**1st London Colney Executive Committee Meeting**

Date: 25th February 2016 20:15m – Scout Hut, Chicken Lane

Attendees: Guy, Liz, Chick, Jo Page, Ian Burnett, Shaggy (Gary Langridge)

1. **OSM**

**Previous Updates –** 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 –** Census is complete. Numbers are high.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Leadership training can take place when Internet going live tomorrow |  |  |
| **2** | Check with Annie Fitzgerald regards payments - complete, payment set up fixed and has Paid.  | Sarah |  |

**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 –**.No new bills come through

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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 be ratified at following committee meetings.

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|  | **Action** | **Who** | **Complete?** |
| **1** | 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 –**  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 cannot be resolved so please use this browser. Password is ‘workshop’

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| . | **Action** | **Who** | **Complete?** |
| **1** | Contact technical volunteers with view to putting hut hire calendar on website. | Guy |  |

1. **Internet access at hut**

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

**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** | Get Camille up and running as Gift Aid Co-ordinator  | Sarah | Carried over |

1. **Fundraising**

**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. Liz has spoken to a contact Geraldine who is able to help out ad hoc and could be used for fund raising.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Contact volunteers and ask to support the Race Night. Email and copy in chick to address future fundraising (18th June potentially) Guy to attend initial meeting. | Guy |  |
| **2** | OSM to all parents about new committee. | Chick |  |
| **3** | AGM letters sent out to parents. Important opportunity to find new committee. | Chick |  |
| **4** | Units to raise money with a Copper Race (collect pennies in a sweet jar)collect sweet jars | liz |  |
| **5** | Kids Vouchers  |  |  |

1. **Hut Hire**

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

**Current Update-** Sarah has fedback regarding minimum payment for hut hire:

-The running costs per hour for just utilities is £3.55
-The running costs including all overheads (cleaning, insurance rent & maintenance) is £10.20 per hour.
-Currently the majority of spend over the utilities is cleaning and if we rent out more then we may need to consider more cleaning so the cost per hour currently with just utilities and cleaning is £7.44
-The committee has agreed that a minimum of £10 per hour is to be charged, £15 for an hour and a half with 15 minutes set up and tidy up afterwards.

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|  | **Action** | **Who** | **Complete?** |
| **1** | 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 | ongoing |
| **2** | Review the policy for charging esp chair and table charge | Committee  | Carry over |
| **3** | Arrange heaters and cookers test – Chick is awaiting for his contact to return from holiday. | Chick |  |
| **4**  | Zhumba key back check with guy | Guy |  |

1. **Cleaning**

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

**Current Update-** Leaders have given good feedback about the cleaning. The Cleaner has said she hasn’t had enough time to do all she would like to achieve in the two hours she is paid for and the committee have agreed to pay an extra half hour per week based on the improvements observed.

It was noted that the hut was left in a poor state of cleanliness after a party and the security lights left off.

1. **Safety**

**Previous Updates -** Freezer has been giving leaders electric shocks needs checking as may be faulty and need to disposed of.

**Current Update –** Ian has forms completed and is ready to bring down equipment to carry out PAT testing.

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

1. **Maintenance**

**Previous 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.

**Current Update**- Work dependent on maintenance team being contacted and date in March arranged.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Shaggy to organise afternoon with maintenance team. Put a costs list together and financial plan. | Shaggy | ongoing |
| **2** | email B & Q head office regards free returns | Ian |  |
| **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.Discuss with Ken a plan for its use.  | Gary | ongoing |
| **6** | Investigate acquiring reclaimed wood at low cost | Ian |  |
| **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
 | SimonChick to ask for signs | ongoing |
| **12** | New front door mat –purchase and be reimbursed. | Judy |  |

1. **Leaders**

**Current Update –** Wednesday night is only session with few leaders - just Ken and Mick. Encourage leaders to observe each other to share good practice. Need someone else for Wed; need warranted leaders

Liz has asked her contact Geraldine who is unable to help regularly but is happy to help ad hoc.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Ian to ask Lucy put on message on St Albans Mums and London Colney parish, Liz – Past and Present and CBS. | IanLiz | 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.

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

1. **Training**

**Previous Update –** Young Leader Training ~~-~~3 x Sunday full day sessions starting 13th March. Leaders need to be able to sign off young leaders and use them as part of the team; happening for January.

**Current Update:** The training is now happening in Sandridge. Claire and Marinella been in contact with Ian and Gary. To be warranted leaders there must be a completed DBS check and the first 3 modules completed. If this is not complete within timeframe, applicants can only be sectional assistants and must reapply.

Chick is organising one day Safeguarding - £120 for the day to cover the cost. It is possible to claim back £7/8 per person meaning the course costs are largely offset.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Safeguarding awaiting day confirmation regarding one day course with Prickle and will send out when received. | Chick | ongoing |
| **2** | Marinella and Claire to contact other leaders once validated |  |  |

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. 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

**Current Update –** Report to liz which Group and Staged badges leaders need and she will get them

Chick fed back ceremonies working ok. Only concern raised was the need for more notice.

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 –** Sarah and Liz have now set this up and the feedback on the scrap store from leaders is that it is excellent. Cost was more than anticipated at £60 for year but it was felt it is still worth the money..

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|  | **Action** | **Who** | **Complete?** |
| **1** | Decide the six named members and update the records at the store. | committee | Carry over |

1. **Finance**

**Previous Updates:** Current balance in bank - £5,500, Pending to come in £1,300, Capitation to go out £4,600. Net - £2,300. Chick and Sarah to agree to discretionary cost without bringing to the committee - £200 maximum..

1. **Whipsnade 100 years celebration:**

**Current Update:**

Cubs 100th birthday approaching. Ian has costed up trip and commemorative items to celebrate:

* Cost per cub £10.50, Total number of Cubs 47, Total Cost = £10.50 x 47 = **£493.50**
* Cost per leader £17.10 , Total number of leaders needed 8 , Less 4 (for every x10 cubs) = 4
* Total Cost = £17.10 x 4 = **£51.30**
* Cost for transport **£360.00** ,
* Cost for promotional bags £1.58 x100 - Total Cost **£158.00**
* Over all Cost = **£1,062.80**

Agreeable cost to charge Cubs for the Full Day Trip **£25.00** per head, Potential income = 47 cubs @ £25.00 = **£1,175.00**, Surplus = £1,175.00 - £1,062.80 = **£112.20**

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|  | **Action** | **Who** | **Complete?** |
| **1** | draft a letter for the parents to gauge numbers | Ian | ongoing |

**19.GSL**

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|  | **Action** | **Who** | **Complete?** |
| **1** | Log Claire on compass and DBS check.Log Camille on compass and DBS check.Remove david from Compass – once log on possible | AndySarah |  |
| **2** |  M Nash – thankyou for tents | Chick |  |
| **3** | Email for steph – vouchers | chick |  |
| **4** | Jumble – hang on to it and more has started to come in.  |  |  |
| **5** | There have been complaints from neighbours about parents blocking drive. Also be aware of Safety of beavers when driving up the path - Leaders mention to parents to be careful. Send out group mail to all parents | LeadersChick |  |
| **7** | Check if can order outside display boards through county supplies through work. | Jo |  |

1. **Upcoming Events**

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|  | St Georges Day – 24th meeting at St albans abbey orchard, marching band, moving in groups, service in orchard. Next jumble sale – 30th April Saturday**District Camp weekend** 13th 14th 15th May.  |

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| **Dates for next Executive Committee Meetings:-** |
| **March 24th** **April 28th** **AGM – May 22nd (young members to do presentation, BBQ)****9th June** **7th July**  |

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