**1st London Colney Executive Committee Meeting**

Date: 21stJanuary 2016 20:15m – Scout Hut, Chicken Lane

Attendees: Andy Petch, Chick, Judy Dyett, Ian Burnett, Liz Ivory, Simon Morris, Sarah Chester, Joanne Page

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

1. **OSM**

**Previous Updates –** Census - info will be collated from OSM.All OSM Champs to make sure we have no people in there who shouldn’t be so we don’t have to pay capitation on people who have left. Leaders to contact parents of any who have not been showing up recently.

New Starters -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

**Current Update –**

Cenus had some effect but for there are several families that are still outstanding.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Sarah to check Annie Fitzgerald regards payments | Sarah | ongoing |
| **2** | Simon will give details to leaders to pin down those who haven’t completed. | Simon |  |
| **3** | Leaders to complete census details also for deadline end of Feb. | Leaders |  |

1. **Scout Shop**

**Previous Updates –** Review spending at scout shop to ensure no duplication and check what is being ordered. All are encouraged to email Lucy Hunt with orders for collection

**Current Update –**.Bill has come in from sept which has included more uniform than usual. Sarah has looked into this and feels that there is no unnecessary spending

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|  | **Action** | **Who** | **Complete?** |
| **1** | Sarah to continue to keep eye on bills from scout shop | sarah |  |

1. **Subs**

**Previous Updates –** Subs still outstanding for Autumn Term for some members. 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.

**Current Update –** Discretionary fund available to cover hardship in family circumstances. Committee agreed that Sarah and Chick are able to use their discretion in these matters and their decisions to be , to be ratified at following committee meetings.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Leaders to contact parents ref outstanding subs | Leaders | ongoing |
| **2** | Contact Wednesday beaver colony re payment | Chick | ongoing |
| **2** | Subs increase to be discussed at next meeting as capitation has increased. | All | Carry over |

1. **Website**

**Previous Updates –**  Password is now ‘workshop’; OK via internet explorer but google chrome doesn’t work

**Current Update –** Venues are now added onto the private domain to add venues for leaders to access. The website can only be accessed through internet explorer and can not be resolved so please use this browser.

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| . | **Action** | **Who** | **Complete?** |
| **1** | Sarah to send details of password and email of calendar to Ian to set up online calendar. | Sarah |  |

1. **Internet access at hut**

**Previous Updates –** We now have a full address with postcode; AL2 1FP

**Current Update –** Pipe work is in, waiting on BT. Should be complete by next meeting.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Update on progress at next meeting | Simon |  |

1. **Personal Records & Parent Skills**

**Previous Updates –** New Starter PDF on website updated. Add request form of skills parents have to new starter form from Christmas onwards. Send out with a letter to parents regarding data. Member ship form on leaders only section. Camille no longer required for new starters as leaders have control over own new starters –all leaders informed. Camille now gift aid co-ordinator.

**Current Update –** PDF is now on website.All member forms to be in Leaders Only section not visible to general public

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|  | **Action** | **Who** | **Complete?** |
| **1** | skills request to be added to starter form | Ian B | Carry over |
| **2** | Letter for new starters ref data to be put on website | Ian | Carry over |
| **4** | Get Camille up and running as Gift Aid Co-ordinator | Sarah | Carried over |

1. **Fundraising**

**Previous Updates –**

**Fundraising Committee** - 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.

**Current Update -** Ian has all the names; Judy and Jo and three others

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|  | **Action** | **Who** | **Complete?** |
| **1** | Ask Guy to contact volunteers and some-one to lead fundraising comittee | Ian B |  |
| **2** | Leaders ask parents at the end of the evening at pick up to join fundraising committee | Leaders |  |

1. **Hut Hire**

**Current Update –** Simon showed draft new booking forma and all agreed the new items. £100 deposit for hall hire must be in cash (3 weeks) [?]

**Playgroup –** Thursday session is not taking off and so will revert to two sessions per week

**Cookery Class -** agreed we won’t hire out the kitchen facilities and is not going ahead.

**Private Party –** Request from family of one of our young leaders to host an 18th birthday party at hut. All agreed and open till midnight.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Look into PAT testing | Ian B |  |
| **2** | Simon - Soccer tots coming to look at scout hut with view to hiring for piloted period. Be mindful of the type of balls used damage. Give leeway to bargain. | Simon |  |
| **3** | Sarah to work out how much minimum payment to consumables and give quote. | Sarah |  |
| **4** | arrange pressure test cookers | Chick |  |
| **5** | Zhumba key back check with guy | Sarah |  |

1. **Cleaning**

**Previous Updates -** Chick has found new cleaner; agreed pay two weeks in advance and two in arrears

**Current Update-** Chick agreed extra hours initially, and a deeper clean on a rota as agreed. Cleaner seems very keen to do a good job.

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|  | **Action** | **Who** | **Complete?** |
| 1 | Leaders to give Feedback from cleaning to chick | Leaders |  |
| 2 | Tea towels taken away to wash – chick to ask | chick |  |

1. **Safety**

**Previous Updates -** Freezer has been giving leaders electric shocks needs checking as may be faulty and need to disposed of. Smoke detectors, Carbon dioxide alarm free of charge from Fire station. Ask for visit to Beavers at the same time.

**Current Update –** Do as part of PAT testing

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|  | **Action** | **Who** | **Complete?** |
| **1** | Ensure Freezer is checked as part of PAT testing | Ian B | Carried over |

1. **Maintenance**

**Previous Update –** Back roomshould be a task for Maintenance Team, however, Gary will Project manage/co-ordinate the work and any volunteers from a group perspective. Discussed the possibility of having a tablet stored at the hut for leaders use during Section meetings. Require a safe which cannot be fitted until the back room is sorted.

Chick has acquired 10 outside lights free of charge.

**Current Update –**  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. Need waterproof notice boards for outside and covers for the hallway ones. Chick has fixed the toilets as well as possible but further long term work needs to be done.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Maintenance team to get cost for new cisterns, review and agree | Maintenance team | ongoing |
| **2** | Judy contact B&Q free returns | Judy |  |
| **3** | Agree maintenance Day Date - liaise with Guy to contact maintenance team to get a date to meet. | Shaggy | ongoing |
| **4** | Speak to the guy who had his own electrician business to look at outside lights | Gary | ongoing |
| **5** | Put together wish list for back room and review at committee | Ian | ongoing |
| **6** | Speak to maintenance team ref work needed | chick | ongoing |
| **7** | Quotes required for notice boards to gauge spend | chick | ongoing |
| **8** | Safe to be fitted once Back room sorted | Gary | ongoing |
| **9** | emergency lights | Simon | ongoing |
| **10** | Fire safety:-   * fire risk assessment * fire extinquisher serviced * fire exit signs to go up | Simon  Chick to ask for signs | ongoing |
| **11** | broken window to replace – shaggy. Approve cost of below £200 | Simon |  |
| **12** | New front door mat –purchase and be reimbursed. | Judy |  |

1. **Leaders**

**Previous Updates –** Wednesday night is only session with few leaders - just Ken and Mick. Encourage leaders to observe each other to share good practice.

**Current Update -** Need someone else for Wed; need warranted leaders

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|  | **Action** | **Who** | **Complete?** |
| **1** | New leader for Wednesday Beavers still required  Liz to ask contact | Chick  Liz | ongoing |

1. **Section Attendance**

**Previous Updates –** 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.

**Current Update -**

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|  | **Action** | **Who** | **Complete?** |
| **1** | Draft a letter for parents explaining attendance requirements | Chick | Review after easter |

1. **Training**

**Previous Updates –** 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.

**Current Update –** Young Leader Training  ~~-~~3 x Sunday full day sessions starting 13th March. 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.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Marinella and Claire to contact other leaders once validated | Marinella & Claire | ongoing |

1. **Moving up Ceremonies**

**Previous Updates –** Going up ceremonies – meet the leaders for 4 weeks taster sessions, 4 sections, official ceremony beavers to cubs, cubs to scouts.

**Current Update –** The ceremonies have started. Only nominated leaders as above to order badges for each section - Liz,- Thursday , Judy Monday, Mary – Tuesday and wed, Gary - scouts

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|  | **Action** | **Who** | **Complete?** |
| **1** | Report to liz which Group and Staged badges leaders need and she will get them | Liz |  |

1. **Scrap Store**

**Previous Updates –** 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.

**Current Update –** Carried Over

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|  | **Action** | **Who** | **Complete?** |
| **1** | Set up account at scrap store and named individuals who can go for group. | Sarah & Liz | Carry over |

1. **Finance**

**Previous Updates**  Chick and Sarah to agree to discretionary cost without bringing to the committee - £200 maximum..

**Current Update –** Current balance in bank - £5,500, Pending to come in £1,300, Capitation to go out £4,600. Net - £2,300

1. **Upcoming Dates**

**Current updates: District Camp weekend** 13th 14th 15th May.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Cubs 100th birthday approaching -. Ian to cost up how much it would cost to buy commemorative items to celebrate. Book Whipsnade. | Ian |  |

**19.GSL updates**

**Current Updates**: 3 leaders approved for warrants, all DBS approved except Claire.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Once compass is back up chick to put Claire on and Camille DBS check.  Remove david from Compass | Chick |  |
| **2** | Letter to Pat for vouchers thanks  M Nash – thankyou for tents | Chick |  |

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| **Dates for next Executive Committee Meetings:-** |
| **Next Executive committee - February - Thursday 25th**  **AGM – May 22nd (young members to do presentation, BBQ)** |

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

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