**1st London Colney Executive Committee Meeting**

**Date:** December 10th 2016 pm – Scout Hut, Chicken Lane

**Attendees:** Chick, Guy, Ken, Liz, Dave, Sam, Sarah, Gary, Joanne, Judy

1. **Personal Records & Parent Skills**

New starters form and letter 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 – 1st meeting held still work to do so update at next meeting. | Sarah | ongoing |

1. **Fundraising**

Fire works - Have confirmation from Parish council that we will be able to marshal next year and get cut of proceeds. The Co-op have chosen scouts among the three local charities to benefit from a third share of funds. All card holders can nominate which of the three charities they wish to benefit. Chick has registered his card and there is already £270.00 in account for group.

It has been suggested that the committee should have a target in mind to incentivise fundraising

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|  | Action | Who | Complete? |
| 1 | Holiday Inn  Call Sarah at Holiday Inn with wishlist - coleman tent, pop up gazebo with sides x 3, trailer, carmen activity shelter, enclosed notice boards, cash towards refurb of the hut.  Make offer of Holiday Inn logo on the gifted items giving them free advertising when abroad, hikes, district events. Also offer local press to attend the refurb of the hut, with Holiday Inn logo on front of hut. Suggest ultimate sleepover.  Guy has left message with holiday inn contact. | Guy to chase up | Ongoing. |
| 2 | Quiz night - Date changed to 4th March  Teams between 2 and 8, handicapping system for those in larger teams. 4 rounds break –another 4 rounds.£8.00. food and a drink - jacket, chilli, Includes food and prizes. Bar – 715 for 730 all out by 1030. Need more parents involved.  Obtain temporary license.  Posters to be made once details finalised. | Mark and Mariella to organise |  |
| 3 | Carrie has confirmed that she will not be able to lead the fund raising committee. Need to find someone to head it up..  Invite the fundraising committee to the January 12th executive committee to organise quiz night and discuss jumble sale | New  Ken to ask Beavers parents  All leaders to ask around  Ken to put up notice on notice board  Guy to send email |  |
| 4 | Next Race Night to be organised in June | Dependant on fundraising committee |  |
| 5 | Units to raise money with a Copper Race (collect pennies in a sweet jar) collect sweet jars – | Liz | Jan to easter |

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1. **Maintenance**

Outside lights need fixing, long term work on toilets as a priority. Need waterproof notice boards for outside and covers for the hallway ones, trunk in wiring around the edge & change bulbs in main hall.

Ken has put together a plan for the back room to maximise storage and organise resources. He proposes it will cost less than £300. Bear in mind that the conditions of the lease may affect more extensive works.

Gary putting costings together then a timeline. Put a priority list together and report back to the exec committee.Bear in mind that the conditions of the lease may affect more extensive works.

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|  | Action | Who | Complete? |
| 1 | * fire risk assessment- complete by not documented * fire extinguisher serviced * emergency lighting required * Get quotes | Simon | Fire risk signage has gone up. |
| 2 | Go back names gathered at Well End and First Maintenance day and arrange a meeting.  Send out emails to parents to request help.  Arrange a Family fun day (bouncy castle, food, play bus?) February 25th to raise funds but also to encourage parents to sign up to maintenance committee. Ensure costs are covered. Flag up the importance of maintenance ready for 2018 birthday. | Gary  Liz to check the bus  Committee to discuss further at 12th January meeting |  |
| 3 | Toilets  Katherine’s husband is a bathroom kitchen fitter and has volunteered his services. Plumber – john Collins – if we get the equipment will plumb the toilets for us. | Chick/gary | ongoing |
| 4 | Back room  Ken has got some materials already (left over shelves to recycle) Rob the chippie is keen to make a start as well as a few others if given a date. The committee decided that a date in February half term during the day and one in the evening to maximise helpers.  Ken to provide dates he is available at the 12th January committee meeting  Put together a plan of what it is expected that can be achieved in the February half term date  Make units ahead of time ready to move in  Clear the room the week before  Recruit unskilled helpers once jobs list decided.  Email Rob to advise of plan  Let the play group know if the work affects availability. . | Discuss further at next exec meeting |  |

1. **Hut Hire**

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.

Chick has been approached by county to use scout hut as training venue and have taken chicks details.

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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 | Chick | Carry over |
| 3. | Simon is standing down as bookings manager. Sam has said she will take over bookings in short term until someone else can be found. Handover documentation and emails etc. | Simon |  |
| 3 | Rob, the Wednesday leader, has booked the hall on 12th February. It has been agreed that this is free but that a deposit will be taken |  |  |
| 4 | A patchwork group has approached us to request once monthly booking 10 -4 and will contact Chick if they decide to go ahead. |  |  |

1. **Technical volunteers & Bookings volunteers**

Guy has contacted those who volunteered at AGM with a holding message. Require technical volunteers with view to putting hut hire calendar on website and running website when Ian moves onto new job. Yeti to handover Gary in the interim. –

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|  | Action | Who | Complete? |
| 1 | Website Handover  Yeti not yet given website so gary will email to get details | Ian/Gary  ongoing |  |
| 2 | Daniella Broxton and Karen Penn have been contacted regarding Managing online bookings and what they are willing to commit to but not yet replied. Make further attempt to contact | Sarah to send email requesting volunteers |  |

1. **Leaders**

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. Emma still wants to be involved but can’t commit to weekly involvement.

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|  | Action | Who | Complete? |
| 1 | DBS  Emma still not done, due to technical issues with forms of ID  Waiting for Emma to sort documentation. | Sarah | ongoing |
| 2 | Rob can’t help each Wednesday with Ken.  Look into finding new help.  If necessary, there is the possibility of merging back together groups new help can’t be found. | Chick  ongoing |  |
| 3 | Explorer unit  Annette has spoken to David Barker and waiting on dates in diary to progress. | 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.  Send mail to leaders in September  Prickle is waiting for confirmation from District that he can go ahead.  Book anyway and we will fill missing places by opening up to other groups. | Chick | ongoing |
| 2 | Safeguarding  Contact Herts County regarding possibility of them delivering a group safeguarding, cost & availability  Meeting with Andy Petch in new couple of weeks – waiting to hear back. | Liz  Chick | ongoing |

1. **GSL Updates**

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|  | Action | Who | Complete? |
| 1. | Discussion had around subs payments and how we compare to other groups:  Some groups vary be section, Some can £40-£50 per term. Yearly payments of £144. Some even have penalties for late payments and you can’t return until all outstanding subs and penalties are paid. It was felt that we are one of the cheaper groups in the area and we don’t want to prohibit members due to cost, however, we should highlight at next AGM that subs will need to increase if Fundraising does not improve. |  |  |

1. **Financial Update**

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|  | Action | Who | Complete? |
| 1 | Cleared in the account -£7765.17, £368.00 ringfenced for docklands, £1500 – pending subs not cleared, £300 from jumblesale to be banked  Around Christmas: Insurance due -£1000, Capitation £4000 | Sarah |  |

1. **AOB**

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|  | Action | Who | Complete? |
| 1 | Liz has ordered new neckers as it seems that some have vanished from back room. Leaders must charge if children have lost. Replacement - £5  Email to leaders Chick | Leaders  Leaders |  |
| **2** | Request to Fix safe to wall in back room to allow leaders to leave Payments securely for Sarah to collect once a week. This way Leaders don’t have to remember to drop into Sarah. | Gary/  Maintenance Team |  |
| **3** | Liz Letter  Thank you letter from Post Natal Illness Group for use of the Hall, and offer of £100 donation. Sarah to send email/Letter to thank them. |  |  |

1. **Date for Next Committee Meetings:**

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| * January 12th * March 2nd |

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