision independently of whether he/she personally approves of the expenditure.]</li> <li>• The Exec Committee is happy in principle for GSL, Chair, Treasurer and Secretary to make a decision re expenditure on behalf of the full Exec Committee – but only in</li> </ul>	

	<p>cases where the decision needs to be made within 48 hours and the expenditure is not greater than £500.</p> <ul style="list-style-type: none"> <li>• For decisions where either the expenditure is over £500 or the timeframe is over 48 hours, or both, majority agreement from the WHOLE Exec Committee is required. (A “majority” decision requires more than half of the Exec Committee to approve – exactly half when there are an even number of people on the Exec Committee is not sufficient.).</li> </ul> <p>RC will incorporate the points listed above into an updated version of the Accounts Policy to be brought to the next Group Exec meeting for further review.</p> <p>Two further decisions not directly related to the wording of the Accounts Policy itself were also made as a result of the discussion:</p> <ul style="list-style-type: none"> <li>• It was agreed that the GSL would have a budget of £50 for the rest of the financial year (up to end-March 2013);</li> <li>• It was agreed that sectional budgets and GSL budget would henceforth be set at the March Group Exec meeting rather than at the June Group Exec meeting as has previously been the case. The rationale for this is that the figures decided upon can then be fed into the accounts ready for the start of the next financial year, rather than being decided upon when the Group is already over 2 months into the financial year.</li> </ul> <p>PS will add GSL balance to the Exec Info Sheet alongside sectional balances.</p> <p>PS and DF will agree charging categories to ensure monies are allocated correctly.</p>	<p>RC</p> <p>PS</p> <p>PS / DF</p>
6.2	<p>The Good Behaviour Policy (which PS explained is owned by the Leaders rather than by the Exec) was reviewed and the following changes agreed:</p> <ul style="list-style-type: none"> <li>• A missing full stop to be added to one of the bullets;</li> <li>• “discus” needs to be correctly spelt as “discuss”.</li> </ul> <p>PS will make these changes and RC will check these. Next review date will be January 2015.</p>	PS / RC
6.3	<p>The new Mobile Phones, Electronic Toys &amp; Gadgets Policy (which PS explained is owned by the Leaders rather than by the Exec) was reviewed and agreed without any changes being required. PS will add this Policy to the Group website. Next review date will be January 2015.</p>	PS
6.4	<p>The Equal Opportunities Policy was reviewed and the following change agreed:</p> <ul style="list-style-type: none"> <li>• In the penultimate paragraph, “Scouts” should be changed to “young people”.</li> </ul> <p>PS will make this change and RC will check this. Next review date will be January 2015.</p>	PS / RC
7. 7.1	<p><b>Events Review</b> <i>Panto (Friday 7<sup>th</sup> December)</i> It was agreed that the Panto had been very enjoyable and that the Group should repeat this activity this year.</p>	

7.2	<p><i>Boxing Day Football (Wednesday 26<sup>th</sup> December, 1030)</i>          Enough people had turned up to make this worthwhile and it was agreed that the Group should continue with this event.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p><b>Events Planning</b></p> <p><i>Wellie Walk (Sunday 10<sup>th</sup> February)</i>          PS informed the meeting that a Wellie Walk would be taking place at Cuffley Great Wood after February Church Parade. Cost will be £2 per head, with £1 being a donation to ShelterBox and £1 going to Cuffley Great Wood.</p> <p><i>Quiz Night</i>          PS reported that he had spoken to Keith Kimber, who is happy to act as quizmaster again. 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 to participate). PS will look into a suitable date and inform everybody (either end of February half-term week to be avoided).</p> <p>As per last year, RC will again purchase raffle prizes to the value of £20.</p>	<p>PS</p> <p>RC</p>
9.	<p><b>Any Other Business</b></p> <p>DE commented that the Parade of Light had been ‘shambolic’ at the end. PS replied that this event was run by the Council.</p> <p>DF reported that he had been looking into on-line banking. However, Nat West did not appear to offer an on-line solution whereby 2 independent authorisations were required. It was agreed that the Group could not sanction a set-up where a single individual had the ability to carry out transactions unilaterally. However, a read-only access scenario would be acceptable. DF will investigate further.</p>	DF
10.	<p><b>Date of Next Meeting</b>          Monday 11<sup>th</sup> March 2013 at 7.45pm in the Garden Room.</p>	

# Executive Committee Information Sheet

## 14<sup>th</sup> January 2013

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

By GSL	Made minor teaks to web site including a stripped down mobile version.
By Chair	Emailed contact at Borough re the logo on the minibus. Awaiting reply to discuss matter further.  Emailed Raglan Schools with Transport Policy. As yet no reply but stated that the offer always stood.
By Others	

### Health and Safety:

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

### From the Leaders:

	Beavers	Cubs	Scouts
Numbers in section	9	21	21
Number on link to next section	1	2	1
Other information from GSL	The District Explorer Scout Commissioner visited Scouts last Friday and explained the options available when Scouts reach 14.		

### From Treasurer:

	Investments	Insurance	Current	Petty Cash
Balance on accounts	£1116.43	£2377.47	£3605.72	£191.50
Income since last meeting	Nil	Nil	-£400	Nil
	Beavers	Cubs	Scouts	
Section balances	£62.29	£181.03	£111.29	
Other information from Treasurer	Aprox £900 + unclaimed vehicle expenses.			

### Resources Reports:

Transport	£225.00 Road Tax for the Blue Van paid out in December.  Have started the engine and left to run for a while, a few times since last meeting.				
	Due Dates	MoT/Service	Breakdown	Insurance	Road Tax
	Minibus	Feb 13?	22/03/13	22/03/13	28/02/13
	Van	?	29/11/12	29/11/12	31/12/13
	Minibus Permit 21/06/15				
Equipment	First Aid kits agreed at the last meeting have been bought and distributed.				
	Hut Insurance Due	14/10/13			