

## 18<sup>TH</sup> Edmonton Scout Group Executive Meeting Monday 23<sup>rd</sup> March 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
	Gervase Bush (GB)	
	David Jackson (DJ)	
	Karli Turner (KT)	

Heather McIsaac-Hall (HMH)      (Non-Exec Member Invitee)

0.	<p><b>Meeting Chair and Introduction</b> The meeting was chaired by RC in the absence of either a permanent or acting chairman. HMH was introduced.</p>	
1.	<p><b>Apologies for Absence</b> Apologies were received from Jo Allen (JA), Dave Edwards (DE), Anna Gill (AG), Rev Tim Swindell (TS) and Paul Symons (PS).</p>	
2.	<p><b>Minutes of the Last Meeting</b> The minutes of the meeting held on 12<sup>th</sup> January 2015 were agreed as being correct.</p>	
3.	<p><b>Matters Arising</b></p>	
3.1	<p>Re maintenance of the huts, GB has responsibility for seeing that the outstanding work relating to the roof trim is completed.</p>	GB
	<p>CK still has permission to purchase up to 2 replacement tents as she feels necessary.</p>	CK
	<p>Re Gift Aid, HMRC have paid £2,115 Gift Aid + £14.30 interest into our bank account for years 2012/2013 and 2013/2014. RB will progress the Gift Aid Claim for 2014/2015 once the current financial year (ending 31/03/15) is over.</p>	RB
	<p>RB has not yet made the 2014 annual payment of £750 to the insurance fund as per the Huts &amp; Equipment Insurance Policy, as the current account has been hit for significant expenses recently, even when the Gift Aid receipts are taken into account. The current balance covers – just – the Jack Petchey money and charity balance. After discussion, during which RC commented that the Exec may wish to consider skipping the 2014 payment altogether or making a partial payment, it was agreed to carry this item forward to the June Exec meeting, when a firm decision will be made.</p>	RB
	<p>DE has arranged minibus MoT. (Minibus service has not been done – see 6.1 .) RB has asked DE to submit his claim for the MoT before the end of March to assist him with preparing the financial year-end figures.</p>	

<p>3.2</p>	<p>RB has renewed minibus road tax.</p> <p>RB has renewed minibus insurance for £717.25, made up of: Motor Insurance £609.05, Legal Expenses £7.50 and Breakdown Cover £100.70 (Breakdown Cover provided by The AA, via the QBE helpline 0800 389 1708). The payment has come down by £79.57 from last year, perhaps due to a “no claim bonus” of 8 years.</p> <p>GR and CK were going to 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. However, it was noted that Compass has been off-line since January due to security issues, so this action has been superseded by events.</p> <p>Re checking the status of exemption of business rates for the huts, RB checked the paperwork given to him by Dave Fox and ascertained that the Group already had the rates relief for the current tax year (2014/15) in place. Looking at the 05/12/13 letter Dave Fox received from Enfield Council, it seems to be more of a periodic, rather than an annual review. To be on the safe side, RB provided Enfield Council with his contact details, to replace Dave Fox’s, on 20/01/15 and received confirmation of 100% rates relief on the Scouts Hut for 2015/16 from Enfield Council in a Non-Domestic Rate Demand dated 06/03/15.</p> <p>Re the cheque for £406.50 sent to Danemead (dated 25/04/14) that had not been banked, it was previously minuted that CK had chased Danemead and heard back that they had had a problem with a warden not banking cash and cheques, but were in the process of sorting it all out. Danemead have agreed to post the old cheque back to us and once they have done that we will send a new one for them. CK has still to receive the cheque and will chase again. It was agreed that RB should treat this as a creditor balance for his year-end Accounts.</p> <p>The Executive Committee Support training day that RC was due to attend on 15/03 was cancelled due to low numbers, which was possibly because of the clash with Mothers’ Day. RC has re-booked for 28/06 and will provide feedback after he has attended.</p> <p>RC has placed an AGM Planning Checklist under “Other Documents” on the Policies/ Risk Assessments Page of the Group website.</p>	<p>CK</p> <p>RC</p>
<p>4.</p>	<p><b>Child Protection</b></p> <p>RC explained that this item had been added as an ongoing item to the Agenda of both Exec Meetings and Leaders meetings as a result of his discussions with TS re Child Protection.</p> <p>There have been no incidents or concerns since the last meeting.</p>	
<p>5.</p>	<p><b>Health and Safety</b></p> <p>There have been no serious accidents or near misses since the last meeting.</p> <p>RC stated that the Group Fire Risk Assessment (based on the Church Fire Risk assessment review) was approved at the March 2012 Exec meeting and should have been</p>	<p>GR</p>

	<p>reviewed at the March 2014 Exec meeting, but this had been overlooked. GR agreed to raise this at the Church Council, his view being that the Church should inform the Group whenever it carries out a new assessment review and that this should prompt the Group to review its Group Fire Risk Assessment.</p>	
6.	<p><b>Resources</b></p>	
6.1	<p>Re transport, DE had reported prior to the meeting via RB that he had received a quote from Rocky of £350 to fix the leak in the minibus and replace the missing spare wheel, which had been deliberately stolen. (It was not known if the cradle for the spare wheel needed any repairs.)</p> <p>It was decided that DE would be given the go-ahead to have the leak in the minibus fixed, but that all other actions relating to the minibus would be taken on by GB.</p> <p>GB therefore has the following actions allocated to him:</p> <ul style="list-style-type: none"> <li>• Speak to DE to arrange handover of the Transport Manager role (keys, documents, garage and individual contact details etc);</li> <li>• Organise minibus service as soon as possible;</li> <li>• Review possible options regarding the missing minibus spare wheel and make a recommendation to the Exec. (It was noted that the ideal solution was one which allowed the spare wheel to remain under the minibus in a theft-proof manner.)</li> </ul> <p>It was decided that the minibus and van should now be registered in GB's name and address (they are currently registered with Dave Fox and DE respectively). RC has the vehicle logbooks and will progress this.</p> <p>RB will write to inform the insurance companies that the vehicles are normally parked at the Church, not as per the registered addresses. RB will mention the new logbook addresses (RC to supply him with the details) at the same time in his letters.</p> <p>CK has sent the application for our Small Bus Permit (which expires in June) off in the post to Gilwell and we should hear back soon.</p> <p>RB will be providing analysis of van costs at the June Exec meeting.</p>	<p>DE</p> <p>GB</p> <p>RC</p> <p>RB</p> <p>CK</p> <p>RB</p>
6.2	<p>Re equipment, IK has obtained a marquee (including ground bars) for a total cost of £468.60, which is less than the £530 previously estimated.</p>	
6.3	<p>Re the Leader situation, Sally Symons is very kindly helping out with Cubs to allow CK to take a break due to her personal circumstances.</p>	
6.4	<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>	CK
6.5	<p>Re Jack Petchey Award money, the Group currently has a total of £931.40 to spend following the purchase of a new marquee. CK is looking into the exact cost of Emily's proposed Go-Karting event for Leaders and Young Leaders.</p>	CK

6.6	<p>Re the need to appoint a Permanent Group Chairman, HMH, who was present at the meeting, has discussed the role in depth with RC and would like to take on the role subject to not taking on any additional work responsibilities. HMH will have a clearer idea of her position within the next few weeks.</p>	
6.7	<p>CK submitted the numbers for this year's census online on 28/02/15. Total children numbers were 44, made up of Beavers 9, Cubs 13, Scouts 21, plus Cara (separate cheque to Explorers). Total payment was £1,254.00 . RB has paid capitation and received a receipt.</p> <p>RC noted that the District were again paying for adults this year, but that the rules for capitation would be changing from 2016, with the rates for young people going up and adults becoming free. Given that the District has been paying for adults for several recent years (initially due to making a good profit from Fireworks, although takings have declined in recent years), this will represent increased cost for the Group. This needs to be taken into account when the membership subs are set in the June Exec meeting. RC will speak to the DC and see if he can get an idea of the likely scale of the rate increase.</p>	RC
6.8	<p>It was agreed that the sectional budgets should again remain at £30 per head, based on the numbers at the time of the 2015 Census. These are guideline figures and leaders can request more budget should they need it. The GSL budget is to increase from £100 to £120.</p> <p>RC briefly explained TS's idea of the introduction of a Benevolent Fund. It was agreed to discuss this further at the June Exec meeting, when TS would hopefully be present.</p>	
6.9	<p>Changes to Exec Committee for forthcoming year were discussed. JA and DE are standing down and HMH will hopefully be re-joining the Exec as Chairman.</p> <p>It was agreed that Group signatories would remain as Group Scout Leader, Chairman, Treasurer and Group Secretary.</p> <p>It was agreed that it would be sensible to invite any proposed new members of the Exec to attend the June Exec meeting. However, as this meeting will henceforth be held <i>ahead</i> of the AGM, they will not technically yet have been voted in as members of the Exec and so will not have voting rights in this meeting.</p>	
6.10	<p>Re the boundary fence by the Store Hut, DE had reported last year that he did not feel that the fence was pushing on the hut too much. DE had spoken at the time to the neighbour in question, who had said he would speak to his gardener. It had been agreed back then to review the situation in March 2015 and DE has now reported that he has heard nothing since from either the neighbour or the gardener. GR will raise the question of who is responsible for the perimeter fencing at the next Church Council.</p>	GR
6.11	<p>RB has investigated the possibility of going online to view statements/balances. However, as the Scout website section on online banking makes it clear that a two-signatory process must be adhered to, he is not able to progress this any further.</p>	

	<p>RB will however investigate possible use of CAF Bank. RC explained that the Group had briefly looked into this a few years ago and had decided at the time not to pursue this. RC suggested that RB should refer to previous Exec minutes to see what had been discussed and agreed at the time.</p>	RB
7.	<p><b>Policies</b></p>	
7.1	<p>TS and RC are now close to creating a draft Child Protection Policy for Exec review. The Equal Opportunities and Health &amp; Safety Policies are also being looked at with a view to making similar format changes. It appears that a separate stand-alone Anti-Bullying Policy may also be required.</p> <p>RC will issue the draft Child Protection Policy as soon as possible so that Exec members can provide feedback. RC and TS will then collate all of this feedback into an updated draft version that will be formally reviewed at the next Exec meeting in June.</p>	TS/RC
8.	<p><b>Events Review</b></p>	
8.1	<p><i>Welly Walk (Sunday 8<sup>th</sup> February, Cuffley Great Wood)</i> This event went well, with £34 being raised for St Elizabeth's, the Group's nominated charity.</p>	
9.	<p><b>Events Planning</b></p>	
9.1	<p><i>St George's Day Parade (Sunday 26<sup>th</sup> April)</i> RC is responsible for the Upper Grammar School playground and asked for volunteers to assist him with stewarding duties.</p>	ALL
9.2	<p><i>AGM (Friday 12<sup>th</sup> June)</i> RC will take on overall ownership for AGM Planning. The new AGM Planning Checklist was followed and the following noted/agreed:</p> <ul style="list-style-type: none"> <li>• RC will chair the AGM, at least up to handover to new Chairman</li> <li>• Gifts were agreed and IK will obtain these</li> <li>• The Group will retain St Elizabeth's as its nominated charity for next year</li> <li>• RC will invite Sarb Minichiello from St Elizabeth's to attend the AGM – to receive a cheque and say a few words about the charity</li> <li>• IK will take care of refreshments</li> <li>• JA and DE will be leaving the Exec; HMH might be joining.</li> </ul>	IK RC IK
9.3	<p><i>Group Walk for Charity</i> It was decided to discuss this possible event at the June Exec meeting.</p>	
9.4	<p><i>Raglan Summer Fun Day (Saturday 27<sup>th</sup> June/Sunday 28<sup>th</sup> June)</i> CK noted that she had just received an invite from Raglan. This year's event is planned over two days and includes a circus! After discussion, during which the possibility of using District resources (e.g. climbing wall) was considered, it was decided that the Group would not attend this event this year, for the following reasons:</p> <ul style="list-style-type: none"> <li>• It was felt that if we attended the event at all, we should attend both days. This would be a significant commitment relative to the low level of predicted income;</li> <li>• The event has not led to any recruitment in recent years;</li> </ul>	

	<ul style="list-style-type: none"> <li>• It was hard enough getting enough people to make playing rounds of JPD viable when the event was only on one day. Unless numbers doubled, holding the event over two days would mean fewer people still on each day;</li> <li>• The event was generally thought to be on a downward trend;</li> <li>• Clash with another scheduled activity (Night Challenger) that the Group is involved in.</li> </ul>	
10.	<p><b>Any Other Business</b></p> <p>Following on from the discussion re Raglan Summer Fun Day, GB asked if the Group should consider getting more involved with District events, rather than “competing individually” for recruits. GB wondered if more of a District mentality might be required. RC agreed to discuss this with the DC.</p> <p>It was agreed that, whilst CK has a break from the Group due to personal circumstances, RC will act as escalation point for anything that would normally be brought to the GSL’s attention. Should he be contacted in this capacity, RC will involve the Exec, Leaders and DC as he sees fit at the time. CK will inform the Leaders of these arrangements and amend the <a href="mailto:gsl@18thedmonton.net">gsl@18thedmonton.net</a> and <a href="mailto:chair@18thedmonton.net">chair@18thedmonton.net</a> email lists to point to RC’s email address.</p>	<p>RC</p> <p>CK</p>
11.	<p><b>Date of Next Meeting</b></p> <p>Monday 8<sup>th</sup> June 2015 at 7.45pm in the Garden Room.</p>	

## Executive Committee Information Sheet

23<sup>rd</sup> March 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	None		
	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>
Fire Drills Last Done	12/09/14	16/01/15	13/03/15

### From the Leaders:

	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>
Numbers in Section	9	15	23
Number on Link to Next Section	1	0	0
Census Numbers Submitted	28/02/15		
Other Information from GSL	1 new Cub, 3 new beavers and 2 new scouts have come along to our meetings so far this term		

### From Treasurer:

	<i>Insurance Fund</i>	<i>Investments</i>	<i>Current</i>	<i>Petty Cash</i>
Balance on Accounts now	£3,139.13	£127.47	£1,243.84	£(48.53)
<i>Balance Last Meeting</i>	£3,138.82	£127.47	£1,559.43	£302.08
Movement Since Last Meeting	£0.31	Nil	£(315.59)	£(350.61)
Insurance Fund Payment Due	outstanding	Balance for Annual Charity		£231.40
	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>	<i>GSL</i>
Section & GSL available to spend	£(8.20)	£190.22	£(37.07)	£(44.40)
Last Capitation Paid (Date/Amount/Breakdown)	04/03/15	£1,254.00	44	Children @ £28.50
			17	Leaders @ £ 0.00
Gift Aid Status	HMRC have paid £2,115 Gift Aid + £14.30 interest into our bank account for years 2012/13 & 2013/14			
Other Information from Treasurer	Subs £4,325 (LY £4,725), Jack Petchey £931.40 to spend. Major expenses: Minibus insurance £717.25, road tax £165, party tent (JP) £468.60, winter & 2016 camp deposits £250 and various leaders expenses £370. Minibus servicing costs not yet known. Still awaiting the return of the 25/04/14 Danemead cheque for £406.50 before writing new one (show as a creditor for the a/cs?).			

### Resources Reports:

Transport				
Due Dates	<i>MoT/Service</i>	<i>Breakdown</i>	<i>Insurance</i>	<i>Road Tax</i>
Minibus	21/02/16	22/03/16	22/03/16	28/02/16
Van	27/11/15	No Cover	29/11/15	31/12/15
Minibus Permit	21/06/15	Hut Usage Renewal Date		23/11/15
Other Information from TM	Minibus Service not yet done			
Equipment & Other				