

## 18<sup>TH</sup> Edmonton Scout Group Executive Meeting Monday 12<sup>th</sup> January 2015 at 7.45p.m.

|          |                       |                       |
|----------|-----------------------|-----------------------|
| Present: | Richard Clark (RC)    | Secretary             |
|          | Cheryl Keen (CK)      | GSL                   |
|          | Rob Bruce (RB)        | Treasurer             |
|          | Graham Reid (GR)      | Scout Leader          |
|          | Ian Kirby (IK)        | Quartermaster         |
|          | Rev Tim Swindell (TS) | Church Representative |
|          | Jo Allen (JA)         |                       |
|          | Gervase Bush (GB)     |                       |
|          | Anna Gill (AG)        |                       |
|          | David Jackson (DJ)    |                       |
|          | Karli Turner (KT)     |                       |

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| 0. | <p><b>Meeting Chair</b><br/>The meeting was chaired by IK in the absence of either a permanent or acting chairman.</p>   |                     |
| 1. | <p><b>Apologies for Absence</b><br/>Apologies were received from Dave Edwards (DE) and Paul Symons (PS).</p>   |                     |
| 2. | <p><b>Minutes of the Last Meeting</b><br/>The minutes of the meeting held on 17<sup>th</sup> November 2014 were agreed as being correct.</p>   |                     |
| 3. | <p><b>Matters Arising</b></p> <p>3.1 Re the van, DE had the following work carried out by James on 27/11/14:</p> <ul style="list-style-type: none"> <li>• Full service, including new engine oil &amp; filter, air filter, top up of brake and clutch fluid and check of gearbox oil.</li> <li>• Checking, cleaning and oiling of accelerator cable and linkages.</li> <li>• Checking of the four "Advisories" from the MOT – James found no work was currently required.</li> <li>• Replacement of the fan belt and wipers, which GR had requested at the last meeting.</li> <li>• Repair of the rear number plate light, which was not working.</li> </ul> <p>James and DE also looked at the water leaks into the rear of the van and agreed that the best solution was to apply bitumen to the leaking areas. DE has accordingly done this (from both inside and outside) and will monitor its effectiveness and adjust/supplement as seems necessary.</p> <p>This was about two and a half hours work by James. He had already pre-ordered the parts (about £55) and did the whole work for £100 cash. DE's estimate is that this would have been about £300 at a normal garage.</p> <p>Re maintenance of the huts, GB has responsibility for seeing that the outstanding work relating to the roof trim is completed.</p> <p>CK still has permission to purchase up to 2 replacement tents as she feels necessary.</p> | <p>GB</p> <p>CK</p> |

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|           | <p>Sarb Minichiello, Fundraising Events Coordinator at St Elizabeth’s, has contacted RC to say that the Home Care Managers have discussed the swing option at some length, and decided that, as it would only benefit a small number of the residents, they do not think they can justify the extra funding needed. Therefore, they have suggested that the money raised by the Group could go towards purchasing some much-needed sensory equipment for the adult home, which RC has agreed. Sarb has accordingly produced some tailor-made flyers for the Group and sent these to RC, who has passed them on to CK.</p> <p>Re Gift Aid, RB reported that the Group’s claim for the last 2 years was rejected as HMRC did not recognise RB as an authorised official. Change of Details form was sent to HMRC on 17/12/2014 and we have to await confirmation letter before resubmitting our claim. (This is expected to be at least 30 days.)</p> <p>Re hut rental (Scout Hut B) to Little Wellingtons Pre-School Playgroup, Stella and CK have signed the “Hut Usage (Section B) Agreement” document and RC has put a copy of the signed agreement on the Policies/Risk Assessments Page of the Group website.</p> <p>RC has corrected the link on the Group website to the ‘Young People First’ Yellow Card.</p> <p>RC has made the agreed updates to the Child Protection Policy, Huts &amp; Equipment Insurance Policy, Accounts Policy and Leader &amp; Helpers Expenses Policy.</p> <p>RB has renewed van insurance.</p> <p>DE has renewed van road tax.</p> <p>RB has still to make the annual payment of £750 to the insurance fund as per the Huts &amp; Equipment Insurance Policy once he has sufficient funds available, which is likely to be when the Group receives the Gift Aid money from HMRC.</p> <p>3.2 No actions have been taken on the Committee’s behalf since the last meeting.</p> | <p>RB</p> <p>RB</p> |
| 4.        | <p><b>Health &amp; Safety</b></p> <p>CK reported that one scout had gone home after a planned football session following Church Parade was cancelled, only to find that his parents were out shopping. It was noted that the scout concerned <i>had</i> been asked before he left if somebody would be at home. Moving forward, this scout will only be allowed to go home on his own if he has prior permission – the default is that this will not be allowed.</p>   |                     |
| 5.<br>5.1 | <p><b>Resources</b></p> <p>Re transport, DE needs to arrange minibus MoT/service and renew minibus road tax in February.</p> <p>RB will take responsibility for renewing minibus insurance (to include breakdown cover), due for renewal on 22/03/15. (RB noted JA’s comment re the possible option of paying this insurance in 12 monthly installments. For now, his preference is to continue to pay in one lump sum.)</p>   | <p>DE</p> <p>RB</p> |

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|     | <p>CK will ask DE to attend to the leak in the minibus. (This is believed to be due to a design fault in our particular model.)</p> <p>RC reported that DE had decided to stand down from the Exec at the forthcoming AGM and that a new Transport Manager would therefore be required. Formal thanks were recorded to DE for all of his work on behalf of the Group as Transport Manager.</p> <p>GB volunteered to take on the Transport Manager role at the AGM and he will speak to DE ahead of the AGM to arrange handover.</p>  | <p>CK</p> <p>GB</p>  |
| 5.2 | <p>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 a new marquee, which needs to be purchased before the North London District Camp on Friday 22<sup>nd</sup> May. CK will provide IK and GB with details of required marquee size and they will work with CK to progress with the purchase.</p> <p>DJ noted that some of the Group's Scouts would be attending a Jack Petchey presentation in February.</p>  | <p>CK/IK/<br/>GB</p> |
| 5.3 | <p>Re the Leader situation, CK informed the meeting that Sarah Bragg had been invested as Assistant Cub Scout Leader on the previous Friday evening. It is hoped that Sarah may take over as Akela in due course. Apart from Sally Symons leaving the Group, there have been no other recent changes.</p>  |                      |
| 5.4 | <p>Cubs are now paying everything through My.Scout, Online Scout Manager's (OSM's) system for collecting payments due through a cashless system. There are a few minor residual items to be sorted out for Cubs, after which attention will turn to Beavers.</p>   |                      |
| 5.5 | <p>Re Jack Petchey Award money, the Group currently has a total of £1,400 to spend. As minuted above (see 5.2), approximately £530 of this is earmarked for a new marquee, leaving approximately £870 available. CK is looking into the exact cost of Emily's proposed Go-Karting event for Leaders and Young Leaders. (CK noted JA's observation that discounted rates may be on offer at certain times.)</p>   | <p>CK</p>            |
| 5.6 | <p>Re the need to appoint a Permanent Group Chairman, CK has emailed Heather McIsaac-Hall, who is currently considering this role. Heather would like to discuss the role with RC and CK will pass on his contact details to her.</p>  | <p>CK</p>            |
| 5.7 | <p>Re annual census and capitation, CK reported that this was now meant to be submitted via Compass; however every time she tried to make a submission she received the message "an error has occurred" at the very end of the process and then had to start again. CK was aware of one Group who had successfully made a submission by entering everybody individually, however doing things this way would be extremely time-consuming.</p> <p>The Exec expressed concern that the Group's Leaders, who already give up a significant amount of their time on behalf of the Group, were having their precious time wasted by not being given the proper tools to do the job. CK was advised by the Exec not to waste</p> |                      |

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|     | <p>further time trying to make the submission before it was announced that the problems with the system had been resolved. It was noted that the Group could offer to pay capitation by cheque – as has always been done in previous years.</p> <p>Both GR and CK stated that, in their view, Compass was generally not fit for purpose. They will raise the problems that have been encountered with Compass (with specific reference to the problems with census and capitation) at District Kickstart on 18/01/15.</p>   | GR/CK |
| 5.8 | <p>RC reported that Dave Fox, the previous Treasurer, had reported in the March 2014 Exec meeting that he had returned the application for exemption of business rates for the huts and had received confirmation that this had been accepted again and therefore there were no rates to pay. RC did not know whether this had been a one-off requirement or was something that needed to be done annually. RB, who was unaware of any requirement in this respect, will contact Dave Fox to check status and take any necessary action.</p>  | RB    |
| 5.9 | <p>RB reported that he had received (on the day of the meeting) an expenses claim for £322.74 from DE for expenses that had been incurred longer ago than the maximum three month claim period mandated within the Leader &amp; Helpers Expenses Policy. After discussion, during which DE’s history of submitting expenses claims was taken into consideration, the Exec agreed to approve this expenses claim. It was, however, noted that the Exec was under no obligation whatsoever to approve this claim. Approval of this particular claim was being made as an exception to the general rule and did not set any future precedent.</p>  |       |
| 6.  | <p><b>Policies</b></p>  |       |
| 6.1 | <p>The Good Behaviour Policy was reviewed and the following change agreed.</p> <ul style="list-style-type: none"> <li>• The name of the Policy should be capitalised in paragraph 3. (Change agreed at review of this Policy at the Leaders Meeting on 09/01/15).</li> </ul> <p>Next review date will be January 2017.</p>  | RC    |
| 6.2 | <p>The Mobile Phones, Electronic Toys &amp; Gadgets Policy was reviewed and agreed with no changes required.</p> <p>Next review date will be January 2017.</p>  | RC    |
| 6.3 | <p>Re the action with TS and RC to look further into the Child Protection Policy, RC had read through chapter 2 of the Scout Association’s Policy, Organisation and Rules (PoR) document, this chapter being entitled “Key Policies”. RC made the following observations:</p> <ul style="list-style-type: none"> <li>• As well as containing a Child Protection Policy, chapter 2 also contained an Equal Opportunities Policy and a Safety Policy. The wording of our Group Child Protection, Equal Opportunities and Health &amp; Safety Policies is largely lifted verbatim from the PoR.</li> <li>• Chapter 2 also contains an Anti-Bullying Policy, part of which states that all Groups should have a published anti-bullying code.</li> <li>• There has been a recent update (September 2014) to chapter 2, which contains some significant updates. For example, in the Equal Opportunities Policy, the latest version has seen the very significant removal of the statement “<i>With reference to religious belief, the avowed absence of religious belief is a bar to appointment to a Leadership</i> </li></ul> |       |

*position*". RC has checked with PS and, other than checking regularly, there is no way of knowing when items in the PoR have been updated – there is no general email issued to inform of any such updates.

Focusing initially on the Child Protection Policy, there was considerable discussion about how best the Group's Policy should be constructed, with one option suggested being to simply state in our Group Policy that we follow the Scout Association's Policy as specified in chapter 2 (rule 2.4) of the Scout Association's PoR. Whilst this had the obvious advantage of minimising ongoing updates to the Group Policy, it also brought with it the disadvantage (and danger) that the Group Policy would be fluid and would not be firmly set in stone between reviews of the Group Policy. Although time-consuming, tracking updates to the Policy in the PoR and mirroring these updates in our own Group Policy at the next review might be the best way forward, as the Group would then always have a Policy that is set in stone between reviews.

DJ noted that further updates to the PoR might be expected shortly as a result of the Scout Association attracting recent high-profile negative publicity.

Whilst there was no final agreement reached on Group Policy format, the following principles were agreed:

- The Policy should be reviewed annually.
- The Policy should refer to the version of the PoR in place when it was last reviewed and advise that checks for a later version of the PoR should take place at every Policy review.
- The Policy should add "local protocol" to whatever it is decided to take from the PoR, e.g. specifying names of Group/District members with specific responsibilities, providing details of how the Group matches the minimum levels of required male and female supervision at camps to the respective numbers of boys and girls attending.
- The Policy should specify what we as a Group do to proactively adhere to the Policy, e.g. training of Leaders and Exec, provision of regular training updates for Leaders (including mandatory safeguarding training every 3 years) and Exec, requirement for initial DBS checks and regular repeat checks.
- The Policy should specify what we as a Group do to monitor adherence to the Policy.
- Review of the Policy should include review of how well the Group has adhered to the Policy in the 12 months since the previous review. (It was remarked that "review" of a Policy usually tends to focus on the *wording* of the Policy and not on how effectively the Policy has actually been followed.)

It was agreed that whatever format is adopted should also be used for the Group Equal Opportunities and Health & Safety Policies. The review of the Group Equal Opportunities Policy, which had been due to take place in this meeting, was therefore deferred pending a decision on format.

TS and RC agreed to consider further how best to construct the Group Child Protection Policy and report back to the next Exec meeting in March 2015. The Group Equal Opportunities and Health & Safety Policies (and also a Group Anti-Bullying Policy should TS and RC feel that it is necessary to create one) will also be included within the remit of this action.

TS/RC

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| <p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> | <p><b>Events Review</b></p> <p><i>Parade of Light (Sunday 30<sup>th</sup> November)</i><br/>This event was felt to have been a bit better organised than in previous years and was enjoyed by the children. It was decided that the Group will again take part in this event this year.</p> <p><i>Panto (Friday 5<sup>th</sup> December)</i><br/>The Panto was very enjoyable and the Group will attend again this year. It was noted that fewer tickets had been sold than in previous years.</p> <p><i>Toy Service (Sunday 14<sup>th</sup> December)</i><br/>This event was considered to have been generally successful, having improved after a somewhat slow start. GR commented that (as was also the case last year) he was disappointed that he had not received any feedback from Noah's Ark.</p> <p><i>Christingle Service (Sunday 21<sup>st</sup> December, 1600)</i><br/>It was felt that this Service was not particularly geared to a younger audience in terms of choice of carols and was, consequently, rather quiet and subdued.</p> <p><i>Boxing Day Football (Friday 26<sup>th</sup> December)</i><br/>Boxing Day football took place as usual, however not a single child from the Group turned up. This contrasted with 18 children taking part the previous year. A decision as to whether or not to hold this event in 2015 will be made later in the year, taking anticipated participation levels into account.</p> |  |
| <p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>                       | <p><b>Events Planning</b></p> <p><i>Welly Walk (Sunday 8<sup>th</sup> February, Cuffley Great Wood)</i><br/>The Leaders have decided to hold this event again after February Church Parade. Cost will be £2 per person, with £1 going to Cuffley Great Wood and £1 going to St Elizabeth's, the Group's nominated charity.</p> <p><i>St George's Day Parade (Sunday 26<sup>th</sup> April)</i><br/>The date of Sunday 26<sup>th</sup> April for this event was noted.</p> <p><i>AGM (Friday 12<sup>th</sup> June)</i><br/>It was decided at the Leaders Meeting on 09/01/15 that this year's AGM will be held on Friday 12<sup>th</sup> June. This date, which is later than in previous years, allows the annual accounts to be formally approved ahead of the AGM during the June Exec meeting on 08/06/15.</p>   |  |

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| 9.  | <p><b>Any Other Business</b></p> <p>RC reported that the Scout Association is now offering an “Executive Committee Support” training day for all Group Exec members. The Scout Association is aiming to ensure that at least two people from each Group attend this training during 2015. RC said that he would attend this training on 15/03/15 and would provide feedback at the March Exec meeting. RB will also attend this training on the same date if personal commitments allow.</p> <p>RB reported that a cheque for £406.50 sent to Danemead, dated 25/04/14, had still to be banked. It was confirmed that the Group had received a receipt for this payment. CK will chase Danemead re this cheque.</p> <p>CK stated that, with Sally leaving the Group, she should now be the Church’s first point of contact for planning Church events involving the Group. CK felt that both parties would benefit from increased joint planning ahead of events.</p> | CK |
| 10. | <p><b>Date of Next Meeting</b></p> <p>Monday 23rd March 2015 at 7.45pm in the Garden Room.</p>  |    |

## Executive Committee Information Sheet

12th January 2015

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

|           |      |
|-----------|------|
| By GSL    | None |
| By Chair  | None |
| 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             | 14          | 18            |
| Number on Link to Next Section | 3              | 3           | 0             |
| 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                    | £1,559.43        | £302.08              |
| <i>Balance Last Meeting</i>                     | <i>£3,138.82</i>  | <i>£127.47</i>             | <i>£1,918.08</i> | <i>£(64.92)</i>      |
| Movement Since Last Meeting                     | Nil   | Nil                        | £(358.65)        | £367.00              |
| Insurance Fund Payment Due                      | outstanding   | Balance for Annual Charity |                  | £197.40              |
|   | <i>Beavers</i>  | <i>Cubs</i>                | <i>Scouts</i>    | <i>GSL</i>           |
| Section & GSL available to spend                | £127.92   | £257.77                    | £412.40          | £(29.79)             |
| Last Capitation Paid<br>(Date/Amount/Breakdown) | 18/02/14  | £1,320                     | 48               | Children @<br>£27.50 |
|   |   |                            | 7                | Leaders @<br>£ 0.00  |
| Gift Aid Status                                 | Gift Aid claim for the last 2 years was rejected as they did not recognise RB as an authorised official. Change of details form sent to HMRC on 17/12/2014. We have to await confirmation letter before resubmitting our claim (at least 30 days).                  |                            |                  |                      |
| Other Information from Treasurer                | Subs £3,055 (LY £2,385), Jack Petchey £1,400 to spend. Van (£265) and Helpers (£40) insurance paid. 2014 vehicle expenses not yet known. Capitation due in February (LY £1,320). 25/04/14 Danemead cheque for £406.50 not yet banked by them – can we write it off? |                            |                  |                      |

### 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            | 27/11/15           | No Cover               | 29/11/15         |
|                           | Minibus Permit | 21/06/15           | Hut Usage Renewal Date | 23/11/15         |
| Other Information from TM |                |                    |                        |                  |
| Equipment & Other         |                |                    |                        |                  |