



# MEETING MINUTES – GROUP EXECUTIVE MEETING

## MEETING INFORMATION

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**Objective:** *Review group matters since the last executive meeting*

**Date:** 17/10/2016

**Location:** The Scout Hut / David Kelly's House

**Time:** 20:00 PM Start

**Meeting Type:** Autumn Term 2016 Meeting

**Called By:** Christopher Holliss - GSL

**Note Taker:** Christopher Holliss

**Attendees:** *Christopher Holliss – GSL, Steve Threader – Treasurer,  
David Kelly – Quarter Master Tania Martin – Executive member*

**Apologies:** *Adam Chambers – Chairman, Bernard McLeod – Fund Raiser,  
Yasmin McLaggan – Secretary & Waiting list Coordinator  
John Occleshaw - Executive member*

### 1. Welcome, Apologies & Introductions

Chris welcomes and thanks those in attendance.

### 2. Executive & Leader – Arrivals & Departures

Arrivals: Victoria Sweeney Beaver Leader (Thursday), Rakesh Odedra, Isolde Walker, Graham Brown Cub Leaders (Tuesday), Jon Stacey Section Assistant (Tuesday).

Departures: Matthew Young Scout leader (Thursday), Yasmin McLaggan Group Secretary (Only).

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

Chris reminded those present that information from the scout association regarding the role of a group executive and its specific roles had been given out at our 1st executive meeting. All the key positions had been filled leaving two executive members without a primary role.

However Yasmin emailed Monday night stating her wish to step down from the role as Group Secretary but wished to stay as the group's waiting list coordination.

John Occleshaw has taken over the information that Chris collated and is now dealing with the historic claim for Gift Aid and for any future claims.

Steve mentions that although he has done a great job Chris has and is having to take on too much. He believes Chris should feel more able to delegate tasks to other members and that the executive should actively look at the needs of the group and to take on the task at hand.

Asked to state what extra activities upon his roles as GSL and cub leader Chris stated the below; Cutting the compound grass (fortnightly), compound waste management, putting out the recycling bins, dealing with cleaning problems and purchasing supply's, dealing with breakages either by himself or organizing trades men and arranging various deliveries.

### 4. Review of Summer Executive meeting minutes

To save time Chris quickly viewed the minutes and only approached items that required action by the executive that is not within this meeting's agenda. Chris will resend a PDF copy of this document along with these minutes.



## **5. Review of Autumn Group leaders meeting minutes**

To save time Chris quickly viewed these minutes and approached only items needing executive feedback or action. He will send a PDF copy along with these minutes.

## **6. What has been achieved so far?**

Since the new executive began work in January 2016 a great deal has been improved in both front and back of house.

We have seen as many changes to the groups working processes as building and equipment improvements. Such processes as the group policies and procedures, the setup of Gift Aid, full role out of MyScout, group banking, group risk assessments and much more.

Of course the crowning achievement thus far is clearly shown in the design, acquisition and build of the new storage building which only requires lighting and power to be fitted. This shall be installed on 22<sup>nd</sup> October 2016.

The more subtle improvements that may not be noticeable are the introduction of a hot water mixer tap within the kitchen giving the hut hot washing water for the 1<sup>st</sup> time in more than a year, new internal and external notice boards, new lighting and sockets throughout, the purchase of new scouting equipment and much more.

All agreed that this is a good start but know much more is required.

## **7. Asbestos**

Following a test sample of walling from the kitchen it has been confirmed that this is Asbestos as previous group executives before us had presumed. A full asbestos site survey must be carried out by a specialist. Chris has arranged for a discount fee from – Ventec, Building Research Establishment, Bucknalls Lane, Watford, Hertfordshire, WD25 9XX, 01923 661144 (Andrew Stirrat) to produce this report. An asbestos action plan using this report along with a risk assessment must be produced by the group executive as per HSC and the Scout Associations regulations. This plan must be handed over to all regular users of the building and anyone carrying out works that may disturb the asbestos. This document must be annually reviewed and updated

Chris presented the members a sample template of such a plan made by the scout association and the start of a plan that he has created.

### **Action required:**

**Tania has taken on the creation of both the action plan and risk assessment once the report has been completed by Vintec.**

**Chris is to send the electronic files of the plans to Tania and again try to get Vintec on site during the half term break to carry out the survey.**

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

It was agreed that the executive has stagnated somewhat due to the idea of a new building. Chris re-stipulated that this is only a possibility and nothing more. Much needs to be done before such an undertaking can be carried out and not by just one person. This project would take years to get to the point of applying for funding. As such this must not be the cause for delays or indecision on improving the group's present facilities and equipment.

The general consensus it that the executive must reassess the group's building/compound and equipment priorities. To fully cost, time frame and assess the impact of each item.

From this the executive can formulate a strategy to achieve all that is required.

Following talks with builders within the group and their refusal to carry out such works as the replacement fire exit within the toilet area due to the presence of asbestos all works within the building must not take place until its removal.



The group has been offered and is receiving help from;  
Steven McDonald (Tuesday Cubs) – Electrician  
Ben Haik (Thursday Beavers) – Plummer  
Ivan Brewer (Monday Cubs) – Builder

Chris contacted a local kitchen firm who have agreed to come down and measure up and are keen to see how they can help with a new kitchen. This has been put on hold until the group is in a position to have this work down.

Following inquiries made by Steve regarding the lands lease with the council he has found that group only has a 25 year lease to which presently there is 8 years remaining. The lease is held and arranged between the scout association and the council. Chris has been in contact with the scout association and asked them to look into this matter with a view point of a much longer lease but also to look into other possibilities such as the purchase of the land from the council.

**Action required:**

Chris is to produce from the original a new priorities listing which will be sent to all section leaders and the executive for comment. Once finalized executive members will be tasked to source all the required information.

David is to create a full inventory of all the groups property including its condition and the cost for future replacement.

**9. DBS checks & scout association required training for executives**

The Scout Association requires ALL group executives to have to do one piece of online training follow 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 – [parkstreetgs1@gmail.com](mailto:parkstreetgs1@gmail.com) and the groups training advisors – [1stparkstreetta@gmail.com](mailto:1stparkstreetta@gmail.com)

As it stands Chris, David & Yasmin are the only ones that have completed this requirement. This will need

All members of the group's executive are required to have an up to date DBS check.

Executive members that have outstanding DBS checks are Yasmin & Adam.

**Action required:**

Yasmin is to finalise the DBS process via the email DBS has sent to her personal email.

Adam is required to fill in and return the DBS check form and hand to Chris to start this process. Due to District and National instruction Adam has had to be removed from the group's data upon Compass (Scout associations' database). He will be added again once a DBS check has been completed.

**10. AGM**

The group's AGM for 2015 – 2016 shall be on Wednesday 2<sup>nd</sup> November 2016 @ the scout hut, start time of 6:30pm and lasting 1.5 hours.

Notices for this event have been posted on each sections Facebook page, weekly notices and posters within the building.

Executive members shall be required to attend to answer questions and there shall be at least 1 leader from each section to read their yearly report.

As Adam was not the chairman at this time he requested Chris to write a summary report on his behalf which Chris handed out. This is to be agreed and is to be presented at the AGM.



**Action required:**

Steve to complete the accounts for the AGM. Chris to send over another groups AGM accounts as a template to Steve.

**11. Group Accounts & Gift Aid**

Steve is currently working hard to have the yearly accounts ready for the AGM however reports that the groups online banking allowing Chris and himself to pay group invoices and alike is now working. The group's accounts as they stand on 17<sup>th</sup> October 2016 are;

Current account: £14,375.99

Savings account: £8,064.13

The totals are following the full payment of the new build but have yet to account for all the electrical materials purchased for but buildings.

Gift aid is being looked at by John who is finalising the 4 year historic claim which could be up to £8000 and putting in this claim. John will also be looking at this year's claim following the historic.

**12. Leader Recruitment and training**

Urgently need committed leaders for most sections. Due to children movement. The executive also needs to start looking at how the group is to fund leader funding for permits and alike.

**13. Subscriptions.**

The executive looked into subscriptions in January 2016 due to various reasons such as the raise of Capitation. 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. The group at the time asked the scout association, both county and district if there were to be any further raises to which the answer was no but this cannot be ruled out. When asked how much a normal raise was each time it was stated 50p -£1. The group collects termly subscriptions via MyScout and GoCardless to which there is a 2.95% transaction fee on each payment. As such the group receives £37.37 from normal members and £31.77 from the 38 present leaders and executive children which also takes into account their 15% discount on subscriptions. The group presently has 137 members which is the highest in the group's history. This number will always be subject to having enough leaders to keep all 6 sections open.

The group has no other regular additional income other than from the Saplings playgroup. Following recent correspondence with the group Saplings seem to be in a down turn and having problems with children numbers. Investigations by both Adam and Steve have found that Saplings pay their monthly fee upon their head count which the executive feel is wrong. As a consequence rental fees fluctuate from month to month. The group is also having to look into a rumor that the owner wishes to stop trading. All of which emphasizes to the executive that the group is far too heavily dependent upon the money Saplings provides.

The executive members believe that the group should be able to support itself and that funds raised by such hiring's should only be a bonus upon to the groups coffers.

As such those present agreed to put forward a recommendation to those not in attendance to raise subscriptions to £42 per term which should come into place no later than 1<sup>st</sup> September 2017. This amount should be fixed for a minimum of 4years unless substantial change happens within this period for which the executive must review the situation.

This proposal was put to the leaders and was unanimously approved with only one rejection.

**Action required:**

The following executive members must confirm their acceptance or rejection of this proposal.

Adam, Yasmin, John, Ben



#### **14. Any other business**

##### **Replacement leader's uniform**

Chris had a request from one of the leadership team asking if the group would pay for a replacement pair of trousers as they have out grown them.

The group's policy on leader's uniform is that a leader shall receive one set of full uniform. Chris stated that this leader has been with the group for 2 years now. Those present stated that they had no problem with the group paying the full price for the replacement as they are a long standing leader and the time they dedicate to the group. It was mentioned that if their present pair are still OK to ask for them to be stored in the hut as a spare for others.

##### **Action required:**

**Chris to inform the leader and the scout shop.**

##### **Playgroup**

The group has been unable to agree what amount Saplings monthly rent should rise to and as such it has decided to give itself more time to do so and to bring whatever figure into place at the start of 2017. This also shows Saplings some consideration for their present down turn.

The group still is unsure who is responsible (Saplings or group) to place the recycling bins out for collection and so collections are being missed. It has also been noticed that 2 out of the 4 boxes have gone missing. It was agreed at the meeting that as Saplings produces the largest amount of waste that they should be responsible for the bins being put out.

It has been noted that the playgroup seem to be placing their broken equipment and rubbish behind the hut next to their shed and not removing these items for many weeks if at all. They have also blocked the small gate to the rear which stops clear access in the event of a fire.

##### **Action required:**

**The executive is to decide on a rent raise and to also have a meeting with Saplings to discuss these and other items stated within these minutes.**

##### **Parental behaviour**

Chris over the past week has had to deal with a parent that has shown no empathy to the feelings of the group's leaders and clearly shows no intention in changing her manner.

Chris requested the view point of the executive in such matters as he wished to have a group conscience rather than just own personal view point. He mentioned that the leader in question was not the one who had planned the meeting but was upset on behalf of who did and found the parents comments offensive.

Chris contacted Conkers beavers that presently deal with this parent and have found that they she has been troublesome and that they seems not to have a filter generally in life. The child and their partner seem to be very pleasant and Chris sees no reason for this to effect the child. However he cannot allow such behaviour to continue as the group cannot afford to have leaders leave due to such things.

Chris has proposed that if this parent continues in their present manner that they shall be requested to have nothing to do with the group and that her spouse shall take over any and all correspondence between them and the group. If this does not happen or is disagreeable to the parent then the child will then be asked to leave whatever section they are presently in.

The executive members agreed that this is a fair action and that parents cannot view or treat leaders in a demeaning way.

##### **Action required:**

**Chris is to monitor the parent's behaviour within whichever section they are dealing with.**



**Group member of the year**

Each of the group's 6 sections shall be sending their nominations into Chris no later than Friday November 25<sup>th</sup>. Chris will then collate these nominations taking out the name and section then send this information to the whole of the executive to read and vote upon who should win this honour. Each executive member shall have 2 votes and they should return the votes to Chris by the 2<sup>nd</sup> December. If a nomination has the most 1<sup>st</sup> choice votes they shall be the winners. If there is no clear winner from 1<sup>st</sup> choice then the nomination with the most votes shall win. The award will be then be presented by Chris GSL and the sponsor on the last week of term starting the 12th December.

**15. Set date for next Executive meeting**

**Proposed date: Monday 6th February 2017 8pm**