



MEETING MINUTES – GROUP LEADER’S MEETING

MEETING INFORMATION

Objective:

Date: 26/01/2016
Time: 20:30 PM Start
Called By: Christopher Holliss - GSL

Location: The Overdraught Public House
Meeting Type: Spring Term 2016 Leaders Meeting
Note Taker: Ruth Hayes ACSL

Attendees: *Christopher Holliss, Catherine Stacey, Sally Mitchell, Annelize Fagan, David Kelly, Lorraine Bullock, Paul Drussel, Mark Skelton, John Drake, Karen Drake, Claire Clegg, Ruth Hayes*

Apologies: *Matthew Young, Andrew Smart, Grant Tomkins, Clint Austin, Ajanta Hilton, James Hilton, Kirstin Knight, Davryn Fagan*

1. Welcome

Chris welcomes and thanks

2. Introductions

Everyone present introduced themselves and said what positions they hold within the group.

3. Leader and executive – Arrivals and departures.

Leaders who have left: Nikki Dunn GSL, Leida Smith CSL, Carmella Skelton ACSL, Rachel Watson BSL, Robert Shaw ABSL.

Execs who have left: Simon Cook - Chairman, Keith Dunn – Group Treasurer.

New leaders: Annelize and Davryn -Conkers Leaders, Sally-Conkers, Mark- Scouts Thursday, John and Karen – Scouts Friday.

4. Review of previous minutes

The minutes were distributed.

The new building has not happened due to plans, permits, etc. not being completed. These have now been submitted and it should take approximately nine weeks lead-time for a response. It will be a Steele building where the shipping container was. The cost is £10,000. A work party will be required to clear the site and do some ground works ready for construction.

The subs have increased to £38.50. No gift aid has been claimed to date we can claim back for the present year and then the last 4 years if the records are in place. This was due to be discussed in the last AGM but it didn't take place.

The leader's cupboard has been tidied since the last meeting. Now need to do it again.

½ marathon and fireworks fundraisers happened.

The quiz night didn't happen.

Lorraine has been the only person fundraising. Chris thanked Lorraine for this. Compass is still not working.

The car park, toilet rolls and bins are still an issue.



5. Group communications.

All sections are now on OSM Gold+ MyScout and GoCardless. You cannot remove schedule payment mistakes. If this happens, you will need to contact OSM by email. Each group needs to look at My Scout. Chris has trialed this for a year and has helped some of the groups sections. When planning programs use the badge link and attendance this will update who has done what. Updating the registers can be a problem if you are working offline so make sure it has worked when online.

Email communication – Chris has said if there is a problem and you are sending an email, remember politeness use a greeting and remember to say thank you.

Five out of the six sections in the group have a private face book account. This is for notices for parents but it is also helpful on camp to post pictures so parents can see that their children have arrived and are ok. Chris would like to see all sections have one of these. Also that most photos should be put upon the group's website and not on the FB page

My Scout. Chris thinks this has been a success. Sally has had problems with payments. Claire has had a problem with paying subs. Chris says the parents are happy to see the program displayed. Mark asks if the program is displayed will the scouts not pick and choose as to what meetings they attend. Chris says if they don't turn up they don't get the badge. Karen says the scouts aren't bothered about not getting the badge. David said either they want to be there or not. Ruth said you should advertise the program but be vague with the detail. **Action – Sections are to allow parents to view the sections program and to make sure that they change the meeting venue as and when required.**

Disclaimer form.

Lorraine asked can we have one generic form and can't we have acceptance on My Scout as a signed disclaimer. Chris reminded everyone that OSM is not an official Scout website. Also cannot use OSM for emergency contact list it has to be printed. You must follow the in touch process. Leaders and parents cannot be the in touch person if they have an emotional attachment to anyone present on the trip/event. **Action – Chris to make inquiries into the permission form and make a finally ruling.**

Camp information pack.

Chris distributed a camp information pack that Birchwood cubs have used before. This is so parents have information to hand and should stop lots of common questions asked. He has started to produce them for every campsite. **Action - Chris will save these in the leader's area of the website for others to use if they wish.**

Equipment. If you borrow equipment from the hut please notify all the sections of the group so they know that item/s will not be there. Then can then if needed arrange that you return it in time for their meeting or they can pick up.

All group section emails will be sent to the section email addresses and not leader's personal emails. All leaders must have access to their sections email account.

6. AGM

This will take place in April and review the last two years. It is planned for 20th or 27th April. Each section should give a section overview / update of what they have done in the past year like activities etc. Matt suggested that a child read the update. Beaver leaders felt it would be too late for Beavers to attend.

Previously John had asked Nikki if he could go onto the Exec. However there is no paper trail for anyone joining the exec. Since the last AGM in 2013. Chris asked John to send an email request and it would be discussed/passed at the next AGM.



7. Census

Numbers will be discussed. We have a waiting list for Beavers but no one on the list is ready to take a place if offered. The census is also used for capitation. Money has to be paid for each child under the age of 18, at the rate of £41 per person per year. This is for insurance etc. **Action - Chris to check if the scouts association are paying for OSM gold or silver.** As for questions with regards to how the rest of the £41 is spent needs to be explained by a treasurer.

8. DBS

DBS must be updated every five years. At the moment there has been no DBS checker. David needs Clint processed. **Action - Chris and Drew are going to do one hour training so that they can process the DBS.**

If parents are going on an overnight trip they must be DBS checked also. **Action - Chris would like one more person to do the training.** DBS checks are also important for leaders and exec committee.

9. Policies and procedures

To be discussed in by the execs in the AGM:

-Raise in subs. **Action – Executive to discuss**

-Paying for events on OSM. You must add onto the cost of an event 2.95% of the total amount.

If you are doing an event that has limited numbers available you must not take any monies until you have confirmed your availability. If you have only charged the right amount i.e. £20 and require to refund the group will loses the 2.95% taken by OSM & GoCardless.

-Floats each section to have a £50 should the money be in cash or paid into an account.

-Gift aid to be claimed for previous years and for now.

-Equipment. There is a quartermaster (David) and a process on OSM. Camps need to make a profit to cover breakages. Notify David a min. of two weeks before equipment is needed.

Karen is the first aid checker; if something is used please make a note so Karen can replenish it.

10. Leader reviews.

Chris (GSL) is doing each leaders review. Andy Petch & Annette (DC) are to do Chris' review.

Action - Chris will arrange dates with everyone.

11. Group projects & equipment activities.

Permanent new building, David asked will it be ready before the summer?

The planning permission has been submitted this week. Planning have said will take a min. of 8wks.

If will then take 1-2mths for construction once we place the order (we hope).

Projects Chris would like to consider are:

-New kitchen

-Extending sideways for a larger toilet block with a disabled toilet.

-A new porch with a ramp.

-New car park surface.

-Need to consider what equipment we want? Mark suggested Wi-Fi in the hut. Chris had looked into this and is awaiting to hear back from the provider on install cost. 50mg £33.25 per mth, 12mth contract.

-Fire doors to be replaced.

Action - Chris to send out his list of ideas so all can add and comment and prioritize them.

12. Leaders training / Activity permits

Chris will be reviewing each leader. David has been told that current permits for Archery are out of date. **Action - Karen and John will speak to Well End about this.**



13. Key dates with the scouting and group's calendar.

The key date's calendar was distributed and the headline scouts discussed. There are events that a leader does not need to be there and so still offer the event to our members. **Action - Chris to scan and email out the headline dates document. Leaders to view events and inform Chris what they intend to do from this listing.** Annelize asked about a Beaver swimming competition. Chris said there is presently no gala available but District maybe looking into this.

14. Leadership and group socials.

Chris suggested one a term. He gave some examples of what can be done. **Action - Chris will send out an email.**

15. Any other business.

There is a new group sign for the compound gate and new flags for Thumpers, Wolf, Colne

The directory in the policies and procedures needs to be updated and include training contacts but can also be found on the leader's area of the website. **Chris to action.**

The waiting list will stay with the group. The process in the policies and procedure booklet will be taken over by Suzanna Muller. **Action - Chris will arrange for the DBS for Suzanna**, she will be the waiting list coordinator in charge of allocating children to each section.

16. Set date for summer term leaders meeting.

Tuesday 24th May 2016.