**1st London Colney Executive Committee Meeting**

Date: 28th April 2016 20:15 – Scout Hut, Chicken Lane

Attendees: Guy, Liz, Sarah, Chick, Jo

**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  Simon sent mail |  |  |

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 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. 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 |

**Susan interested, Fiona fitzgerald, julie fundraising committee organise better. Race night start off – 18th June. 7-730pm chick to verify start. Make a plan for fundraising.**

**Only two sections outstanding subs. Keep an eye on late payment. One term late, asked not to come back. Most people on direct debit.**

**Fundraising:- \*Fiona – ask to lead fundraising. Guy to talk to Fiona. Guy to phone other people.**

**Race night booked. Keep it at £270.00. Get a company to sponsor a race, bring leaflets/fliers. 7 sponsors for each race at £50.00 per race and in each 8 horses, sell each horse to a person. Winners get a bottle of bubbly. 50p or a £1.00 a ticket. £5.00 a head, run own bar.**

**Need a license – chick to speak to Kirsty to do.**

**Sarah to see if she can get bottles of fizz through work. Sarah to check discount at Booker.**

**Chick to ask contractors at work.**

**Frosts, legends barbers, cycle shop, willows, Hedges, synergy, TVAV, computer shop, Tesco, co-op, sports physio, parish council – Guy to check & Guy to check Sam Stockwell**

**Sarah to speak to Marie and mum who has salon open in Radlett, Laurence autos- Sarah.**

**Chick to make tickets. Selling tickets asap.**

**Put on facebook group. Put up list of horses in back room so all can see and mark off as they get sold. Chick to email.**

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 | outstanding |

**Need someone to take on website when Ian moves on to new job next week.**

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. Letters sent out and Chick to talk about in his report. | Chick |  |
| **3** | Units to raise money with a Copper Race (collect pennies in a sweet jar) collect sweet jars – | liz | Carry over to  september |
| **4** | Kids Vouchers finishes issuing 3rd May  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 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?** |
| **2** | Arrange heaters and cookers test – Chick is awaiting for his contact to return from holiday.  Chick to contact an alternate contact | Chick | Carry over |
| **3** | Zhumba key back check with guy | Guy | Carry over |

**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**

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|  | **Action** | **Who** | **Complete?** |
| **1** | **Disclaimer on the hire electrical equipment, use it own risk. Which then stops need for PAT testing** | **Simon to put on hire contract.** |  |

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** | Investigate acquiring reclaimed wood at low cost | Ian |  |
| **3** | Fire safety:-   * fire risk assessment * fire extinquisher serviced * fire exit signs to go up | Simon  Chick to ask for signs | ongoing |

**Started at weekend. Shaggy had put together a list of jobs completed.**

**Dug out names of guys who has 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 cost s 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.**

**Trunk in wiring around the edge & Change bulbs in main hall before AGM – shaggy**

**Cost it and bring to committee before work starts.**

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,  Put on compass Chick | Ian | ongoing |

**Possible parent (met police ) to help. Chick to speak to him.**

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 |

**Numbers are going up in the sections that are low.**

1. **Training**

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 | ongoing |

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 oncew she has done

**Sarah has closed books, wating for statement to do full report then send to matt to audit for agm. Guy to sign.**

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  handed over to Ian. | Ian | ongoing |

**19.GSL**

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|  | **Action** | **Who** | **Complete?** |
| **1** | Log Camille on compass and DBS check. | Sarah | ongoing |
| **2** | M Nash – thankyou for tents | chick | ongoing |

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 or alternate, protocol.  Representation form each section  Hire a bouncy castle? – wait for numbers  Accounts signed off  AGM  Letters have gone out to parents  Awards to cubs awarded at the AGM  \*Ask Tim to do BBQ. (he has stepped in to do Monday Cubs permanently) – liz to ask Tim  Liz and Sarah to do food – Friday/Saturday morning.  AGM to get maintenance team  Guy and Chick to liase about agenda | Chick  sarah |  |

**Playgroup**

Tidy up after selves. outdoor stuff by the shed. Keep together

Sarah to write to playgroup to remind. Sarah has emailed but no change- guy to pop in on way through and have a quick chat. Sarah to mention again on next invoice

100 year cub camp – taking tables from the hall, Thursday. Won’t be here for playgroup. sarah to let michelle know for the Friday possibly Thursday.

GSL

* Badges 150 from old programme, chick has asked for new badges to be bought. Try and sell the old ones to beavers for their blanket to recoup some losses.
* St George’s parade – change from the abbey first year. Went ahead ok.
* September camp for leaders, beavers, cubs,scouts to get to know each other in Olympics/sports activity competitive to stay for the day only.
* 10th/17th September county night hike, chick speak to Wellend.re costs for (put on agenda for next meeting)
* Bank holidays loss of Monday beavers. Chick to explain this is unusual.

1. **Upcoming Events**

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|  | Next jumble sale – 30th April Saturday  **District Camp weekend** 13th 14th 15th May. |

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| **Dates for next Executive Committee Meetings:-** |
| **19th May**  **AGM – May 22nd (young members to do presentation, BBQ)**  **9th June**  **7th July** |

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

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