



MEETING MINUTES – GROUP EXECUTIVE MEETING

MEETING INFORMATION

Objective:

Date: 01/02/2016
Time: 8:30pm
Called By: Christopher Holliss - GSL

Location: David Kelly House
Meeting Type: Spring Term 2016
Note Taker: Angela Smart

Attendees: *Christopher Holliss – GSL, Keith Dunn – Treasurer, Angela Smart - Secretary, David Kelly – Quarter Master, Ben McLeod – Fund Raiser,*

Apologies:

1. Welcome, Apologies & Introductions

2. Treasurer Report

Accounts

End of December three accounts
One needs to be closed four pence left in the account.
£5,600 pounds in one account
£26, 600 pounds in one account
£2,000 pounds donated from the Lib Dem councilor (Aislinn Lee)

Expenditure

Playgroup pay £500 to £600 pound a month
Jan 2017 is their rate review £5.30 an hour
£124 a month for electricity
GSL request -Can we have a bank statement to see outgoings?
GSL - Do we have emergency lights?
£450 pound a quarter for the insurance
£120 a year for public liability
Scout insurance covers everyone inside and outside of the building.
Once a year we have to complete and send in the accounts
GSL can be a trustee.
GSL requested that Treasurer will go through accounts with the new Treasurer.
31st March is year end.
Thank you to Keith for all his help.
£520 (a quarter for insurance)
£4000 balance

Money coming in over the next few months
£1000 - from Saplings
£250 – November Polling
£450 – Fireworks



3. People interested in joining the group

New chairman someone is interested
New Treasurer someone is interested

4. Any other business

Gift aid has not been set up properly - need to put on three people
Need to get gift aid up and running
Need to be diligent when Cubs, Beavers, Scouts leave
Need to have three new executive members put onto HMRC records for gift aid
Difficult to claim for gift aid due to people leaving and no records.
Need to look into claiming for this year and four years previous.
Needs to be sorted out.
Got to get the executive meetings up and running.
Need to set an AGM - for April - 20th or 27th to be confirmed
We will send out an email regarding the AGM

Subs - leaders don't know about capitation - fee stands at £41 a year
Subs went up to cover badges and the use of OSM, Subs is £38.50
One child's termly subscription doesn't cover their capitation fee
When does the capitation fee change?
Twelve months ago we raised it.
Ben - We need to be really careful about raising it.
Ben suggested that we give each leader a badge budget.
GSL stated this would add more pressure onto the leaders and is unfair to the children
GSL pointed out that the previous GSL did chair that subs should go to £40 when talks about rise
subs was first spoken about 1-2 years ago and that the then executive came to a medium between
the then present £35 to the proposed £40
Ben do we know what the other Saint Albans groups charge for their subs?
GSL yes we do but 90% of the groups have full and active fundraising, supported by other
organizations such as the church or have a bigger membership base.
GSL to find out when capitation will rise again.
Do we raise it and bank some money?
Ben – suggested that if you raised subs twelve months ago and you want to do it again then go to
parents and explain to them the situation, as a - result of pressures we have to raise subs.
A lot of people didn't realize we had to pay cover capitation.
We pay for OSM - we have OSM Gold Plus.
New member's registration fee of £10 pounds- power pack etc.
Leaders think we should do away with giving out a handbook and having the parent pay for this when
buying the uniform.
Annual census complete.
Any payments have to be countersigned. - Esignatures the way to go.
Plans have been submitted for the new build.
GSL presented the group with the plans for the new build.
Ben asked what the state of the foundation is?
Need to make concrete base.

5. Group priorities

Storage building and ramp
Landfill communities' fund - the deadline for projects that they are going to fund is 19th Feb then they
decide in May if they will give you the money.
Tarmac have subsidiary in Welywn - you have to put up 10% of the final cost
GSL has asked the builder to quote for a new toilet block, doors wheelchair access. Put combination
locks on the doors.
No hot water on site so looking at getting a tank electrics heat the water up or hot water mixer tap.
Total for new build £11,000 approx



Then we can raise the rent for the play group.

GSL asked Ben what fundraising he is currently doing for the group.

Ben suggested that we have a brainstorming session and come up with some fundraising strategies and suggestions and then he is happy to pursue these.

David suggested that we contact Wilkinson's as they donate cutlery and gardening tools.

GSL suggested that we call another Executive Meeting soon to discuss raising the Subs, new people joining the group and the new build.

13. Set date for next Executive meeting