**1st London Colney Executive Committee Meeting**

Date: 9th June 2016 20:15 – Scout Hut, Chicken Lane

Attendees: Guy, Liz, Sarah, Chick, Jo

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. 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 |
|  | Liz to redo safeguarding for Scouts | Liz |  |

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**

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|  | **Action** | **Who** | | **Complete?** |
| **1** | Gift aid to be claimed | camille | |  |
| **2** | Units to raise money with a Copper Race (collect pennies in a sweet jar) collect sweet jars – | liz | | Carry over to  september |
| **3** | Kids Vouchers now counted and handed over  Put in order | Chick | |  |
| **4** | **Race Night – 18th June**  Race night booked and cost has been kept at £270.00**.** 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. Chick has done tickets and left in GSL folder. Keep list on back of envelope ( £5.00 per head) record details on envelope plus phone number if case the sponsor can’t attend.  Licensed bar secured by Kirsty.  **Update:** No new sponsors - Guy and Chick chasing contacts, Ayletts, Willows and Maidenhead Aquarium approached, no response yet. Guy has been in touch with Holiday Inn regarding race night and continuing to try co-op and Tesco.Ticket sales at about 30. Posters up in co-op, sainsburies, library and possibly McDonalds.  **Alcohol to be purchased– sainsburies delivery Friday night and chase up with phone call- Larger, bitter, wine - white and rose. Fizz for prizes. Plastic pint glasses.** | 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 Sam Stockwell.  Guy to continue to try co-op and tesco including gaining free snacks  .  **Sarah** to speak to Marie and mum who has salon open in Radlett, Laurence autos  Chick to put through order. | |  |
|  | **Charity company links**  **Holiday Inn**  Holiday inn want to support a local charity. Guy has approached regarding sponsoring a tent.  **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.  **Other fundraising opportunity**  Fire works – we can shake tins and do BBQ this year  **Larks in the parks 26th June** – clashes with other activities. Is not representative of what we do. Possible recruiting opportunity for cubs and beavers.  **Decided not to go ahead with this, this year** | Guy continues to be in negotiations with Holiday Inn. |  | |

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 in 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 – Kerry Bowler emailed | 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.  Some nights want to come in to set up (wed and Thursday) sarah to tell times the earliest she get in and any clashes. | Guy  Sarah  Sarah | Carry over |

1. **Volunteers**

**Previous Update –**

**Maintenance**: Outside lights need fixing, long term work on toilets, Need waterproof notice boards for outside and covers for the hallway ones, trunk in wiring around the edge & change bulbs in main hall, Aim to do over 6 weeks summer holiday when stock in back room can be cleared out into the hall. Shaggy to put a jobs list together, costings and financial plan

**Fundraising:** Some volunteers have signed up as a result of AGM. 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. Previously those showing an interest are Geraldine (ad hoc basis), Susan , Fiona Fitzgerald, Julie**.**

**Website:** technical volunteers with view to putting hut hire calendar on website and running website when Ian moves onto new job.

**Current update:** Guy has contacted those who volunteered at AGM with a holding message.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Ask Fiona to lead fundraising committee. | Guy |  |
| **2** | Get email list going and arrange meeting for fundraising, maintance and website technical support.  Copy in chick to address future fundraising. Guy to attend initial meeting. | Guy |  |
| **3** | Contact Daniella Broxton and Karen Penn regarding Managing online bookings and what they are willing to commit to. | Guy to ask Simon to contact |  |
| **4** | Mark and Marinella interested in running a quiz night 8th October  Present with the idea of running a children’s Christmas party. | Guy to contact  Sarah to put on google calendar when confirmed |  |

1. **Fire safety**

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|  | **Action** | **Who** | **Complete?** |
| **1** | * . 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  Sarah to contact jack and Chelsea and emma DBS | Chick | ongoing |
| **3** | Parent possibly interested with MET police background. Speak to him about joining.  Spoken to Rob, awaiting new term. Wednesday with Ken. 6 week period before going on OSM. | chick |  |

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**

**Sarah has handed in full report handed in at AGM that has gone out in the minutes.**

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 |

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1. **AGM**

**Current update:** £180 raised on day. Good turn out. Some success with attracting volunteers.

See minutes.

1. **Upcoming Events**

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| Autumn jumble sale - 24th September  Summer drinks at the pub –TBA - committee has agreed to release funds for a thank you for all the leaders and committee’s hard work Chick to organise  Provisional date of 8th October quiz -  November’s fireworks night - Sunday 6th. Guy to speak to Irene at parish council.  Leaders and volunteers party – 10th December.  Provisional date: 17th September Wellend Olympics day for mixed groups of cubs, scouts and beavers to experience a range of activities with possibility for leaders to camp overnight (not children). Possibility of having plaques to commemorate. - Chick to check of available and work out the costs. |

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| **Dates for next Executive Committee Meetings:-** |
| **7th July** |

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

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