**1st London Colney Executive Committee Meeting**

**9th November 2017, 810pm Green Dragon**

**Attendees: Liz, Camille, Chick, Annabel, Guy, Sam, Jo, Sarah, Catherine**

1. **Personal Records & Parent Skills**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 1.1 | *New Starters* form and letter PDF is now on website. All member forms to be in *Leaders Only* section – not visible to general public.Put copies of new starter form in pigeon holes | Chick |  |
| 1.2 | Camille to be set up as Gift Aid Co-ordinator. Chick to email Kate Barker, cc Sarah & Camille. | SarahChick | Ongoing |
| 1.3 | Push for parent recruitment (in terms of involvement, interest and general enthusiasm).Spread parent recruitment drive by word of mouth – put up a notice , speak to new parents to highlight our facebook page. Chick to check the new starter letter includes facebook contact and put on Link on OSMNew children/ leaders recruitment through school fairs with leaders present in uniform.Organise a stall at Samuel Ryder & St BernadettesArrange a stall at school fair – bowmans green 4th December  Fliers at local schools for book bags..  | CatherineChickSam Sarah and AnnabelleChick to update fliers | Ongoing |

1. **Fundraising**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 2.1 | Catherine Hulatt potential help with the fundraising.  Give contact for Bunnings to Catherine. | Camille | CH to be at Oct mtg |
| 2.2 | Guy has put together a whatsapp group to encourage helpers who don’t want to commit to regular events but would help at one-offs, to let parents know of future fundraising events.Swap to Facebook messenger – sam to set up messenger group. Sarah to send out group email to ask parents to join. | Sam and sarah |  |
| 2.3 | Ken has put forward 1st London Colney Scouts group for a second round of charity donations at the Co-Op, who have accepted our nomination as there are only two other interested charities.Email has been received and 1st London Colney has been accepted for the period 12th November – 27th October 2018. 1% of coop profits will come to us and funds will be paid as a one off payment at end of October.  | Liz to highlight on facebook. Chick to organise photo celebration |  |
| 2.4 | Copper race raised £90. Metro bank have offered to run a money themed night at cubs.Liz is in touch with them and possibly feb/march | Liz |  |
| 2.6 | Put together a list of all fundraising activities to go out to parents & email to chickCamille has spread sheet to put up on the board. Chick has put up dry wipe board to put it on..  | Camille |  |
| 2.7 | **Quiz night – New date tbc.** * Teams between 2 and 8, handicapping system for those in larger teams. 4 rounds – break – 4 rounds.
* Tickets £8.00, includes food (jacket & chilli) and prizes. It has been suggested to drop price to £5 with nibbles rather than hot food possibly cheese and crackers.
* Bar: 7:15 for 7:30, out by 10:30. Obtain temporary license.
* Posters to be made once details finalised.
* Mark Broxton and Marinella still up for organising quiz night. Sarah Contacted them but still waiting on possible dates.
* Sell tickets 1st week back at scouting/cubs groups
* Mark and Marinella are good to go. Facebook and OSM.
* Quiz night flier (include info Licensed bar open at weekend. *Parents we need your support*, Prizes) . Email to Chick.
 | Sarah to chase date availability with Mark and Marinella | Postponed until after Christmas |
| 2.8 | . Jumble saleclothes sort successful – repeat this.Jumble Sale next date: March 10thGuy to do banners | Guy |  |
| 2.9 | **Bunnings Saturday Sizzler and Cake Sale – 9th December*** Committee suggested that 9th December would be a good date as avoiding prior commitments and cashing in on Christmas sales (suggestions of Hot mince pies, alcohol free mulled wine). We would need to provide 3- 4 volunteers 3 time slots from 08:00-17:00 divided into 3 teams/ shifts. We could also use opportunity to promote scouting movement and display banner.
* Sarah to send out message on OSM asking for help

Sam to co-rdinate list of helpers & put on facebook* facebook
* Check whether we need to get food hygiene cartificate
* Catherine/Camille volunteered for early shift and sam for the close up shift. Anabelle also volunteered.
 | SarahSamCamille |  |
| 2.10 | **Fireworks bucket shaking**Camille has ascertained from the community officer, Leanna, that we are definitely getting one bucket and one third but is looking into receiving the funds from all buckets. Camille left lots of messages and continues to chase. Committee have voted to refuse to sell burgers as the amount of profit made is not enough to justify the amount of work put in. Camille has emailed and yet to announce how much has been received. |  |  |

1. **Maintenance**

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|  | **Subject** | **Action** | **Status/ Due Date** |
|  | Chick suggestion of approaching local companies happy to help or reduced rate. Gary to draft a letter outlining our needs. Catherine to put a list of companiesGuy to approach commercial director at oaklandsGary to co-ordinate when a team has been put together | Gary Catherine GuyGary |  |
| 3.1 | * Plaster board inside and put up.
* Long term work on toilets as a priority.
* Waterproof notice boards for outside and covers for the hallway ones
* Trunk in wiring around the edge
* Change bulbs in main hall.
* New joiner, Alfie’s dad is a builder and has said he will help (and mum said she will help fundraising). – Gary to chase
* Create committee report: Costings, Timeline, Priority order.

  | Gary |  |
| 3.2 | * Fire risk assessment – complete by not documented. Simon sent email to all the groups and he is now property manager for the district and informing. Fire risk signage has gone up.
* Fire extinguisher serviced
* Emergency lighting required Simon to ask Terry

Emergency lighting now received from chick.* Emergency lighting needs to go in asap. One light has been installed and more planned including replacing the front security light – workman due to return to do outside lights. Outside lights need fixing,
 | SimonSimon |  |
| 3.3 | Replace pipework, and possibly cisterns, in the toilets. Chase. | Chick |  |
| 3.4 | Doc has had his contacts look at the ceiling yet to provide quote. Chase | Chick |  |
| 3.5 | Arrange heaters and cookers test Take two cookers out and replace Ask contact to pop in on a Friday night to give quoteCamille’s contact has refused |  |  |
| 3.6 | New items have been ordered from Co-Op proceedings:Coleman shelter, 2 burners, tent, feather flag. Proposition: new notice boards in and outside should be purchased but these are around £1000 new so potentially look at purchasing second hand – still to consider. |  |  |
| 3.7 | Check price for banner for front of the scout hut | chick |  |
| 3.8 | Buy the seat for the toilet - if Rob is not able to do so, pass on to sam. | RobSam |  |
| 3.9 | Report pot holes to parish council. | Camille |  |
| 4.0 | Light in kitchen flashing  | chick |  |

1. **Hut Hi****re**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 4.1 | Play group – Sarah has been in contact with Steph and she has reported that Michelle is going in an hour before to clean the hut before she can set up. Things are being left out and toilet has been found in a mess.Chick to report back to leaders to ensure hut is left in a good condition at the end of the evening. Sarah to email Michelle and explain what is being done and to feedback if there remains an issue. | ChickSarah |  |
| 4.2 | Steph mentioned yoga class hut hire regular to fund a visit to Kenya. Afternoons or weekend or Wednesday after beavers |  |  |
| 4.3 | Sam to let Mele to let her know that she can have hall hire if she still wants it. | Sam |  |

1. **Leaders & Section Info**

Rob Webb is going to stop helping on a Wednesday as snowed under at work. Tim has decided to stop helping. Tank and Kirsty are now scout active support as ASLs in Bromley and too far to come. Mike Burge is no longer helping but still supporting by doing the grounds and coming to camp. Numbers is going up across the units. Explores going well and district is pleased and large scouts base will feed through. Looking for new potential Beavers to join the unit.

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|  | **Subject** | **Action** | **Status/ Due Date** |
| **1.** | Now need cub leader for Monday and a beaver leader for Wednesday. Recruitment letter to be updated fliers(see Personal Records of Minutes – Section 1) | **chick** |  |
| **2.**  | Some parents are having trouble putting through payments on OSM.  | Sarah  |  |
| **3.** | Guy is stepping down as Chairperson but to continue to support in Explorers. Annabelle has stood forward as new Chairperson. In order for this to be official Annabelle needs to be made a trustee and registered, as part of a charitable organisation. Add to compass & DBS check. | Sarah |  |

1. **London Colney 100 Years Celebrations – 16th June 2018**

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|  | **Subject** | **Action** | **Status/ Due Date** |
|  | * Look at past leaders & Members DB to invite to celebrations
* Bases during the day by section
* Evening hog roast, band and bar
* Piece/adverts for Parish News and article in Historical Society (14th Oct)
* Set up a Badge Competition - 4 way badge encompassing each section plus group
* Centenary Scarves – our colours but in edged in gold
* Souvenir Programme with Old Photos and local sponsorship
* Design Posters
* December to June – set up a 100 challenge for each section for a special badge presentation on the celebration day.
* At AGM see if any parents willing to be involved in helping with the organising of the celebrations.

**Update-**Frank Briton on board who is county archivist involved to give input. * Scarf design out to all sections
* Some of the ideas to celebrate: 100 challenges, group camp, celebration day with commissioners in June with beavers cubs etc in attendance. Evening hog roast and band and bar – parents to help set up the evening
* Badge competition by section
* Chick looking into purchasing a commemorative brick at Gilwell for £100 to celebrate centenary. The proceeds go to helping less fortunate scouts around the world.
* Get together Oct/ Nov to discuss further.

**Leaders to get 100 challenge sorted starting in September – June.**ScarvesChick is making an order online to check the quality of the cheaper scarves with a view to purchasing for the 100 years celebration and customising them for the occasion. Approx. £700 – approved by committee subject to approval by Sarah.Daniella who is happy to organise customised scarves with gold weave through gang show seamstresses. Children to wear for the year then keep as momento.Badge competition to design a special badge for each section to go on scarves. – Leaders to highlight not many returned entries. Chick to make some copies of the format to leave up at the hut so that children can take a new copy if they have lost it.100 challenges: Liz has given out 100 challenges, Judy has a copy. Sam is working on Beavers’ challenges.Meeting on Tuesday next week sub-committee to look at this agenda and will feed back in next committee meeting.Commemorative scarves for 128 young people and 30 adults plus added dignitaries etc. =200children /60 adults - £763 – this has been agreed by committee.Sponspored silence earn money to contribute. In January . sponsor forms out in November and bring in in January.  | Liz/Sarah/Steph/Chick/CamilleChickSamchickTBC |  |

1. **Financial Update**

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|  | **Subject** | **Action** | **Status/ Due Date** |

1. **GSL Updates & AOB**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 8.1 | Thank lady contributor who bought in large amounts of vouchers | Sam Chick |  |
| 8.3 | Purchases to be made:Marshmallow forks 11.99 for 8 , extendable chick to purchase 30 | chick |  |

1. **AOB**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 9.1 | Catchment area for joining. Agreed by committee that, as long as there is sufficient space to allow for at least one more local joiner in addition, new joiners from outside London Colney will be permitted. District say no unless special dispensation. |  |  |
| 9.2 | Committee recruitment to be discussed and actioned. |  |  |

1. **Next Committee Meeting**

December – Wednesday 6th

Easter Leaders dinner proposed

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

https://www.facebook.com/pages/1st-London-Colney-Scout-group/349295988523039

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