





### 3. Review of previous minutes

The minutes were verbally read out by the GSL and what actions have been taken from the last meeting.

#### Group Policies and Processes

- Communications – All within the group still need to work on this a little.
- Subscriptions – An agenda item for this meeting
- Payment - An agenda item for this meeting
- Go Cardless – nothing to add
- Gas - nothing to add
- Membership forms - An agenda item for this meeting
- Data - nothing to add
- Training advisors - An agenda item for this meeting
- Permission forms - Forms are only required for camps and shooting.
- Risk assessment - An agenda item for this meeting
- Uniform – Leaders agreed that they should wear full uniform to meetings if children are asked to.
- Waiting list – Yasmin has taken over this roll from Chris as of 1<sup>st</sup> Sept. and process is still the same as in the group's P&P.
- InTouch process – Leaders agreed to keep this as it was.
- Policies and procedures – This has been issued to all leaders who should have in turn read this document. This can also be found on the group's website in the leader's area.

#### Banking & Gift Aid

The problems that the group had with banking have now been sorted and getting better. Gift aid has been looked at and we are hoping to put a historic claim for the past 4 years and hope to have a payment around £8000.

#### Any other business

- Sally raised there are issues with the playgroup fence as there are rusty nails in it.

##### Action follow up –

Nails have been removed

- Car park pot holes

##### Action follow up –

3 bags of MOT Type 1 have been used to fill these as a short term measure.

The exec. will look into a more permanent measure as and when funding is available for such a project.

- Standard of hut/compound – Leaders feel the standards of the hut are on par with the 3rd world.

##### Action follow up –

Hut electrics have been tested and new wiring, plug sockets and lights have been fitted with 2 sockets in the kitchen have dual USB charging ports.

Safety lights have been fitted in the hall and are constantly on.

Electric hot water mixer tap has been fitted in the kitchen.

Wet & Dry vacuum has been purchased.

Digital locks have been fitted with codes: leader's cupboard C1984X, chair cupboard C1945Y &

Saplings cupboard (Code only to be given in emergency as circuit breaker is in there) email was sent to leaders and sections.

Granny key safe fitted outside for key to main hall (Code 1455)

New indoor and outdoor notice boards fitted.

New building erected and being fitted out (finish to be end of Sept.)

End of main building painted to match front and other end (rear to yet be painted)



- Executive team looking into new build

**Action follow up –**

Due to the group only having 8 years left upon its 25 year land lease this has been put on hold. Scout association looking into this as the lease is between them and the council and not the group.

- The roof is coming to the end of its life

**Action follow up –**

A company has stated that the roof is sound and should not be replaced until it leaks.

- Leaders have fears for building security

**Action follow up –**

Two companies have quoted for new fencing and gates. Both £8000 - £9000. Exec. will be looking into an alarm system.

#### **4. Membership forms & DBS**

All future members will be sent when joining by the waiting list coordinator (Yasmin) both a membership form and ID Check form to be completed and handed back to the sections leader upon their child's 1<sup>st</sup> full meeting (As per the group's P&P)

Chris now has full access to Compass & Atlantic to do DBS checks.

The group is to bring back its process of having at least 1 parent for each member DBS checked which was stopped due to compass not working for the past few years. An ID check form will also be given to all new members with their membership form when joining.

Sections are to give all existing members a form where there has been no parent DBS checked at present.

#### **5. Risk Assessments & Safe Guarding (Practical)**

The practical could not take place due to time. Chris asked a few questions to be answered as a group so that people start thinking who is responsible for a risk assessment even if it is a joint meeting or event and being organized by one person (All leaders are responsible for its creation and to view it before the event). The other is to make sure that as a leader you do not leave yourself or other adults in problematic situations.

#### **6. Money matters**

- Each section will hand an A5 zip able pouch which contained the section's; receipt book, duplicate receipt book, 3 envelopes and termly float £50 cash.  
These books must be filled in each term and handed back to the group treasurer along with receipts (in an envelope) at the end of each term to be given the next float. If the float has not been fully spent then the group will only replace what has been spent to bring the float back to £50. The float will be handed out at the leaders meeting of each term.
- Activity invoices are to be paid ASAP. If you have not received either the invoice or a confirmation of payment after a week of the event please chase this up with the organizers.  
All invoices are to be sent to the group treasurer; Steve Threader [parkstreettreasurer@gmail.com](mailto:parkstreettreasurer@gmail.com) or dropped off; 36 Abbey Avenue, St Albans, AL3 4AZ.
- All sections when holding an event / camp shall create a budget sheet as per the group's P&P which will then be sent to both the group's treasurer and GSL. All monies for events should be collected using MyScout and not cash. If cash sections will give a receipt to the parent.



## 7. Promoting sections and group

Both the group's exec. & leaders are responsible for the promotion of the group to both the outside world and our members.

The group has set up various ways to help do this. The group website, new hut notice boards, each section's private Facebook page and local new papers.

All sections when doing a camp or a special activity should send the key information of the event to Maria Georgiou [m\\_photiou@hotmail.com](mailto:m_photiou@hotmail.com) who will use this information to create a news item which will then be placed upon the news area of the group's website.

Photo's should be taken on these activities with a hand full going on the section's Facebook page during the event or camp to show that the children are having a great time as this means a lot to the parents. The rest of the photos taken will be downloaded by the section into their drop box area for them to be resized and added to the sections photo galleries upon the group's website within the parent's area.

## 8. Leaders training

The district is cracking down on the lack of leader training being done within groups and is trying to find better ways to help with doing this.

- Chris has requested that the district look into running modules such as 1<sup>st</sup> response across 2 evenings to help those leaders who can't do weekend training.
- The group presently have 2 TA's (Karen Drake & Drew Smart) with Chris to do the TA training following a request from the district.
- 1st response is a must have for all the group leaders so please look at getting this done or updated ASAP. If you are a 1st aider at work then you are already covered. Just send the TA's your certificate as proof. Chris has already sent out an email to all those that have not presently done this course.
- Chris handed out fresh hard copies of peoples PLP's which contains the present information that the TA's presently have for people training to help all leaders know what they have and have yet to do. This sheet should be used to help the TA's when signing training off.
- Chris let David Kelly and John Drake that although they have completed their Wood badge this was for Cubs and so they must now look at working towards their SL. This will also be the case for Claire and Mark although 85% of the training that all have already done will still count for this.
- Time has been set aside for leaders at the end of this meeting to go through with their training with the TA present (Karen).
- Chris asked the question to all present if it would help setting aside some time like at this meeting at each group leaders meeting to quick go through training instead of having the TA's sit in a pub for 2hrs each time hoping to see someone? What works for us?  
There was a mixed response with some saying no it would not help. The TA's have offered to come down to meetings to do this is this helps?

**Action – Leaders are to look at their training and think of ways that helps them and the TA's to sign items off limiting any fuss for all**

## 9. Key dates within the scouting and the group's calendar

- Remembrance Day parade – Sunday 13th November  
The parade will follow the same format as last year which is from Park Street village hall starting at 2:45pm. All sections are to meet at the village hall for 2:20pm. Please send out invites to parent ASAP via MyScout.
- Chris handed out a key date's sheet that is put out by the county and can be view here:  
<http://www.hertfordshirescouts.org.uk/county-programme-calendar-20162017/>



St Albans District events can be found upon their website where there is a calendar on the front page: <http://www.stalbansscouts.org/>

**Beavers:** Family Day (Paradise Wildlife Park) – Sat. 1<sup>st</sup> Oct.

**Cubs:** District Archery 17th Sept (Cancelled), County night hike 24th/25th Sept, JoTi Oct, County Cyclocross Sun 9th Oct, 6-a-side football Sat. 15<sup>th</sup> Oct., Promise renewal party Fri 16th.

**Scouts:** Born "B challenged 30th Sept./2nd Oct, County sailing regatta 9th Oct, Green Beret 18th/20th Nov. Note for Jan. Winter Camp 6th/8th and Fire & Ice TBC

Note: for Cubs & Scouts – The district swimming gala is 28<sup>th</sup> Jan. 2017.

### 10. Leadership & Group socials

We are trying to run more of these but we have had poor response to all events the worse being Lorraine's Segway with only 5 people getting back stating if they were to attend or not.

Xmas.....do we want to do something?

**Action:** All leaders & executive shall respond to polls to state if they are attending or not which is politeness

### 11. Any other business

- AGM – The group will be in a position to hold the AGM for 2014-2015 on Wednesday 2<sup>nd</sup> November 2016. This shall be held at the hut with the starting time of 6:30pm and to end at 8pm. All sections are to write a report and send this to the group's GSL no later than 19<sup>th</sup> October. This report should cover any and all achievements as a section or by their members such as the number of chief scout awards given.
- Member of the year – The group shall again be doing the group member of the year award. The group's executive shall require one nomination from each section. This nomination should have the full name of the child and a full explanation of why the section leaders feel this person should win this award. The following should be taken into account;  
Attendance throughout the year  
Attitude when at meetings  
Taking part in extra activities like district or county competitions etc.  
Anything that sets them apart from the rest of their section members  
The award will be given out on the last week of term, the week starting the 12th December.  
**Action – leaders must get nominations into Chris no later than Friday November 25th.**
- Asbestos - Following a test upon part of the buildings internal walling the group must confirm that the walling is asbestos boarding. Although this is not the news the group wished for it is no the worse type and shall look into various options for its control or removal. As such the group must have a full asbestos survey carried out and create both a risk assessment and an action plan in the event of its disturbance. These documents will be sent out to all sections via email and will also be within the leader's area of the group's website.  
**Action – exec. to produce the required documents**
- Carol singing - Lorraine asked if the group as a whole was willing to do Carol signing in the Malting's as the Beavers and Cubs have done this for the past two years and the Malting would like us to do this again. All sections agreed to do this and so Lorraine shall pass all details to Ben the group's fundraiser to agree a date for all parties and coordinate this event.



- Fund raiser - Chris has suggested a group fund raiser which is close to the chairman's heart: The objective is to raise funds for the group to purchase a defibrillator costing on average £1000 - £1300. Within each section a beaver lodges or cub/scout six will bake cupcakes to sell at the end of the last available meeting of each half term or term. Each cupcake will be priced at 50p. All sections were in agreement that this was a good idea and to start this half term.
- Badge purchasing - the group has come a little unstuck with the recent rebranding with around £140 worth of badges that the group is now unable to use. Upon looking through only 4 sections badge boxes there is £££'s within each and to which Chris has taken around another £130 worth from the cub packs boxes. He has arranged with the St Albans scout shop to swap these badges for the ones required this term as long as they are still current.  
To stop the chance of future problems sections should only order and purchase the correct number of badges required after the badge has been achieved and that when they are picked up the other leaders in the section are informed so they do not purchase more. If by accident this does happen please return these to the scout shop and make sure the group is not charged.
- New kitchen - Chris has contacted a local kitchen firm to ask if they would like to sponsor the group by donating a new kitchen. They have agreed to come down to the hut to measure up in the near future and to see what they can do for us. The problem with the walling being asbestos will unfortunately delay this project but he is very hopeful that within the coming months the group could have a new kitchen if everything goes well.
- Equipment – The exec. have released £2000 for new equipment. As there was no extra items requested by leaders the exec. have chosen items that cover all sections of the group and shall be in place by the end of October. All equipment requests should be sent to David Kelly as group quartermaster and to Chris GSL.

**12. Set date for summer term leaders meeting.**

9th Jan 2017 @ the hut 8pm