



3. Review of previous minutes

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

Communication – this is a new agenda item.

AGM – Date still to be agreed. This cannot happen until the exe have meet. The meeting process is; Group leaders meeting, then Exec meeting and then an AGM.

Census – his was completed and issued

Policies and procedures – This is an agenda item.

Leaders reviews – Chris will be doing these and check what everyone's intentions are.

Group projects and equipment – Chris sent out a list but has had no responses. Mark stated that I should take this as the leaders agree it is a comprehensive list that no one wishes to add to and I should go with that.

Andrew Smart wanted to know, by email, if before equipment is ordered the proposal is emailed out to all. He questions the Axes and tent equipment purchases last year and wants to know couldn't the money go on the hut?

Chris stated that money is being spent on the hut but that the camp equipment such as the axes, frying pans and tents were all purchased for the cub camps via the money raised by those camps and are items that have been or will be used by other sections within the group. Other cub actives such as canoeing, climbing etc. have also paid for plastic crossbows for Beavers because they are not allowed to do Archery anymore, the skateboards and helmet used for the hippo game, the water rocket launcher and new maps to name a few. The group has limited funds and that is why the equipment and building list was give out for leaders to let the group know their views and wishes. See Appendix 5 – Camp budget.

4. Group Policies and Processes – Various items

Communications

Communications throughout the group is varied which as a group we must try to pull into line a little more.

The wording and tone of people's emails and texts maybe / are coming across wrong and are continuing to cause upset. This in turn is causing many hours for Chris as GSL handling these matters and takes him away from more pressing group matter. As such he has asked to carefully think before sending anything out and where you think someone may take offense where none is intended to telephone that person when it is convent.

All sections will have and use on a regular basis a private Facebook page for section and group notices.

Chris has requested that everyone reads the Group Policies and Processes as much of the problems the group is presently facing will be tackled by doing so.



Subscriptions – 1.1 & 1.2

The Chairman, Treasurer & GSL have looked into what is required by the group and with the financial information that we have at the time from the previous exec. have come to the conclusion that subs will go up to £42 per child and will be fixed for the minimum of three years. Leader's children will now be £35.70. Andrew Start asked by email, why is it such advance and can it be justified?

Chris' response is that £41 per year is taken in Capitation and the group had always run on the basis that one term's subs would cover this fee. Subs is the groups main income and other than the half marathon and the fireworks evening there is no substantial funding coming into the group. The group has yet to get to grips with the financial costings and benefits of the play group. Fees such as OSM Gold+ is an extra £24 per section, quarterly insurance, badges, loss of hut keys & equipment and many other various expenditures that the new executive are just finding and forced this moved.

The original proposal for the last subs rise was £40 but the executive went between the proposed £40 and the then £35 to get the present £38.50. The executive at that time did not account for many of the expenditures stated and also did not factor in the scout association's step rise in capitation.

Ruth asked what about those parents who can not afford this?

Chris directed Ruth to policies 1.5 to highlight a hardship consideration.

Payment – 1.3

MyScout and GoCardless are the preferred method. If this is not possible then BACS is to be used. The issue with BACS is only the treasurer can check if a BACS payment has been made. We do accept cheques and cash but the treasurer lives near the King Harry and he will not be driving around to pick up the money. Therefore cash and cheques are not preferable, if we are taking cash it must be put in an envelope with the child's name, and what the payment is for and a receipt must be issued to parents.

GoCardless - 1.8

There is a 2.9% charge for collecting monies via MyScout & GoCardless. As such refunds are a problem, this need to be considered when you set up an event. If a county or district event where you have to wait to be allocated spaces you can create the event and send this out to the parents and once you have been allocated the spaces then add a payment to the event and start collecting the fees. Steve the treasure needs to know where the money is coming from for each event. Also the profit from an event is for the use of the group and not that section.

Gas - 3.3

We all must consider Gas cost when camping. If there are issues, then speak to the quartermaster.

Membership forms – 4.0

Some forms are missing. Lorraine handed some to Chris, Mark has done some recently but needs to hand them to Chris.

The forms are a hard copy of membership information in case of OSM going down and also used for gift aid. When someone leaves we need to make sure you include a leave date so we can make sure we are claiming until someone leaves. When someone leaves we need to inform Chris and the group secretary who will make sure this is placed on the membership form. The group secretary will hold on to these forms.

Data – 4.1

The group's data and payment system are owned by 1st Park Street. You must not pass details onto non-members. Logins and information must be given to the GLS so they can access relevant information.

Training advisors – 5.4



There are two training advisors within the group who are Karen Drake and Andrew Smart. Liz Anne Petch over sees them as Training Advisors but they report to the GSL about leaders training needs.

Permission forms – 5.6

It is down to a section if it wishes to use paper permission forms in conjunction with send out event requests via OSM. The only time a written permission form is required is for shooting, camps or where the event is being run by a 3rd party to which they request such a form. (Sleep over in the hut is not a camp).

Risk assessment – 5.7

A risk assessment that was issued out at the meeting was put forward by Matthew Young. This was compared with the group's present risk assessment sheet. Chris asked which one do leaders wish to use?

The general response from those at the meeting is to stick with the existing one as the one put forward was too in depth for the group's needs.

Chris requests that all sections use the form agreed and to still send them to him to add onto the leaders area of the website.

If sections are holding a joint event all leaders must request and review the risk assessment. Just because one person maybe organizing the event / meeting all leaders are responsible for the safety of their section members and must satisfy themselves that things have been taken into account.

Uniform – 5.8

Mark says if we expect the children to wear the correct uniform then leaders should wear the correct uniform. It was agreed where possible leaders must stick to the uniform. Chris will amend 5.8.

Waiting list - 9.1

The district does not want our waiting list. The do not take village waiting lists, only some groups in St Albans. There are three waiting lists; Beavers, Cubs and Scouts. The process is Appendix 3. The catchment area is Appendix 4.

The group's waiting lists will soon be taken over by the new group sec.

InTouch process.

Please review A.O.B.

Policies and procedures.

Chris has asked can we ALL please read the policies and the procedures including the procedure for opening up and closing the hut.

6. Banking & Gift Aid

The bank has lost the groups details 3 times since January. Due to this the group treasurer and has not been able to look at the accounts or deal with other accounting issues such as the termly float. The group should hear from the bank about the accounts within the next two weeks.

Gift aid was set up in 2013 but was never activated or pervious years claimed which has lost the group money.

Chris is presently trying to collect the data from the membership forms and putting this into a spread sheet.

The new executive details are now registered with HMRC. We can back claim and we are still in the detail process as can only go back 4 years.

The group will go to electronic banking to make some payments and will have four signatures on the account so no-one signs for themselves.



7. Next Meeting

Will try to cover the items we have missed today.

8. Key dates within the scouting and the group's calendar

Thumpers and Conkers -Beavers in Tents event on 25th June – both colonies are taking part
Tolmers fun day for Beavers – 9th July – No colonies taking part at present due to leader numbers
Family fun day at Paradise Wildlife Park either 22nd of September or October – colonies to look into
Scouts Born to be challenge. 30th September to 2nd October – Colne have no plans to take part
Scouts Green Beret's in Lees wood 18th to 20th October – Colne have no plans to take part

9. Leadership & Group social ideas

Claire has proposed White water rafting – Action Claire Clegg to send out a Doodle Poll
Curry night – This to happen before the end of term – Action: Chris Holliss to send out a Doodle Poll
Set date for Xmas – Black Tie – Action: Chris Holliss to send out a Doodle Poll

10. Any other business

In touch - There was a new scouting ruling for in touch made in March 2015. It states that the InTouch person can be present at the event.

This was put to the leaders present who decided that they would feel safer to keep the groups present InTouch process.

Chris requests that all leaders follow the same process as agreed. He is also happy to be a section InTouch person as he has full access to OSM as long as none of his children are present.

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

Chris stated the group is responsible for all the compound fencing but not the playground fencing but the exec. shall ask the playgroup to look at their fencing.

Car park pot holes –

The group has purchased 3 bags of MOT Type 1 to fill these as a term. measure.

The exec. will be looking into a more permeant measure as and when funding is available.

Standard of hut and compound –

Leaders feel the standards of the hut are on par with the 3rd world.

The Chairman had the electrics tested and not good news. New electrics is planned throughout the whole of the hut and new lighting is to be placed in the car park and outside the hut.

Work will take place when the playgroup has made a clear working the area around the consumer unit within their cupboard. The work is being carried out by a parent who owns an electrical fitter company to which all will get the correct certs. All electrics will be PAT tested.

An electric hot water mixer tap has been purchased and will be fitted with the new electrics

Digital locks have been purchased and are to be placed upon all cupboard doors to replace keys.

The codes will be sent out as and when. When this is done keys must be handed back to Chris.

A key safe will be placed on the new build which will hold a spare key for the front door of the hut.

Chris has been having a conversation with a trust that would require the group to find 10% of whatever figure it would require such as £10,000 for £100,000 to support a building revamp or new build. He has also found a project that may be able to assist with this with the use of historic building beams for an old hall called the "Cavalier Hall" that was behind the King Harry PH.



An executive team made of GSL, Chairman, Treasurer and a parent architect is looking into a complete new build.

Chris is also chasing planning permission every other day for the new storage building as this will solve a lot of the equipment storage problems for everyone.

The plans were passed around of the possible storage building that we are still waiting planning. We should hear something on the 7th June.

The roof is coming to the end of its life span if not already. The group has a very small amount put aside for this but may not be enough if problems are found.

Leaders have fears for security and are surprised the hut has not been broken into. There is new fencing in the car park to be put up between the compound and the housing but nothing is planned for the other compound fencing as yet.

Action - Chris will speech to the exec. about the matter.

Everything comes down to money to which the group doesn't have much.

16. Set date for summer term leaders meeting.

TBC September 2016.

There seems to be a problem with everyone being able to take part in a leaders meeting on Tuesdays

Action - Chris will be look into another evening and so will be sending out an email asking for your preferred evening