**1st London Colney Executive Committee Meeting**

**3rd  May 8.10pm Green Dragon Pub**

**Attendees: Sarah, Chick, Annabel, Jo, Catherine, Camille, Angelica, Ken**

1. **Personal Records**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Subject** | **Action** | **Status/ Due Date** |
| 1.1 | Gift Aid – Ian is working on this and it is in process | Ian | Ongoing |

1. **Parent Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| update | | Ian suggested putting up a rota of existing parents to ask for help once a term. There would be no need to worry about DBS checks for infrequent helpers. Parents with particular interests could be targeted too. Wednesday now have 4 uniformed leaders and is now a strong link.  Phillip’s mum may volunteer and her partner may help with hut DIY. Annabel to keep in contact  Doc might not be back before summer. Jason helping Liz. Sarah Chester has offered to help Liz in emergency.  Simon spoken to Mick who is helping out where time permits and can act as back up for Simon.  A leader or two for Monday cubs would be helpful.- Annabel has offered to help if desperate.  Amey has stood down. | | |
|  | **Subject** | | **Action** | **Status/ Due Date** |
| 2.1 | Angelica has joined the committee.  Email Jo her email details | | Anabelle |  |

**3.Fundraising**

.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **update** | | Gary Spoken to Alfie’s dad. Mum says she will help with the fundraising  Co-op fundraising is going ahead.  The group has donated £25 to Thomas’s Just Giving Page to support his Olympic goal. | | |
|  | **Subject** | | **Action** | **Status/ Due Date** |
| 3.1 | Yeti to investigate crowdfunding and send to committee for review | | Yeti | ongoing |
| 3.2 | Ian suggested a Tasting night - £5 a head and provide snacks, more of a recruitment drive/awareness rather than a fundraiser.Ian can get alcohol discounted from Majestic  Spoken to majestic who are happy to do so and waiting for a date | | Ian to look into | ongoing |
| 3.3 | New Bunnings Sausage Sizzler  Date proposed Sunday 27th May - All booked with enough helpers.  Send email to committee members and leaders to check who is free.  ask parents for cake donations on the Friday  Chick to advertise at AGM | | Chick  Sarah |  |

1. **Hut Hi**https://btmail.bt.com/cp/ext/resources/images/default/s.gif**re**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **update** | | No new booking from parties til after 16th June.  Holiday club who hire the hut have got into arrears with payment but have plan in place, direct debit to clear the back log with end date.  Ask whole day party to give a donation for set up.  , | | |
|  | **Subject** | | **Action** | **Status/ Due Date** |
| **4.1** | Following reports of damage to decorations of a booked party, any damage should be reported and bookings should be checked ahead of hut use to ensure no double bookings. | | **Chick to report this to Val** |  |

1. **Leaders & Section Info**

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

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

***Please see separate 100 years minutes for more details***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Subject** | **Action** | **Status/ Due Date** |
| 6.1 | 100 years preparations are progressing well.  Ken’s display boards – delay in getting the pin board, specialist purchase. Hoping to get them done by next week. Varnishing not necessary.  Next meeting: 24th May – Sarah Chester 8pm  Planning day for displays on 2nd June at the hut unless raining | | |

1. **Financial Update**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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.  Simon wants to raise this issue at district in case of parents across groups thinking we are trying to make a profit. Simon to update us. | Chick to email the leaders.  Simon to feed back |  |
| 7.2 | **Financial Update**  £9000 in current account before subs going in.  £500 ringfenced for locality budget  £900 district cub camp  £3500 for 100 years to be paid out before receiving money back from bar, sales etc.  Balance £4100 |  |  |
| 7.3 | **New bank account**  Present account requires dual authorisation through cheque which is inconvenient. A CAF account which is a charity specialist account offers dual authorisation but online. There is a small monthly charge. Committee have agreed to swapping for ease of use and agreed that Sarah, Annabel and chick to be signatories and Proposed Card holders are to be Sarah and Simon as quarter master. | Sarah to arrange necessary paperwork is completed  ongoing. |  |

1. **GDPR**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Subject** | **Action** | **Status/ Due Date** |
| 8.1 | 25th may – aim to be GDPR compliant – data protection etc.  Ian already started with beavers. He has re –done registration form with permission to hold data, gift aid (details of whether parents are tax payers need to be added), photos of children can be added to public sites.  Also to be examined – who is on allowed to join the facebook group– discussion about who has current relevancy  All those holding parent details need to be wary about ensuring they are deleted from social networks when children have left.  No one should take paper records home and be aware that the only paper records that need to be kept are accident forms. | Chick to meet up with Ian to look more into this |  |

**9.GSL Updates**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Subject** | **Action** | **Status/ Due Date** |
| 9.1 | **April - 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. This would give the opportunity to complete challenge badges. The committee have agreed that this cost should be covered.  **May – Hike**  Opportunity to achieve hiking badge, Beavers to catch the train part way and hike with rest of the unit the rest of the way.  Combine with world wide hike? Gary to talk to yeti  **September -Group Camp at Tollmers- 28th -30th**  Chick booked and chick to check with Simon if activities are booked  Letters gone out. Drew has taken the reigns on that.  Beavers need updating on OSM.  Deposit paid. Aim to get money in before end of July, summer holidays start. | More discussion in leaders meetings.  Sarah |  |

**10.AOB**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Subject** | **Action** | **Status/ Due Date** |
| 10.1 | AGM -13th May  Invites sent out. Several parents have replied already    Rough numbers needed by Friday 5th for Costco run. All meat from Costco not butchers  Parents help table at AGM | Chick to send a reminder  Sarah to do food run on the Saturday before hand  Catherine to man stall. |  |
| 10.2 | Ken requested the donation of a shirt for a young leader Kieran Read due to his financial circumstances. Although we don’t want to set a precedent, it was agreed that in this case we will put a shout out for second hand one and if not, the group will purchase him a new one. | Sarah chester |  |
| 10.3 | On 1st July Larks in the parks have said we can have a stall free of charge. We need public liability insurance. | Sarah Chester to send to Catherine |  |

**Appendix A**

**Maintenance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Subject** | | **Action** | | **Status/ Due Date** |
| update | **A. Hut Maintenance work**  **DIY days have been arranged and are underway.**  Gary’s priorities are rubbing down, cementing area by the doors to walk out on and if cement is left over, cement round the fire pit..  Switches will remain as they are, take away the security switch so permanently switched on, also add one switch that turns all lights off.  Terry who did original electrics is happy to carry on and be a foreman but needs others to do trunking etc.    . **Jobs list**   * 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. * Prep outside of container and give a lick of paint | | | | |
| The ceiling is now down. There have been a few leaks.  . | | | Chick speak to Gary about whether to fix ourselves or if under warranty. | | |
| Chick has received quotes for made to measure gates which seemed expensive  Email photos of gates to Angelica and Anabelle | | | Chick to get alternative quotes  Chick | | |
| Contact Amey to see if father in law might still be able to help make good the toilets | | | Annabel | | |
| Update | | **B. Donations**  Keep in touch with suppliers for feedback on donations  Catherine contacted Andy Kirtis who said he is happy to help any time. She has also contacted suppliers and Sainsburys and is waiting for the relevant personnel to get back to her. Catherine fed back that the Dulux decorator centre have offered free paint.  Lawsons have donated ballast, cement boards and paint for free and are delivering Saturday | | | |
|  | | Take a photo of Lawson’s delivery  Put advert in programme for Lawsons  Chick will get back in touch with Bunnings at the sausage sizzler regarding Bunnings offer to approach Dulux/Crown directly for free donations, as well as other suppliers for items such as LED lights.    Contact television and register interest in make over show | | Sarah Chester  chick    Ian | |
| **C** | **Cookers**  2 have been donated and kept outside – check if still working order and pressure test. A fitter will be required.  See 3.1 re: requesting a donation of a double oven from Wicks if possible | |  | |  |
| **D** | **Pot holes**  The council have replied that the car park is Scouts responsibility while the lane is the responsibility of the council. A plan has been sent showing that some of the adjoining park is also officially the property of the scouts | | | Chick to contact to remind. | ongoing |

**Next Committee Meeting**

Wednesday 6th June

27th July fish and chips

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

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

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

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

.