**1st London Colney Executive Committee Meeting**

**Date:** June 22nd 2017 – Scout Hut, Chicken Lane

**Attendees:** Jason, Gary, Liz, Jo, Camille, Sarah

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 –  | **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.

Chick has conducted a survey on parents views regarding fundraising and so far has 26 responses which he will collate. So far responses have included suggestions of pamper nights, bingo, day time events, child centred events with some respondents saying that they would help. A majority said they would prefer to be informed by OSM to share. Of those who responded, 10 said they would prefer a rise in subs rather than fundraising and 17 said no.

Annette to run a district event with Stuart at a beaver meeting in September. Annie Hitch to become involved in running an evening for recruitment.

Chick Spoke to yeti over the summer and he going over Ken’s Beaver evening as Beaver leader .

Co-op money starting to be spent on new tents and coleman shleters, sale flag,

Ken spoke to someone in co-op, not much take up on charity so ken has put us forward again.

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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. Chick to obtainPosters 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 Advertise it before handMark and Marinella are good to go. Facebook and OSM. Drop price to £5 with nibbles rather than hot food. Cheese and crackers. Jo to do Quiz night flier and email to Chick. Licensed bar open at weekend. Parents we need your support, Prizes. Chick to photocopy   | . **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.

Good rail – have a wide game.Jo has given Liz the money. Friday night in the hut to prepare. Put advert in the paper. Camille review and advertiser free ads.for 2 weeks. Jo to email Camille the previous flier. Guy change the banner – Jo email regarding this 2 weeks before hand. Liz to put on st albans mums. Steph sent chick an email to Bristol textile recyclers – need to bag it up. Email to parents to bring jumble but not to bring more than a week before hand. Jo to bring hangers. Whats app specific jobs | .  |  |
| 3 | 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. Copper race has made: £90 Metro bank come down to do a money night with the cubsAt camp get treats as a prize and film for the cubs as copper race prize winners. | **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. Annette needs to leave it 6 months between applications. | **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. Liz spoke to Mr Boxer – quick talk about health and safety and give all bbq stuff, just provide food and even suggest places to get the food.Came back with dates September and beginning of October. Hot mince pies at Christmas? December dates 9th - 8 -5 3 teams / 3 shifts. Promte scouting movement and banner. Public liability insurance and headed paper – sarah chester. Jo to ask sarah to forward to Camille.  | Guy to whatsapp to ask for volunteersCamille to contact Bunnings to arrange a date |  |
| 7 | New committee membersLeanne may be interested in becoming chair or chair share. | Chick forward emails to JoJo to invite Andrea Harris and Leanne to fish and chips eve. |  |

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1. **Maintenance**

Outside lights need fixing, terry put more up front sensor of front o=f building not working. Gary to have a look. Plaster aboard inside and put up. 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. Alfie’s dad s a builder and has said he will help. Mum said she will help fundraising

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|  | Action | Who | Complete? |
| 1 | * fire risk assessment- complete by not documented simon sent email to all the groups and he is now propery manager for the district and informing.
* fire extinguisher serviced
* emergency lighting required simon to ask terry
* 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 Chick to speak  | Fire risk signage has gone up. |
| 2 | ToiletsReplace pipe work and cisterns possibly. PriorityChick to chase.  |  | ongoing |
|  | Doc asking his contact about coming in next week for the ceiling 3 contractors coming in to give a quote and return to doc with a price. Possibly hang hooksHas the guys in to do the quotes but nothing back yet. Chick to chase doc. | doc |  |
| 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 roomElectrics are done, plaster boards delivered. Put in diary weekend to put it in soon Including bringing parents down to blitz.Chick to get the fixings Signage to put up and outside door paintedGary to get something in the diary. Parents to get the plaster boarding doing, skimming to be done if possible. Leave for a week and decorate, 2 weekends of work. Chicj to approach with ALfie’s dad with projects Weekend peak assault.  | **Guy and chick** |  |

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.

Sam still doing the hut hire. Chick has a request for a Saturday date in October which is free for a family party. Chick to liase with Sam.

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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 newNo quotes yetGasman and electriciam Camille Take two cookers out and replace. Camille to ask him to pop in on a Friday night | **Chick** | Carry over  |
| **2** | * Fireworks bucket shaking

Definitely getting one bucket and one third. Camille left lots of messages and continues to chase. Being requested to do burgers. Say no to food. Jo put together a list of all fundraising activities to go out to parents email to chick.  | **Camille to chase up council about our turn.**  |  |
| **3** | Holiday club is going well but to increase the days, building needs to be ofsteded. Suzanne is looking at what needs to be done to be ofsted registered. Found knives in the grass around the hedges which looks like scouting knives. Everyone be hotter on making sure that we bring everything back in. scouts being responsible for their kit. Count items in and out. Pallets. Regular Tuesday morning in term time. Shed for resources.Clear the milk bottles out of the shed or recylce bin.  | Gary to look into this |  |

1. **Technical volunteers**
2. **Leaders & Section Info**

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| . | Action | Who | Complete? |
| 1. | Camille needs DBS check  | Camille to arrange with sarah | **ongoing** |

1. **London Colney 100 Years Celebrations**

**Chick to change settings to allow gary access. Priomse path £100 centinary at Gilwell buys a brick which goes to less fortunate groups around the world.**

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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

**Leaders to get 100 challenge sorted starting in September – June.** | **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.Not yet through, 6 week delivery on bespoke to Daniella who is happy to organise customise scarves with gold weave, gang show seamstresses to do. Wear for the year then keep as momento.Badge competition for special badge for each section to go on scarves.  | **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** |  |
| 2. | New items have been ordered: Coleman shelter now ordered 2 burners orderedNew tentFeather flag has been procured. It has been proposed that new notice boards in and outside should be purchased but these are around £1000 new so potentially look at purchasing second hand - still to consider |  |  |

1. **GSL Updates & AOB**

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|  | Action | Who | Complete? |
| 1. | Active kids vouchers - Now have 8000.Sam is filling in form and sending off. Chick to werite letter to the lady who bpought in large amounts of vouchers. | **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 onlyMerged with Colney Heath, enough people to enter 3 teams, leaders and adults only mountain course or low land course soon to be decided. Food laid on. Volunteers to help in the early morning preparations.13th, 14th, 15th October £45 as a supporter but group will subside. £50 per team memberCoach is laid on.Gary submitting teams next week.  | **Gary to sort out paperwork****Gary to send an email regards meeting** |  |
| 5 | Purchases to be made:Marshmallow forks 11.99 for 8 , extendable chick to purchase 30 | chick |  |

Jamboree on the internet – joti – Friday 20th October and saturdy 21st

Scouts run it all night Friday and can talk to anyone in the world in scouting. Invest in cabling to rig up 6 laptops hard wired in secured site and cubs and beavers can do it on Saturday.

Run until 2pm Saturday afternoon

9 -11 – beavers, 11 – 1 cubs. Simon estimates £50 for cabling. Committee has okayed this. Explorers welcome to have a slot too.

Michigan links Thursday cubs – keep them aware.

Chick - Keys – spent £42 on keys have given some to explorers and has 6 spare, Suzanne okayed to finance cutting a personal copy of keys.

] parents involved push and recruit. Yeti to lead. Put a stall in local school fairs about what we do. Putting fliers in children’s book bags. St bernadettes, London colney slip of paper to go in book contact details. Jo to approach and feedback to chick.

Register Jamie chester as a leader.at thruday cubs,

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

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| Next Jumble sale October 7th Add new dates Next meeting: Thursday 28th September green dragon |

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

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