**1st London Colney Executive Committee Meeting**

8th October 2015 8.15pm – Scout Hut, Chicken Lane

Chaired by:- Guy Longshaw

Minutes:- Joanne Page

Attendees:- Joanne Page, Gary (Shaggy), Liz Ivory, Chick Taylor, Guy Longshaw, Ian Burnett, Joanne Page, Ian Cooper

**Previous actions Green – September Blue – October updates**

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| **Item** | **Detail** | **Next steps** | **Who** |
| Website **ONGOING** | Need new website page setting up. | Ian has found a cheaper option (£34 for 10 year, initially 99p for first year) and gone ahead. He has updated with photos and is happy to continue with Shaggy as back up. **BIG THANKS TO IAN!**  There is a Members section where Executive Meeting Minutes can be viewed which is pass word protected –dybdybdyb.  There are plans to use the online calendar for future events.  Ian has updated contact details on the new website.  Chick to OSM the group re googling the website to push the name up the list | Chick |
| Personal Records & Parent Skills **ONGOING** | Getting enough parent volunteers | Camille Ward co-ordinate new volunteers.  Liz requested use of New Starter form.  Add request form of skills parents have to new started form from Christmas onwards  Put on website as PDF so parents can print off. | Camille  Guy  Ian |
| Firework Night **ONGOING**  Fireworks 1st Nov | Issue with selling tea/coffee.  Guy has met with Irene and Helen from council. They have explained that a new system is in place regarding bucket shaking, whereby each of 6 charities are permitted to shake buckets alternate years, this year not being Scouts turn meaning that although revenue will be raised through bucket shaking next year, it is not possible to do so this year.  However, Helen and Irene suggested that would be no commercial burger vans or tea and coffees meaning Scouts can have whole concession. Parish to provide only sausage rolls and soup. There are Health and Safety considerations. | Discuss regarding next event.  Guy to speak to Eileen on council and Helen (?) Events Director to agree what can and can’t be done i.e. buckets. Consider cancelling if not viable  Race night suggested as alternative/addition  Food Journey paperwork to be completed.  Food Hygiene certificate. Temperature probe required    Provide a couple of Marshalls from 4pm -7pm.  More resources required for higher turnover.  As increased sales anticipated, start cooking earlier to pre-empt demand.  Increase prices slightly to secure higher profits.  Food and disposables shop from Costco (include cups with lids, serviettes) Hot dogs in water this year.  Volunteers (Liz, Sarah, Guy) but more required (parents and leaders) 6 for burger/ drink stand, 2 marshalls.  Check Simon available for trailer to take resources up.  Use Fireworks as an opportunity to promote Cubs and Scouts using strong uniformed presence. Offer free meal ticket if cubs/scouts come in uniform.  Make pictures board showing activities to display at Firework night.  Put up banner and flag | Guy  Sarah to email Guy figures to see if viable.  Liz and Sarah  Gary to ask Suzanne  Leaders to ask parents  Sarah has list of plan and resources required.  Sarah and Liz  All leaders to ask parents.  Guy  All leaders  (Ian to access wood or use existing boards) |
| Hut Hire | Increasing revenue from hut hire | Keep ear to the ground for anyone interested hall hire especially regular bookings - Wednesday after Beavers 730pm, 1 – 5pm Tuesday - Friday afternoons. (Keep Monday clear)  Check with Michelle how playgroup is running, potentially help raise awareness of club and promotion. Offer posters display and facebook advertising. | Committee and leaders  Guy/Chick  Ian to put photo on facebook Strictly |
| Log Books. **ONGOING** | Suggested as great idea to motivate Beavers | Record Card introduced by Chick. Copy and circulate to leaders,  Record cards to be updated monthly on OSM. | Gary  Camille |
| New Leaders **ONGOING** | Beavers / Cubs / Scouts | Current Leaders:  Monday – Ian, Ian and Judy  Tuesday – Mary, Sam and Tim  Wednesday – Ken, Mick and Carly?  Thursday – Kate, Liz, Doc and Tim  Friday – Rob Secoy (new, needs training), Gary and Simon (Tank, Kirsty- maternity leave)  Ian suggested potential others interested.  Training advisors: Marinella, Claire Edwards – Sarah has spoken to them so fully informed.  Many thanks for the support of the Sectional Assistants but due to the increase in Leadership numbers, Sectional Assistants are now best deployed in assisting with Committee activities such as fund raising activities and/or supporting special events such as night hikes. Email Sectional Assistants. Chick to write to sectional assistants | Jo to copy Judy into email minutes  Chick to send Joanne Judy’s email address to add to email list.  Chick |
| GSL updates  Attendance within Sections  Training  Going up ceremony  New joiners  Termly Meetings |  | Now more support for Sept New Beavers invited for Sept start.  Due to length of waiting lists discussed the possibility of adopting the same stance as current Explorer units that members need to achieve a specified %age of attendance over the term/Year. Chick to look to draft a letter –  Young leaders – training ongoing  Going up ceremonies – meet the leaders for 4 weeks taster sessions, 4 sections, official ceremony beavers to cubs, cubs to scouts.  Badges and scarves – replenish. Website cheaper than scout shop. Simon to check costings when at scout shop.  Chick – to assess need for badges and scarves  Chick has made poster, fliers contacts for new joiners to be displayed in hut. Update and put in hut.  look into accessing Perspex.  Termly meetings for all leaders, separate from Executive Committee to discuss issues relating to the running of groups for a more connected approach. Dates to be finalised and circulated. Items to discuss: permits and qualifications. | CHICK ongoing  Ian  Shaggy  Chick |
| AOB – Wifi for the hut | As 3G signal not reliable, agreed good to look into cost of installing wi-fi at the hut so that leaders can save admin time by doing things on line in real time | Simon has looked into this and the current offer is for one off connection fee of £30 plus £6 for a Router. Then ongoing cost of £16.50 + £2.95 monthly fees. Exec agreed that this was affordable based on new income from the Playgroup.  Regulate within group – just leaders/Exec committee to have code.  Wire ideally to come in through back room.  Discussed the possibility of offering the code to the Playgroup for a fee. TBC once finalised and set up.  As no postcode, no one will supply Wifi. Request council to formally recognise the scout hut. This will incur £50 cost – committee agreed to cover this cost  Letter box on gate also required | Simon  Ongoing |
| New secretary for the exec committee | Thank you | Jo Page in place as secretary.  Formal thank you for Helen to recognise her role as secretary –send token of thanks. | Guy |
| Hall Cleaning | Chewing gum on the floors, bread dough in the sink, broken toilet doors not reported. Currently we pay £20 per week. Toilets and sinks need to be clean every week | Suggest we need a proper contract now that we have a toddler group  OR maybe we can get volunteers to cover it with one lead coordinator to remind the team who’s due to do it?  Guy Update - Guy has met Sue, who is keen to continue and happy to also clean in the holidays for £10 per week instead of £20 as will mainly be toilets that need doing vs whole hut. Guy captured from Sue her understanding of what she does (/she and Neil do) to form the basis for draft contract:  Clean hut weekly on Sat or Sunday: Floors, toilets, kitchen, entrance hall, windows when needed, wash down walls and doors when needed, remove cobwebs when needed. 2 hours per week @£10 per hour.  In holidays spend just one hour per week as assume much less cleaning needed as no scouting activities.  Contract to also add in note about letting exec know of any breakages etc and keeping products stocked up  Exec discussion:  Simon to get an alternative quote for cleaning to check costs. Ian to ask sister in law speculatively.  Improvements in cleaning to be bought up with cleaner. Need to specify a deep clean cycle in detail.  Exec decided that even during holidays the full 2hrs clean should still happen. And Cleaners holidays should coincide with Playgroup.  Guy to sort contract including list of expectations and notice period on both sides for Cleaning based on feedback and ask Kirsty.  Check freezer as may be faulty and need to disposed of.  Guy in talks with Kirsty re contract who agrees to assist.  Guy has spoken to the cleaner explaining that a contract will be drawn up.  Deeper cleaning to be done on a rota - Loo, kitchen, floor, walls, windows.  PAT testing, contacts to look and advise  Smoke detectors, Carbon dioxide alarm free of charge from Fire station. Ask for visit to Beavers at the same time. | Guy to see whether Neil has a contract and agree to sort one with him / discuss that we might need more cleaning going forward.  Simon/Ian  Guy  Guy  Simon/Chick  Guy/Kirsty  Chick  Ian |
| Safe | Possibility of having a tablet stored at the hut for leaders use during Section meetings | Safe can not be fitted til Back Room sorted | Gary |
| Back Room | Requires: Boarding up of Gaps, Flooring, storage units and Painting | Decided this should a task for Team day committee. However, Gary will Project manage/co-ordinate the work and any volunteers from a group perspective.  Recruit people at Volunteer Weekend.  Maintenance group to look into the back group. | Gary/Exec  Gary to head up agree specification and brainstorm. |
| Cub Activities | Cubs Camp planned for October Half term  Cubs Night Hike | Liz Permit Still outstanding  Rob says he has passed her  Chick to pick up with Mike Tullberg  Organised for Sept  Chick emailed Mike, not heard back. Needs chasing | Chick  Chick |
| Jumble sale | Saturday 17th October  11 – 1pm | banners (Simon loft)  Poster – Jo to email to Simon, Ian  Advert in paper  Alert Steph  Inform parents – Leaders  Requests for jumble – All  Leaflet St Anne’s road to request jumble  Second banner to go Sainsbury’s roundabout.  Scouts to do Flier drop off during session.  Pick up Jumble | Guy  Jo to email Simon and Ian  Guy  Guy  Leaders  All  Ian to adjust flier  Guy  Ian to print off and drop off before meeting  Simon |
| Guides | Issue with contacts to speak to in case of concerns/issues. | Speak to Val about how to proceed. | Guy  **Ongoing** |
| Finance | Budget - £1600 in bank approx. but subs to come in. | Cautious with spending as cash flow.  Chick and Sarah to agree to discretionary cost without bringing to the committee - £200 maximum. | Check big spends with Sarah |
| Future Dates | Rememberance Sunday Parade  Christmas dinner | 10.30am Caledon Club, Sunday 8th Nov  Saturday 5th December invite for all leaders and Committee bring own drink. £5 per head. | Chick to email leaders. |

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| **Dates for next Executive Committee Meetings:-** |
| October – Thursday 8th October – 8.05pm Scout Hut  Nov – Thursday 19th November – 8.05pm Scout Hut  Dec – Saturday 5th 4.30pm meeting and Christmas dinner (amended) |

<http://www.londoncolneyscouts.org.uk/>

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