**1st London Colney Executive Committee Meeting**

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

**Attendees:** Sam, Chick, Sarah, Guy, Liz, Jo, Camille

Leanne is on holiday

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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 – Camille is now on committee so date to go in diary | **Sarah**  | ongoing |

1. **Fundraising**

Catherine Hewitt potential help with the fundraising.

Guy has put together a whatsapp group to encourage helpers who don’t want to commit to regular events but would help at one offs, to let parents know of future fundraising events.

Co-op charity money has now gone into 1st London Colney account. Guy waiting to hear the date of the next deadline that we can reapply.

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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. Date suggested 23rd September– tbcSell tickets 1st week back at scouting/cubs groups  | . **Sarah to chase**  |  |
| 2 | Jumble Sale review* Put in local paper next time as numbers of buyers were down and takings at lower range of what was expected
* Many more helpers
* Selling clothes on websites did not make as much money as hoped for so next Jumble sale ask parents to come in the night before to pull out good quality clothes and hang on rails and help arrange clothes in more organised way.

Next Jumble sale October 7th   | .  |  |
| 3 | Gin tastingAction agreed: facebook update, sarah to chase numbers, Leaders to promote but event is now cancelled due to lack of interest. |
| 4 | 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** |  |
| 5 |  Annette’s company put forward that we become involved in a national fundraising scheme to receive sponsorships which would entail some work on our behalf ie:Parents need to register at school fairs etc.  | **Guy to find out next deadline date from co-op.** **Guy keep checking how on this.****Chick to keep informed** |  |
| 6 | Bunnings Saturday Sizzler and cake salePotential fund raising opportunity whereby 1st London Colney scouts group run a barbeque one Saturday or Sunday, providing food and cakes, and to keep profits generated.  | Guy to look into thisGuy to whatsapp to ask for volunteersLiz to ask Mr Boxer what this entailed |  |
| 7 | New committee membersLeanne may be interested in becoming chair or chair share. | Guy to invite Leanne to executive committee meeting 22nd June |  |

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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. Gary putting costings together then a timeline. Put a priority list together and report back to the exec committee.

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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 | ToiletsDoc asking his contact about coming in next week | **doc** | ongoing |
| 3 | Back room & renovationsLiz and Sarah have purchased boxes. Chick has plaster board free of charge, the electrics needs fitting first before it can be installed. Outstanding:FlooringTrophy CabinetFinish paintingFix Safe up in Back room**All leaders to go through filing cabinets before items thrown out** | Andrea’s husband to do the electrics**ALL****l** |  |
| 4 | Tidy up of scout hut environment | Andrea organisingGuy to put in whatsapp groupChick to send group mail |  |

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.

Parish website and contact details now up to date.

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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** | https://btmail.bt.com/cp/ext/resources/images/default/s.gifFireworks bucket shakingThis should be scouts year to take and equal share | **Guy to contact parish** |  |

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  It has been decided to drop the website in favour of the facebook page.Should there be an influx of volunteers it will be reconsidered whether to reinstate it. |
| **2** | Colney NewsAdvertise for new leaders following on from the 100 years update | **chick** |  |

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. Rob is now DBS checked | **Chick** | **ongoing** |
| 2. | Explorer Unit Thursday nights 8:15 -10:15. Definitely opening in September with a big opening ceremony.  |

1. **London Colney 100 Years Celebrations**

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 |
| 3 | ScarvesChick is making an order online to check the quality of the cheaper scarves with a view to purchasing for the 100 years celebration and customising them for the occasion.  | **Chick** |  |

1. **Financial Update**

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|  | Action | Who | Complete? |
| 1 | New Bank AccountThe committee has agreed to the proposal that 1st London Colney Scouts change bank account to a CAF account that offers charity incentives, online transfers for ease of use and dual authorisation. It has a monthly fee of £5 which the committee felt to be good value for money.  | **Sarah to download forms and dual authorisees to be decided** |  |

1. **GSL Updates & AOB**

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|  | Action | Who | Complete? |
| 1. | Active kids vouchers  . Now have 8000. | **Sam to organise** |  |
| 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: Simon has ordered and is to decide if further tents need to be purchased | **simon** |  |
| 4 | 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. Committee have agreed to this purchase  | Chick to look into costings. |  |
| 5 | Purchases to be made:Marshmallow forksTables and chairs  | ? |  |
| 6 | Cubs night at the Museum at TringThe committee has agreed to the payment of a £150 non refundable deposit for an overnight stay £900 for 40 (both cub groups) which works out at £25 per head inc covering the cost of leaders. Parents to drop off at the museum. Possible date in March | Liz |  |

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

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| * June 22nd
* July – End of term leaders fish and chip supper July 28th
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<http://www.londoncolneyscouts.org.uk/>

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