**1st London Colney Executive Committee Meeting**

**19th September 8.10pm, Green Dragon Pub**

**Attendees: Sarah, Chick, Liz, Gary, Catherine, Annabel, Sam, Helen**

1. **Personal Records**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 1.1 | Gift Aid - application has been sent off. Can claim on subs, so claim approx £6,000 | Ian | Ongoing |

1. **Parent Skills**

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| **update** | Welcome Helen Pécout as new secretary.  Chick did 4 DBS checks, waiting for them to come in: two parents for Monday Cubs (Judit & Gregor) who are coming to camp too, Nick Miller and another lady who can be fast tracked.  Need someone for Thursday Cubs. | | |
|  | | **Action** | **Status/ Due Date** |
| 2.1 | Contacting Angelica | Annabel to continue emailing |  |

1. **Fundraising**

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| --- | --- | --- | --- |
| **update** |  | | |
|  | **Subject** | **Action** | **Status/ Due Date** |
| 3.1 | Taster night with Majestic – looking at November | Ian |  |
| 3.2 | **Jumble sale**  Date set for 20th October | Catherine to run & promote  Sarah to email Catherine checklist |  |

1. **Hut Hire**

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| **update** | Holiday club arrears – Monthly payments increased - on track to clear this over the year. | | |
| **4.1** | **Playgroup changes**  Michelle from Mini Makers only wants the hut Thursdays & Fridays during holidays. Lots of her equipment in storage. Agreed to ask her to move it from shed or charge a storage fee. Needs to clear the benches and kitchen cupboards regardless.  Playstreet Café - New ongoing hire. Thursdays only during term time. No storage offered to them. Contract same deal as Mini Makers.  Strong Roots – want to hire hut 24th Nov & 8th Dec 9am - 4pm while parents do Christmas shopping. Agreed.  There are a few more bookings in the diary.  Update since meeting – Michelle replied that she can’t continue if storage not available. Suggested charging £5-£10 a month and that she must clear hut and kitchen. | **Action**  Sarah | **Status/ Due Date** |
|  | **4.2 Complaints**  Michelle (Mini Makers) has complained re condition of the hut during holidays. Floor not cleaned properly, agreed standard of cleaning has dropped (see hut cleaning item B in Appendix).  Sarah outlined what’s expected from groups when hiring. No contract currently in place for Strong Roots. | Sarah to draw up a contract |  |
| 4.3 | **Bins**  Agreed bins should be removed to avoid rubbish being left unemptied. All sections and hirers should take their rubbish away.   * Contact Playstreet. * Put up set of rules for Leaders | Annabel  Chick |  |

1. **Leaders & Section Info**

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| **update** | Andy & Robin have left Explorers  Jason is new Explorer Leader with Simon & Rob helping | | |
|  |  | **Action** | **Status/ Due Date** |

1. **100 years legacy**

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| **update** | Time capsule still to be done | Sam |
| **6.1** | **Selling extra merchandise**  Have a stall at jumble sale  Sell at group camp | Sarah to email parents re merch at camp |
| **6.2** | **Photos**  Approx 166 taken. Chick can make them available via Dropbox.  Sarah can put them on memory sticks | Chick to send Dropbox link.  Gary to investigate memory sticks. |

1. **Finance**

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| **update** | There is no financial breakdown for 100 years celebrations | **Action** | **Status/ Due Date** |
| 7.1 | **Financial Update**  £16,000 in current account excluding camp fees  Final Co-op payment still to come  Ringfenced £4,000 - £5,000 for insurance |  |  |
| 7.2 | **New bank account**  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 |  |
| 7.3 | **Marquee purchase**  In absence of committee meeting in time Chick/Annabel/Sarah authorised the purchase of a new marquee. This had been agreed in principle previously but to purchase in time for camp the decision on which to buy had to be made outside of the meeting. The agreed purchase was <https://www.diymarquees.co.uk/6x12m-commercial-diy-marquee.php> at a cost of £1411.56  Others considered for comparison were:  <https://www.houseoftents.co.uk/Party-Tents-Marquees/7546bl.html?force_sid=u7m4eetgo0bph2khsm1ndpsjd6> £1627.99  This one does not look quite so good at the other two <https://www.galatent.co.uk/more_details.asp?itemcode=11329> The equivalent cost is £1597.78 |  |  |

**8. GDPR**

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| 8.**1** | **Online training** | **Action** | **Status/ Due Date** |
|  | To be completed by Leaders by Christmas | All Leaders | Dec 2018 |

**9.GSL Updates**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 9.1 | **Swim**  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. Check to see how this is progressing.  **Hike**  Waiting to hear from Yeti  **September Group Camp at Tollmers- 28th -30th**   * Information now received from Explorers * 107 now signed up * Leaders given their rolls for the weekend   **Colney Heath group**  Looking to start a Scout group and are coming to see how we run ours. | Catherine to email Yeti  Yeti |  |

**10.AOB**

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| --- | --- | --- | --- |
|  | **Subject** | **Action** | **Status/ Due Date** |
| 10.1 | Shirt for Kieran – agreed to purchase | Sam to check he knows |  |
| 10.2 | Larks in the Parks was very hot without a gazebo and probably not worth the effort |  |  |
| 10.3 | **Parish Council events**  Chick met with Antonia. Apologised for treatment we received. Should get a payout from fireworks every year for shaking buckets. Not worth us doing burgers, lot of effort for little profit.   * Young people could help at Christmas lights switch on * Remembrance – we could put display of old photos in Community Centre * Beavers can make a wreath | Sarah to ask Steph re photos |  |
| 10.4 | **Grant applications**   * Yeti applied to Veolia re toilets but they’ve declined. Left with him to follow it up. * Yeti looking into grants for solar panels * Co-op celebration day on receiving final payment - 24th November. Judit (parent) can take photos. | Yeti to check/look into |  |
| 10.5 | **Hut back room**  Lots of other people’s things in there. Should be kept tidy. | Chick to email group |  |
| 10.6 | **Play equipment**  Need more balls/sports/play equipment. Could ask a sports shop to donate? | Sam to create list of items needed |  |
| 10.7 | **Christmas meal**  Date set for 15th December.  Keep to £5/head and BYO drinks.  Check arrangements  Find out preferences from Leaders, Committee members & their families | Chick to check & email everyone |  |

**Appendix A**

**Maintenance**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| **A** | **Hut Maintenance work**   * Paint ceiling * Finish lights - Terry will finish electrics * Damage noted to one of the doors & toilet door lock * Back room and kitchen units * Better paint needed. Already looking dirty. * Hut now echoes – think how to reduce this * Outside   Gates – waiting to hear | Sarah to sort kettle  Shaggy & Tommy to clean |  |
| **B** | **Hut cleaning**  Ask parents if someone wants to do 2 hours cleaning at weekends | Sarah to put on Facebook |  |
| **C** | **Cookers**  Agreed to remove them | Shaggy/  Tommy |  |
|  |  |  |  |

**Next Committee Meetings**

11th October

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>

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