

18th Edmonton Scout Group

Group Executive Meeting

Tuesday 5th June 2018

7:30pm at Garden Room at the Church

Present:	Speranta Knowles (SK)	Group Scout Leader
	Pranav Dave (PD)	Chair Designate
	Rob Bruce (RB)	Treasurer
	Tim Swindell (TS)	Church Representative
	Gervase Bush (GB)	Transport Manager
	Grant Murray (GM)	Cub & Scout Leader
	Donna Willard (DW)	Beaver Leader
	Janine Chapman (JC)	Subscriptions Manager

PD took the Chair and the minutes.

1. **Approval of the minutes of the last meeting** – The minutes of the Group Executive Meeting held on 19th February 2018 were approved as a correct record.
2. **Matters arising**
 - a) **GDPR**

Data Protection Policy Statement for 18th Edmonton Scout Group website will be updated by SK once Scouting Group website is being updated
 - b) **Data Protection Officer (DPO)**

Agreed in meeting that SK will be DPO for any queries arising related to GDPR for 18th Edmonton Scout Group. Generic DPO email to be set up for SK; who will then distribute and request information from relevant leaders.
 - c) **Data Controller**

Each leader will be Data Controller and responsible for collecting information requested by DPO. DPO will be responsible to submit requested information to requestee. Each leader will be responsible to keep all documents in locked cupboard.
3. **Leader and Exec update** – No update
4. **Health & Safety** – There have been no health and safety incidents since the last meeting.
5. **Transport** – No update
6. **Policies and Risk assessment** – No update

7. Events

a) Past

- Hiking Camp for Cubs and Scouts on 24th and 25th Feb 2018
- St. Georges Day celebration on Sunday 22nd April 2018
- Quiz night in April / May 2018
- Cubs camp in May / June 2018

b) Future

- Cubs Summer camp in August 2018

8. **Social Media and Website** – Facebook Group is being used by leaders as good communication tool to update parents on regular activities.

9. Any other Business

- a) Hut clean-up and make a list of items being stored in hut in Summer 2018
- b) DW and SL to discuss on additional Beavers award. Further discussion to be held in next Exec meeting
- c) Accounts for 2017 – 2018 agreed and approved in a meeting

10. **Part Two** – It was agreed that none of these meeting discussions should be treated as part 2 (confidential).

11. **Date of next meeting** – the next meeting has been scheduled for Tuesday 11th September 2018 at 7:30pm in the Garden Room at the Church.

Executive Committee Information Sheet

5th June 2018

Actions Taken on Committee's Behalf Since Last Meeting:

By GSL	
By Chair	
By Others	

Health and Safety:

Reportable Incidents/Near Misses			
	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>
Fire Drills Last Done	15/09/17	08/09/2017	10/11/2017

From the Leaders:

	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>
Numbers in Section	13	23	10
Number on Link to Next Section	0	6	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	£5,402.35	£131.21	£6,073.20	£(113.76)
<i>Balance Last Meeting</i>	<i>£4,651.72</i>	<i>£131.21</i>	<i>£5,758.97</i>	<i>£63.07</i>
Movement Since Last Meeting	£750.63	nil	£314.23	£(176.83)
Insurance Fund Payment Due	30/11/2018	Jack Petchey Balance		£333.25
	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	£154.55	£142.91	£81.49	£120.00
Census Numbers & Capitation	No's Submitted	Jan 2018	Capitation Due	now
Amount/Breakdown	£1,554.00	49 Children @	£43.00	7 Y. Leaders @ £43.00
Gift Aid Status	Only missing 1 signed form (Elena Sidabraite)			
Other Information from Treasurer (since the start of the financial year)	Subs total £5,723.50 (LY £4,806.02). Expenses paid since the last meeting £497.98 for 2 large tents less £52.98 refunded (out of Jack Petchey), Anniversary Service expenses £117.77 and £42 for helpers' insurance. Capitation (£2,107 + young leaders £301?) and Minibus insurance imminent (£880.20)			

Resources Reports:

Transport					
Due Dates	<i>MOT</i>	<i>Service</i>	<i>Breakdown</i>	<i>Insurance</i>	<i>Road Tax</i>
Minibus	14/02/19	06/18	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					