**1st London Colney Executive Committee Meeting**

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

**Attendees:** Chick, Liz, Sam, Sarah, jo, ian, gary

Sarah:-can we have an agenda item for the meeting this week ref website and Parish council contact details.

The Parish council website has the below numbers for contacting relevant sections. Most if not all are wrong and do we really want peoples mobiles advertised like this? I found this out because Sue is neing rung about hall hire and about beavers so we need to get this sorted.

The link to the webiste on their page doesn't work either although I'm not sure if thats because our website is bust? as when I google Londin colney scouts I can't get a web page (but maybe I'm doing something wrong!)

Beavers

07954 153401

Cub Scouts

0798 982 9956

Group Scout Chairman

07957 645146

Scouts

07928 199842

Scout Hall

07954 153401

Do we want personal mobile numbers on parish numbers. Is website down or old website as flowing link goes to a dead page. Chick has contacted yeti possibly a payment issue. Direct it to stalbansscouts.org. keep GSL contact, generic number for hall booking. See if Leanne interested hand over to run the website possibly- Guy to mention at the AGM to take on website if Leanne not interested.

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

Guy: Co-op fundraising - at the presentation closed for refurbishment, assistant manager talked about the possibility crew who are doing the work could come and do some work on the hut. Guy will keep checking how likely that is. 26th May big opening Friday at 10am photo opportunity. Offered 4pm children in uniform to go after school. Could take some of items to go in the photo

28th goes into the account supplied on the first application £1608.00, £700 Howe wood £ 2341.28 in total. Could apply again in next round. Guy to find out next deadline date from co-op.

Annette put it forward– national fundraising scheme to sponsor thing which would entail some work on our behalf

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. There is now at least £1000 raised so far.

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. | .  **Sarah to Chase** |  |
| 2 | Jumble Sale – Sat 13th May  Sarah Emailed Fundraising Committee & Steph. Catherine Hulatt will be there and so will Steph. Marinella can’t make it and no response from Zoe or Mark.   * Banners and Advert in paper * Fliers x10 and Posters x5 (Jo to produce Chick will print off) * High End clothes to be taken early 9am and put on Website   Waiting for new lettering guy on banners  Sarah - Emailed parents and brogan, mark Broxton – teas and coffees, steph, karen, Claire Edwards Catherine Hewlett  Sarah will email out nearer the time and liz to give shout out at cubs.  Steph to put up posters. Jo to re email chick and gary | .  **Guy**  **Jo/Chick**  **Jo** |  |
| 4 | Gin tasting event has been touted to parents for interest and good response received. Should look to do this instead of a race night in June, possible dates 3rd, 10th or 24th email Simon to give go ahead to organise, although question raised over whether the organisers will provide their own Licence?  Simon: gin tasting 10th June World Gin Day £20 per ticket including 5 gins and possibly nibbles start probably 8pm. Help appreciated. – add to fundraising. 10 0r 12 people so far. No license needed. Get a profit from the orders plus £5.00 profit on the ticket price. Sarah to email Marinella in case interested | **Sarah to Email Simon** |  |
| 5 | Units to raise money with a Copper Race (collect pennies in a sweet jar) collect sweet jars –  Started, but needs more promoting within scouts.will close it when one jar is full. Announce at AGM? | **Liz**  **Chick** |  |

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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.

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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.  Fuse panel is donw. The guy whose done it says the the wiring will need ot be done but not as a matter ofurgencey. Will come back to do outside lights. It is all safe. Ready to go on the dry lining.  Liz and sarah to get boxes at the weekend. | 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  Mention at the AGM. Doc asking his contact about costing fo ceiling 28th april. Need to put a date in the diary | **Chick** to contact  **Sam** to chase | 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 |

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.  See info on leanne | **Ian/Gary/ Judy** | **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

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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** | **ongoing** |
| 2. | Explorer Unit  Leaders have received application forms, common knowledge in district its happening, Annie Hitch has list of those joining. Plan was for April start but hopefully for Gilwell 24 in June. Thursday nights 8:15 -10:15. 10 explorers so far with 12 being the ideal.  Leaders progressing application forms and are attending another explorer unit to see how things can be run. May not be til Sept Start.  9 definites, a few didn’t reply holding up the process as want to start with 1 -12. Holding it bac til September suggested. Waiting for parents to get back to us. Chick will push for May. September is a definite.  Explorer leader possibility Jason hudson | **Chick** | **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. * Frank Briton on board who is county archivist involved to give input. * Scarf design out to all sections – chick * 100 chanllenges, group camp, celebration day with comiisioners in june attending beavers cubs etc evening hig roast and band and bar – parents to help set up the evening * Badeg copetition by section | **Steph/ Chick** | ongoing |

1. **AGM**

AGM date set as 7th May.

Guy stepping down put it out to parents to replace him as chairman.

Park street have closed Friday troop and 1st London Colney have received their troops.

Meeting with district commissioner with the parents very happy with the group and how its run and the transparency, grassroots scouts stuff. Parents what can we do to help. Invited to the AGM.

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| 1. | Close Accounts and get Audited  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. still paying out more on activities than we get in from them so good balance. | **Sarah** |  |
| 2. | Inform District Commissioner or AGM Date and invite her/other district Leaders  Informed Annette who should be coming along. 43 adults and 30 children.  Friend of Chick’s Meena offered lamb rack cutlets donate. No-one to run bbq yet  Also get burgers in - sarah and liz to get on Saturday. White and red plus orange juice and beer –  Start at 3pm, bouncy castle coming from 230 -315. Cash needed on the day £80.00 | **Chick** |  |
| 5. | Section leaders/GSL/Chairman/Treasurer to have all AGM reports ready for collation and printing by next meeting 27th April  Liz sent. Chick to forward ian, chick, Gary,sam, Ken, Guy. Sarah.  Jo to send to Guy.  Chick to put together a photo presentation – encourage parents to join the facebook page  Minutes - fundrasiing, parental help – hut bookings, maintenance, website even  Steph thing 100 year (working through the archive) - help with this, even if can onlynhelp as a one off 100 year celebration would be helpful  Guest speaker to close at the end – Annette Payne | **ALL** |  |

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.  Full Update at AGM  See from above | **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  Look at book and see if we want to do it if worthwhile.  Promote it across the unit.  3000 plus so far. Online ordering.agree what there is that we want. | **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. Gary to sort out paperwork. Leaders teams only. | **Chick to update on details** |  |
| 3. | Simon will be purchasing 2 different tents to see what they are like before ordering in quantity. Sarah requires details of when this will be needed as she won’t have access to cheques during the audit.  Simon likes both of the tents equally and put both up at the planning meeting. May only last a few seasons and single skin, 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 | **Simon** |  |
|  | St georges day – chick sending out a survey  Worked well.  Next year – somewhere to put the flags  Scarf idea good. |  |  |

GSL

Feather flags chick:. Got website from roger. £150 approxeach with spike double sided 1st London colney down one side, [www.stalbansscouts.org](http://www.stalbansscouts.org) on the other. Chick looking into the costings.

Bookings: Bowmans green prom -booked 630-1030pm 21st july double booked with las scouts of summer term. Chick to send sam an email – scouts need access to flagpole and toilets and games equipment., find out from sam what they actually want. If finish by 830 and out by 900 can have last half hour in hut.

Enough leaders to soak up extra numbers and to give flexibility to leaders if need time off.

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/>

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