**1st London Colney Executive Committee Meeting**

**Date:** April 27th 2017 – Scout Hut, Chicken Lane

**Attendees:** Chick, Liz, Sam, Sarah, jo, Ian, Gary

* https://btmail.bt.com/cp/ext/resources/images/default/s.gif

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**

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

New committee to be formed with Catherine Hulatt, Zoe O’Donovan, Mark Broxton & Marinella Sinagoga.

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|  | Action | Who | Complete? |
| 1 | Quiz night - Date TBC  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 Broxton and Marinella still up for organising quiz night. Sarah Contacted them but still waiting on possible dates.  Likely to be September. | .  **Marinelle to chase mark.** |  |
| 2 | Jumble Sale – Sat 13th May   * Banners and Advert in paper * Fliers x10 and Posters x5 (Jo to produce Chick will print off) * Put up posters * High End clothes to be taken early 9am and put on Website * Helpers so far: Brogan, mark Broxton – teas and coffees, Steph, Karen, Claire Edwards Catherine Hewlett * More helpers required | .  **Guy – waiting for new lettering on banners**  **Jo/Chick**  **Steph**  **Jo**  **Sarah email new parents**  **Liz give shout out at cubs** |  |
| 4 | Gin tasting 10th June in association with World Gin Day. £20 per ticket including 5 gins and possibly nibbles start probably 8pm. Help appreciated. 10 0r 12 people so far interested. No license needed. Profit to be made from the orders plus £5.00 profit on the ticket price. | **Simon organising**  **Sarah to email Marinella in case interested** |  |
| 5 | Units to raise money with a Copper Race (collect pennies in a sweet jar) collect sweet jars –  Scout penny jar needs more promoting within scouts.  Will close it when one jar is full. | **Liz**  **Chick** |  |
| 6 | Co-op fundraising  Money raised from co-op fundraising project -around £1608.00 London Colney Branch and £700 aprox from Howe wood giving a total of £2341.28 in total. Could apply again in next round  Assistant manager discussed the possibility that the crew involved in the refurbishment could do some work on the hut.  26th May big opening Friday at 10am with photo opportunity. As school term, have offered children in scouting uniform to go after school at 4pm.Take some of equipment that the fundraising has supplied to go in the photo  Annette put forward that we become involved in a national fundraising scheme to receive sponsorships which would entail some work on our behalf | **Guy to find out next deadline date from co-op.**  **Guy keep checking how on this.**  **Chick to keep informed** |  |

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1. **Maintenance**

Outside lights need f.ixing, 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. Gary putting costings together then a timeline. Put a priority list together and report back to the exec committee.

Fuse panel is now done. The workman who carried out the job recommends that the wiring will need to be done in near future but not as a matter urgency as it is all safe. He will come back to do outside lights a Ready to go on the dry lining.

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|  | Action | Who | Complete? |
| 1 | * fire risk assessment- complete by not documented * fire extinguisher serviced * emergency lighting required * Get quotes   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. | Simon | Fire risk signage has gone up. |
| 2 | Toilets  Katherine’s husband is a bathroom kitchen fitter and has volunteered his services.  Sam spoke to her friend he knows some people who can do the work for material cost waiting on tel numbers  Doc asking his contact about costing for ceiling and will need to put a date in the diary | **Chick** to contact  **Sam** to chase  **Doc** | ongoing |
| 3 | Back room & renovations  Work progressing well in back room.  Shelves Built, ceiling done, Cupboard erected, letters cut and painting started.  Outstanding:  Plaster Boarding  Flooring  Trophy Cabinet  Finish painting  Fix Safe up in Back room  Purchase Boxes | **ALL**  **Sarah & Liz** |  |

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.

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|  | Action | Who | Complete? |
| **1** | Arrange heaters and cookers test  Chick’s contact can’t do it free of charge but will check and give us a quote for works if we need new | **Chick** | Carry over |
| **2** | Double Booking: Bowmans green prom -booked 630-1030pm 21st july double booked with last scouts of summer term. Scouts need access to flagpole and toilets and games equipment.  Sam what they actually want. If finish by 830 and out by 900 scouts can have last half hour in hut. | **Chick to send sam an email** |  |
| **3** | The Parish council website has personal mobile numbers (many of which are incorrect) as contact for hut hire and new members. The link to the website is also wrong.  Chick has contacted yeti possibly a payment issue. Direct it to stalbansscouts.org.  The committee has decided to keep the GSL contact, and generic number for hall booking.  At AGM drive recruitment for a parent to maintain the website for other information sharing.https://btmail.bt.com/cp/ext/resources/images/default/s.gif | **Guy** |  |

1. **Technical 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.

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|  | Action | Who | Complete? |
| **1.** | Website Handover  Yeti not yet given website so gary will email to get details  Judy says she will take it over and will liase/work together. She can do it remotely.  Talk to Leanne about taking over | **Ian/Gary/ Judy**  **Guy** | **ongoing** |

1. **Leaders & Section Info**

Chick went to district meeting - Stuart and Annette will come on a Tuesday or Wed to recruit potential leaders from parents (last time at Sandridge got 7 leaders) Date TBC

Park street have closed Friday troop and 1st London Colney have received their troops. In a Meeting with district commissioner and the parents, everyone seemed very happy with the group and how its run and the transparency as well as the grassroots scouting going on.

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|  | Action | Who | Complete? |
| 1. | Beavers  Rob can’t help every Wednesday with Ken so look into finding new help. If necessary, there is the possibility of merging back together groups new help can’t be found. Rob Webb still keen, Chick meeting up with him soon to get DBS.  Waiting on Rob to find out when he is free. Sarah to Catch at agm | **Chick**  **Sarah to catch Rob at AGM** | **ongoing** |
| 2. | Explorer Unit  Thursday nights 8:15 -10:15.  Leaders progressing application forms and are attending another explorer unit to see how things can be run..  Explorer leader possibility Jason Hudson  There are 9 definites, a few didn’t reply which is holding up the process as want to start with 12. May need to hold back til September Waiting for parents to get back to us. | **Chick to push for May** | **ongoing** |
| 3 | Please let leaders know when new children are being sent up and their details so can give a warm welcome. Minimum notice to let know by the end of previous term. | **All leaders** |  |

1. **London Colney 100 Years Celebrations (LC100**

Chick has approached Stephanie Nicholls to see if she would help organise this as she has a lot of knowledge and history of the group and has been recently involved in looking at sorting the Archives. Steph has agreed and has lots of ideas and met up with Chick to go through.

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|  | Action | Who | Complete? |
| 1. | * + Celebration Day to be in June 2018   + Look at past leaders & Members DB to invite to celebrations   + Bases during the day by section   + Evening BBQ, Band and Bar   + Piece/adverts for Parish News   + 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 | **Steph/ Chick**  **chick** | ongoing |

1. **AGM**

AGM date set as 7th May. Start at 3pm.

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| 1. | Close Accounts and get Audited  Accounts are with the auditor now and guy has signed off.£8499.79 as close of accounts, couple of bills paid though not substantial. Still this terms subs to come in. | **Sarah** |  |
| 2. | Attendees:  District Commissioner Annette has been informed and she should be coming along.  So far there are 43 adults and 30 children coming. | **Chick** |  |
| 3 | Provisions  Food and drinks  Burgers, white and red wine plus orange juice and beer  Friend of Chick’s Meena offered lamb rack cutlets donate. No-one to run bbq yet -chick has sent out requests to parents and leaders as back up.  Bouncy Castle – all booked and coming between 230 -315. Cash needed on the day £80.00 | **Sarah and Liz**  **Chick**  **chick** |  |
| 5. | Section leaders/GSL/Chairman/Treasurer to have all AGM reports ready for collation and printing by next meeting Wednesday 3rd May **LATEST**  Put together a photo presentation to display at AGM to encourage parents to join the facebook page | **ALL**  **Chick to forward to** Ian, Gary, Sam, Ken, Guy. Sarah  **Jo to collate and send to Guy**  **Chick** |  |
| 6 | **Items to present at the AGM**  Promote penny jar  maintenance esp: Help with toilets  hut bookings  website  Be a part of the fundraising committee. if any parents willing to be involved in helping with the organising of the celebrations as a one off if can’t commit to regular help such as helping with the 100 year celebration evening hog roast and band and bar or helping steph research the 100 year archive.  Encourage parents to use the facebook page to keep informed  Guy stepping down, request new chair. | **Guy** |  |

1. **Financial Update**

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|  | Action | Who | Complete? |
| 1 | Total cash funds £7500 after capitation goes out. As subs are being pushed this has helped contribute to this. This will support our new project to paint ceiling and put in LED lighting.  At AGM we need to show that money raised is committed to specific projects.  Suggestion of the Easter camp for leaders 2018 being subsidised.  See full report AGM and refer to section 8, item 1 of these minutes. | **Sarah** |  |

1. **GSL Updates & AOB**

Chick is dealing with a guy from Veolia for possible recycling Awards, waiting on more details of what is actually involved

Electric Meter Reading – Liz got a phone call. Chick took picture and emailed it.

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|  | Action | Who | Complete? |
| 1. | Active kids vouchers  .  3000 plus received so far. Check online what is available that we need. | **Chick** |  |
| 2. | 50 years Peak Assault  2 day event in North Wales - Take all kit and food, overnight stay in October. Inviting back anyone who has previously been involved.  Subsidise part or all for Leaders.  2 teams from London Colney possibly. Leaders/committee members teams only. | **Chick to update on details**  **Gary to sort out paperwork** |  |
| 3. | Tent Purchase:  Tents tested, little to choose between the two options. Although may only last a few seasons, very convenient and quick to put up so will put in order for a few more. Use for all sections. Sarah give check down tomorrow | **Sarah to provide cheque, Simon to order** |  |
| 4 | St Georges Day parade had a good turn out and went very well. Pinning the unit scarves on the board worked well. Next year perhaps organise somewhere to put the flags |  |  |
| 5 | Feather flags  These cost around. £150 each with a spike . They aredouble sided and will have the logo and wording 1st London Colney down one side and [www.stalbansscouts.org](http://www.stalbansscouts.org) on the other. | Chick to look into costings. |  |

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

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| * AGM – May Sunday 7th * May 25th * June 22nd * July – End of term leaders fish and chip supper July 28th |

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

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

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