**1st London Colney Executive Committee Meeting**

**6th June 8.10pm Green Dragon Pub**

**Attendees: Sarah, Chick, Liz, Jo, Catherine, Annabel**

1. **Personal Records**

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

1. **Parent Skills**

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| --- | --- | --- | --- | --- |
| 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.  A leader or two for Monday cubs would be helpful. Annabel has said she will stand in if Judy is not there. Sarah from Beavers is going to try Monday cubs instead on 18th. | | |
|  | **Subject** | | **Action** | **Status/ Due Date** |
| 2.1 | Angelica email: [mariusangelinamircea@yahoo.com](mailto:mariusangelinamircea@yahoo.com) | | Jo to check email has been sent |  |

**3.Fundraising**

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| **update** | | Gary Spoken to Alfie’s dad. Mum says she will help with the fundraising  Co-op fundraising is going ahead.  Sausage Sizzler raised approximately £370 including donations as well as the hot dog sales and cake sales. Point for next time: sell more cakes next time as they went down well and ask for donations for them rather than a set price. It was a good community feel as lots of people chatted with their memories and links with scouting. | | |
|  | **Subject** | | **Action** | **Status/ Due Date** |
| 3.1 | Yeti to investigate crowdfunding and send to committee for review.  We have decided not to go ahead with this as it was felt it goes against the ideals of scouting. | | 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  Ian has spoken to majestic who are happy to do so and waiting for a date. | | Ian to look into | ongoing |

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

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| --- | --- | --- | --- | --- |
| **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** |

1. **Leaders & Section Info**

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

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

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

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 6.1 | 100 years preparations are progressing well.  Ken’s display boards   * Display boards ready to go apart from hinges which Ken is sourcing. * Mugs and brochures complete * Running order done, * Leaders tasked with what they need to do * Fairground activities donated * Still need more helpers needed * Sadner to do the food and have balloon stall and will give us a balloon arch for free. * Some new parents helping on the bar for the evening. * Increased numbers have increased outlay but costs should be recouped * Tickets paid for on the door. * Selling Pims. * Time capsule to be done later on to ensure we can find a long lasting inexpensive time capsule. – **Sam to email**. * Youngest beaver and oldest scout to cut the cake. **Sam to chase up.** * Mayor and lord lieutenant protocol etiquette – **chick to email** * Mention his appearance in the Mayors newsletter * Catherine to contact newspapers to ask if they will do a news report of the 100 years as there will be mayoral attendance and also request a free advert/article before the event. Our photographer will wear an identifying badge so everyone is aware he will be taking photos. A request was put out asking everyone to comment on face book so it bumps up the post. | | |

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.  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 – now spent on the electrics  £3500 for 100 years to be paid out before receiving money back from bar, sales etc.  Balance £4100 | Sarah to send receipts to Sam |  |
| 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**

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|  | **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.  Sections to fill in forms. | Chick to meet up with Ian to look more into this |  |

**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. This would give the opportunity to complete challenge badges. The committee have agreed that this cost should be covered.  **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  Check with Yeti after 100 years celebration  **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.  Nothing back from Explorers. As Events don’t go through OSM only subs, another way of raising awareness of events must be found.  70 signed up so far and 20 adult help plus explorers hopefully make the magic 100. | More discussion in leaders meetings.  Sarah  Drew to go down to Explorers . Drew will give details of bank account, collate and give to Sarah. |  |

**10.AOB**

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|  | **Subject** | **Action** | **Status/ Due Date** |
| 10.1 | 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. | Liz to check at home |  |
| 10.2 | 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  Catherine to ask Sam to sign some forms  Sam to run the stall |  |
| 10.3 | It was suggested we make an appearance at Picnics in the park 12th August. Committee decided to refuse as its summer holiday |  |  |
| 10.4 | Remberance  Can Beavers present a wreath? | Chick contact Antonio Community support liaison officer at parish council . |  |

**Appendix A**

**Maintenance**

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|  | **Subject** | | **Action** | | **Status/ Due Date** |
| update | 1. **Hut Maintenance work**   **DIY days have been arranged and are underway.**  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  A big thank you to Jason and Shaggy.  Ceiling starting 7th June 2018. Final deadline is 20th July.    . **Jobs list**   * Plaster board inside and put up – this is now up * Long term work on toilets as a priority. * Waterproof notice boards for outside and covers for the hallway ones * Change bulbs in main hall. – Gary has prices for LED lights * New joiner, Alfie’s dad is a builder and has said he will help – Gary to chase * Create committee report: Costings, Timeline, Priority order. * Prep outside of container and give a lick of paint | | | | |
| 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 – Lawson’s have been thanked | | | |
|  | | Contact television and register interest in make over show | |  | |
| **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**

27th July fish and chips

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

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