

18TH Edmonton Scout Group Executive Meeting Monday 9th June 2014 at 7.45p.m.

Present:	Richard Clark (RC) Cheryl Keen (CK) Rob Bruce (RB) Graham Reid (GR) Dave Edwards (DE) Ian Kirby (IK) Rev Tim Swindell (TS) Jo Allen (JA) Gervase Bush (GB) David Jackson (DJ) Karli Turner (KT)	Secretary & Acting Chair GSL Treasurer Scout Leader Transport Manager Quartermaster Church Representative
----------	---	---

0.	<p>Welcome and Introductions RB and GB were welcomed to the Group Executive and introductions were made. RC explained the purpose of the Executive Committee Information Sheet.</p>	
1.	<p>Apologies for Absence Apologies were received from Anna Gill (AG) and Paul Symons (PS).</p>	
2.	<p>Minutes of the Last Meeting The minutes of the meeting held on 24th March 2014 were agreed as being correct.</p>	
3. 3.1	<p>Matters Arising</p> <p>Due to it not proving possible to find a suitable date for the ‘Spring Clean’, it was decided to abandon the idea of making this a Group activity involving general parental help.</p> <p>Re the boundary fence by the Store Hut, DE has spoken to the neighbour in question, who said he would speak to his gardener. DE does not feel that the fence is pushing on the hut too much at present, and it was agreed to review the situation at the March 2015 Exec Meeting.</p> <p>DE will take ownership for fixing the roof of the van and fixing the JPD table (the playing surface is becoming detached), with the help specifically of GR but also of others as needed, with the aim of completing these tasks as soon as possible.</p> <p>Re coating all of the wooden huts with wood preservative, DE and GB will look into the materials required. TS commented that creocote may be a less toxic option. The possibility of involving older Scouts in this exercise before they leave the Group is to be considered in consultation with GR. CK will have overall ownership for ensuring that this work is completed.</p> <p>It was decided that the state of the marquee was beyond repair.</p> <p>CK still has permission to purchase up to 2 replacement tents as she feels necessary.</p>	<p>DE (GR)</p> <p>CK (DE/ GB/ GR)</p> <p>CK</p>

	<p>DE has had the minibus service carried out.</p> <p>Re approaching parents for assistance with the Scout section, GR reported that he had acquired two new Young Leaders and that he did not feel in need of additional parental assistance at present.</p> <p>Discussion was held re the level of ongoing awareness the leaders have of their sectional budget balances at the Leaders Meeting of 25/04/14. The leaders are now all aware of how the Exec sets the budgets and it was agreed that the existing situation whereby the Treasurer flags to the appropriate leader once their budget has been exceeded is acceptable.</p> <p>RC has made the agreed updates to the Membership Subscriptions Policy and CK and DJ have reviewed these.</p> <p>CK and RC took the Circuit Children's Day item to the Leaders Meeting of 25/04/14 and it was decided that the Group would not be getting involved with this activity.</p> <p>CK has sent a cheque to ShelterBox, our previous charity, and received an acknowledgement.</p> <p>RC has spoken with Colin and Sue and has now to contact St Elizabeth's to see if there is a specific target or service towards which the Group can contribute. (RC expressed his surprise that he had received no reply to an email he had sent on 20/04/14 to the email address quoted on St Elizabeth's website for general enquiries.)</p>	
3.2	CK has updated Group email lists to reflect changes made at this year's AGM.	
3.3	<p>RB, who has performed the role previously, has become the Group's new Treasurer and has received a handover from Dave Fox.</p> <p>Re bank account signatories, the following was approved:</p> <ul style="list-style-type: none"> • Nat West Account – agreed signatories are CK (GSL), RB (Treasurer) and RC (Secretary/Acting Chair). • Nationwide Account – continuation of the one signature sign-off arrangement, with CK the signatory for this account and RB holding the account book. <p>RB will progress the necessary changes.</p>	RB
	<p>Re Gift Aid, RB reported that the Group has yet to claim for 2012/13 and 2013/14. The potential maximum amounts on which Gift Aid can be claimed are £4,350 and £5,180 respectively. CK will provide RB with details of who has signed up for Gift Aid and RB will then progress with the claims.</p>	CK/RB
	<p>RB will transfer back to the Insurance Fund the £1,000 that Dave Fox had temporarily moved from the Insurance Fund to the Current Account to help alleviate cash flow issues.</p>	RB
	<p>With interest rates at their current low levels, RB was advised that there was at present no</p>	

	<p>need for him to consider on an ongoing basis whether he should move spare cash into the Insurance Fund in order to receive a higher rate of interest.</p> <p>The “Section & GSL Balances” line on the Executive Committee Information Sheet was queried and it was agreed that what the Exec really wished to see was “balances available to spend” from the sectional and GSL budgets set annually at the March Exec Meeting, based on the numbers at the time of the annual Census. RB will provide this information moving forward.</p>	RB
3.4	<p>The Exec discussed appropriate gifts for Heather Connor, Simon Fouracre, Dave Fox and Pat Powell, all of whom have left the Group during the past year. It was noted that items from the Scout Gift Catalogue may be appropriate and an approximate budget of £25 each (£100 in total) was agreed. IK will look into choosing suitable gifts and will run his choices past CK and RC before purchasing.</p>	IK
3.5	<p>Discussion was held re attendance levels at Church Parades and the message being given out to parents and children about the expectation of attendance. CK explained that the word “expected” was used in the Welcome Pack and that she felt that this was as far as the Group could go.</p> <p>It was noted that Cubs doing badge work following Church Parades and GR arranging his programme such that Scouts needed to attend in order to get their Challenge Badge had both been successful in increasing numbers. Therefore, the Group should continue with these types of initiative.</p> <p>In conclusion, it was felt that there was not a general issue in this respect at present and that any causes for concern should be dealt with on an individual basis.</p>	
4.	<p>Health & Safety There have been no serious accidents or near misses since the last meeting.</p>	
5.	<p>Resources</p>	
5.1	<p>Re transport, DE will organise the van MOT, due by 30/06/14. It was agreed not to service the van. (Possible replacement of the van will be added to the next Exec Meeting Agenda.)</p>	DE
5.2	<p>There were no new requests for expenditure on equipment.</p>	
5.3	<p>Re the Leader situation, CK reported that Simon Fouracre has left the Group, leaving Sally very exposed on the Cubs front. A few Occasional Helper Forms have been processed. Everyone on the Exec should be doing all possible to help alleviate this situation.</p>	ALL
5.4	<p>Re possible hut rental (Scout Hut B) to Little Wellingtons Pre-School Playgroup, DE reported that Stella appeared to have lost interest in this – although the requirement may re-surface at a later date. It was agreed to adopt a “wait and see” approach.</p>	
5.5	<p>Re Group Website, RC has still to meet with Paul Symons to show him how to upload</p>	RC

	minutes and policies, so that RC can run with this process moving forward.	
	The following 2 actions are with CK, who may need to ask Paul Symons for assistance: <ul style="list-style-type: none"> • Updating Awards details • Updating Group Exec Members Info to reflect current position following May 2014 AGM. (Although RC may ask Paul to show him how to do this.) 	CK
5.6	CK reported that all of the Scout section are now using My.SCOUT, which is Online Scout Manager's (OSM's) system for collecting payments due through a cashless system. CK will set RB up to be able to produce the details spreadsheet for himself and will give RB a general explanation of the OSM system.	CK
5.7	After discussion, it was agreed to leave membership subs at £130 per annum this year. CK will communicate this decision to parents/guardians.	CK
5.8	Re the need to appoint a Permanent Group Chairman, CK has sent an email out through the Group to see if anyone is interested in either role, stressing that this could be a friend or acquaintance, but has received no interest to date. Everyone on the Exec should be doing all possible to try to identify potential candidates.	ALL
5.9	Re the need to appoint a Scutiniser for Group Accounts, RB stated that there is a strong possibility that Jill Wright will agree to take on this role, in a reciprocal arrangement for RB agreeing to become Scutiniser for the Church Accounts. RB will keep the Exec informed of the situation.	RB
6.	Events Review	
6.1	<i>St George's Day Parade (Sunday 27th April)</i> This event was considered to have gone very well.	
6.2	<i>AGM (Friday 16th May)</i> It was agreed that the timing and logistics of the AGM had gone very well. RC explained that, having planned for an AGM for the first time this year, CK and RC now appreciated that there is an awful lot of preparation needed. Much more detailed planning needs to take place at the March Exec Meeting. To this end, RC has created a set of items that need to be discussed annually under "AGM Planning" at each March Exec Meeting. The full list is included below for future reference/use: <ul style="list-style-type: none"> • Approval of Accounts by Exec ahead of AGM • Publication of Accounts/Last Year's Minutes ahead of AGM • Changes to Exec – who is leaving/joining? • Do Section Leaders wish to be on Exec? • Check Church representation at AGM • Agenda in Word document format (RC has template) • PowerPoint presentation of Agenda required (RC has template)? If so, need laptop/projector • Microphones/sound system and setting up in advance • Seating arrangements and setting up in advance • Explorer presentation? • Who to invite from previous/new charity? 	

Executive Committee Information Sheet

9th June 2014

Actions Taken on Committee's Behalf Since Last Meeting:

By GSL	None
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	March 2014	10/01/14	10/01/14

From the Leaders:

	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>
Numbers in Section	11	17	19
Number on Link to Next Section	0	2	0
Census Numbers Submitted	24/02/14		
Other Information from GSL	1 new Cub and 1 new Scout		

From Treasurer:

	<i>Insurance Fund</i>	<i>Investments</i>	<i>Current</i>	<i>Petty Cash</i>
Balance on Accounts now	£2,127.80	£127.47	£2,974.35	£297.00
<i>Balance Last Meeting</i>	<i>£2,125.93</i>	<i>£127.47</i>	<i>£711.50</i>	<i>£118.00</i>
Movement Since Last Meeting	£1.87	Nil	£2,262.85	£179.00
Insurance Fund Payment Due	30/11/14	Balance for Annual Charity		£7.00
	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>	<i>GSL</i>
Section & GSL Balances	Nil	£(27.00)	£288.50	£814.00
Last Capitation Paid (Date/Amount/Breakdown)	18/02/14	£1,320	48 7	Children @ Leaders @ £27.50 £ 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. £580 Jack Petchey money to spend + new £600.			

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 Service carried out on 08/04/14.				
Equipment & Other					