

Minutes of the Executive Committee Meeting

Held on 8 July 2014 at the 5th Dartford Scout Hall

Present:

Neil Young (Chair)	John McLoughlin
Paul Jarrett	Sean Hodder
Wendy Hurd	Jason O'Brien
Tim Roscoe	Maggie Lilleycrop
Lynn Missions	Karen Hannah
Gary Missions	Paul Boreham
Darren Watts	Darren Enever
Phil Wells	Lesley Bauckham

1 Apologies for absence

Apologies for absence were received from Vicky Watts, Lyn Medcalf, Jim Lilleycrop, John Chuter, Del Hurd, Phil Hannah and Dave Monteith.

2 Minutes of the previous meeting

The minutes of the previous meeting, held on 26 March 2014, were approved and so were the minutes of the AGM, held on June 8th

3 Review action points from previous meeting

In response to a question from Lynn Missions at the previous meeting, Neil confirmed that no record could be found as to an Exec Committee decision on the destination of Gift Aid money. It was agreed that the £10,000 from Gift Aid should remain in the New Hall Fund. However, the next time that Lynn makes a submission and we receive Gift Aid money, the Executive Committee will vote as to where it goes and how it is used.

Neil will check whether with John to ensure that Race Night Money is held in the Group Account and not the New Hall Fund account, as that money has always been raised for activities. **Action:** Neil.

Russ will be asked to dispose of any tables which are in poor condition (which will hopefully make some storage space for Edwards Beavers). **Action:** Paul

Some of the camping equipment that can no longer be used for Scouting purposes has been sold.

New climbing equipment has been purchased. The ice wall panels have been reversed (normal practice, so no issues from a safety perspective) and should now last for another 12-18 months.

The plug socket on the freezer has been taped up but has not yet been hardwired. **Action:** Stuart

Tim has lost his bank mandate forms; Neil will arrange for Tim to receive a new set. **Action:** Neil.

4 Income and expenditure

As John Chuter was not in attendance, no Income and Expenditure reports were received or circulated.

5 Sections, activities and camps review

5.1 Sections

Section reports (as submitted by section leaders in advance of the meeting) are set out at Appendix 1.

5.2 Activities

The climbing assessments are underway.

5.2.1 Dartford Festival

- Paul made a list of the leaders' availability.
- The 'Jamboree Scouts' will be selling raffle tickets.
- 5th Dartford will just have one tent and 'limited activities'.
- Tim is going to send the paper aeroplane template to Neil so that Neil can get some printed off. **Action:** Neil / Tim.
- Tim will bring some [3D] models of the new hall to display in the tent. **Action:** Tim.

5.2.2 Armed Forces Day

At the request of Dartford Borough Council, 26 Scouts and Explorers paraded (in full, smart uniform) and helped serve refreshments. Fantastic effort (especially given the short notice) and greatly appreciated by Eddy Lampkin and the Mayor.

5.2.3 Target shooting

- Gary has sourced a supplier of spares and is planning to 'depower' the more powerful rifles ('Comets'). The Executive Committee approved £70 towards spares and depowering.
- Gary has purchased a stationery cupboard on Ebay for £10 so that all the shooting equipment can be stored in the same place (Gary will get a suitable lock fitted).
- Neil thanked Gary for getting the rifles repaired and sorting out storage for them.
- It was agreed that £450 (funds already raised) should be spent on another 4 small rifles ('Foxes') and related pellet catchers, in readiness for Bisley

(the existing ones are 5 years old). Gary kindly offered to purchase these items on behalf of the group. **Action:** Gary.

5.3 Camps

Easter camp went well.

Family camp – successful, good feedback, Thriftwood campsite has now been paid.

Archery camp – a couple of seconds and thirds in the nationals.

Looking at repeating Easter camp and archery camp but not family camp next year because of the Jamboree.

Summer camp – parents' and leaders' meetings have taken place, everything booked and monies in, 44 attending (roughly 10 leaders 16 Scouts and 18 Explorers), van running well at the moment, plenty of MiDAS permits and individual drivers.

Cub camp – 50 Cubs (plus 25 Scouts, night hike well received), Delia earned her nights away badge, everyone mucked in, good grounding for future camps (very young pack).

10 Explorers off to Gilwell this weekend – 'event passport' submitted so no 5th Dartford leaders required.

The Explorers have their Duke of Edinburgh practice expedition in September in Maidstone. They are having additional practice on Wednesdays in readiness for this.

Jason is sorting out the paperwork for Bisley currently.

Skreens Park (Essex) – Paul mentioned it would be good to know how many of each section will be attending. **Action:** all section leaders.

Two recent incidents:

- someone damaged their eyelid at family camp (received first aid followed by treatment – a couple of stitches to an eyelid – at A&E); and
- someone fell while playing dodgeball down the hall on a Friday evening and fractured his wrist.

On both occasions the appropriate procedures (in respect of both reporting the incident and treating the injury) were followed and both children are now on the mend.

6 AGM review

The AGM was a fantastic success as it always is. It was attended by The Mayor and the Leader of the Borough Council and a large number of leaders, parents and young members, so a large part of the Group Council. Neil thanked everyone who attended and put in so much work to show the Group at its best. It is also a significant source of funds for the Group.

There were no comments to take into account in terms of suggested improvements. Even the new sound equipment seems to have worked!

7 Any other business

7.1 Sainsbury's

Sainsbury's Crayford are currently reviewing their local charity of the year, 3 charities are being considered – Kent Blind, Childhood Leukaemia and ourselves. On this occasion, it is up to section heads to vote for which charity they wish to support. Lyn and Paul recently attended a meeting at Sainsbury's, gave a presentation summarising our fundraising activities over the last year and what we have been able to achieve with Sainsbury's help and handed out various 'marketing materials' (e.g. copies of the AGM report, a selection of A4 colour photos showing the activities we offer and recent fundraising newsletters). It is worth noting that, to date, we have raised over £7,000 through working with Sainsbury's, as well as benefitting from donations of food, sports equipment and Active Kids vouchers. We have also been able to hand out leaflets in Sainsbury's as part of our ongoing recruitment drive.

Paul mentioned that, even if 5th Dartford are not their charity of the year, Sainsbury's "loved" the carol singing and would like us to organise it again this year. In-store raffles and tombolas will still be welcome in the future too.

John is checking what 'local heroes' monies are coming in from Sainsbury's. **Action:** John.

Lyn is checking with Sainsbury's what is happening in respect of the money being raised at the tills (it is possible Sainsbury's are planning to issue a cheque in respect of this at the end of the year). **Action:** Lyn.

Wendy mentioned that the Sainsbury's Active Kids vouchers have now been submitted – our most successful year to date (23,000 vouchers compared to last year's 17,000, boosted by bag packing at Sainsbury's, during which customers donated their unwanted vouchers). The vouchers will mostly be used to purchase cooking equipment. Neil thanked Wendy for organising this on behalf of the group.

7.2 Climbing wall staircase

Neil has asked several local firms for quotes to erect a scaffolding tower and break down approximately 1m width by 1m depth of the chalk bank. One company, Emjon Construction, has quoted us £1,850 (which includes skip hire, removal of all debris and no additional charge if work overruns). This quote was approved by the Executive Committee (funds had already been raised to cover staircase-related expenses), although Neil said he would be taking a "cautious approach", he would instruct Emjon to undertake the work.

7.3 Surplus funds in the current account

There is a requirement to keep 6 months' worth of expenditure in the current account. As we currently have surplus funds, it was proposed that £10,000 should be moved from the current account to the New Hall Fund.

Following an excellent debate, it was noted that:

- it might be best to leave the money where it is until after summer camp, in case a new van is needed;
- it may be better to put money in one of the non-new hall accounts (to avoid it being ring-fenced);

- it may be worth putting some money aside for the group's centenary celebrations, to ensure everyone can afford to participate in whatever is organised.

It was agreed that:

- The £10,000 should be moved from the current account to one of the "rainy day" accounts,
- This money should not be ring-fenced for any particular expenditure.

Neil mentioned that, at the next finance meeting, he would ask Bev to see whether any higher interest accounts are currently available. **Action:** Neil.

7.4 Section budgets

Neil reported that all the standing orders have now been processed. All sections will receive an additional £20 with their July payment, to cover the previous underpayment.

7.5 New tentage

Darren mentioned that extra tents may be required in readiness for next year's Dartford Jamboree Camp. It was agreed that, while the Cub tents are not very good and should be disposed of, the patrol tents are still usable but need decent ground sheets.

It was agreed that Paul and Darren will:

- review existing tentage and dispose of anything no longer required;
- decide together what equipment needs to be purchased; and
- spend up to £600 without needing to come back to the Executive Committee (it was noted that prices will hopefully be reduced at the end of the camping season).

7.6 Pre-paid card

This is a thorny subject, often covered during Exec Committee meetings, but never satisfactorily resolved. The basic issue, is that it was unreasonable to expect leaders to have to run up significant camp debts using their personal credit cards before reclaiming the money.

Lyn is looking into the possibility of the group having a Post Office travel card (which can be used for sterling in the UK). **Action:** Lyn.

Bev is also looking into possible pre-pay options. **Action:** Bev.

Neil will report back at the next Executive Committee meeting. However, a key issue remains the fact that expenditure requires two signatures and any pre-paid card will not require dual control for expenditure.

In the meantime, as an interim measure, a second cheque book has been requested.

7.7 Next working party

The next working party is scheduled for Sunday 14 September from 9.30am. Tim mentioned there are two items outstanding from the last working party: finishing painting the roof and installing a water filter¹ donated by Tim's company.

¹ Darren Enever had some reservations about installing a water filter, due to their reliability and the maintenance involved.

7.8 Miscellaneous

John mentioned that the Cubs needed something “quick and simple” to heat food. Tim mentioned that he had 8 single ring burners that John could have and that he would bring them down to the hall. **Action:** Tim.

Gary has kindly donated a 3m² gazebo he no longer needs. Neil thanked Gary on behalf of the group.

Adam Clarke (of AKD Contracts, the company which supplied the staircase for the climbing wall) has kindly offered two quad bikes and an inflatable track for the group’s use. Karen will thank Adam on behalf of the group and accept his kind offer. **Action:** Karen.

Section leaders were asked to ensure that the kitchen and toilets are left clean and in a good state of repair when they leave. They must also ensure that all equipment is put away and floors kept as clear as possible – while leaders are not responsible, they are accountable. **Action:** all section leaders. Paul said he would raise this again at the next leaders’ meeting. **Action:** Paul.

It was noted with sadness that one of the founding fathers of 5th Dartford – Dr John Burne – had passed away recently following a short illness. Lesley mentioned that she and Lyn are preparing an announcement for the website. **Action:** Lesley/Lyn.

8 Date of next Executive Committee meeting

The next meeting will be held on Wednesday 15 October (to coincide with the six monthly account review).

Appendix 1 Section reports

<p>Edwards Beavers Vicky Watts</p>	<p>Number of Invested members: 15 No leavers, 2 linking after the summer Explorers assisting: 2 Awards and Badges gained: recently achieved creative badge, working towards fitness challenge Any assistance needed: not at the moment - working well with Lyn, Dot and myself</p>
<p>Philpott Beavers Wendy Hurd</p>	<p>Number of Invested members: 24 4 linking with Collins Pack from 3 July and one with 6th Dartford due to moving house 5 new Beavers from waiting list will fill their place on 4 September We lose the two college students at the end of July (Anna and Leah) but still have two Explorers helping, Lily and Molly Four Bronze awards being presented on 20 July Finishing on Thursday 17 July with our water night and water fight</p>
<p>Peacock Beavers Maggie Lilleycrop</p>	<p>Number of Invested members: 17 at present, hopefully one starting on 10 July and another two in August 2 leaders, plus one cleaner on a Friday 5 Explorers, bit hit and miss at present owing to exams Badges continuing and ongoing 5 just gained their Beavers Bronze awards Things ticking over</p>
<p>Phillips Cubs Tracy Gardner</p>	<p>Number of Invested members: 25 3 going to Jason in September/October James and Sophie assist Roseberry Gardens for the athletes badge, cooking and global challenge badge this term Camp was very good.</p>
<p>Collins Cubs Darren Watts</p>	<p>Number of Invested members: 29 Number of leavers: 2 to go up after summer holidays Number linking: 4 Explorers assisting: 3</p>

<p>Leigh Cubs John McLoughlin</p>	<p>Number of Invested members 25 Number of leaders 4 Numbers linking: 3 in September Explorers assisting, none, but 2 Duke of Edinburgh volunteers Awards and badges, 1 Silver Award this July Highlights, successful camp, thanks to Delia, good numbers still joining after so many going up to Scouts. Any assistance needed: No</p>
<p>Burne Scouts Tim Roscoe</p>	<p>Number of Invested members: 20 Number of leavers: 1 Number linking: 1 Explorers assisting: 0 Awards and Badges gained: 2 Gold Awards, Nights away 4, Adventure 2, Creative 3, Fitness 1, Outdoor 4, Promise 1, hikes 1, Time on water 1 Highlights: 2nd place Johnson Trophy, 1st Place Cricket Competition, Posh Nosh Backwoods cooking, Egg Landing Lowlights: Tug of war. Only 6 turned up. Any assistance needed: Yes</p>
<p>Earley Scouts Jason O'Brien</p>	<p>Number of Invested members: 32 Number of leavers: 1 (moving out of the area) Number linking: 1 Explorers assisting: none currently, but would consider it Awards and Badges gained: [Badge Report attached (since previous meeting)] Highlights: Easter camp, Night Hike, Archery Camp, Tug-of-war, District Cricket, Johnston Trophy. Any assistance needed: Yes, Louise leaving, Julie resigned subs (Kerry Maliska taking over). Have emailed parents for assistance, but thus far no offers. Stewart a possibility when shifts permit, but awaiting confirmation</p>
<p>Johnston Explorers Dave Monteith</p>	<p>Good attendance, working towards Duke of Edinburgh awards</p>

Appendix 2 Diary dates

The next working party is scheduled for Sunday 14 September from 9.30am.

The next Executive Committee meeting will be held on Wednesday 1 October.

Appendix 3

Summary of action points

All section leaders to let Paul know how many of their members will be attending Skreens Park (Essex).

All section leaders to ensure that the kitchen, toilets and storage areas are left clean and in a good state of repair when they leave.

Bev to look into possible pre-pay options.

Bev to check whether any higher interest accounts are currently available.

Gary to purchase 4 small rifles and related pellet catchers on behalf of the group.

John to check what 'local heroes' monies are coming in from Sainsbury's.

Karen to accept Adam Clarke's kind offer of two quad bikes and an inflatable track.

Lesley and Lyn to finalise announcement re. Dr Burne and forward to Jason for putting on the website.

Lyn to check with Sainsbury's what is happening in respect of the money being raised at the tills.

Lyn to look into the possibility of the group having a Post Office travel card (which can be used for sterling in the UK).

Paul to ask Russ to dispose of the tables which are in poor condition.

Neil to check whether John has transferred the money raised at race night from the new hall fund to the group account.

Neil to print off paper aeroplanes in readiness for the Dartford Festival.

Neil to request replacement bank mandate forms for Tim.

Paul to raise the issue of the hall being kept clean and tidy at the next leaders' meeting.

Tim to bring the single ring burners down to the hall for John.

Tim to send paper aeroplane template to Neil.

Tim to take some [3D] models of the new hall to display at the Dartford Festival.