

## 18<sup>TH</sup> Edmonton Scout Group Executive Meeting Monday 13<sup>th</sup> January 2014 at 7.45p.m.

Present:	Richard Clark (RC)	Secretary & Acting Chair
	Cheryl Keen (CK)	GSL
	Dave Fox (DF)	Treasurer
	Graham Reid (GR)	Scout Leader
	Dave Edwards (DE)	Transport Manager
	Ian Kirby (IK)	Quartermaster
	Rev Tim Swindell (TS)	Church Representative
	Jo Allen (JA)	
	Anna Gill (AG)	
	David Jackson (DJ)	

1.	<b>Apologies for Absence</b> Apologies were received from Karli Turner (KT) and Paul Symons.	
2.	<b>Minutes of the Last Meeting</b> The minutes of the meeting held on 18 <sup>th</sup> November 2013 were agreed as being correct.	
3. 3.1	<p><b>Matters Arising</b></p> <p>CK has removed Heather and Stuart from the Exec email group and has changed the Chair email to contain CK's email details rather than Heather's.</p> <p>CK has still to make the necessary changes to the standard footer used in some documents (including the Executive Committee Information Sheet) which is still showing Paul's phone number. Additionally, Heather's details as Chair need to be removed.</p> <p>GR and DE will share the 'Spring Clean' date at the next Church Council Meeting in February 2014 – GR will find a suitable date after half-term, before the Easter break. TS has suggested advertising this date on the weekly notice sheet, to ascertain whether the Church needs any jobs doing during the Spring Clean.</p> <p>Jobs noted for the Spring Clean are: to look at the boundary fence by the Store Hut, to fix the roof of the van, to fix the JPD table (the playing surface is becoming detached), to coat all of the wooden huts with wood preservative and to look at the marquee. DE noted that the Church gardener appeared to have done a lot of the work that the Group had previously been asked to carry out at the Spring Clean.</p> <p>CK felt that it was not worth attempting to fix the damaged marquee. She had seen a possible replacement valued under £500 and was considering a fundraising activity. It was agreed that, before this route was taken, DJ would speak to his son, who may have some ideas on how the Group could source a cheaper replacement. (It was noted that current dimensions are 8 metres by 4 metres.) The marquee will also be examined at the Spring Clean. CK will let the Exec know if a decision needs to be made before the next meeting.</p> <p>DF has renewed the van insurance. The Exec decided that the van should be insured third</p>	<p>CK</p> <p>GR/DE (TS)</p> <p>GR/DE</p> <p>DJ (CK)</p>

3.2	<p>party only.</p> <p>DE has renewed the van Road Tax.</p> <p>DE will shortly be using Rocky to check tyre pressures on both vehicles.</p> <p>RC has made the agreed change to the Child Protection Policy and CK has checked this.</p> <p>CK has spoken with TS re gifts for the Toy Service.</p> <p>CK and RC have decided to defer review of the Huts &amp; Equipment Insurance Policy from January 2014 to November 2014, as the decision re whether or not to make the annual payment will be made annually at November meetings moving forward, so it makes sense to make this decision in conjunction with review of this Policy.</p>	DE
4.	<p><b>Health &amp; Safety</b></p> <p>There have been no serious accidents or near misses since the last meeting.</p>	
5. 5.1  5.2 5.3  5.4  5.5	<p><b>Resources</b></p> <p>Re transport, DE will be arranging the minibus service.</p> <p>DF will sort out renewal of minibus breakdown cover, insurance and road tax.</p> <p>An email will be sent to the Exec if any decisions regarding expenditure need to be made in conjunction with these tasks.</p> <p>Re equipment, CK noted that some tents were damaged. The Exec agreed that CK could purchase up to 2 replacement tents as she felt necessary.</p> <p>Re the Leader situation, CK reported that Pete would not be able to attend on Friday nights for around 2 months following his operation and that the timing of his appointments meant that she would not always be able to attend on Friday nights.</p> <p>GR stated that he will be approaching parents for assistance with the Scout section. GR was advised to emphasise that help is <u>definitely</u> needed, rather than just ask for help.</p> <p>CK asked everybody on the Exec to think about who might be able to provide assistance.</p> <p>Re possible hut rental (Scout Hut B) to Little Wellingtons Pre-School Playgroup, DE explained that he is now able to swap locks such that Stella's key will open only her hut. DE will therefore now resume work on producing a formal written agreement to be signed before Stella can start using the hut. DE will circulate the agreement to a sub-committee of CK, DE, DF, RC and TS for joint approval.</p> <p>The Group website was discussed. RC reported that, with the help of Paul Symons, the Group website has been updated with all outstanding minutes and with the latest versions of Transport Policy, Vehicle Use Checklist and Child Protection Policy. The obsolete "Vehicle – Mileage" Form has been removed.</p>	DE  DF  CK  GR  ALL  DE

	<p>RC is going to ask Paul Symons to show him how to upload minutes and policies, so that RC can run with this process moving forward.</p> <p>The following 2 actions are with CK, who may need to ask Paul Symons for assistance:</p> <ul style="list-style-type: none"> <li>• Updating Awards details</li> <li>• Updating Group Exec Members Info following changes at the May 2013 AGM and subsequent departures of Heather and Stuart. (It was agreed that this task could now wait until the new Exec is in place following the May 2014 AGM.)</li> </ul>	<p>RC</p> <p>CK</p>
6.	<p><b>Events Review</b></p> <p>6.1 <i>Parade of Light (Sunday 1<sup>st</sup> December)</i> This event was considered to have gone very well.</p> <p>6.2 <i>Panto (Friday 6<sup>th</sup> December)</i> This event was very enjoyable – and finished on time this year. It was agreed that the Group would book the balcony again for the 2014 Panto.</p> <p>6.3 <i>Church Toy Service (Sunday 8<sup>th</sup> December)</i> TS reported that the Service had gone very well. 6 boxes had been sent to Noah’s Ark, who had been very grateful.</p> <p>6.4 <i>Candlelit Carol and Christingle Service (Sunday 22<sup>nd</sup> December, 1600)</i> This event was enjoyed by all attendees. There was a higher overall attendance than last year.</p> <p>6.5 <i>Boxing Day Football (Thursday 26<sup>th</sup> December, 1030)</i> This event was very well attended, with 18 people playing in extremely muddy conditions.</p>	
7.	<p><b>Events Planning</b></p> <p>7.1 <i>Welly Walk (Sunday 9<sup>th</sup> February)</i> The Leaders have decided to hold this event 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>7.2 <i>St George’s Day Parade (Sunday 27<sup>th</sup> April)</i> It was noted that this event will be taking place on the first Sunday after schools return.</p> <p>7.3 <i>AGM (Friday 16<sup>th</sup> May)</i> It was decided that this year’s AGM will be held on Friday 16<sup>th</sup> May. RC will email the Leaders to inform them of this date.</p>	<p>RC</p>
8.	<p><b>Any Other Business</b></p> <p>CK informed the meeting that DF would be standing down as Treasurer in April, meaning that the Group would need both a new Treasurer and a new Chairman. CK asked anybody who had any ideas about possible replacements to let her know. In response to JA’s question, it was clarified that there is not a need for a member of the Exec to have any</p>	<p>ALL</p>

	<p>direct connection with the Group and therefore people outside of the Group can be approached re roles on the Exec. A successful DBS check is the only pre-requisite.</p> <p>Selection of the Group’s chosen charity (currently ShelterBox) was discussed. It was acknowledged that this area had been rather overlooked recently – the Exec had never actually made a decision for ShelterBox to be the Group’s chosen charity for 2013-2014, so it had continued as the Group’s charity by default. In addition, no money has been raised for ShelterBox so far during this Group year and so the Welly Walk in February will be the first charity fundraising event.</p> <p>The following actions were therefore agreed:</p> <ul style="list-style-type: none"> <li>• RC will add “Charity Balance” to the Executive Committee Information Sheet, so that the Exec can monitor how much money has been allocated to the Group’s chosen charity on a meeting-by-meeting basis. (This should stop this item from going off the radar again.)</li> <li>• Choice of the Group’s charity will become an annual agenda item for the March Group Exec meeting.</li> <li>• Planning of who, if anyone, from the Group’s previous or new charity (if the charity has been changed) should be invited to the AGM will become an annual agenda item for the March Group Exec meeting. (It was noted that it has in the past been usual to invite someone from the Group’s chosen charity from the previous year to the AGM to receive a cheque. However, if the charity has been changed, it might be felt more appropriate to invite somebody from the new charity. It was noted that it possibly would not be appropriate to invite people from 2 different charities to the AGM.)</li> </ul> <p>It was noted that Sally Symons has suggested that a care home looking after a former member of the Group may be an appropriate charity for 2014-2015.</p> <p>RC provided the Exec with details of an update he had received from Heather Connor concerning her progress.</p>	RC
9.	<p><b>Date of Next Meeting</b> Monday 24<sup>th</sup> March 2014 at 7.45pm in the Garden Room.</p>	

# Executive Committee Information Sheet

## 13<sup>th</sup> January 2014

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

By GSL	None
By Chair	None
By Others	Decision taken by Exec to insure the van third party only.

### Health and Safety:

Reportable incidents/near misses	None		
	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>
Fire drills last done	Autumn Term '13	10/01/14	10/01/14

### From the Leaders:

	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>
Numbers in section	12	16	20
Number on link to next section	2	3	2
Other information from GSL	2 new Beavers, 2 Cubs are leaving.		

### From Treasurer:

	<i>Investm'ts</i>	<i>Insurance Fund</i>	<i>Current</i>	<i>Petty Cash</i>	<i>Charity Balance</i>
Balance on accounts	£125.65	£3127.47	£816.83	£159.91	£0.00
Income since last meeting	NIL	£750	-£700	NIL	NIL
Insurance Fund payment due		30/11/14			
	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>	<i>GSL</i>	
Section & GSL balances	£58.01	£105.55	£493.01	£83.33	
Other information from Treasurer	We are still owed gift aid for this year.				

### Resources Reports:

Transport					
	Due Dates	<i>MoT/Service</i>	<i>Breakdown</i>	<i>Insurance</i>	<i>Road Tax</i>
	Minibus	21/03/14	22/03/14	22/03/14	28/02/14
	Van	30/06/14	No cover	29/11/14	31/12/14
	Minibus Permit	21/06/15			
Other information from TM					
Equipment & Other					
Little Wellington's Hut Hire Annual Review Date					