



# MEETING MINUTES – GROUP EXECUTIVE MEETING

## MEETING INFORMATION

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**Objective:** *Establish new Group Executive - moving forwards*

**Date:** 08/06/2016

**Location:** The Scout Hut

**Time:** 20:30 PM Start

**Meeting Type:** Summer Term 2016 Meeting

**Called By:** Christopher Holliss - GSL

**Note Taker:** Yasmin McLaggan

**Attendees:** *Christopher Holliss – GSL  
Adam Chambers – Chairman  
Steve Threader – Treasurer  
Yasmin McLaggan – Incoming Secretary  
David Kelly – Quarter Master  
Bernard McLeod – Fund Raiser  
John Occleshaw - Executive member*

**Apologies:** *Tania Martin – Executive member  
Angela Smart – Outgoing Secretary*

### 1. Welcome, Apologies & Introductions

Chris welcomes and thanks

### 2. Executive – Arrivals & Departures

Arrivals: Adam Chambers – Chairman, Steve Threader – Treasurer, Yasmin McLaggan – Incoming Secretary & Waiting list Coordinator, John Occleshaw, Tania Martin  
Departures: Matthew Young & Karen Drake – Scouters in charge, Angela Smart – Out going secretary.

### 3. The role and responsibilities of a Group Executive

Information from the scout association regarding specific executive roles are within the packs given out.

### 4. DBS checks & scout association required training for executives

The Scout Association requires all group executives to have to do one piece of online training fellow link

<https://members.scouts.org.uk/supportresources/4569/01e-essential-information-for-executive-committee-members/?cat=23,223,235&moduleID=10>

Once the online training has been completed the PDF certificate must be saved and then sent to Chris – [parkstreetgsl@gmail.com](mailto:parkstreetgsl@gmail.com) and the groups training advisors – [1stparkstreetta@gmail.com](mailto:1stparkstreetta@gmail.com)

All members of the exec. are also required to be DBS checked. An “Identity checking form” is with the pack handed out and should be returned to Chris ASAP so the DBS can be done.



## **5. Group Accounts & Banking**

There has been significant delays for Steve to get up to speed due to incomplete handover. Trouble changing signatures on account have now been resolved. 4 signatures: Steve, Chris, Adam and Yasmin. Currently in Keith's name but soon all 4 will have access.

Adam and Yasmin to take their ID and forms to Barclays to verify.

Currently online banking is not used much - ideally would like to start utilising this as much as possible.

Aim: be open and transparent with all income and outgoings.

Discussed current balance. i.e. income generate from Saplings, hut hire for parties and local & general election fees. £255 for use as polling station, income from St Albans Round table for fireworks night and Christmas carols.

Fundraising needs to be increased - should we market more? i.e. hut hire for parties, free weekends and Wednesday evenings. (Leaders get free use of this)

Steve to look at outgoings- all fixed costs i.e. utilities and maintenance.

Chris - PRS music license, investigating a cheaper way.

35k total end of May. Going up yearly due to increased memberships.  
However this is subject to leader numbers and could go down at any time.

## **6. Gift Aid**

Gift Aid had been set up in 2013 with Simon Cope – Chairman, Niki Dunn – GSL, Keith Dunn – Treasurer being on the HMRC records. However they did not activate this so no money has been claimed and previous years monies lost as a result.

Keith Dunn informed the executive in January 2016 that all the data he had started to collect for a claim has been lost due to a laptop malfunction. Due to these people leaving the group it has taken since January until May to replace them with the current executive to which Chris, Adam and Steve that are now upon the HMRC records. Chris has created a spreadsheet and is finalizing the data required to make a claim for the past 4 years and shall pass this information to Steve and Adam to make the claim. A back claim can only be done once. Gift Aid will be claimed on a regular basis from now on but the group needs to find out if we get charged for collecting Gift Aid via MyScout and GoCardless.

Yasmin to look after all membership forms, staying and leaving monitoring needs to be done.

## **7. Review of group leaders meeting**

Chris read out the key points from the leaders meeting minutes that relate to the executive.

## **8. Group projects, requirements & priorities**

### **New storage building -**

Within the pack that has been handed out is a revised quote from a different contractor for the manufacture, ground works and the erecting of the new storage building.

This is more than the original quote and company back in January 2016 but our 1<sup>st</sup> company turned out to be a phoenix company and so rejected them for a more established one. The majority of the cost is the ground works of £4500

Total cost of building only will be £15,100 exc. VAT or £18,120 inc. VAT



Steve to look into VAT and if the group is required to pay it on such a purpose.

<http://members.scouts.org.uk/supportresources/3839/vat-on-construction-of-new-buildings-for-scouting?cat=55,261&moduleID=10>

Electric's, lighting, shelving, safety flooring, dehumidifier, drum fan and other fittings will be required. Chris has spoken to many leaders in the district and other groups who are happy to pay a fee if we are able to dry their tents as and when required.

### **Electrics -**

Adam has had an electrician inspect the hall and the report is damning.

The electrics is classed as dangerous and it has been recommended to have a complete strip out and replacement. This has been confirmed by another who is a parent of a cub and has offered his companies installation services for free. Cost of materials only.

The utility provider has also requested that we have a smart meter installed.

Both new meter or the electric's cannot be done at present due to there being no clear working area around both the present meter and the consumer unit plus no means of access the room these are held in which all presently breaks fire regulations.

Adam is to make contact with the play group to have them clear out the area required and the group shall place a digital lock upon the cupboard door.

### **Building and scouting shopping list / wish list -**

A list of items has been compiled for the group to aim to purchase. This needs to be prioritized - Yasmin will turn this into a Google Document.

Can parents help with wish list? Suggested sending this out.

### **9. Leader Recruitment and training**

Urgently need committed leaders. Keep asking around.

### **10. Subscriptions.**

Chris, Adam & Steve have looked into what we can since Jan. 2016 and have concluded that if nothing changes once viewing the group's accounts that sub should rise to £42 per term but as a last resort. This works out as 3 terms £126 per year. There are minimum of 37 meetings per year which is £3.40 per meeting.

Capitation is payable for all invested young people under the age of 18 to which the present cost is £41 each.

The capitation fee is broken down as: Scout association £25, Hertfordshire scouting £12, St Albans District £2.50 an adult development levy £1. A discount of £1 off per person is also applied by the District for prompt payment. Chris has contacted all that require payment and has asked if there is a plan to raise their fee in the near future to which the answer is no but this cannot be ruled out. When asked how much the normal amount is each time is was 50 p -£1 and so the £42 would cover any future raise. As such if a raise is recommended and excepted subs should be fixed at this for a minimum of 4years unless a substantial change happens

This will be discussed in more detail in next meeting.

### **11. Any other business**

#### **Hut Hire –**

This is being run by Heidi Cope who is the ex. Group chairman's wife. The hall is presently rented out at £15 per hour but free for leaders. Rubbish from the hires is filling or over filling the limited bin space. Maybe ask the hires to take rubbish with them?



### **Recycling Bins –**

No one knows who is responsible (play group or group) for these to be put out for collection. There doesn't seem to be enough as the playgroup fills them all causing problems for the leaders. The council is rolling out a new recycling bin process very soon and so the group needs to adapt.

### **Playgroup –**

Adam has been and will be the point of contact between the group and the playgroup. Relations need to improve.

Rent rise needs to be arranged. Keith Dunn had stated and the exec. meeting in January that it had been set by himself and Matthew Young "Scouter in Charge" but Matthew states that this is not the case. Adam to give an update on playgroup.

### **12. Set date for AGM**

The group's executive has broken the law for the past 2 years for not holding an AGM.

This will not happen again and once Steve has finished the accounts for the year the AGM will take place. Sections will be asked to give a yearly report to read out at the AGM when it takes place.

### **13. Set date for next Executive meeting**

**Wednesday 20<sup>th</sup> July 2016 7:30pm**