



MEETING MINUTES – GROUP EXECUTIVE MEETING

MEETING INFORMATION

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

Date: 21/03/2017

Location: The Scout Hut / David Kelly's House

Time: 20:00 PM Start

Meeting Type: Spring Term 2017

Called By: Christopher Holliss - GSL

Note Taker: Christopher Holliss

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

Apologies: *Tania Martin - Executive member*

1. Welcome, Apologies & Introductions

Chris welcomes and thanks those in attendance.

2. Executive & Leader – Arrivals & Departures

Arrivals: None

Transfer: *Davryn Fagan – Beavers to Cubs as Akela (Tuesday)*

Departures: Adam Chambers – Chairperson (Due to work), Yasmin McLaggan Group – Waiting List Coordinator Secretary (Due to illness), Ben McLeod – Fundraiser (Dismissed) Rakesh Odedra (Due to work) , Graham Brown (Relocation) Cub Leaders (Tuesday), Ruth Hayes (Due to work) Cub Leader (Monday) John & Karen Drake (Relocation) Scout Leaders (Friday)

3. Review of Autumn Executive meeting minutes

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

4. Review of Spring Group leaders meeting minutes

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

5. Closure of Ver Scout troop

It was announced in October 2016 that Karen & John Drake Scout leaders of Ver (Friday) where to leave the group due to their relocation to Dorset. They had originally planned this to be at the end of December 2016, but problems arouse and so the group has been blessed with yet another term of Ver staying open. Since the original announcement Chris has called 2 group and parent meetings, posted Facebook posts upon Ver private page and sent out many emails explaining the situation to the parents. To date the group has only had one official offer of help from a parent "Mrs N Van Heerden" to be a section assistant every other week since. There has recently been some problem with regards to a parent's status "Mrs K Knight) within the troop. This is by either a misunderstanding on the parent's part or by a mistake by the troop's leaders to not inform the GSL that the parent had taken on the role of section assistant within the troop. When asked the leaders had stated the parent had taken on this role in November 2016. Required information had be asked in November but has only been given over at the end of March 2017.



Chris has spoken to the St Albans scout district many times for help in recruiting some replacements to which it was stated by "Anne Barns" that they could not help as the district does not run our groups waiting lists and so could not contact parents directly. This is in fact wrong as the district waiting list coordinator has full access to all the group's sections and waiting lists. It was also said that many who contact the district offering help may not wish to go to a group outside the city. Due to this response Chris formerly requested that the district take over the group's waiting list effective immediately to gain the equal support that other groups are receiving. This request was declined.

Chris has placed adverts for adult volunteers upon all scouting and local Facebook pages as well as posters upon all the St Stephen Parish council notice boards.

Chris has announced that he has one potential new leader who has relocated from Ireland to which he is to have a meeting with and to see what the person wishes to do etc.

Steve requested some clarity on what the minimum requirements are to keep the section open. David stated that they presently have 3 leader within Colne to which even that is a struggle. Chris quoted scouting's P.O.R. which is that a section cannot run without 1 uniformed leader and another responsible adult. One of these adults must have a first aid qualification either from scouting or work equivalent.

Ideas such as closing the troop for 1 term in the hope of a restart in September 2017 were spoken of but have now been presently dismissed as it is felt many will not come back after such a long break away.

Another is to allow those that cannot be placed within Colne (Thursday) the chance to attend activities away from the hut such as camps. This idea has been put to the Colne leaders but this has been rejected on the grounds of the extra stress this would be put upon them.

The group presently does not have enough leaders or helpers to keep the troop open and as such Ver scout troop shall close on the 31st March 2017.

This presently displaces 24 scouts to which 3 are leader and executive children who will automatically be given a space with Colne if they wish. Chris had asked Colne to increase its size to 32 but following discussions between the leaders they have put over some very valid concerns to which Chris has agreed and so Colne will now only be going 28. Colne presently stands at 20 scout and between the end of next term and December 2018 the group must allow for 8 leader and executive children. As such the group will be offering only those scouts that are already set to leave when we require them to do so.

Action required:

Chris is to continue his search for new leaders and to meet with them if required. He shall also while standing in as waiting list coordinator sort out who is able to move over from Ver to Colne but he has found that the troops present information is incorrect for who is still within the troop or not. Once he has confirmed the information this will be given to the executive.

6. Group projects, equipment requirements & priorities

Chris spotted an opportunity in January 2017 for the group to gain help in the refurbishment of the scout hut. A site meeting took place at the end of February to which all parties agreed to the plans and ideas that Chris put forward. (See attached drawings)

The refurbishment would consist of all building materials and sundries such as a fitted kitchen to be supplied for free.

This deal is through the charity Co-Sponsorship Agency that looks to involve young adults aged 14+ to take part in such projects alongside trades to receive an accreditation in City & Guilds Entry Level 3 Introductory Award in Employability Skills. The point of contact for this charity is Mr Joe McGinn. The companies involved are Wickes / Travis Perkins and City Plumbing Supplies.

All parties have agreed that the project cannot go ahead until the present asbestos wall coverings have been removed. Chris has started to collect quotes with the first coming to £8300 but John will be taking this over to allow Chris to complete the design. Wickes will have their people fit the kitchen and all companies will ask their regular clients to join the project and hopefully have everything done for free.

However if there are no takers to this the group must look to ourselves and cost up specialist trades.



The group has been offered help from;
Steven McDonald (Tuesday Cubs) – Electrician
Ben Haik (Thursday Beavers) – Plummer
Paul – Builder

Ideally this project will start and finish with the school summer holidays.

Time frame for the project

1 week for asbestos removal

2/3 weeks for new walling (new stud walls, insulation, electrics, plaster board, plaster)

1 week kitchen fitting

2/3 weeks toilet area.

Some of the above works can and will overlap and items such as new foundations can be laid well in advance of project start.

Once all pricing and design is agreed by all parties the group will let the playgroup know of the project.

Chris did speak of some fund raising opportunities to help with costs stating that he had already sent off a request to the St Stephens parish council asking for £2000+ (whatever they felt they could offer). He also spoke of Tesco and their funding to which he gave John the hard copy information to apply for up to £4000.

The need for new camping equipment was spoken of but due to the requirement for a full costing for the hut refurbishment to be done all future equipment purchases have been put on hold for the moment.

Action required:

Chris shall continue to draw up plans and research time frames and costing of trade labor.

Chris to follow up the funding request he put into St Stephen Parish council for £2000+.

John is to look into fundraising from Tesco in the view of asking for largest amount £4000.

John to try and collect more quotes for the asbestos removal to add to the ones Chris has already.

9. Leader Recruitment and training

After talking to leaders Chris would like to hold a team build / scout permit weekend to be held in the Lake District. He requested that the cost of the training would be covered by the group but and traveling and accommodation costs would be paid by the leaders. This would help with the shortage of activity permits such as archery and will build leaders confidence.

Following some evening courses in first aid that Chris set up all 90% of the group's leaders presently hold the required first response training. This was well received by the leaders who wish to do further training in the same way if possible.

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

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

Action required:

Steve and John to complete the online training and send the PDF cert. to Chris

Chris to work out costings and to put all the information to the executive to agree.



10. AGM & Gift Aid

The group's 2016 – 2017 year comes to an end 31st March. The group must now start to look at collating its information to hold its annual AGM.

The group is required to hold an AGM within 6 months of its year end and so Steve asked to hold the AGM at the end of July. John stated that the group can put in for its Gift Aid on the 1st April if we have all the information ready.

Action required:

Steve to complete the accounts for the AGM.

Chris to contact all sections to give the executive their yearly report.

Chris is to send over all the Gift Aid information to John to put in this year's Gift Aid.

9. Subscriptions.

The executive looked into subscriptions at its last executive meeting. Since then we have found that there has been another raise in Capitation. Capitation is payable for all invested young people under the age of 18 to which the present cost is £43 each. The capitation fee is broken down as Scout association, Hertfordshire scouting, St Albans District an adult development levy. A discount of £1 off per person is also applied by the District for prompt payment. The group's fee for this year's capitation was £5300.

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 the £38 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 133 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 to which we now know that one will close.

The group has no other regular additional income other than from the Saplings playgroup to which the group feels that Saplings seems to be in a down turn and could be unreliable and should not be relied upon. There has been a recent sharing of information between groups the chairman of 1st St Albans seems to be looking at raising their subs. From this information I can state that there are a couple of groups at £45 per term with many at £40 with only 2 at £35 to which this chairman is one of.

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

As such those present agreed to raise subscriptions to £42 per term which will come into place on the 1st September 2017 (autumn term). 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.

Action required:

Chris is to amend the groups P&P and all other group literature to show the raise in subscriptions.

Chris is to inform all sections and leaders at the next group leaders meeting (summer term).

The executive will be required to write an email explaining the raise to be sent out to parents via sections.



12. Any other business

Playgroup

The group is still nowhere close to finalizing a monthly rental amount for Saplings which should have risen up in January 2016. The group is still unable to find within its historic paperwork a formal rental agreement between the group (Landlord) or Tenant (Saplings) that contains any monetary amounts. The group still needs to confirm responsible (Saplings or group) to place the recycling bins out for collection to stop collections being missed. The group has replaced the 2 missing green boxes for paper and card which will allow the playground and the group to have 2 each.

It was agreed at the last meeting that as Saplings produces the largest amount of waste that they should be responsible for the bins being put out to which they are happy to do but the sections held on a Thursday must make sure that this has happen and to inform the executive when this has not been done.

It had 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 had been asked to remove all waste items but they seem to just remove items from their paved area due to an Ofsted inspection and place these behind the groups new storage build. The group has sent a request for these items to be removed but have presently stayed institute for the past 5 weeks.

Action required:

The executive is to make a complete and fully working rental agreement containing all money and obligatory requirements by both parties and have these in place ASAP.

Once this is done a meeting must be called with Saplings to go over the contact and have this amended if required following the meeting or signed.

Search for new executive member or transfer of roles

Chris spoke about the need to find a new chairperson, secretary / waiting list coordinator.

He had read both John and Tania's kind offers to fill these positions but stated that due to everything else going on that it was just impossible to focus on this until now. It was explained that the GSL is solely reasonable in appointing a group chair and so it was necessary to sit with John and go over the role and the same with Tania.

Action required:

Chris to set a meeting with both John and Tania.

13. Set date for next Executive meeting

Proposed date: T.B.C.