**1st London Colney Executive Committee Meeting**

Date: 19th May 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. 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.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Leadership training can take place when Internet going live tomorrow  Simon has sent mail, awaiting feedback. | simon | ongoing |
|  | Safe guarding – liz through school – still ok for scouting. | Chick to check |  |

1. **Subs**

**Previous Updates –** 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.

**Current Update –** Committee agreed to put subs rise decision on hold until we see how fundraising goes.

Especially as subs are now coming in.

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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 and running website when Ian moves onto new job. | Guy | outstanding |

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.

**Those who have expressed an interest**: Geraldine (ad hoc basis), Susan Fiona Fitzgerald, Julie

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|  | **Action** | **Who** | **Complete?** |
| **1** | Contact volunteers through email and copy in chick to address future fundraising. Guy to attend initial meeting.  Ask Fiona to lead fundraising committee. Make contact with her and phone others | Guy | Carry over |
| **2** | Gift aid to be claimed | camille |  |
| **3** | AGM letters sent out to parents. Important opportunity to find new committee. Letters sent out and Chick to talk about in his report. | Chick |  |
| **4** | Units to raise money with a Copper Race (collect pennies in a sweet jar) collect sweet jars – | liz | Carry over to  september |
| **5** | Kids Vouchers handed over from steph to chick. finishes issuing 3rd May | Jo to count |  |
| **6** | **Race Night – 18th June 7/7.30 start**  **Update: Race night booked and cost has been kept at £270.00.**   * Get a company to sponsor a race in return for bringing leaflets/fliers for advertising. * 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. * Run bar. Need a license.      * Put on facebook group. Put up list of horses in back room so all can see and mark off as they get sold. * Make tickets. Selling tickets asap. | Chick to verify start  Chick to ask contractors at work.  **Guy** to contact  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.  **Sarah** to check Booker discount or free fizz  Chick to speak to Kirsty  Chick  Chick | |
|  | Holiday inn want to support a local charity.  Sponsor a race and provide a bottle of bubbly.  M and S  We have been shortlisted to be their Charity champion. Chick has sent in details of what we do. M and S workers can vote for their favourite charity and if nominated we will receive a share of fundraising.  **Race night**  4 races sold, 3 to sell  Sarah speaking to alcohol supplier  Table decoration and  Kirsty is getting the bar licence  Guy to speak to co-op re free nuts and crisps  Chick has done tickets and left in GSL folder. Keep list on back of envelope ( £5.00 per head)  Can also sponsor a horse (£5.00 per horse), record this on envelope plus phone number if case the sponsor cant attend.  Chick to put it up on facebook |  | |

1. **Hut Hire**

**Previous Update –**  
-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. No charge to be made for table and chairs.

**Current Update-** Ex leader charlotte has a charity she runs for post natal depression and is hiring ion October free of charge as previously.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Arrange heaters and cookers test – Chick is awaiting for his contact to return from holiday. | Chick to arrange alternate contact | Carry over |
| **2** | Zhumba key back check with guy | Guy | Carry over |
| **3** | **Playgroup**  Sarah has emailed playgroup to keep their resources tidy but no change. Pop in on way through and have a quick chat.  Mention again on next invoice.  Let Michelle at Playgroup know that there will be no tables the Friday and possibly Thursday as in use for the100 year cub camp. | Guy  Sarah  Sarah |  |

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**- This has been started. Shaggy had put together a list of jobs completed and found the names of guys who has volunteered to check still relevant. Aim to do over 6 weeks summer holiday when stock in back room can be cleared out into the hall.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Shaggy to organise afternoon with maintenance team.  Put a costs list together and financial plan.  Arrange date, contact everyone and give 3 weeks’ notice. | Shaggy | ongoing |
| **2** | Outside lights need fixing.  Need waterproof notice boards for outside and covers for the hallway ones.  Long term work on toilets | Maintenance team |  |
| **3** | Trunk in wiring around the edge & Change bulbs in main hall before AGM. Cost it and bring to committee before work starts. | Shaggy |  |
| **4** | Investigate acquiring reclaimed wood at low cost | Ian |  |
| **5** | Fire safety:-   * fire risk assessment * fire extinquisher serviced * fire exit signs to go up | Simon  Chick to ask for signs | ongoing |

1. **Leaders**

**Current Update –**Emma Reid is helping Ken and is keen on joining and staying on. She is happy to do training. Tim has stepped in to do Monday cubs.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Ian to ask Lucy put on message on St Albans Mums and London Colney parish, | Ian | ongoing |
| **2** | Put Emma on compass | Chick |  |
| **3** | Parent possibly interested with MET police background. Speak to him about joining. | chick |  |

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.

**Current update:** Numbers are going up in the sections that are low.

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

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.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Sarah has closed books, waiting for statement to do full report then send to matt to audit for agm. Guy to sign. | Sarah/Guy |  |

1. **Whipsnade 100 years celebration:**

**Current Update:**

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

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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**

**Update:**

* 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
* Parent raised issue of Bank holidays resulting in loss of some Monday meetings for beavers. Chick to explain this is unusual.

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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 |
| **3** | 10th/17th September county night hike. Speak to Wellend.re costs for (put on agenda for next meeting) | Chick  Jo |  |

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1. **AGM**

**Current update: Letters have gone out to parent inviting them to AGM.**

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|  | **Action** | **Who** | **Complete?** |
| **1** | * Date to parents - 4 weeks notice on OSM to give heads up before official letters. * Invite District Commissioner with official invite or alternate   Ensure representation from each section   * Hire a bouncy castle? – wait for numbers * Accounts signed off * Awards to cubs awarded at the AGM * \*Ask Tim to do BBQ. * Buy Food on Friday/Saturday morning dependent on numbers * Liaise about agenda   Use AGM to get maintenance team together | Chick  Chick  Sarah  Liz to ask Tim  Liz and sarah  Chick and Guy |  |
| **update** | **Food**  50 adults not including leaders + 45 children  Tim is doing BBQ  Catering for 150 approx – burgers, buns, hotdogs  Beer and wine, squash, tea bags (in the store?) coffee, salads, serviettes (check store), sauces  Put pot out for donations for wine and beer. Whatever is left over to go towards Race Night.  Bouncy castle booked, pay on the day. Can cancel if rainy.  **Reports – 30 copies**  Finance report  Minutes from last year with reports taken out  Report GSL - chick  5 reports – one from each section – Simon, Sam, Liz, Ian (received) Ken.  ( children’s contribution to be part of each report)  **Agenda**   1. Welcome – Chick 2. Introduce key members 3. Apologies- Chick 4. Minutes of last meeting - admin 5. Section Reports including children’s contribution 6. Treasurers Report – Sarah 7. GSL Report - Chick 8. Chairman’s Statement – Guy  * Fix up hut for centenary, fundraising, website, * New people of the executive committee, new leaders. Less time spent on the admin, is more time spent on leading. * More funds would be subsidise activities and camps. More resources could be bought such as Coleman shelter, dining tent and tables and benches now that we are extending. The group is thriving and to make sure that with increased numbers the resources are renewed and increased to match numbers. * Long term goal- turning garage into proper storage. Shorter term – scout hut is tired, doing it up. * Better year finance wise, now that subs are coming in and playgroup hire. Looking for more hires. Wednesdays from 730pm. If hut was in better shape could hire it out more often and for more money. * Shaggy to head up initial maintenance team but be much more preferable for Leaders to hand over these roles as busy. Looking for someone to take on the hire out of the hut. * Capture volunteer details at the AGM * Give two dates of meetings for fundraising and maintence committee. * Do the attendees have any fundraising ideas or ideas about what would make the community stronger  1. Election of Executive Committee - Chick 2. AOB   Opening at 2pm for setting up | Liz and Sarah |  |

1. **Upcoming Events**

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|  | AGM: May 22nd |

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

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

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