**1st London Colney Executive Committee Meeting**

**6th December 2017, 810pm Scout Hut**

**Attendees: Liz, Ken, Chick, Annabel,Sam, Jo, Sarah, Catherine, Gary**

1. **Personal Records & Parent Skills**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 1.1 | **Camille to be set up as Gift Aid Co-ordinator**. Chick to email Kate Barker, cc Sarah & Camille. | SarahChick | Ongoing |
| 1.2 | **Push for parent recruitment (in terms of involvement, interest and general enthusiasm).**Update: Catherine has spoken to parents about getting involved but not getting the take up. Sam is putting information on facebook and in leaflets at Beavers. Beaumans Green fair worked well with 6 or 7 adults showing interest.Annette has fed back that there are lots requests going through to Annie Hitch who manages district waiting lists. Chick to check the new starter letter includes facebook contact and put on Link on OSMChick to ensure that questions are answered regarding their relationship to the child before approving facebook group joining requests.Organise a stall at Samuel Ryder & St BernadettesEmail everyone on list, in January get them down to the hut and explain what jobs there are and what they can fill. Same thing repeated at Bunnings and leaflets. Push the bear grylls four week challenge.  Fliers at local schools for book bags. | SamChickSarah and AnnabelleChick to update fliersChick | Ongoing |

1. **Fundraising**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 2.1 | Swap to Facebook messenger – sam to set up messenger group. Sarah to send out group email to ask parents to join.In new year set up fundraising committee on facebook | Sam and sarah |  |
| 2.2 | **Co-Op donations**An email has been received confirming our nomination has been accepted for the second round for the period 12th November – 27th October 2018. 1% of coop profits will come to us and funds will be paid as a one off payment at end of October. This has been put on facebook. Liz to put on local groups  | Chick to organise photo celebrationLiz  |  |
| 2.3 | Put together a list of all fundraising activities to go out to parents & email to chickCamille has spread sheet to put up on the board. Chick has put up dry wipe board to put it on. Board to go up..  | Sarah to get it from camille |  |
| 2.4 | **Quiz night – New date tbc.** * Teams between 2 and 8, handicapping system for those in larger teams. 4 rounds – break – 4 rounds.
* Tickets £8.00, includes food (jacket & chilli) and prizes. It has been suggested to drop price to £5 with nibbles rather than hot food possibly cheese and crackers.
* Bar: 7:15 for 7:30, out by 10:30. 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.
* Sell tickets 1st week back at scouting/cubs groups
* Mark and Marinella are good to go. Facebook and OSM.
* Quiz night flier (include info Licensed bar open at weekend. *Parents we need your support*, Prizes) . Email to Chick.

Waiting to hear back. Sarah to continue chasing. Probably not til after march | Sarah to chase date availability with Mark and Marinella | Postponed until after Christmas |
| 2.5 | . Jumble sale-clothes sort successful – repeat this.-Jumble Sale next date: March 10th-Guy to do bannersJo to owe £45 to Liz for sale of specialist items on ebay. | GuyJo |  |
| 2.6 | **Bunnings Saturday Sizzler and Cake Sale – 9th December*** Committee suggested that 9th December would be a good date as avoiding prior commitments and cashing in on Christmas sales (suggestions of Hot mince pies, alcohol free mulled wine). We would need to provide 3- 4 volunteers 3 time slots from 08:00-17:00 divided into 3 teams/ shifts. We could also use opportunity to promote scouting movement and display banner.
* Sarah to send out message on OSM asking for help

Sam to co-rdinate list of helpers & put on facebook* facebook
* Check whether we need to get food hygiene certificate
* Catherine/Camille volunteered for early shift and sam for the close up shift. Anabelle also volunteered.

Covered for all three shifts with the minimum 1st and 3rd sessions.Who is picking up the sausages? – sarah to find out.Catherine and Camille will be in contact to attend a briefing re provide food etcSam/ ken has offered to get the food if neccessary | SarahSamCamilleCamille &Catherine to liase |  |
| 2.7 | **Fireworks bucket shaking**£700 received ! |  |  |

1. **Maintenance**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 3.1 | Chick suggestion of approaching local companies happy to help or reduced rate. Gary to draft a letter outlining our needs. Catherine to put a list of companiesGuy to approach commercial director at oaklandsGary to co-ordinate when a team has been put togetherCatherine contacted Andy Kirtis who said he is happy to help any time. She has also contacted suppliers and Sainsburies and is watiting for the relevant personnel to get back to her.Next steps: A weekend to blitz and a list of what needs to doCeiling but needs to be done in a holiday. Major redecorating. Anabelle will contact her brother. | Gary Catherine GuyGary |  |
| 3.2 | * Plaster board inside and put up.
* Long term work on toilets as a priority.
* Waterproof notice boards for outside and covers for the hallway ones
* Trunk in wiring around the edge
* Change bulbs in main hall.
* New joiner, Alfie’s dad is a builder and has said he will help (and mum said she will help fundraising). – Gary to chase
* Create committee report: Costings, Timeline, Priority order.

Gary Spoken to alfies dad. Mum says she will help with the fundraising.   | Gary |  |
| 3.3 | * Fire risk assessment – complete by not documented. Simon sent email to all the groups and he is now property manager for the district and informing. Fire risk signage has gone up.
* Fire extinguisher serviced
* Emergency lighting required Simon to ask Terry

Emergency lighting now received from chick.Simon is on the case.* 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. Outside lights need fixing,
 | SimonSimon |  |
| 3.4 | Replace pipework, and possibly cisterns, in the toilets. Chase. | Chick |  |
| 3.5 | Doc has had his contacts look at the ceiling yet to provide quote. Chase | Chick |  |
| 3.6 | Arrange heaters and cookers test Take two cookers out and replace Ask contact to pop in on a Friday night to give quote |  |  |
| 3.7 | New items have been ordered from Co-Op proceedings:Coleman shelter, 2 burners, tent, feather flag. Proposition: 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. |  |  |
| 3.8 | Check price for banner for front of the scout hut | chick |  |
| 3.9 | Report pot holes to parish council.Camille has contacted council who replied that she should speak to the scout leader. Ask builders to bring hard core – Anabelle to ask Griggs for help.Camille to forward email on and Sarah and chick will take it forward. | AnabelleCamille/Sarah/Chick |  |

1. **Hut Hi****re**

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|  | **Subject** | **Action** | **Status/ Due Date** |

1. **Leaders & Section Info**

Rob Webb is going to stop helping on a Wednesday as snowed under at work. Tim has decided to stop helping. Tank and Kirsty are now scout active support as ASLs in Bromley and too far to come. Mike Burge is no longer helping but still supporting by doing the grounds and coming to camp. Numbers is going up across the units. Explores going well and district is pleased and large scouts base will feed through. Looking for new potential Beavers to join the unit.

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|  | **Subject** | **Action** | **Status/**  |
| **1.** | Now need cub leader for Monday and a beaver leader for Wednesday. Recruitment letter to be updated fliers(see Personal Records of Minutes – Section 1)6 or 7 people on list from Saturday recruitmentPotentially a couple of people yeti and liz know.Present for Tim – flowers and half a bottle of fizz | **chick** |  |
| **2.** | Guy is stepping down as Chairperson but to continue to support in Explorers. Annabelle has stood forward as new Chairperson. In order for this to be official Annabelle needs to be made a trustee and registered, as part of a charitable organisation. Add to compass & DBS check. | Sarah |  |

1. **London Colney 100 Years Celebrations – 16th June 2018**

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|  | **Subject** | **Action** | **Status/ Due Date** |
|  | **Please see attached 100 years meeting minutes for more details.** Leaders :Anyone got any copies of commemorative badges such as 100 years at cubs, 30 years beavers etc please pass on to steph to go onto giant scarf. District may have spares if you get in touch with them. Anabelle – contact parish council to get use of the park during the day June 16th for the activities 9-5Ken – build 6 free standing folding display boards 2ft tall off table to put on the back of tables to pin pictures etc. cost it up and let Sarah know. Sarah to forward Jo minutes - attach | Liz/Sarah/Steph/Chick/CamilleAnabelleKensarah |  |

1. **Financial Update**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| **7.1** | **Refund** Cub camp has highlighted funding issue – a transaction fee applies to OSM which means that if parents cancel and want a full refund, scouts are losing out. The committee agrees that the first £5 is a non refundable deposit. Anything that is run by outside agencies to be cash payment. | Chick to email the leaders.  |  |
| **7.2** | **New Purchases**The committee has agreed that Ken should purchase a clock for the scout hut and be reimbursed for itThe committee has agreed that a new kettle should be purchased and the cost reimbursed | KenSam |  |

1. **GSL Updates & AOB**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 8.1 | Thank lady contributor who bought in large amounts of vouchersChick to drop it round and add photos to give her | Chick |  |
| **8.2** | **Unit outing**Yeti has contacted Westminster Lodge who have said that they will give us full use of the swimming pool for the cost of £175.00. This would give the opportunity to complete challenge badges. The committee have agreed that this cost should be covered. | Yeti to organise |  |
| **8.3** | **Back room access**No scouts in back room – leaders only to ensure that area is kept tidy | Chick to email the leaders.  |  |

1. **AOB**

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|  | **Subject** | **Action** | **Status/ Due Date** |

1. **Next Committee Meeting**

**January Thursday 11th Green Dragon – liz to stick in diary**

**February – 21st Wednesday Green Dragon**

**Easter Leaders dinner proposed**

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

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