

1st London Colney Executive Committee Meeting

3rd September 2015 8.15pm – Scout Hut, Chicken Lane

Chaired by:- Guy Longshaw

Minutes:- Joanne Page

Attendees:- Liz Ivory, Chick Taylor, Sarah Chester, Simon Morriss, Melissa Neubauer, Guy Longshaw, Ian Burnett, Joanne Page, Ian Cooper

July updates

September updates

Item	Detail	Next steps	Who
Website ONGOING	Need new website page setting up.	<p>Agreed £1.99 per month hosting costs.</p> <p>Gary to work on page design & propose for approval by the exec.</p> <p>Sarah to set up the account so Gary can progress the website.</p> <p>Note maybe lack of web-site could be reducing cub numbers? Annie is going to ask St Albans wait list cubs if they want to come to London Colney...we would need another leader for Thurs cubs if increasing cub numbers</p> <p>As per Gary email.</p> <p>Make link from website to facebook.</p> <p>Update every quarter or half a year with examples of historic activities so not too onerous. Use Facebook for parents dates.</p> <p>Ian suggested using Historic photos to show general activities cubs engage in.</p>	<p>Gary</p> <p>Sarah</p> <p>Ongoing</p> <p>Chick</p>

		<p>Review after 6 months.</p> <p>Go ahead as per Gary's email, check if it's free to make updates with Creative Miles. Jan/Feb – plan to update.</p> <p>Find volunteers on Volunteer day to develop on line presence</p>	<p>Gary</p> <p>All</p>
<p>Guidance on behavioural do's and don'ts for all leaders, assistants and sectional assistants.</p> <p>ONGOING</p>	<p>Correct/Appropriate behaviour of leaders</p>	<p>Liz getting extra copies of the yellow card – new one due.</p> <p>Yellow Cards to be sent out with covering note from Guy re guidance on behaviour etc.</p>	<p>Liz</p> <p>Guy</p> <p>ONGOING</p>
<p>Personal Records & Parent Skills</p> <p>ONGOING</p>	<p>Respond to forms received back.</p>	<p>Guy/Sarah to contact people re possible new roles – new member admin, Gift Aid co-ordinator, maintenance, fundraising etc</p> <p>Guy & Sarah to finalise list for Team weekend</p> <p>New starter co-ordinator – Parent Camille Ward offered to take on this role. Responsibilities, process and Pack need to be defined. Sarah to check if still interested and assist with the set up of this.</p> <p>Finalise at away day</p>	<p>Guy / Sarah</p> <p>ONGOING</p>
<p>Team Event</p> <p>ONGOING</p>	<p>Weekend Sept 12th/13th booked at Well End</p>	<p>Invite parents etc.</p> <p>Following the letter all leaders to promote and encourage response so we can confirm numbers and firm up plans for activities. If no parents go</p>	<p>Chick & Leaders</p>

		<p>agreed all leaders/exec pay £5each towards costs</p> <p>ALL LETTERS HAVE GONE OUT, NEXT STEP IS EMAIL VIA OSM. EVEN IF FEW PARENTS COME, THE TEAM-BUIDING ASPECT FOR US WILL BE KEY. CHICK SEEING ANNE BARNES FOR IDEAS</p> <p>10 parents currently signed up opening up to prospective new Beaver Parents</p> <p>Moving on programme to be defined across sections</p> <p>Buy food online</p> <p>Subsidise the leaders, aim for £5 but maybe more</p>	<p>Chick</p> <p>Chick</p>
<p>Firework Night</p> <p>ONGOING</p>	<p>Issue with selling tea/coffee.</p>	<p>Discuss regarding next event.</p>	<p>Guy</p> <p>ONGOING</p>
		<p>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</p> <p>Race night suggested as alternative/addition</p>	<p>Guy</p> <p>Sarah to email Guy figures to see if viable.</p>
<p>Hut Hire</p> <p>ONGOING</p>	<p>Possible Zumba Class.</p>	<p>Don't think this is going ahead. Guy TO LOOK FOR ANOTHER TEACHER EG ANNE HABERFIELD AND HERMIONE'S MUM FOR 7.30PM WED or sat daytime</p> <p>Guy has spoken to</p>	<p>GUY</p>

	<p>Children's group: 'Mini Movers and Shakers' Parent and Toddler Group</p>	<p>Hermione's Mum who might have been interested but couldn't do a Wed eve. She will let other teachers know if they ask her about venue's which does happen sometimes</p> <p>Michelle getting ready this eve (18th) for launch open session Friday 19th. Contract in place</p> <p>Playgroup requested use of cloakroom as use for storage because shed floor is damaged due to overloading. Exec felt that this was not a good idea. The shed was provided at cost to the group to assist them to get started if it is not fit for what they need then they need to find alternative storage arrangements.</p> <p>Feedback from Sue is that Bin bags and toilet rolls are going quicker now playgroup are using hut, and Nappies are being left in the bins.</p> <p>Scout Group will continue to fund toilet rolls but Playgroup must provide own bin bags. Notice to be put up in toilets to remind parents not to put nappies in the bins.</p> <p>Kerry still keen re Zumba. Needs to look at the hut and meet a member of committee. Meet Saturday 5th tbc</p> <p>New bookings to sign a contract re terms of use - Melissa to email Guy a proforma draft from Church. Guy to check with Kirsty re</p>	<p>Sarah to feedback to Michelle</p> <p>Chick</p> <p>Guy Melissa</p>
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		<p>legal implications.</p> <p>Deposit to be taken upfront - £100 suggested. Flexibility.</p> <p>Committee agree there needs to be a Lettings manager to be onsite to lock up and open for one off hire, and overall responsibility if any issues. Team needed to make less onerous. Ask at Volunteer Weekend.</p> <p>Mcmillian coffee morning playgroup normal rate £20 – sarah to respond. Agreed to put the heating on and keep on low level constantly</p>	
<p>Trees</p> <p>ONGOING</p>	<p>The trees are growing out of control</p>	<p>Quotes requested – await feedback</p> <p>Two trees to come down. Add to list for maintenance team.</p>	<p>Simon</p> <p>ONGOING</p> <p>...going...gone</p>
<p>Log Books.</p> <p>ONGOING</p>	<p>Suggested as great idea to motivate Beavers</p>	<p>Ken to trial with his group and feedback results.</p> <p>Two alternatives in use at present:- Ian at cubs, - scouts use OSM</p>	<p>Ken</p> <p>-</p>
<p>New Leaders</p> <p>ONGOING</p>	<p>Beavers and Cubs</p>	<p>Tim will be starting as ABSL in Sept on Tuesdays</p> <p>Mick Burge will be starting as ABSL in Sept on Wednesdays</p> <p>Sam is now a warranted ABSL for Tuesday</p> <p>Guy has spoken to David Markey who thinks it is unlikely he will be able to commit to becoming a leader as his work hours are likely to change</p> <p>Next priority is a female</p>	<p>CHICK</p>

		<p>leader to add to Monday Cubs</p> <p>Melissa to start on Wednesday Evenings at Beavers and join at weekend away to meet other leaders.</p> <p>Monday still looking for female for cubs and potentially additional leader for Thursday cubs.</p>	<p>Chick email Melissa's details to Leanne.</p>
<p>GSL updates</p> <p>Attendance within Sections</p> <p>Training</p> <p>Going up ceremony</p>		<p>Now more support for Sept New Beavers invited for Sept start.</p> <p>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 –</p> <p>Young leaders – training ongoing</p> <p>Going up ceremonies – meet the leaders for 4 weeks taster sessions, 4 sections, official ceremony beavers to cubs, cubs to scouts.</p> <p>Badges and scarves – replenish. Website cheaper than scout shop. Simon to check costings when at scout shop.</p>	<p>CHICK ongoing</p>
<p>AOB – Wifi for the hut</p>	<p>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</p>	<p>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</p>	<p>Simon</p>

		<p>Playgroup.</p> <p>Regulate within group – just leaders/Exec committee to have code.</p> <p>Wire ideally to come in through back room.</p> <p>Discussed the possibility of offering the code to the Playgroup for a fee. TBC once finalised and set up.</p> <p>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</p> <p>Letter box on gate also required</p>	
New secretary for the exec committee	A lady has volunteered (whom Liz identified from one of the parent forms – hooray!)	<p>Helen to meet her June / July with a view to handing over</p> <p>Starting Sept due to Loss of contact details. Helen to contact during Holidays</p> <p>Jo Page in place as secretary.</p>	Helen
New Exec Ctte member	Jabba, friend of Chick and prev Scout wants to maintain links and join exec	<p>Likely to start soon</p> <p>Approached now as potential Training Advisor</p> <p>Jabba is now unavailable. Marinella and Doc new training advisors tbc.</p>	Chick
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	<p>Suggest we need a proper contract now that we have a toddler group</p> <p>OR maybe we can get volunteers to cover it with one lead coordinator to remind the</p>	Guy to see whether Neil has a contract and agree to sort one with him / discuss that we might

	<p>clean every week</p>	<p>team who's due to do it?</p> <p>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:</p> <p>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.</p> <p>In holidays spend just one hour per week as assume much less cleaning needed as no scouting activities.</p> <p>Contract to also add in note about letting exec know of any breakages etc and keeping products stocked up</p> <p>Exec discussion:</p> <p>Simon to get an alternative quote for cleaning to check costs. Ian to ask sister in law speculatively.</p> <p>Improvements in cleaning to be bought up with cleaner. Need to specify a deep clean cycle in detail.</p> <p>Exec decided that even during holidays the full 2hrs clean should still happen. And Cleaners holidays should</p>	<p>need more cleaning going forward.</p> <p>Simon/Ian</p> <p>Guy</p>
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		<p>coincide with Playgroup.</p> <p>Guy to sort contract including list of expectations and notice period on both sides for Cleaning based on feedback and ask Kirsty.</p> <p>Check freezer as may be faulty and need to dispose of.</p>	<p>Guy</p> <p>Simon/Chick</p>
Safe	Possibility of having a tablet stored at the hut for leaders use during Section meetings	<p>If we want this we would need a safe ideally to store it. This safe could also then be used for storing, recording and signing in any payments that leaders receive during a section meeting so they don't have to keep money at home and then Treasurer can pick up and sign out payments to be banked on a weekly basis.</p> <p>Gary has found a safe which needs to be fixed.</p> <p>Payments and tablet to be kept inside, book and envelopes</p> <p>Sarah to pick up contents once a week. Will not go ahead until backroom secure</p>	<p>Gary offered to investigate.</p> <p>Darren to weld safe.</p>
Back Room	Requires: Boarding up of Gaps, Flooring, storage units and Painting	<p>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.</p> <p>Recruit people at Volunteer Weekend.</p>	Gary/Exec
Cub Activities	Cubs Camp planned for October Half term	<p>Liz Permit Still outstanding</p> <p>Rob says he has passed her</p> <p>Chick to pick up with Mike Tullberg</p>	Chick

	Cubs Night Hike	Organised for Sept Chick emailed Mike, not heard back. Needs chasing	Chick
New items for discussion			
Item	Detail	Next steps	Who
Guides	Issue with contacts to speak to in case of concerns/issues.	Speak to Val about how to proceed.	Guy
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
Jumble sale	Saturday 17 th 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	Guy Jo to email Simon and Ian Guy Guy Leaders All Ian to adjust flier

For future discussion:-

- **Permits and qualifications – to be discussed in volunteer weekend**

Dates for next Executive Committee Meetings:-

October – Thursday 8th October – 8.05pm Scout Hut

Nov – Thursday 19th November – 8.05pm Scout Hut

Dec – Thursday 10th December – 8.05pm -Green Dragon

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

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