

18th Edmonton Scout Group

Group Executive Meeting

Tuesday 12th September 2017

7:30pm at 73 Lynmouth Avenue

Present:	Speranta Knowles (SP)	Group Scout Leader
	Pranav Dave (PD)	Chair Designate
	Rob Bruce (RB)	Treasurer
	Tim Swindell (TS)	Church Representative
	Gervase Bush (GB)	Transport Manager
	Donna Willard (DW)	Beaver Leader
	Grant Murray (GM)	Cub & Scout Leader
	Paul Symons (PS)	District Commissioner

PS took the Chair and the minutes.

- 1 **Introductions** – everyone present introduced themselves for the benefit of the new members.
- 2 **Co-options to Group Executive** – The meeting approved the co-option of Pranav Dave to the committee. Pranav will take the Chair from the next meeting.
- 3 **Apologies for absence** – Apologies were received from Janine Chapman and Ian Kirby. Helen Costa was absent.
- 4 **Approval of the minutes of the last meeting** – the minutes of the Group Executive Meeting held on 20/06/17 were approved as a correct record.
- 5 **Matters arising**
 - a. Exec vacancies – At the AGM HC volunteered and was elected as Group Secretary. After the meeting PD volunteered to be Chair and SK volunteered to be GSL.
 - b. Jack Petchey money – There is £778.25 left to be spent and it was agreed that this should be spent on activities this term.
- 6 **Leader & Exec Update** – On the leader front Linda Marchant has resigned as ACSL. The Beaver Team is now DW and Flora Hajipetrou. The Cub Team is GM and Liam Wilson. The Scout Team is GM and John Symons. All sections have young leader support.

The exec update is minuted in item 5a above.
- 7 **Health and safety** – There have been no health and safety incidents since the last meeting.
- 8 **Transport** – GB reported that he had received an enquiry from a Group wishing to take the minibus abroad. The committee agreed that they had no issues with this provided the Group concerned follow any rules pertaining to minibuses in the countries they are travelling in. At the next meeting RB will advise whether the insurance covers this and GB will check and report which Group has made the enquiry.

RB asked about a booking on 15th May for which no payment has been received. GB will check and report back to RB.

9 Policies, Risk Assessments etc.

- a. The meeting noted that a number of policies need reviewing and will deal with this over the next few meetings.
- b. Fire Risk Assessment – the meeting discussed this document and agreed to remove the piece about the stage in the hall as it is no longer relevant. It was further agreed that a piece should be added about no fires being lit on the synthetic grass in the church garden. This document to be reviewed again in a years' time.
- c. Hut Usage (Section B) Agreement – the meeting reviewed this document and agreed that the monthly payment due should rise to £25 per month from November. RB will action this. This document to be reviewed again in a years' time.

10 Events

- a. Past
 - i. AGM – the meeting agreed that the AGM had been a success and the entertainment provided was good.
 - ii. Summer Camp – GM reported that the Troop Summer Camp went off without incident and was enjoyed by all. This event was run in partnership with the 24th Edmonton and was led by Roger Gleave.
- b. Future
 - i. Great Beaver Bake Off – DW and SK advised that the Beaver Colony were running a Great Beaver Bake Off on Friday 22nd September followed by a Coffee and Cake afternoon on 23rd September in aid of Alzheimer's Research UK. PS to advertise to the District.
 - ii. Remembrance Day Parade – PS advised that this was going ahead again this year on Sunday 12th November.
 - iii. Harvest Festival – TS advised that the October Parade was also Harvest Festival and would be led by him.
 - iv. Anniversary Service – TS advised that Rev Papa Owusu was planned to lead this service. PS asked the leaders present to start thinking about who should win the awards this year and get the trophies back from last year's recipients.
 - v. Toy Service – it was noted that the Group would be unable to attend the usual parade service in December as they were all going to an organised camp at Belchamps.

11 Any other business

- a. RB gave an update on Gift Aid and asked where the red folder of completed forms should be kept. It was agreed that this should be kept in the metal cupboard at the church. It was also agreed that the following people should be signatories for HMRC Gift Aid purposes: Speranta Knowles, Pranav Dave and Rob Bruce.
- b. PS asked permission to borrow the event shelter on behalf of Colin Bateman for use at his upcoming 60th birthday celebration. This was agreed.
- c. GM presented the results of a survey he had carried out with parents about whether they would like and use a Group Facebook page. It was agreed that this was a good idea and should be a closed Group.
- d. RB raised the matter of signatories on the bank account. The meeting agreed that the signatories should be: Speranta Knowles, Pranav Dave, Rob Bruce, Helen Costa, Donna Willard and Grant Murray.

e. It was agreed that the signatory on the Nationwide account would be Speranta Knowles and Rob Bruce would hold the book.

- 12 **Exec committee referrals to leaders meeting** – there are no items to be referred.
- 13 **Part Two** – It was agreed that none of this meetings discussions should be treated as part 2 (confidential).
- 14 **Date of next meeting** – the next meeting was set for Tuesday 21st November, 7:30pm in the Garden Room at the Church.

Executive Committee Information Sheet

12th September 2017

Actions Taken on Committee's Behalf Since Last Meeting:

By GSL	
By Chair	
By Others	DC has appointed Speranta Knowles as GSL. Pranav Dave volunteered after the AGM to be Chair. Five year service award has been presented to John Symons (ASL).

Health and Safety:

Reportable Incidents/Near Misses	None	None	None
	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>
Fire Drills Last Done	05/05/17	12/05/17	12/05/17

From the Leaders:

	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>
Numbers in Section	23	18	7
Number on Link to Next Section	2	4	0
Other Information from GSL			

From Treasurer:

	<i>Insurance Fund</i>	<i>Investments</i>	<i>NW & CAF Current a/cs</i>	<i>Petty Cash</i>
Balance on Accounts now	£4,651.13	£131.21	£5,169.99	£187.47
<i>Balance Last Meeting</i>	£4,650.54	£131.15	£3,016.32	£185.80
Movement Since Last Meeting	£0.59	£0.06	£2,153.67	£1.67
Insurance Fund Payment Due	30/11/2017	Jack Petchey Balance		£778.25
	Charity Balance	£0.00	Benev Balance	£0.00
	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>	<i>GSL</i>
Section & GSL available to spend	£242.15	£334.29	£135.10	£120.00
Census Numbers & Capitation	No's Submitted	30/01/17	Capitation Paid	13/03/17
Amount/Breakdown	£1,554.00	30 Children @ £42.00	7 Y. Leaders @	£42.00
Gift Aid Status	£1,184.02 Gift Aid for 2016/17 received on 11/07/17			
Other Information from Treasurer (since the start of the financial year)	Subs total £2,667.50 (LY £1,411.84). Expenses paid since the last meeting £450 December Camp deposit, £126 Danemead Camp deposit and £33.55 annual website fee.			

Resources Reports:

Transport					
Due Dates	<i>MOT</i>	<i>Service</i>	<i>Breakdown</i>	<i>Insurance</i>	<i>Road Tax</i>
Minibus	02/18	06/17	22/03/18	22/03/18	28/02/18
Minibus Permits	26/03/20	&	TBC	Hut Usage Renewal Date	23/11/15
Other Information from TM					
Equipment & Other					