

## 18<sup>TH</sup> Edmonton Scout Group Executive Meeting Monday 17<sup>th</sup> November 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) Gervase Bush (GB) Anna Gill (AG)	Secretary & Acting Chair GSL Treasurer Scout Leader Transport Manager Quartermaster Church Representative
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1.	<b>Apologies for Absence</b> Apologies were received from Jo Allen (JA), David Jackson (DJ) and Paul Symons (PS). Absent: Karli Turner (KT).	
2.	<b>Minutes of the Last Meeting</b> The minutes of the meeting held on 22 <sup>nd</sup> September 2014 were agreed as being correct.	
3.	<b>Matters Arising</b>	
3.1	Re fixing the roof of the van, DE had hoped James could look at this whilst carrying out a bit of general maintenance/service on the van (including the "advisories" from the MOT). However, although she has left a message for him on his mobile, CK has not heard back from James and will continue to chase him.	CK
	In addition to the roof, GR noted that the van also needed new windscreen wipers and that the fan belt was faulty. As these repairs need to be made urgently ahead of the Danemead Camp on 28 <sup>th</sup> – 30 <sup>th</sup> November, DE agreed to look into getting these fixed if he or CK had not heard back from James by the end of Sunday 23 <sup>rd</sup> November.	DE
	Re maintenance of the huts, two coats have been put on both sheds. The only outstanding work relates to the roof trim and GB will take ownership for seeing that this work is completed.	GB
	CK still has permission to purchase up to 2 replacement tents as she feels necessary.	CK
	RC has been speaking with Sarb Minichiello, Fundraising Events Coordinator at St Elizabeth's ( <a href="mailto:Sarb.Minichiello@stelizabeths.org.uk">Sarb.Minichiello@stelizabeths.org.uk</a> , telephone: 01279 844347), re a specific target or service towards which the Group can contribute. Sarb is currently looking at costs for a trampoline and an adult swing for wheelchair use (which were both suggestions made by Sue Bateman) and she will get back to RC to discuss. Once she and RC have agreed the target or service to which the Group will contribute, Sarb will produce some tailor-made flyers for the Group, referring specifically to this.	RC
	Re Gift Aid, RB has enrolled the Group for the Charities and CASC service through the Government Gateway and is in the process of updating our details at HMRC. Gift Aid	RB

3.2	<p>claim for the last 2 years was submitted on 12<sup>th</sup> November (£1,692 expected). RB has not received any response from HMRC yet.</p> <p>RC has personally delivered the gifts from the Group Exec to Heather Connor, Simon Fouracre and Dave Fox, all of whom expressed their gratitude. (Pat Powell was presented with her gift at the Anniversary Service.)</p> <p>RC has made updates to Health and Safety Policy, Awards Policy, Transport Policy and Vehicle Use Checklist. (All changes were to review dates in footer only.)</p> <p>Re Raglan Summer Fun Day, CK checked with Vickie whether the profit needed to be split with Raglan. As the answer from Vickie was that it was the Group's choice, CK and RC decided to put the amount in question (£45.40) towards the Group's charity.</p> <p>A donation of £50 to Action for Children on behalf of Doreen Warren has been made and Sally received a thank you email from Sandie Beck on behalf of her father, Douglas Warren.</p> <p>RC has brought the Child Protection Policy to this meeting for review and this Policy will be reviewed at least annually moving forward.</p> <p>Re the need to appoint a Scutiniser for Group Accounts, RB met up with Jill Wright subsequent to the last Exec meeting to review the Church Accounts and was able to confirm that she is willing to scrutinise our accounts next year. Although she has not scrutinised accounts before, she has accounting knowledge through work and is keen to learn this process, so RB does not foresee see any issues.</p> <p>RC has updated the Group website with details of both the 2013 and 2014 awards winners, so this information is now totally up-to-date.</p>	
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	<p><b>Resources</b></p> <p>In terms of possible replacement of the van, IK produced a paper on alternatives to owning our own van, which RC circulated ahead of the meeting, and RB also circulated an analysis of van costs ahead of the meeting (although not all members were able to access/open RB's document).</p> <p>CK has looked into options for sharing vans with other Groups, however she does not believe it is worth looking further into this as (a) many Groups do not own a van and (b) those Groups which do have their own van are likely to want often to use it as the same time as we would, e.g. for District Camps.</p> <p>It was agreed again to carry on using the van for now and to re-visit possible replacement in the June 2015 Exec meeting, when the van's MOT would be imminent. RB will update and re-issue his van cost analysis ahead of this meeting.</p>	

	RB will renew van insurance, due 29/11/14.	RB
	DE will renew van road tax, due 31/12/14.	DE
	DE to submit outstanding transport-related claims to RB as soon as possible.	DE
5.2	Re equipment, CK has looked at two marquees, both around £530 each. Liam and Ion have agreed that their Jack Petchey money can be used towards this.	CK
5.3	Re the Leader situation, CK informed the meeting that Sally Symons would be standing down as Cub Scout Leader from end-December 2014. The Exec expressed their thanks to Sally for her phenomenal efforts on behalf of the Group over many years. CK explained that Sarah Bragg would be returning to the Group as Assistant Cub Scout Leader and that two parents were keen to move into uniform, although they did not wish to become Section Leaders at present. CK will assist with the Cub Pack for the time being. RC added that his son, Eddy, was also keen to assist with Cubs.	
5.4	Re hut rental (Scout Hut B) to Little Wellingtons Pre-School Playgroup, Stella has paid an additional £40 in cash for the two-month period 23 <sup>rd</sup> September to 23 <sup>rd</sup> November. A “Hut Usage (Section B) Agreement” document has been drawn up by a sub-committee of CK, DE, RB, RC and TS and Stella has said that she is now ready to sign this. DE will collect the signed agreement from Stella and pass to CK for signing. Once CK has signed, this should go to RC for safe-keeping.	DE/CK/ RC
5.5	Cubs have still to be moved onto My.Scout, Online Scout Manager’s (OSM's) system for collecting payments due through a cashless system	
5.6	Re Jack Petchey Award money, a further £800 has been received since the last Exec meeting, giving the Group a total of £1,400. As minuted above (see 5.2), approximately £530 of this is earmarked for a new marquee, leaving approximately £870 available.	
5.7	Re the need to appoint a Permanent Group Chairman, CK is still advertising this position and will ask Heather McIsaac-Hall if she is interested in returning to this role. (RC commented that he was happy to keep doing the ‘admin-y’ parts of the Chairman role, but he strongly felt that the Chairman ought to be someone who could actively engage and involve other adults in Group events and he believed that somebody who currently has children in the Group is best placed to do this.)	CK
6.	<b>Policies</b>	
6.1	The Child Protection Policy was reviewed and the following (cosmetic) changes agreed: <ul style="list-style-type: none"> <li>• Ensure consistent usage of the term “Scout Association”</li> <li>• Capitalise “yellow card”</li> <li>• Add missing apostrophe in one usage of “Scout Association’s”.</li> </ul>	RC
	It was noted that the link on the Group website to the ‘Young People First’ Yellow Card no longer worked – RC will correct this.	RC
	TS raised a general concern about the Child Protection Policy. Whilst TS acknowledged	

	<p>DE's comments that that the Group's Policy was designed primarily as a reference to the Scout Association's Policy, he felt that there was a possible lack of detail as to what the Group was <u>proactively</u> doing to promote Child Protection. Items TS had in mind in this respect included:</p> <ul style="list-style-type: none"> <li>• Documenting regularity of review of Child Protection Policy</li> <li>• Training of Leaders and Exec</li> <li>• Provision of regular training updates for Leaders and Exec</li> <li>• Requirement for DBS checks and regularity of repeat checks</li> <li>• Anti-bullying Policy</li> <li>• Statement that we as a Group follow the Scout Association's Policy.</li> </ul> <p>TS agreed to investigate his thoughts further and RC volunteered to assist TS as needed. The Child Protection Policy will be reviewed again at the next Exec meeting in January 2015, when TS will report on progress made in this respect.</p>	TS/RC
6.2	<p>The Huts &amp; Equipment Insurance Policy was reviewed and agreed with no changes required. Next review date will be November 2015.</p>	RC
	<p>RB will make the annual payment of £750 to the insurance fund as per the Policy once he has sufficient funds available.</p>	RB
6.3	<p>The Accounts Policy was reviewed and agreed with no changes required. Next review date will be November 2016.</p>	RC
6.4	<p>The Leader &amp; Helpers Expenses Policy was reviewed and the following changes agreed:</p> <ul style="list-style-type: none"> <li>• GSL, SL, CSL and BSL are not defined – full role titles should be specified</li> <li>• Mileage allowance should be updated to 45p per mile to reflect current Government rules.</li> </ul> <p>Next review date will be November 2016.</p>	RC
	<p>Discussion was held as to how claims not made within the stipulated 3 months should be treated. There was majority agreement with TS's proposal that any such claims should be referred to the Exec, who would then be responsible for deciding how to handle these.</p>	
7.	<p><b>Events Review</b></p>	
7.1	<p><i>Family Quiz Night (Friday 17<sup>th</sup> October)</i> This event was very successful, with £145.00 being raised for St Elizabeth's, the Group's chosen charity for 2014 – 2015. CK commented that the concept of a "Family" Quiz had not necessarily been fully appreciated by parents.</p>	
7.2	<p><i>Fireworks (Saturday 1<sup>st</sup> November, Enfield Town Park)</i> This event was a success for the District. CK has passed on RB's concerns about the debris problems amongst the crowd on the left-hand (eastern) side of the displays.</p>	
7.3	<p><i>Group Anniversary Service (Sunday 2<sup>nd</sup> November).</i> The Group Anniversary Service was deemed to have gone well.</p>	

7.4	<p><i>Remembrance Sunday (Sunday 9<sup>th</sup> November).</i> Both Edmonton and Enfield Parades went very well.</p>	
8.	<p><b>Events Planning</b></p> <p>8.1 <i>Parade of Light (Sunday 30<sup>th</sup> November)</i> It has been decided that the Group will again take part in this event.</p> <p>8.2 <i>Panto (Friday 5<sup>th</sup> December)</i> CK has provisionally booked tickets for the balcony and needs to pay by 23<sup>rd</sup> November.</p> <p>8.3 <i>Toy Service (Sunday 14<sup>th</sup> December)</i> The date of Sunday 14<sup>th</sup> December for the Toy Service was noted.</p> <p>8.4 <i>Christingle Service (Sunday 21<sup>st</sup> December, 1600)</i> The date of Sunday 21<sup>st</sup> December for the Christingle Service has now been confirmed.</p> <p>8.5 <i>Boxing Day Football (Friday 26<sup>th</sup> December)</i> Boxing Day football will be taking place as usual.</p>	
9.	<p><b>Any Other Business</b></p> <p>TS informed those who were previously unaware that Methodist Superintendent The Rev Geoff Cornell had collapsed and died during the Service at Edmonton Methodist Church on Sunday 12<sup>th</sup> October. TS asked everyone to keep Geoff and his family in their thoughts and prayers.</p> <p>RC updated the meeting on Heather Connor's progress.</p>	
10.	<p><b>Date of Next Meeting</b></p> <p>Monday 12<sup>th</sup> January 2015 at 7.45pm in the Garden Room.</p> <p>RC has arranged 2015 meeting dates with Mary Bird as below:</p> <ul style="list-style-type: none"> <li>• Monday 12<sup>th</sup> January</li> <li>• Monday 23<sup>rd</sup> March</li> <li>• Monday 8<sup>th</sup> June</li> <li>• Monday 21<sup>st</sup> September</li> <li>• Monday 16<sup>th</sup> November.</li> </ul>	

## Executive Committee Information Sheet

17th November 2014

### Actions Taken on Committee's Behalf Since Last Meeting:

By GSL	None
By Chair	Gifts have been delivered to Heather, Simon and Dave Fox
By Others	

### Health and Safety:

Reportable Incidents/Near Misses			
	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>
Fire Drills Last Done	12/09/14	Summer Term	07/11/14

### From the Leaders:

	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>
Numbers in Section	10	15	19
Number on Link to Next Section	1	1	1
Census Numbers Submitted	24/02/14		
Other Information from GSL			

### From Treasurer:

	<i>Insurance Fund</i>	<i>Investments</i>	<i>Current</i>	<i>Petty Cash</i>
Balance on Accounts now	£3,138.82	£127.47	£1,918.08	£(64.92)
<i>Balance Last Meeting</i>	<i>£3,132.26</i>	<i>£127.47</i>	<i>£855.18</i>	<i>£11.58</i>
Movement Since Last Meeting	£6.56	Nil	£1,062.90	£(76.50)
Insurance Fund Payment Due	30/11/14	Balance for Annual Charity		£197.40
	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>	<i>GSL</i>
Section & GSL available to spend	£213.47	£263.26	£532.66	£13.19
Last Capitation Paid (Date/Amount/Breakdown)	18/02/14	£1,320	48	Children @ £27.50
			7	Leaders @ £ 0.00
Gift Aid Status	We have enrolled for the Charities and CASC service through the Government Gateway and are in the process of updating our details at HMRC. Gift Aid claim for the last 2 years was submitted on 12 <sup>th</sup> Nov (£1,692 expected).			
Other Information from Treasurer	Subs £2,600 (LY £2,255), £800 from Jack Petchey (now £1,400 to spend). £180 vehicle donation by Key Meadow school. No material Group expenses. Near future expenses include Panto (£500?), Helpers Insurance (£40?), Van Insurance (£212?), Jack Petchey (£1,400?)			

### Resources Reports:

Transport				
	Due Dates	<i>MoT/Service</i>	<i>Breakdown</i>	<i>Insurance</i>
	Minibus	22/02/15	22/03/15	22/03/15
	Van	30/06/15	No Cover	29/11/14
	Minibus Permit	21/06/15	Hut Rental Renewal Date	
				23/11/15
Other Information from TM				
Equipment & Other				