

## 18<sup>TH</sup> Edmonton Scout Group Executive Meeting Monday 8<sup>th</sup> June 2015 at 7.45p.m.

Present:	Richard Clark (RC) Cheryl Keen (CK) Graham Reid (GR) Gervase Bush (GB) Ian Kirby (IK) Rev Tim Swindell (TS) Jo Allen (JA) Anna Gill (AG) David Jackson (DJ) Paul Symons (PS)	Secretary & Acting Chairman GSL Scout Leader Transport Manager Elect Quartermaster Church Representative  District Commissioner
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1.	<b>Apologies for Absence</b> Apologies were received from Rob Bruce (RB), Dave Edwards (DE) and Karli Turner (KT).	
2.	<b>Minutes of the Last Meeting</b> The minutes of the meeting held on 23 <sup>rd</sup> March 2015 were agreed as being correct.	
3. 3.1	<b>Matters Arising</b> Re maintenance of the huts, GB has responsibility for seeing that the outstanding work relating to the roof trim is completed.	GB
	CK still has permission to purchase up to 2 replacement tents as she feels necessary.	CK
	RB will be progressing the Gift Aid Claim for 2014/2015 from the end of June.	RB
	RB has not yet made the 2014 annual payment of £750 to the insurance fund as per the Huts & Equipment Insurance Policy. The Exec agreed that RB should make this payment as soon as possible, provided that financial circumstances permit.	RB
	The cheque for £406.50 sent to Danemead (dated 25/04/14) that had not been banked has finally been returned and a new cheque has been sent. The new cheque has not yet been banked, but its receipt has been acknowledged.	
	At the March 2015 Exec meeting, RC reported 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, this will represent increased cost for the Group. RC has spoken to the DC to see if he could get an idea of the likely scale of the rate increase and was told the following:	
	<ul style="list-style-type: none"> <li>• The DC does not yet know what the new young people rate (£28.50 in 2015) will be.</li> <li>• The DC does not currently know when he will know this.</li> <li>• The DC thinks that that, for a Group of our size, the overall effect will be approximately cost neutral <i>had we been paying for our adults also this year</i> and suggests that we plan on this basis.</li> </ul>	

3.2	<p>As we had 17 adults and 44 children in the census in 2015, this would mean an additional cost to the Group of <math>17 \times \pounds 28.50 = \pounds 484.50</math>. Dividing this extra cost by the 44 children (on the working assumption of the same number of children next year) means that the extra cost is almost exactly £11 per child. [See also 6.9.]</p> <p>At the March Exec meeting, 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 has discussed this with the DC, who said that the annual Enfield Town Show remained the main occasion where Groups worked together. However, the DC did say that an experienced District resource could assist and advise re recruitment should the Group be interested. PS added at the meeting that there would be District presence at the forthcoming “One Enfield” event at Albany Park.</p> <p>GR has established at the Church Council that the neighbouring home owners are responsible for all of the perimeter fencing. (Linda, the Property Steward for the Church, looks after this item.)</p> <p>The Executive Committee Support training day that RC was due to attend on 15/03 was cancelled due to low numbers. RC has re-booked for 28/06 and will provide feedback after he has attended. PS encouraged everybody to attend this training.</p> <p>There have been no actions taken on the Committee’s behalf since the last meeting.</p>	RC
4.	<p><b>Child Protection</b></p> <p>There have been no incidents or concerns since the last meeting. [This item will be removed from subsequent Exec meeting Agendas – see 7.1.]</p>	
5.	<p><b>Health and Safety</b></p> <p>There have been no serious accidents or near misses since the last meeting.</p> <p>RC had stated at the March Exec meeting 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 reviewed at the March 2014 Exec meeting, but this had been overlooked. GR has raised this at the Church Council. It was agreed that the Group needs to have its own Fire Risk Assessment either within or in addition to its existing Health &amp; Safety Policy.</p> <p>The following actions were set:</p> <ul style="list-style-type: none"> <li>• GR to ask the Church for a copy of its current Health &amp; Safety Policy and Fire Risk Assessment and forward these to RC.</li> <li>• RC to then update Group policies appropriately – they should reflect Church policy, but also include any additional Group-specific policy and procedures.</li> </ul>	GR RC
6. 6.1	<p><b>Resources</b></p> <p>Re transport, GB has met with DE and completed handover of the Transport Manager role.</p>	

	<p>The following actions are now with GB:</p> <ul style="list-style-type: none"> <li>• To arrange MOT for the van (due 30/06). It was agreed that GB could proceed with repairs up to a total cost of £120 should the van fail its MOT, but that he would need to seek advice from the Exec should the indicative cost be higher.</li> <li>• To organise minibus service as soon as possible.</li> <li>• To organise repair of the damage to the side of the minibus thought to have possibly been caused by a wheelie bin.</li> <li>• To have the leak in the minibus fixed.</li> <li>• To review possible options regarding the missing minibus spare wheel and make a recommendation to the Exec. (It is noted that the ideal solution is one which allows the spare wheel to remain under the minibus in a theft-proof manner.)</li> <li>• To register the minibus and van in GB's name and address (they are currently registered with Dave Fox and DE respectively) and to let RB know the details when he has done this.</li> </ul> <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 (GB to supply him with the details) at the same time in his letters.</p> <p>CK has obtained a new Small Bus Permit and will now obtain a second Permit.</p> <p>RC will split out MOT and Service dates on the Executive Information Sheet, in order to avoid any future confusion if they are not carried out at the same time.</p> <p>Re the van, IK has previously (November 2014) provided indicative costs for alternative options to owning a van. RB, who was unable to be at the meeting, had provided an analysis of vehicle costs ahead of the meeting. At high-level, this analysis indicated that the van had cost the Group approximately £750 per annum over the previous two years, although it should be noted this figure includes only minimal servicing.</p> <p>PS reported that he had asked CK to look at options for the replacement of the van and to try and identify funding for this. PS therefore asked the Exec to postpone a decision on van replacement until CK has had a chance to complete her review of the options.</p>	<p>GB</p> <p>RB</p> <p>CK</p> <p>RC</p> <p>CK</p>
6.2	<p>There were no requests for expenditure on equipment.</p>	
6.3	<p>Re the Leader situation, CK reported that a new Cub Scout Leader and Assistant Cub Scout Leader would be taking over from 17/07, both of whom are very experienced.</p> <p>Another experienced leader is very interested in becoming Beaver Scout Leader. (PS reassured the Exec that he has spoken to Vickie who has told him that she would be more than happy to continue as Assistant Beaver Scout Leader.) However, the current Beaver meeting time does not suit her, so CK is running with how the Group might rearrange meeting times in order to accommodate her. [Note: should meeting times change, information re meeting timings outside the Church and on the Group website will need updating.]</p> <p>Additionally, a parent is waiting to go into uniform as an Assistant Scout Leader.</p>	<p>CK</p>

	PS has asked CK to look at recruitment of both adults and young people and to work with Russ Dyble the County Development Officer, who has had success with the 10 <sup>th</sup> Edmonton Group in this respect, to achieve this.	CK
6.4	Re 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. CK plans to have to have Beavers fully up and running by end-September.	CK
6.5	Re Jack Petchey Award money, the Group has received an additional £600 and now has a total of £1,531.40 to spend. Concern was expressed over the length of time it was taking for this money to be spent and CK will look into what was specified on the forms and into progressing events/expenditure, asking Sally Symons for help with this if necessary.	CK
6.6	Re the need to appoint a Permanent Group Chairman, Heather McIsaac-Hall has unfortunately had to decline the role due to the need to study for additional work-related qualifications. CK will continue to look into a replacement for RC, who will in the meantime be appointed Acting Chairman at the AGM. RC commented that fundraising is a key item which he feels needs to be owned by whoever becomes the new Chairman.	CK
6.7	RB's investigation into possible use of CAF Bank is ongoing.	RB
6.8	TS explained his idea of the introduction of a "Benevolent Fund", which would be a discretionary amount to be made available to anyone struggling with costs. After discussion, it was decided that there was not a need for a specific fund, however RC should add an item to the Executive Information Sheet in order for RB to record on an ongoing basis how much "benevolent" money has been allocated for the year to date.  PS informed the group that it may be possible to obtain funds from Gilwell provided sufficient notice is given.	RC
6.9	After discussion, in which the forthcoming capitation changes [see 3.1] were considered at length, it was agreed to raise membership subs to £144 per annum with immediate effect. CK will communicate this decision to parents/guardians, and will include the following points in this communication: <ul style="list-style-type: none"> <li>• This increase includes an extra £11 per head to cover additional costs the Group will have to pay the District for each child from next year.</li> <li>• The Group will therefore only be receiving a net £3 extra per child.</li> <li>• At a cost of only £12 per month, the Group believes that this still offers excellent value for money compared with other activities that children may get involved with.</li> <li>• Parents/guardians will be able to pay on a monthly basis if they wish once everyone is set up on My.SCOUT.</li> </ul>	CK
7.	<b>Policies</b>	
7.1	The draft Child Protection Policy, prepared by RC with input from TS and DJ, was discussed.	

	<p>PS made several observations about the contents, however he explained that the key thing to note was that, unlike Health and Safety, Child Protection is a GSL responsibility and NOT an Exec responsibility under Scout Association rules.</p> <p>The Exec expressed concern at the general principle of Execs not having any direct involvement with Child Protection.</p> <p>RC will revert the Child Protection Policy back to its original format and update it as necessary, then bring it to the September Exec meeting for review.</p>	RC
8.	<b>Events Review</b>	
8.1	<p><i>St George's Day Parade (Sunday 26<sup>th</sup> April)</i></p> <p>This event generally went well, however RC stated that he needs to ensure that there are more stewards for the Upper Grammar School playground next year.</p>	
8.2	<p><i>Group Walk for Charity (Sunday May 10<sup>th</sup>)</i></p> <p>PS had asked the Young Leaders present at the Leaders Meeting in April to organise this event, but nothing had happened. RC commented that he had been aware the Young Leaders were not progressing this as hoped, but that he had not intervened given everything else that was going within the Group at the time. It was agreed to make this event an Agenda item for the September Exec meeting.</p>	
9	<b>Events Planning</b>	
9.1	<p><i>AGM (Friday 12<sup>th</sup> June)</i></p> <p>RC stated that planning for the AGM was going very smoothly.</p> <p>The Group Accounts for the previous financial year (2014/2015) were reviewed and approved by the Exec.</p>	
	<b>Any Other Business</b>	
	<p>CK noted that it had been agreed in a Church Council meeting that the Group would be in charge of the Church garden at least up to the Scout County Week in October.</p> <p>RC reported that, Sarb Minichiello, the Group's previous contact at St Elizabeth's, had left. The Group's new contact re fundraising efforts is Shirley Scotcher, Head of Fundraising, on 01279 844427.</p> <p>RC asked about the status of DBS Checks within the Group, as several people now believe their check is overdue. PS replied that the Scout Association database is still broken at present. CK will therefore contact Gilwell to ask for a full list for the Group and take the appropriate follow-up action.</p> <p>Formal thanks were recorded to JA and DE, who are both leaving the Exec.</p>	CK
11.	<b>Date of Next Meeting</b>	
	Monday 21 <sup>st</sup> September 2015 at 7.45pm in the Garden Room.	

# Executive Committee Information Sheet

## 8th June 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
Other Information from GSL	1 new Cub, 2 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	£3,139.44	£130.54	£2,511.44	£277.47	
<i>Balance Last Meeting</i>	<i>£3,139.13</i>	<i>£127.47</i>	<i>£1,243.84</i>	<i>£(48.53)</i>	
Movement Since Last Meeting	£0.31	£3.07	£1,267.60	£326.00	
Insurance Fund Payment Due	Outstanding	Jack Petchey Balance		£1,531.40	
	Charity Balance	£231.40	Benev Balance	£0.00	
	<i>Beavers</i>	<i>Cubs</i>	<i>Scouts</i>	<i>GSL</i>	
Section & GSL available to spend	£192.52	£450.00	£690.00	£120.00	
Census Numbers & Capitation	No's Submitted	28/02/15	Capitation Paid	04/03/15	
Amount/Breakdown	£,1254.00	44 Children @	£28.50	17 Leaders @	£ 0.00
Gift Aid Status	The Treasurer now has the Gift Aid folder, but doesn't have capacity to work on this until the end of June.				
Other Information from Treasurer	Subs £1,070 (LY £650), £600 Jack Petchey received, making £1,531.40 to spend. Major expenses: Group T Shirts £139.56. The 25/04/14 Danemead cheque for £406.50 has been returned but the 26/03/15 replacement has not yet been banked!				

### Resources Reports:

Transport					
Due Dates	<i>MOT</i>	<i>Service</i>	<i>Breakdown</i>	<i>Insurance</i>	<i>Road Tax</i>
Minibus	21/02/16	Outstanding	22/03/16	22/03/16	28/02/16
Van	30/06/15	No Service	No Cover	29/11/15	31/12/15
Minibus Permits	26/03/20	&	TBC	Hut Usage Renewal Date	23/11/15
Other Information from TM					
Equipment & Other					