



<p>3.2</p>	<p>how much “benevolent” money has been allocated for the year to date, as well as adding a box for the current Jack Petchey balance.</p> <p>RC commented that, with his safety hat on as Acting Chairman, he is getting increasingly concerned re the status of DBS Checks within the Group. (It was reported in the June Exec meeting that several people now believe their check is overdue.) RC stated that his own DBS check expired in August 2015 yet he had not received any reminder and he was worried that, rather than being a one-off omission, it was part of a much wider problem. CK will email Grant again, cc RC, asking for full information for everyone in the Group asap.</p> <p>Following the AGM, RC has updated the following on the Group Website:</p> <ul style="list-style-type: none"> <li>• Exec information page.</li> <li>• Leaders information page.</li> <li>• The AGM Planning Checklist.</li> </ul> <p>The Leaflet for Parents and Contact Us Page also need updating, however these were already well out of date ahead of the AGM. RC will update these with CK’s help.</p> <p>RC has delivered gifts to Jo Allen and Dave Edwards on behalf of the Exec and both have asked for their thanks to be passed back to the Exec.</p> <p>CK has updated exec@18thedmonton.net , transport@18thedmonton.net and leaders@18thedmonton.net email groups to reflect Exec and Leader changes.</p> <p>RB has sent the signed Approved Accounts to the District and sent a cheque for £231.40 to St Elizabeth’s. RB received a thank you note from St Elizabeth’s for the donation – the money will be put towards a new bike shed for their school children.</p> <p>RB has sent a cheque for £28.50 to the District to cover Liam’s missed capitation payment.</p> <p>RC has sent a card to Win Morey following the death of Ron Morey, an ex-GSL of the Group.</p> <p>There have been no actions taken on the Committee’s behalf since the last meeting.</p>	<p>CK</p> <p>RC/CK</p>
<p>4.</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 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. It was agreed at the June Exec meeting that the Group needed to have its own Fire Risk Assessment either within or in addition to its existing Health &amp; Safety Policy.</p> <p>Graham had an action to ask the Church for a copy of its current Health &amp; Safety Policy and Fire Risk Assessment and forward these to RC; however RC has not received</p>	<p>RC/TS</p>

	<p>anything. With Graham having left the Group, RC will now ask TS if he can help in this respect. RC will then update Group policies appropriately – they should reflect Church policy, but also include any additional Group-specific policy and procedures.</p>	
5.	<p><b>Resources</b></p>	
5.1	<p>GB reported that the van had passed its MOT with fewer advisories than last year.</p> <p>GB has had the minibus serviced – next minibus service will be in February 2016, to bring service and MOT back into synch.</p> <p>The minibus and van have been registered in the Group’s name at GB’s address. RB has written to our insurers to inform them that GB is the new registered keeper of our vehicles and to confirm that they are still normally parked off-road at the Church.</p> <p>GB thinks that he has fixed the leak in the minibus; however this needs to be checked.</p> <p>Re repair of the damage to the side of the minibus thought to have possibly been caused by a wheelie bin, GB felt that a new door would be required, at a cost of around £400. Given this cost, it was agreed not to proceed with any repair at present.</p> <p>Regarding the missing minibus spare wheel, GB has ascertained that there is space on the axle for u-bolt and motorcycle chain and believes that the total cost will be in the region of £200. It was agreed that GB could proceed with work up to a total cost of £250, but would need to seek permission from the Exec to continue should the anticipated cost exceed this figure.</p> <p>CK will check up on status of her request for a second Small Bus Permit.</p> <p>CK has an ongoing action to look at options for the replacement of the van and to try and identify funding for this. (PS has previously 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>GB</p> <p>CK</p> <p>CK</p>
5.2	<p>There were no requests for expenditure on equipment.</p>	
5.3	<p>Re leaders, CK stated that Grant and Donna have arrived and have brought some Beavers and Cubs from the 10<sup>th</sup> Edmonton with them.</p> <p>CK advised that the Beaver Team was now Donna and Vickie with Mary as an occasional helper. A sectional assistant will be starting soon.</p> <p>The Cub Team is Grant and Linda, plus Katy.</p> <p>John Symons will be taking over the Scout Team following Graham’s resignation, with Jason becoming a uniformed Troop Assistant.</p>	
5.4	<p>Re paying everything through My.SCOUT, Online Scout Manager’s (OSM's) system for collecting payments due through a cashless system, the only outstanding item is a complete update of Beaver information.</p>	<p>CK</p>

5.5	<p>Re Jack Petchey Award money, the Group still has a total of £1,531.40 to spend. Concern was again expressed over the length of time it was taking for this money to be spent. CK will look into what was specified on the original forms, asking Sally Symons for help with this if necessary. CK will also confirm to GB and RB whether the costs of the minibus spare wheel work can be allocated from the Jack Petchey money.</p>	CK
5.6	<p>Re the need to appoint a Permanent Group Chairman, CK will continue to look into a replacement for RC. It was noted that the new influx of parents of children moving from the 10<sup>th</sup> Edmonton may provide possibilities in this respect and also in terms of gaining new members for the Exec. EVERYBODY in the Exec was asked to think about who they know who might wish to become Chairman and/or join the Exec – previous Scouting experience is not required.</p>	CK/ ALL
5.7	<p>RB has investigated possible use of CAF Bank. He has had a look at CAF’s conditions on their website and it appears that the £1,000 deposit required is for the initial set-up only, i.e. we are not required to keep that balance. So the only issue he can see is that the Group would not be able to use that £1,000 whilst CAF are applying their due diligence on setting up our account (potentially up to one month, at a guess).</p> <p>CAF Summary (taken from their website) is as follows:</p> <ul style="list-style-type: none"> <li>• The initial deposit of £1,000 is still required.</li> <li>• The current account is free, provided that, per calendar month, the Group does not exceed £8,500 cash across the counter or 50 cheques. (Exceeding this costs 50p per £100 or 40p per cheque on the <i>whole</i> amount, not just the excess.)</li> <li>• Free online banking – with dual authorisation for added security.</li> <li>• HSBC branches for banking cash and cheques.</li> <li>• They have a requirement to keep the account in credit: “No Account may become overdrawn without our prior express agreement in writing”.</li> <li>• They are an agency bank, rather than a clearing bank. (This is likely to add a day or so delay in credits appearing on our account.)</li> </ul> <p>If the Group were to go down this route we would have to investigate what OSM would need to do to pay into the CAF a/c.</p> <p>Online is a separate request, i.e. we can set up a CAF current account without taking the online option, though RB suspects we would want to, as it has the dual authorisation we require.</p> <p>It was agreed that RB should investigate further and report back at the November Exec meeting.</p>	RB
5.8	<p>Re fundraising, it was agreed to discuss further at the November Exec meeting when it was hoped more members would be present. RC felt that the Group should be looking for “quick wins”, e.g. events such as bag packing, which yielded a significant profit for minimal preparation time and effort.</p>	
5.9	<p>The Hut Usage (Section B) Agreement, which expires in November, was discussed. It was</p>	RC

	agreed that the Group was happy to renew the agreement on the existing terms. RC will talk to Stella about this and look into changing the wording of the Agreement such that it does not have to be re-written every 12 months.	
6.	<p><b>Policies</b></p> <p>RC explained that the Child Protection, Health &amp; Safety and Equal Opportunities Policies had been re-formatted to make clearer their derivation from Chapter 2 of The Scout Association's Policy, Organisation and Rules (POR). The new Anti-Bullying Policy had been created using the same format. Wording used is quoted exactly as in the POR.</p>	
6.1	<p>The Child Protection Policy was reviewed and agreed with no further changes required. RC will update the Policy on the Group website. Next review date will be January 2017.</p>	RC
6.2	<p>The Health &amp; Safety Policy was reviewed and agreed with no further changes required. RC will update the Policy on the Group website. Next review date will be January 2017.</p>	RC
6.3	<p>The Equal Opportunities Policy was reviewed and agreed with no further changes required. RC will update the Policy on the Group website. Next review date will be January 2017.</p>	RC
6.4	<p>The new Anti-Bullying Policy was reviewed and agreed with no changes required. RC to add this Policy to the Group website. Next review date will be January 2017.</p>	RC
6.5	<p>The Transport Policy was reviewed and the following changes agreed:</p> <ul style="list-style-type: none"> <li>• £20 per day flat charge for Options A and B to rise to £25</li> <li>• £30 per day flat charge for Options C and D to rise to £35</li> <li>• Specify that a flat fee of £75 will be applicable for windscreen damage to the van when being used by Scout Groups other than the 18<sup>th</sup> Edmonton Scout Group.</li> </ul> <p>RC will update the Policy on the Group website. Next review date will be September 2016.</p>	RC
6.6	<p>The Vehicle Use Checklist, to be used in conjunction with the Transport Policy, was reviewed and agreed with no changes required. RC will update document review information in the footer. Next review date will be September 2016.</p>	RC
6.7	<p>Re the Leader &amp; Helpers Expense Policy, RC explained that this document was under review ahead of the planned review date of November 2016 for two reasons:</p> <ul style="list-style-type: none"> <li>• To address the anomaly that all claims must be made within 3 months but that uniform-related costs will not be paid until after leaders have been warranted for 4 months, by allowing up to 6 months for claiming uniform-related costs.</li> <li>• To add text to the "Claiming" paragraph re when claims become invalid to make this consistent with the "Claiming" paragraph in the Accounts Policy.</li> </ul> <p>The Leader &amp; Helpers Expense Policy was reviewed and agreed with no further changes</p>	RC

	<p>required. RC will update the Policy on the Group website. Next review date will be November 2016.</p>	
7.	<p><b>Events Review</b> 7.1 <i>AGM (Friday 12<sup>th</sup> June)</i> This event went very well, even though RC forgot to ask TS to give the Opening Prayer! RC commented that the AGM Planning Checklist had proved invaluable – this document has been updated to incorporate everything learned whilst planning for the 2015 AGM and a completed Checklist for 2015 is available for future reference. RC suggested that the Group may wish to remove Section Leader speeches from future AGM’s and think of a different way of presenting this information.</p>	
8	<p><b>Events Planning</b> 8.1 <i>Group Walk for Charity</i> It was agreed at the Leaders Meeting on 11<sup>th</sup> September that this event should be run in the new year when better weather returns.  8.2 <i>Family Quiz Night</i> The leaders want this event to be run again in January or February. Sally Symons has agreed to write the questions and act as quiz master. The leaders have suggested that the quiz be run for St Elizabeth’s, the Group’s chosen charity for 2015 – 2016, and that a representative be asked to attend and talk about their work.  8.3 <i>Group Anniversary Service (Sunday 1<sup>st</sup> November)</i> Group Anniversary Service will be held on Sunday 1<sup>st</sup> November.  8.4 <i>District Fireworks (Saturday 7<sup>th</sup> November, Enfield Town Park)</i> This event has been cancelled.  8.5 <i>Remembrance Sunday (Sunday 8<sup>th</sup> November).</i> The Group will attend the Edmonton Parade in the morning. Any Leader or member of Networks or Explorers is welcome to join the Enfield Parade in the afternoon  8.6 <i>Lord Mayor’s Show (Saturday 14<sup>th</sup> November)</i> The leaders are keen to do this event possibly as a trip to watch the show only.  8.7 <i>Parade of Light (Sunday 29<sup>th</sup> November)</i> The Group will again be taking part in this event.  8.8 <i>Panto</i> Beavers and Cubs will not be going to the Panto this year as they are going to the Christmas Sleepover at Belchamps. Graham had been planning to take the Scouts and CK will now ask John what he wants to do.  8.9 <i>Toy Service (Sunday 13<sup>th</sup> December)</i> The date of Sunday 13<sup>th</sup> December for the Toy Service was noted. This is a parade service. Gifts will go to the ‘Rainbow Trust’.</p>	CK

8.10	<p><i>Carols by Candlelight (Sunday 20<sup>th</sup> December)</i>  Carols by Candlelight will be taking place at 4pm on Sunday 20<sup>th</sup> December and is a Christingle Service.</p>	
8.11	<p><i>Boxing Day Football (Saturday 26<sup>th</sup> December)</i>  The leaders feel that there are enough new children in the Group to warrant giving this event another go. PS has offered his drive for afterwards as in previous years.</p>	
9.	<p><b>Any Other Business</b>  RC reported that the 2016 UKHQ membership fee for all members under 18 will be £25.50 (£25 for prompt payment).</p>	
10.	<p><b>Date of Next Meeting</b>  Monday 16<sup>th</sup> November 2015 at 7.45pm in the Garden Room.</p>	

# Executive Committee Information Sheet

## 21<sup>st</sup> September 2015

### Actions Taken on Committee's Behalf Since Last Meeting:

By GSL	None
By Chair	Gifts delivered to Jo Allen and Dave Edwards post-AGM. Card sent to Win Morey following death of Ron Morey.
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	16	16	22
Number on Link to Next Section	0	0	0
Other Information from GSL	Quite a few Beavers have moved with Donna and Grant from the 10 <sup>th</sup> Edmonton to us		

### From Treasurer:

	<i>Insurance Fund</i>	<i>Investments</i>	<i>Current</i>	<i>Petty Cash</i>	
Balance on Accounts now	£3,889.75	£130.54	£2,089.77	£306.47	
<i>Balance Last Meeting</i>	£3,139.44	£130.54	£2,511.44	£277.47	
Movement Since Last Meeting	£750.31	£0.00	£(421.67)	£29.00	
Insurance Fund Payment Due	30/11/2016	Jack Petchey Balance		£1,531.40	
	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	£192.52	£450.00	£687.45	£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	Gift Aid for 2014/15 was submitted and we received £976.25 + £1.32 interest on 7th July				
Other Information from Treasurer	Subs total £1,295 (LY £1,530). Notable events since last meeting:- 2014/15 Insurance transfer made on 1st July, St Elizabeth's donation £231.40, Liam Wilson capitation £28.50. £470 spent on various camps/expeditions.				

### 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	21/02/16	22/03/16	22/03/16	28/02/16
Van	30/06/16	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					