**1st London Colney Executive Committee Meeting**

**11th October 8.15pm, Green Dragon Pub**

**Attendees: Sarah, Chick, Liz, Catherine, Annabel, Sam, Helen, Camille, Yeti**

1. **Parent Skills**

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| **update** | DBS checks came for Judit & Gregor (occasional Monday Cubs helpers) and Nick Miller who is really good and is to be a leader. Keep Jalissa’s status under review.  Still need someone for Thursday Cubs but numbers manageable for now. | | |
| 1.1 | No response from Angelica | **Action**  Remove from contacts list | **Status/Due date** |

1. **Fundraising**

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| **update** |  | | |
| 2.1 | **Wine tasting**  Taster night with Majestic, 10th November. Tickets £15 = 6 glasses to taste and includes £10 voucher. Sell raffle tickets for £2 and win glass of wine. Wine is sale or return. If sell 100 tickets, looking to make £800. Envelope with tickets, money & receipts kept at hut.  Push sales please. | **Action**  Yeti to design posters & give to leaders. | **Status/ Due Date** |
| 2.2 | **Jumble sale - 20th October**  Support needed setting up early Saturday. Also other times – let Catherine/Sarah know, sign up sheet in hut.  Posters ready, advertised on social media and newspaper online.  Selling LC mugs – Sarah has bought hot chocolate ingredients to sell with them.  Jumble coming in, more needed. | Sarah to send out parent email.  Sarah has messaged for help filling them. |  |

1. **Hut Hire**

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| **update** |  | | |
| **3.1** | **Playgroups**  Michelle (Mini Makers) has cleared kitchen cupboards.  No response from her yet whether she wants to pay for storage or if she needs the hut at Christmas.  Remind hirers to bolt doors when they leave. They have not been bolted a couple of times recently. | **Action**  Sarah to chase  Sarah to email Strong Roots & Playstreet | **Status/ Due Date** |
| 3.2 | **Cleaning**  Cleaning still not satisfactory. Agreed to advertise for new cleaner (£10/hr) for 2 hours on a Sunday. Anyone interested contact Chick. | Liz to  advertise |  |
| 3.3 | **Bins**  Agreed bins should be removed to avoid rubbish being left unemptied. All sections and hirers should take their rubbish away.  Playstreet contacted.  Put up set of rules for Leaders | Chick |  |

1. **Leaders & Section Info**

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| **update** | Training ongoing for Jason, new Explorer Leader. Simon & Rob need change of roles. | | |
| 4.1 | **Report for District AGM**  We were one of only 3 to submit a report | **Action**  Chick to make report available | **Status/ Due Date** |

1. **100 years legacy**

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| **update** | Time capsule still to be done  Investigate capsule costs | Defer to AGM in June.  Sarah to check for next meeting |
| **5.1** | **Selling extra merchandise**  Only couple of mugs sold at camp.  Have a stall at jumble sale – see Fundraising 3.2 |  |
| **5.2** | **Photos**  Chick sent photos link to leaders.  Sarah can put them on memory sticks.  Group camp photos | Gary to investigate memory sticks.  Judit will put on memory sticks |

1. **Finance**

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| **update** |  | **Action** | **Status/ Due Date** |
| 6.1 | **Financial Update**  £13,000 in current account excl gift aid to come  Ringfenced £6,000 for insurance  Cash flow £2,000  Balance = £5,000 for expenses  Still to come = £6,000 gift aid, event money (jumble sale, wine tasting) and final Co-op payment |  |  |
| 6.2 | **New bank account - ongoing**  In progress for online banking.  Looking to have a credit card for big purchases.  Sarah and Simon named as card holders. | Sarah to update next meeting |  |

1. **GDPR**

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| 7.**1** | **Online training** | **Action** | **Status/ Due Date** |
|  | To be completed by Leaders by Christmas  Reminder to be sent | All Leaders  Chick | Dec 2018 |

1. **GSL Updates**

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|  | **Subject** | **Action** | **Status/ Due Date** |
|  | **Swim**  Use of Westminster Lodge  **Hike**  **September Group Camp at Tolmers- 28th -30th**  Was a great success!  **Colney Heath group**  Will be starting a Scout group. | (Yeti) | On hold  On hold |

1. **AOB**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 9.1 | **Uniforms**  Kieran is very appreciative of shirt to be provided.  Sarah Curtis – uniform was provided but has now left. Ask to pay for uniform or return it. | Chick to ask |  |
| 9.2 | **Parish Council events**   * Group nominated for Chairman’s Community award: 4 leaders & 2 from exec committee going to ceremony next week. * Fireworks **4th Nov** from 4.30pm – need 10 adult marshals plus young people to collect money. Briefing beforehand. Should get at least 25% of takings. * Remembrance **11th Nov** – Chick waiting to hear details. Steph to do photo boards for Community Centre, attract parents to come in. Also we can sell our merchandise. * Christmas lights switch on **2nd Dec** 3.30-6.30pm – hope to get a group to sing carols. | Chick to email asking for help  Sarah & Camille to man display/merch  Chick to email details of these events |  |
| 9.3 | **Grant applications (Yeti)**   * National Lottery – applying for £5k for kitchen * HCH Herts Community Funding – as above * Solar panels – look at from ecological side | Sarah & Chick to help Yeti with wording. |  |
| 9.4 | **Hut back room**  Still not tidy. | Chick to email group |  |
| 9.5 | **Play equipment**  Need more balls/sports/play equipment. Could ask a sports shop to donate? | Sam to create list of items needed | Ongoing |
| 9.6 | **Christmas meal 15th December**  £5/head and BYO drinks  Some replies received.  Preferences needed from Leaders, Committee members & their families | Chick/Liz to email everyone |  |
| 9.7 | **Radlett panto, 15th December**  Envelope with tickets, money & receipts at hut.  For every 10 sold get 1 free. |  |  |
| 9.8 | **Key to internal hut door**  Envelopes with money & tickets to be kept in the room at the hut with a lock on the door. Key needed. | Someone to find a key?? |  |
| 9.9 | **Group website**  Costs £6/month to maintain. Agreed to keep it going as Chick receives enquiries through it. Yeti updates his section. Photos identifying people not allowed. |  |  |

**Appendix A**

**Maintenance**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| **A** | **Hut Maintenance work**   * Paint ceiling * Finish electrics - Terry or Tommy to reconnect * Plasterboards up. Need to fill holes & paint * Carpet tiles * Back room and kitchen units * Better paint needed. Already looking dirty. * Hut now echoes – think how to reduce this * Outside   Ask Gary to get date in January to complete  Liz & Sam can help during Feb half term  Gates – waiting to hear | Sarah to sort kettle  Shaggy & Tommy to clean  Chick to ask |  |

**Next Committee Meetings**

22nd November

15th December – 5pm at Hut

24th January 2019

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

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