**LC Leaders Meeting 7/01/16**

**Minutes**

Chaired By Chick (GSL)

Sam (ABSL), Ian C (CSL), Yeti (ACSL), Goughie (ASL), Judy (ACSL),

Shaggy (ASL), Tim W (ABSL), Doc (ACSL), Liz (CSL) and Kate (ACSL).

Maz and Claire (to introduce themselves as our new TA’s)

Guest – Andy Petch (LTA)

**Apologies** – Simon (ASL) and Mick (ABSL).

The meeting started with Maz, Claire and Andy introducing themselves to the Leaders.

Our TA’s will contact all the Leaders needing training to arrange a time to get this kicked off. Chick has forwarded a mail that has all the training day dates and suggested that groups of Leaders attend together where possible but not essential. The Leaders need to inform the TA’s if they book themselves on a module. The Scout Group will cover any expenses for these training days.

Actions

TA’s to contact Leaders when they are ready to start.

Leaders to inform TA’s and GSL when they have booked a course.

Andy followed this up with some useful information. Not all modules need to be attended as the Leader may already be proficient in that module and this can be discussed with their TA. One thing to remember which will help, **LOVE** **L**earning **O**ptional **V**alidation **E**ssential. I think this pretty much speaks for itself.

**OSM**

OSM is moving forward in some sections but this will become much better once we have the wi-fi installed in the hut and we can do some Group training. All OSM champions to have full access to enable them to move YP’s.

It was noted that some sections don’t have all the contact details for their members, the Leaders need to find this out and update OSM asap.

I cannot stress enough the importance of keeping OSM up to date. As a Group we have decided to use this to its full potential for planning, badgework, records and subs so we need to keep on top of this to help all that use it.

OSM Champions for each section are – Monday Cubs – Ian C, Tuesday and Wednesday Beavers - Sam, Thursday Cubs – Doc, Friday Scouts – Simon.

Actions

Leaders to find out missing information and update asap.

Simon to organise a training session once the wi-fi has been installed and this is when we can change the access defaults.

**New Starters**

ALL new starters must be issued with a ‘New starter’ form. This is the one that has the details regarding Facebook on the bottom. The Leaders have agreed that they will take care of inputting these on OSM as it would give them more control over keeping their section up to date but still need to inform Sarah Chester so she can set up subs payments. Beavers need to issue the new forms as the ones they have are not up to date. All new starters should ideally come from the District waiting list as this could cause issues if accepted straight into the Group without doing so. This could be done by directing them to our website or the district website <http://www.1stlondoncolney.co.uk> <http://scouts.org.uk/get-involved/groups/1st-london-colney#&panel1-1>

All new starters can also go onto the website to have a look at the badges they need to gain for their Chief Scouts Award as some of these can be done with what they do outside of Scouting.

Andy suggested that it would be good to have all the Leaders details available. Chick will print this off and attach to the notice board.

Actions

Chick to copy the new starter form and make sure there are always enough copies at the hut.

Chick to print out Leaders contacts and attach to notice board in the entrance hall.

OSM Champions to input all new starters onto OSM and inform Sarah.

Anyone wanting to go on the waiting list should go to the web links.

**Subs**

This is something that needs to be sorted ASAP!

All in all it could be worse but we are still in a situation where some families owe at least 1 or 2 terms in subs. Chick has insisted that all Leaders mail the parents, copying Chick, advising that all owed payments must be made at the next meeting. Failing to meet the payments will result in losing their place in that section. It goes without saying that if the family is struggling financially, they can speak in confidence with Sarah Chester. Can we please set a target to have all payments for this term in by half term?

Actions

Mails to be sent to all owing subs explaining that these must be paid or lose your place. This to be done by the section Leader.

Collect all subs by half term.

**Section Numbers**

Numbers will improve in the New Year with 12 new Beavers starting (6 on each night). Monday night Cubs could do with some more numbers so Chick will mail Annie Hitch to see if there are any on the waiting list. Leaders to arrange at least two recruitment evenings, such as ‘bring a friend night’ and report back on it’s success. Tuesday Beavers looking OK. Chick needs to work with the Wednesday Beavers this term before we start to push the numbers up. Thursday Cubs looking healthy. Friday Scouts again have very good numbers.

Actions

Chick to mail Annie Hitch regarding Monday Cubs.

Monday Cubs to run a couple of recruitment nights.

Chick to work closely with Wednesday Beavers.

**Programme**

All of the programmes are including badge work to enable each Member to complete their Chief Scouts Awards.The members that miss weeks will find it difficult to pass these awards unless they try to catch up. Any time a new programme has been planned can this be sent to Chick and updated onto OSM.

It was agreed that we would not need to inform parents of the current programme.

Actions

Programme planning by all section Leaders

Programme to be input onto OSM.

**Leader Training/Permits**

Wood badge training was discussed earlier in the minutes.

Chick has sent a mail to all Leaders with Mike Tulburg’s email address regarding nights away training. It would be great to have all Leaders holding this. Andy Petch can help with first aid training, so Chick will send a separate mail regarding this. Andy will also let us know when the next batch of safe guarding training will be run. Yeti was interested in gaining some water activities permit, this can be done by contacting Mike Tulburg.

Doc, Judy and Rob have been invited to attend the warrants meeting on Monday 11th Jan.

Actions

Leaders to contact Mike regarding nights away and water activities permits.

Chick to get some dates together for First Aid training.

Chick to inform all Leaders when the next batch of safe guarding training is avalible.

Chick to invest Yeti.

**District Meetings**

Chick was really pleased the fact that we are attending these meetings as they are very important to enable us to get more involved with District events. It also shows that London Colney are keen to be involved at a District level. Please continue to attend these as much as possible as the ADC’s are new and will be keen to make sure their section in the District are doing lots of things. The dates for the next meetings are Beavers ? (Sam has this info) Cubs 1st Feb and Scouts 19th Jan.

Actions

**Continue to attend the District Meeting.**

**AGM**

WE WILL HAVE MORE THAN 1-3 PARENTS THIS TIME!!

Chick has asked that Leaders log all the events that they are doing as well as taking photos etc. The plan will be for each Section to have 2/3 of their members do a very short presentation on each event. We will also hold back any major badges to award at the AGM. This will not be a drop off for the parents, they will have to stay to watch their child take part.

Actions

Leaders to start making notes and saving pictures of events.

**Social**

We are all volunteers that need to relax as well as run our individual sections.

**Xmas Dinner –** Saturday 5th December. £5 per head, bring your own drink. Leaders, Committee and family. 4pm for exec meeting with Christmas dinner serving around 6pm and a party afterwards. We will need volunteers to cook the dinner. **Chick to send Mail for numbers etc.**

**Gang Show –** All sections to be invited to see the show. Beavers to the Saturday matinee, Cubs and Scouts Friday evening. All monies to be paid in advance. **Chick to sort out a letter.**

**Leaders Camp –** As Recruitment weekend but to be used for planning. Date TBA but sometime before the summer.

**Ongoing**

**AOB**

**Group scarves –** There are 40 more to collect from the Scout shop. Need to check where we are with Adult scarves.

Actions

Collect scarves.

Check Adult scarves.

**Scrap Store –** The committee has agreed that we can open an account for here.

Actions

Liz and Sarah to open account.

**St Georges day parade –** Chick to speak with Annette.

**Chick to speak to Annette (DC) to see what the fallout could be and speak to the committee to see if it would be OK to run our own parade**.

**Swimming Gala** – Letters to go out to all Cubs and Scouts to try and get at least one team from each section. This is held at Westminster Lodge on the 30th Jan. Group to cover all entry fees.

Actions – Leaders to hand out letters.

**Gang Show** – 39 tickets have been bought and all sold. This is on Friday 12th Feb at 7.30pm.

**Cubs 100 Camp** – Cubs are celebrating 100 years and will be holding a District Camp at Tolmers from the 13th to 15th May. The cost for this is £40 per Cub and includes all camp fees and food. Groups to supply all tentage.

Actions

Cub Leaders to promote this and get numbers etc.

**Cubs 100** - Yeti is looking to organise an away day to London Zoo for both Cub Sections. He is hoping the cost will be around £20 per head. Is there any memorabilia such as drawstring bags, scarves and badges that the Cubs could buy to celebrate this?

Actions

Yeti to update on the Zoo trip.

Leaders to get cost’s for any memorabilia.

**Next Meeting**

Next meeting to be held at the hut on Thursday 21st April at 8.15.