**1st London Colney Executive Committee Meeting**

5th December 2015 4.30pm – Scout Hut, Chicken Lane

**Previous info in Black Blue – Dec updates**

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| **Item** | **Detail** | **Next steps** | **Who** |
| OSM | Census  Start dates | All OSM Champs to make sure we have no people in there who shouldn’t be so we don’t have to pay capitation  Leaders contact parents of any who have not been showing up recently  Tell Sarah at the end of each term who is leaving and transfer them on OSM so that they appear on their new section at the start of the next term  Sarah can help Sam who does the movements for both Beavers | OSM champs  Leaders  OSM Champs  Sarah |
| Scout Shop | Spending review | Check next bill to review spending  All are encouraged to email Lucy Hunt with orders for collection | Committee  All |
| Notice Boards | Need waterproof ones for outside and covers for the hallway ones | Need quotes | Shaggy to get quotes |
| Subs | Non-payers  Amount | Agreed the message to parents from leaders that their child cannot come back until they pay the term they owed and the term we are now in  No planned subs increase, review in Jan | Leaders  Cttee |
| Website and Internet access **ONGOING** | Need new website page setting up. | Password: dybdybdyb.  Password is now ‘workshop’; OK via internet explorer but google chrome doesn’t work  There are plans to use the online calendar for future events.  Simon been in contact with BT and install before Christmas. Consider unlimited access if feasible  We now have a full address with postcode; AL2 1FP | Problems with password – Ian to look into  Simon leading BT internet access at hut. |
| Personal Records & Parent Skills **ONGOING** | Getting enough parent volunteers  Fundraising committee | New Starter PDF on website updating  Add request form of skills parents have to new started form from Christmas onwards  Send out with a letter to parents regarding data  Gary to put member ship form on leaders only  Set up first committee meetings with members signed up with remit to get new events together as well as organise future events such as jumble sale and fireworks.  Camille no longer required for new starters as leaders have control over own new starters –all leaders informed  Camille now gift aid co-ordinator  Ian has all the names; Judy and Jo and three others | Ian  Sarah To draft official letter regards data from OSL  Sarah to collate list of parents who have volunteered checking their children are now attending and send to Ian.  Ian to get them together for first meeting |
| Hut Hire | Increasing revenue from hut hire | Check with Michelle how playgroup is running, potentially help raise awareness of club and promotion. Offer posters display and facebook advertising.  Lots of emails have come through and being sent to Sue about hall hire.  Hall hire has new email address  Zhumba finishing after Christmas.  Playgroup want to do 2 extra sessions before Christmas – committee agreed.  They would like to trial Thursday afternoon session to gauge and will be out by 3pm  Inquiry re cookery club Monday or Tuesday before evening sessions. Committee need to decide if £10 rate acceptable  Cookery class: agreed we can’t hire out the kitchen facilities till Pat testing is done  All agreed Yes to Chelsea 18th party request open till midnight  Simon showed draft new booking forma and all agreed the new items  £100 deposit for hall hire must be in cash (3 weeks) [?] | Sarah to send Ian contact details for their permission to do this  Sarah to get back in touch to confirm agreement  Ian to find out details ie: own gas, what days etc  Ian looking into PAT testing |
| Hut | cleaning  Safety  Maintenance  Back Room | Current cleaner has resigned.  Ian has found a new cleaner. £10 per hour two hours a week. Give a key. Ian to check dates to fit in around hall commitments, party. Monthly deep clean and specific minimimum expectations.  Chick has found new cleaner; agreed pay two weeks in advance and two in arrears  Check freezer as may be faulty and need to disposed of.  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.  Playgroup Changing Mat needs to be stored permanently in hallway of disabled toilet by the sinks as not enough room elsewhere and it is currently damaging the toilet which Chick has been fixing.  Chick to talk to Shaggy (also responsible for Health and Safety).  Suggest we have a maintenance day and gather a large team of volunteers on a set date to tackle more urgent stuff; agree date at next meeting  Outside lights need fixing  Chick talking to Doc about how to get resource  Ian to start off wish list of ideal back room layout | Ian to start email to collate list of cleaning expectations to amend the existing minuted cleaning expectations and share with new cleaner.  Chick to advise terms to cleaner, Sarah to give Chick keys for the cleaner  All clean up after ourselves until new cleaner start  Sarah to ley Michelle know to bear with us while we are without cleaner  Ian  Ian  Sarah to email to let them know  Chick to talk to Shaggy  Shaggy to contact maintenance team  Shaggy to get the guy who had his own electrician business to look at outside lights  Chick  Ian |
| 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.  Each section now to do their own | Leaders |
| Leaders **ONGOING** | Beavers / Cubs / Scouts | Wednesday night is only session with few leaders - just Ken and Mick. Need someone else for Wed; need warranted leaders  Encourage leaders to observe each other to share good practice. | Chick |
| GSL updates  Attendance within Sections  Training  Going up ceremony  New joiners  Termly Meetings  Scrap Store  Gang Show  Outdoor Lights  Explorers  Young leader training | One parent keen to be a leader so far…  To be made more exciting: 3 x Sunday fill day sessions starting 13th March | 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 - Training advisors have met with district training team, attended training. Need local district training manager to observe and sign off with view to be ready in new year  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 - Done Chick has ordered youth scarves and leader scarves. DO NOT BUY BADGES – WE NOW HAVE LOADS. Agreed who is responsible for badge stock:  Liz – Group and Thursday, Ian – Monday, Mary – Tues and Wed…and Simon nominated Shaggy for Friday  Agreed lets do annual badges  IAN HAS PUT NEW JOINERS FORMS IN THE BACK ROOM  Chick has made poster, fliers contacts for new joiners to be displayed in hut. Update and put in hut – This has been done. Outdoor sign needs to be made good.  Lots of emails have come through and being sent to Sue about new starters.  Annie Hitch is now looking at new starters for cubs and beavers.  Concerns expressed that If beavers come up early to cubs, this will leave beavers empty and that any awards being worked on will be lost.  Letter to parents on OSM  Beavers can only move up to cubs early on a case by case basis at leader’s discretion and only discuss individual cases with child’s own parent.  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 - These are up and running and successful There are two groups running to support attendance.  Scrap store in Welwyn Garden city offers a range of craft materials for an annual fee of £35 for a small group. Committee agreed to join as a small group so all leaders can access themselves.  Gang show: Be careful not to over order as don’t want to be left with unbought tickets. It was decided that it would be beneficial to have advance notice at Executive Meeting of future events such as Gang show so that Leaders know in advance to drive it, and that a letter more helpful.    Chick has acquired 10 outside lights free of charge.  We have offered venue for the first one.  Leaders need to be able to sign off young leaders and use them as part of the team; happening for January | Chick ongoing  Sarah to hand over to Maz and Claire.  NEW: Maz and Claire to contact leaders in January  chick  Liz and Sarah to organise named person list and cheque  Liz to do scrap store  Chick to Speak to Daniella, regarding returning over ordered tickets    Chick to pick up. Need fitting |
| Secretary of Executive committee | Thank you | Send Next vouchers to Helen | Guy |
| Safe  ongoing | 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 |  | 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 room.  ONGOING | Gary/Exec  Gary to head up agree specification and brainstorm. |
| Liaising with guides and Beavers | Issue with contacts to speak to in case of concerns/issues. | Speak to Val about how to proceed- Done – guy is liaising  All communication to Beavers email Sam Butcher – Beaver Leader. |  |
| 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.  Concerns raised about potential problems regarding budget, multiple orders and doubling up on supplies. | Check big spends with Sarah  Liz to do inventory of badges and collate badge box for each section |
| Fire work night | Reflection of what worked well and what could be changed | Left over burgers donated to Green Berets. Too much bread was binned. Be mindful of excess food to maximise profits  Fundraising committee to take on this role next year |  |
| Jumble sale | reflection | Committee decided it was worthwhile and although a larger jumble gathering catchment area might be a good idea, quite a lot of jumble was collected. The committee decided that more notice was needed.  It was reported that Rag Bag no longer collect and pay for left over cloth jumble. If not give to charity. Find out clothes could be swapped clothes for games? | Steph to inquire for alternative.  Liz is asking at work what company they use. |
| Dates | Remembrance Sunday Parade  Christmas dinner | 10.30am Caledon Club, Sunday 8th Nov – reported in press. 95% turn out.  District Camp weekend 13th 14th 15th May. 7th December 8pm fire station St Albans preliminary meeting.  Saturday 5th December invite for all leaders and Committee bring own drink. £5 per head.  42 so far, cooking volunteers judy, guy, sam, rob.  Executive meeting 4pm, Eat at 6pm  Jo sends apologies that she will not be able to attend | Purchase food- liz and sarah.  Chick to provide lights, music  Sarah to do minutes. |

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| **Dates for next Executive Committee Meetings:-** |
| **2016 dates to be set at Jan meeting** |

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