

18TH Edmonton Scout Group Executive Meeting Monday 24th March 2014 at 7.45p.m.

Present:	Richard Clark (RC) Cheryl Keen (CK) Graham Reid (GR) Dave Edwards (DE) Ian Kirby (IK) Rev Tim Swindell (TS) Jo Allen (JA) Anna Gill (AG) David Jackson (DJ) Karli Turner (KT) Paul Symons (PS)	Secretary & Acting Chair GSL Scout Leader Transport Manager Quartermaster Church Representative District Commissioner
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1.	Apologies for Absence Apologies were received from Dave Fox (DF).	
2.	Minutes of the Last Meeting The minutes of the meeting held on 13 th January 2014 were agreed as being correct.	
3. 3.1	<p>Matters Arising</p> <p>CK has made the necessary changes to the standard footer used in some documents, which was previously still showing Paul Symons' phone number.</p> <p>GR and DE are still trying to find a suitable date (as early as possible) for the 'Spring Clean' – the number of parties being held at the Church has made this task difficult. (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 damaged marquee to decide whether it is worth attempting to fix it.</p> <p>DJ has spoken to his son about any possible leads were the Group to consider a replacement marquee. However, purpose-built trailers are now used rather than marquees being erected on site.</p> <p>DE has had tyre pressures checked on both vehicles.</p> <p>DE has completed MOT for the minibus, the need for a MOT having come as a surprise.</p> <p>DF has sorted out renewal of minibus insurance (which includes breakdown cover) and road tax.</p> <p>CK has still to purchase up to 2 replacement tents as she feels necessary.</p>	<p>GR/DE (TS)</p> <p>GR/DE</p> <p>CK</p>

3.2	<p>Re approaching parents for assistance with the Scout section, GR is also considering Young Leaders – who need to have been out of the Scout section for over a year. GR will send an email to parents (to be checked first by CK) stating that help is welcome.</p> <p>RC has emailed the Leaders to inform them of the date of the AGM.</p> <p>RC has added “Balance for Annual Charity” 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</p> <p>CK has submitted the census numbers.</p> <p>DF has paid the annual Group capitation for the sum of £1,320 (48 Children @£27.50 and 7 Leaders free of charge).</p> <p>DF has transferred the bulk of the money from the Nationwide (Insurance Fund) account into the Nat West Bonus Saver Account. There are two main reasons for this – the interest is much better in the Bonus Saver (although still not that good) and also this aids cash flow as it is easier to move money between two accounts in the same bank than between accounts in different banks. So from now on the Nat West Bonus Saver is the Group’s Insurance Fund.</p> <p>DF has returned the application for exemption of business rates for the huts and has received confirmation that this has been accepted again so there are no rates to pay.</p> <p>DE has moved the fallen fence panels completely onto next door’s drive.</p>	GR (CK)
4.	<p>Health & Safety There have been no serious accidents or near misses since the last meeting.</p>	
5.	<p>Resources</p> <p>5.1 Re transport, DE will book the minibus in for service. This cost approximately £150 last year. DE noted DJ’s concern that non-use of Ford parts, including oil, might invalidate the warranty.</p> <p>5.2 There were no new requests for expenditure on equipment.</p> <p>5.3 There have been no changes in the Leader situation.</p> <p>5.4 Re possible hut rental (Scout Hut B) to Little Wellingtons Pre-School Playgroup, DE will circulate his draft of the formal written agreement for Stella to sign to a sub-committee of CK, DE, DF, RC and TS for joint approval. DE will issue this draft by end-March. DE is still looking into whether he can get a different lock provided by the original supplier.</p> <p>5.5 Re Group Website, RC has still to meet with Paul Symons to show him how to upload minutes and policies, so that RC can run with this process moving forward.</p>	DE DE RC

	<p>The following 2 actions are with CK, who may need to ask Paul Symons for assistance:</p> <ul style="list-style-type: none"> • Updating Awards details • 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.) 	CK
5.6	<p>It was agreed that the sectional budgets should again remain at £30 per head, based on the numbers at the time of the 2014 Census. These are guideline figures and leaders can request more budget should they need it. The GSL budget is to remain at £100. (In making this decision it was noted that Sally had this year asked for a £100 increase for Cubs and that Vickie had a negative balance for Beavers of nearly minus £100; however, overall, the Group had remained within budget.)</p>	
	<p>CK and RC will discuss the level of ongoing awareness the leaders have of their budget balances at the next Leaders Meeting (25/04/14). [Post-meeting note: Sally was made aware by DF of the need to request more budget.]</p>	CK/RC
5.7	<p>Re replacements for Treasurer and Chairman roles for the new Group year, CK will send an email out through the Group to see if anyone is interested in either role, stressing that this could be a friend or acquaintance.</p>	CK
	<p>JA will assist in looking for a Treasurer.</p>	JA
	<p>It was agreed that the Group Secretary would be added as a fourth Group signatory, in addition to Group Scout Leader, Chairman and Treasurer.</p>	
5.8	<p>CK reported that she had had considerable trouble with the membership database recently and this had got her thinking about My.SCOUT, which is Online Scout Manager's (OSM's) system for collecting payments due through a cashless system. This system allows parents to pay online, set up direct debits etc. Use of this tool would mean that the admin would be in one place rather than repeated in three different databases. This would stop the need for Treasurer to collect and bank money.</p>	
	<p>CK is going to trial this system, initially with a selected small group of parents, to see how this works out. A decision re full roll-out can be made later based on the success of this trial. CK will limit the trial to parents of Scouts, as the Scouts section has the most up-to-date records. AG said that she was happy to volunteer.</p> <p>There is an extra cost of £19 per year per section to add this functionality to our existing OSM subscription. Whilst this will initially only incur an extra annual cost of £19 for the Scouts section, the Exec granted permission for the other sections to purchase this functionality as and when required.</p>	CK
5.9	<p>It was noted that Gift Aid has still to be claimed for year ending 31/03/13 and that this action will need to be picked up by the incoming Treasurer. (It was noted that Gift Aid is only applicable for the membership fee.)</p>	

<p>6.</p> <p>6.1</p>	<p>Policies</p> <p>The Membership Subscriptions Policy was reviewed and the following changes agreed:</p> <ul style="list-style-type: none"> • Change the ‘manager’ typo on line 1 to ‘manage’. • Re-word paragraph 3, including adding reference to the option of paying half-annually. • Remove exclamation mark from paragraph 7. <p>Next review date was set as March 2016 (although it was noted that adoption of My.SCOUT ahead of this date would probably necessitate an earlier review/update of this Policy).</p> <p>RC will make the updates and ask CK and DJ to review these.</p>	<p>RC</p>
<p>7.</p> <p>7.1</p>	<p>Events Review</p> <p><i>Welly Walk (Sunday 9th February)</i></p> <p>This event went very well, with everybody appearing to enjoy themselves.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Events Planning</p> <p><i>St George’s Day Parade (Sunday 27th April)</i></p> <p>CK will be sending out details in advance.</p> <p><i>AGM (Friday 16th May)</i></p> <p>It was agreed that RC would chair the AGM up to the point of handover to the new Chairman. CK and RC will draw up an agenda for this event.</p> <p>Sections will again be providing entertainment. PS’s PA system will be required and JA and IK will provide the catering.</p> <p>It was agreed that the Group’s charity for the forthcoming year would be St Elizabeth’s, who are currently caring for an ex-member of the Group. (See http://www.stelizabeths.org.uk/ for further information.)</p> <p>Having spoken first with Colin and Sue, RC will contact St Elizabeth’s and see if there is a specific target or service towards which the Group can contribute. The Exec agreed that they were happy for RC to take a view on whether or not to invite a representative from St Elizabeth’s to address the AGM, based on his conversations with St Elizabeth’s.</p> <p>A cheque will need to be sent to ShelterBox, our previous charity. (It was noted that this would be for a relatively small amount compared with previous years; however, the addition of Charity Balance to the Exec Info Sheet should mean that the Group does not take its eye off the ball again with regards to this item.)</p>	<p>CK/RC</p> <p>RC</p> <p>DF</p>
<p>9.</p>	<p>Any Other Business</p> <p>RC reported that District Membership Subscriptions Changes have been delayed until 2016. The District Exec will decide towards the end of 2014 whether we have to pay for leaders in 2015.</p> <p>In response to GR’s question, it was decided that the Group did not want to attend the Bury Lodge Park Fete this year. Neither did the Group wish to lend out JPD.</p>	

	<p>GR reported that he had received a circular from Emily Young, an Enfield Youth Worker, concerning a suggestion to hold a Circuit Children's Day on Sunday 29th June. The idea came about following a discussion about how the new Junior Church at Ordnance Road could be supported and more generally how to support churches where there are only a few children. The idea so far is to get all the children (and young people if they want to come) in the circuit together for a Messy Church service at St. John followed by games and lunch. GR added that Emily had asked whether the Group's minibus could be used and stated that he would be available to drive the minibus on that date if necessary.</p> <p>GR has forwarded on the initial email he received and will pass on any updates as and when he receives them.</p> <p>It was agreed that this was probably more a matter for Leaders meeting than for the Exec meeting. CK and RC will take this item to the Leaders meeting and will refer it back to the Exec should any Exec decision be required.</p> <p>PS informed the Exec that the Group was now the sixth largest in the District and was the largest of the old Edmonton Groups.</p>	<p>GR</p> <p>CK/RC</p>
10.	<p>Date of Next Meeting Monday 9th June 2014 at 7.45pm in the Garden Room.</p>	

Executive Committee Information Sheet

24th March 2014

Actions Taken on Committee's Behalf Since Last Meeting:

By GSL	Census numbers submitted.
By Chair	
By Others	

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	11	15	23
Number on Link to Next Section	0	0	1
Census Numbers Submitted	24/02/14		
Other Information from GSL	1 new cub started 3 weeks ago		

From Treasurer:

	<i>Insurance Fund</i>	<i>Investments</i>	<i>Current</i>	<i>Petty Cash</i>
Balance on Accounts	£2125.93	£127.47	£711.50	£118.00
Income Since Last Meeting	NIL	£1.82	£105.33	-£41.91
Insurance Fund Payment Due	30/11/14	Balance for Annual Charity		£55.00
	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>	<i>GSL</i>
Section & GSL Balances	-£98.49	£138.86	£173.09	£53.34
Last Capitation Paid (Date/Amount/Breakdown)	18/02/14	£1,320	48	Children @ £27.50
			7	Leaders @ £ 0.00
Gift Aid Status	We have still to claim Gift Aid for year ending 31/03/13.			
Other Information from Treasurer	£1000 owed to Ins fund by current acct. Subs still £1200 down on last year though reminders have been sent by GSL.			

Resources Reports:

Transport					
	Due Dates	<i>MoT/Service</i>	<i>Breakdown</i>	<i>Insurance</i>	<i>Road Tax</i>
	Minibus	22/02/15	22/03/15	22/03/15	28/02/15
	Van	30/06/14	No Cover	29/11/14	31/12/14
	Minibus Permit	21/06/15			
Other Information from TM	Minibus needed MOT – which took us by surprise!				
Equipment & Other					
Little Wellington's Hut Hire Annual Review Date					