

18TH Edmonton Scout Group Executive Meeting Monday 18th March 2013 at 7.45p.m.

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| Present: | Heather Connor (HC) | Chair |
| | Paul Symons (PS) | GSL |
| | Dave Fox (DF) | Treasurer |
| | Graham Reid (GR) | Scout Leader |
| | Richard Clark (RC) | Secretary |
| | Ian Kirby (IK) | Quartermaster |
| | Dave Edwards (DE) | Transport Manager |
| | Jo Allen (JA) | |
| | Stuart Butcher (SB) | |
| | Anna Gill (AG) | |
| | David Jackson (DJ) | |

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| 0. | <p>New Enfield District Commissioner PS informed the meeting that he would be taking over as Enfield District Commissioner from 1st April 2013. PS will not therefore be able to continue as Group GSL, however he will cover this role until a replacement has been found. PS will fulfill all of his current commitments, but will not be looking to take on any new commitments.</p> <p>Formal congratulations were recorded to PS for his new appointment.</p> | |
| 1. | <p>Apologies for Absence Apologies were received from Karli Turner (KT). Absent: Karen Cook (KC).</p> | |
| 2. | <p>Minutes of the Last Meeting The minutes of the meeting held on 14th January 2013 were agreed as being correct.</p> | |
| 3. 3.1 | <p>Matters Arising</p> <p>It was decided not to pursue the move to use of CAF Bank at the present time.</p> <p>Re on-line banking, DF confirmed that Nat West do not offer an on-line solution whereby 2 independent authorisations are required, neither do they offer a read-only access solution. No further investigation into on-line banking is currently planned.</p> <p>KC still has a CRB Form to complete.</p> <p>HC has determined that her original contact at the Borough is due back from extended maternity leave in March, and will contact her again re putting the Borough logo on the minibus.</p> <p>PS has now seen the Driving Licenses of all leaders who drive Group vehicles.</p> <p>HC has obtained a maximum speed limit sticker for the minibus.</p> | <p>KC</p> <p>HC</p> |

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| <p>3.2</p> | <p>DE and DF passed both vehicles' Registration Certificates to RC for safe keeping.</p> <p>RC will scan the vehicles' Registration Certificates and work with PS to put the scanned copies onto the Group website.</p> <p>MOT for the van is due on 30/06/13.</p> <p>PS will organise a working day to re-felt the roof of Store Hut D once weather permits.</p> <p>PS has added GSL balance to the Exec Info Sheet alongside sectional balances.</p> <p>PS and DF have agreed charging categories to ensure monies are allocated correctly. These have been added as an appendix to the Accounts Policy. PS will be revamping the Expense Claim Form to include a column for both the category and budget, so it will be clear what information is needed.</p> <p>PS has made the agreed changes to the Good Behaviour Policy and RC has checked these.</p> <p>PS has added the new Mobile Phones, Electronic Toys & Gadgets Policy to the Group website.</p> <p>PS has made the agreed change to the Equal Opportunities Policy and RC has checked this.</p> <p>PS has assigned Saturday 27th April for the Quiz Night.</p> <p>DF reported that transport-related expenses claims dating back to April 2010 have been handed in and that he expected the total claim to be in the order of £1,850 . After discussion, it was agreed that the claim should be paid in full and that repayment would be made in mutually-agreed installments.</p> <p>DE has had the bolt on the minibus replaced.</p> <p>PS reported that DF will now be remaining as Treasurer, subject to handing over some of the paperwork for which he has previously been responsible, allowing him to concentrate purely on accounts and monies.</p> | <p>RC / PS</p> <p>PS</p> <p>PS</p> |
| <p>4.</p> | <p>Health & Safety There have been no serious accidents or near misses since the last meeting</p> | |
| <p>5. 5.1</p> | <p>Resources</p> <p>Re transport, DJ kindly offered to work with DE moving forward, to assist him with administration.</p> <p>Re minibus service due this month, a quote of £225 has been received from Ford. It was decided that Rocky would be used should his price be cheaper – as is expected. [It was noted that Ford parts must be used in order for the Warranty to remain valid.]</p> | |

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| | <p>Re minibus insurance, DF has received a quote of £1,077, including guaranteed recovery, from RAC. However, Unity’s quote is £740, including AA breakdown cover, but without an absolute guarantee of recovery. A decision was made to go with the Unity quote, based on this being significantly cheaper and the perceived very small likelihood, given the age of the minibus, of a sequence of events incurring costs of over the approx. £330 difference during the forthcoming year.</p> <p>5.1.1 PS having confirmed that a van would definitely be needed at Summer Camp (The New Forest), discussion was held concerning whether to take the Group van or to hire a van. It was agreed that this decision could be deferred until the June Exec Meeting, at which time the Exec could review the performance of the van during the 2 “trial run” events in May.</p> <p>5.2 There were no requests for expenditure on equipment.</p> <p>5.3 Re the Leader situation, in addition to his own forthcoming change of role (see above), PS reported that Pete Miskin had moved up from Sectional Assistant to Assistant Section Leader. (PS explained that the next GSL did not necessarily have to be someone currently in the Group, nor someone with previous Scouting knowledge.)</p> <p>5.4 It was agreed that the sectional budgets should again remain at £30 per head, based on the numbers at the time of the 2013 Census. These are guideline figures and leaders can request more budget should they need it. The GSL budget was set at £100.</p> | |
| <p>6. 6.1</p> | <p>Policies</p> <p>RC talked the meeting through further changes to the Accounts Policy made since the last meeting and the rationale behind these. The Accounts Policy was then reviewed and agreed with no changes required. Next review date will be November 2014.</p> <p>RC was thanked for his efforts in arriving at the current version of this Policy.</p> | <p>PS</p> |
| <p>7. 7.1</p> | <p>Events Review</p> <p><i>Wellie Walk (Sunday 10th February)</i> It was agreed that this event, which had taken place in extremely muddy conditions, had been very enjoyable.</p> | |
| <p>8. 8.1</p> | <p>Events Planning</p> <p><i>Quiz Night (Saturday 27th April)</i> PS reported that Bush Hill Park Bowls, Tennis & Social Club has now been booked for Saturday 27th April, at an agreed cost of £100. This event will be open to ages 14 and above. It was agreed that the tradition of offering leaders free entry would be maintained.</p> <p>PS will sort out posters for this event.</p> <p>As per last year, RC will again purchase raffle prizes to the value of £20. RC asked that all Exec members attending also contribute one raffle prize each.</p> | <p>PS RC / ALL</p> |

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| 8.2 | <p><i>AGM (Friday 10th May)</i> The AGM will be held at 1900 on Friday 10th May. A representative from ShelterBox had already been booked for a normal Group meeting that night, and will be informed of the altered arrangements and asked to come instead to be presented with a cheque and say a few words.</p> <p>The sections will be asked to provide entertainment again.</p> <p>IK will assist with refreshments (or let PS know if he is unable to do so).</p> | |
| 8.3 | <p><i>St. George's Day Parade (Sunday 21st April)</i> PS reported that this event would follow the same format as in previous years. The Group will be leading the Parade this year!</p> | |
| 9. | <p>Any Other Business HC commented that she felt that a hard recruitment drive was needed for Beavers, adding that in her view bringing along a friend was one of the best ways of introducing potential new members to the Group. PS said that Beaver numbers were also down in other Groups and that he wondered if the proliferation of after-school clubs was causing a timing issue for parents. PS added that one option was to look to recruit more children directly into Cubs.</p> <p>GR's suggestion that the Group take up the option of a free space at Bury Lodge Fete on Sunday 14th July was agreed and it was decided that this event should be used to look to recruit new Beavers and Cubs. PS will inform Leaders Meeting of these plans.</p> <p>PS will show SB an example of the leaflet previously used for recruitment purposes.</p> | <p>PS</p> <p>PS</p> |
| 10. | <p>Date of Next Meeting Monday 10th June 2013 at 7.45pm in the Garden Room.</p> | |

Executive Committee Information Sheet

18th March 2013

Actions taken on committee's behalf since last meeting:

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| By GSL | Bowls Club booked for Quiz night. |
| By Chair | Purchased speed restriction sticker for minibus. Contacted Borough re minibus logo. Contact still on extended leave. Due back beginning of March. |
| By Others | |

Health and Safety:

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| Reportable incidents / near misses | None | | |
| Fire drills last done | Beavers 06/07/12 | Cubs 11/01/13 | Scouts 16/11/12 |

From the Leaders:

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| | Beavers | Cubs | Scouts |
| Numbers in section | 9 | 17 | 22 |
| Number on link to next section | 0 | 0 | 0 |
| Other information from GSL | Beavers are low on numbers and will be taking steps after Easter to try and rectify this. | | |

From Treasurer:

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| | Investments | Insurance | Current | Petty Cash |
| Balance on accounts | £1118.84 | £2377.47 | £2760.88 | £191.50 |
| Income since last meeting | £2.41 | Nil | -£845 Net | NIL |
| | Beavers | Cubs | Scouts | GSL |
| Section & GSL balances | £45.29 | £232.73 | £167.28 | £50 |
| Other information from Treasurer | Vehicle expenses claim of the order of £1,850.00 going back to April 2010 has been received. | | | |

Resources Reports:

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| Transport | | | | |
| | Due Dates | MoT/Service | Breakdown | Insurance |
| | Minibus | 21/03/13 | 22/03/13 | 22/03/13 |
| | Van | 30/06/13 | no cover | 29/11/13 |
| | | | | 31/12/13 |
| | | Minibus Permit 21/06/15 | | |
| Equipment | | | | |
| | Hut Insurance Due | 14/10/13 | | |