**1st London Colney Executive Committee Meeting**

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

Attendees: Liz, Chick, Jo Page, Shaggy (Gary Langridge), Simon

1. **OSM**

**Previous Updates –** New Starters -Tell Sarah at the end of each term who is leaving and transfers 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** | All sections onto Gold plus three month free trial with all functionalities OSM provides. Cost after initial set up? District funding some of it until compass fully running.  Date for training, Simon send out 2 dates and see what people can do, soon as possible. 3 weeks in advance. Week after Easter holidays, then review after.  Safe guarding – Liz through school – still ok for scouting. Chick to check. |  |  |

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. ”much better this term.”

**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 ratified at following committee meetings.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Contact Wednesday Beaver colony re payment | Chick | on-going |
| **2** | Subs increase to be discussed at next meeting as capitation has increased.  Agreed to keep on hold until we see how fundraising goes.  Now subs are coming in. Gift aid to be claimed – Camille to look at. | All | Carry over |
| **3** | Susan interested, Fiona Fitzgerald, Julie fundraising committee organise better. Race night start off – 18th June. Make a plan for fundraising. |  |  |

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. **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 | Carry over |
| **2** | AGM letters sent out to parents. Important opportunity to find new committee. | Chick |  |
| **3** | Units to raise money with a Copper Race (collect pennies in a sweet jar) collect sweet jars | liz | Carry over |
| **4** | Kids Vouchers  Handed over from Steph to chick.  Jo to count. |  |  |

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 feedback 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) are £10.20 per hour.
* Currently the majority of spend over the utilities is cleaning and if we rent out more than 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** | Arrange heaters and cookers test – Chick is awaiting for his contact to return from holiday. | Chick | Carry over |
| **2** |  | Guy | Carry over |
| **3** | Ex leader charlotte has a charity she runs for post natal depression and is hiring ion October free of charge as previously.  No charge for chair and table |  |  |

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.  Started at weekend. Shaggy had put together a list of jobs completed.  Dug out names of guys who have volunteered to check still relevant. Contact everyone over Easter and give 3 weeks’ notice, put list and agenda together in zones. Get volunteers sown here and plan what to do and what can be done. Put costs list together from that.  6 weeks of holidays not used and have 2 weeks off no nursery so can clear out back room and use hall to empty into. | Shaggy | on-going |
| **2** | Investigate acquiring reclaimed wood at low cost | Ian |  |
| **3** | Fire safety:-   * fire risk assessment * fire extinguisher serviced * fire exit signs to go up | Simon  Chick to ask for signs | on-going |

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 Emma Reid helping Ken, keen on joining and staying on happy to do training. Put on compass Chick

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.  Put on compass Chick | Ian  Liz | on-going |

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 had 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 First aid training - £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** | First aid training awaiting day confirmation regarding one day course with Prickle and will send out when received.  Couldn’t get enough people need 12 to make cost effective.  Safe guarding – organised by county. Chick to keep eye out and give notice. | Chick | on-going |

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. Books to close for end of year and Sarah to update once she has done

1. **Whipsnade 100 years celebration:**

**Current Update:**

Cubs 100th birthday is 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**
* Overall 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 | on-going |

**19. GSL**

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|  | **Action** | **Who** | **Complete?** |
| **1** | Log Camille on compass and DBS check. | Sarah |  |
| **2** | M Nash – thank you for tents | Chick |  |
| **3** | Jumble – hang on to it and more has started to come in.  Date set for end of 30th April,  Sarah to send OSM to parents  Guy to sort banners and newspaper  Facebook site – Liz  Leaflet drop – knock on doors, leave out the following week.  Steph posters around the village.  Print a3 – 3. A4 – 6 laminated to go up round village – Jo  Chick – face book and leaders share.  Ian on website. |  |  |
| **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 | Leaders  Chick |  |

1. **AGM**

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|  | **Action** | **Who** | **Complete?** |
| **1** | Date to parents - 4 weeks’ notice on OSM to give heads up before official letters.  Shaggy and Jo to print out letters.  Jo to email agm letter to chick to add new details  Who to invite Annette – district commissioner official invite.  Representation form each section  Accounts signed off | Chick  Sarah |  |

**Safety**

Incident logged by police suspicious vehicles, Silver Mondeo. “Be alert!”

Playgroup

Tidy up after selves, (outdoor stuff by the shed) Keep together Sarah to write to the playgroup to remind.

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:-** |
| April 28th  AGM – May 22nd (young members to do presentation, BBQ)  June 9th  July 7th |

[www.1stlondoncoleny.co.uk](http://www.1stlondoncoleny.co.uk)

[www.londoncolneyscouts.org.uk/](http://www.londoncolneyscouts.org.uk/)

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