

Minutes of the Executive Committee Meeting

Held on 4 March 2015 at the 5th Dartford Scout Hall

Present:

Neil Young (Chair)	Dave Monteith
Gary Missions	Darren Enever
Lynn Missions	Karen Hannah
John McLoughlin	Tracy Gardner
Del Hurd	Tim Roscoe
Sean Hodder	Lyn Medcalf
Maggie Lilleycrop	Phil Wells
Pauline Butler	Jason O'Brien
Jim Lilleycrop	Darren Watts
Paul Boreham	Phil Hannah
Lesley Bauckham	

1 Apologies for absence

Apologies for absence were received from Paul Jarrett, Martin Gubby and John Chuter.

2 Minutes of the last meeting

The minutes of the last Executive Committee meeting, held on 25 November 2014, were approved.

3 Action points from previous meeting

Completed

- Two new radiators have been purchased and installed in the Scout Hall. Neil thanked Dave and Darren for organising this. **Action:** It was agreed that Paul would purchase a fan heater (for around £20) to try and help distribute the heat from the radiators.
- Dave mentioned the cheapest quote he was able to find was £5 per scarf. **Action:** Paul said he would speak to Michael's Bridal Fabrics.
- Neil thanked Del for affixing the No Parking sign to the gates at the top of the driveway.
- Lynn confirmed that the remaining 4 white limbs have been replaced and the bill paid.

- Neil mentioned that the annual accounts are now on the Charity Commission's website. Unfortunately, John was unable to carry out the half year review (Lyn returned the account books to section leaders in the course of the meeting).
- The £1,510 received from Sainsbury's has been deposited. However, it is currently sitting in the Group account and needs to be moved to the New Hall fund.
- Unfortunately the Post Office pre-paid card can only be issued to individuals, not groups. John has prepared a control document in the hope that a pre-paid card for group use can be found.
- Following a working party one Sunday in February, the bouldering wall is now a playground traversing wall. The wall is fully compliant with health and safety standards. It was noted that the footholds can be changed around (or new ones purchased) as required.
- Paul reported that the climbing wall has been certified as safe and that 90% of the climbing wall assessment has been complied with (there may be additional jobs once the staircase has been installed). Neil reminded the committee that this work had been undertaken to meet improvement objectives only and had not been a requirement. It was noted that most of the leaders' climbing permits expire in April. Paul is still trying to find someone who can reassess the leaders concerned.
- Compass is still off-line, a new "manual" system is now being introduced instead. Paul thanked everyone for assisting with the census, which was submitted both electronically and in hard copy. Membership is up to 202 members (more Beavers, Cubs and Scouts; we have lost one or two leaders).

Outstanding

- Bev to speak to Lynn about Gift Aid.
Neil mentioned that, at the recent Finance Meeting, Bev said she would "most likely" take over Gift Aid.
- Neil to check with Bev that everything is in hand concerning Delia's bank mandate form.
It was noted that Delia is signing cheques so presumably everything is in order, however Neil will confirm this with Bev.
- Paul to get the receipt for the amplifier from John and follow-up with the retailer concerned.
- Neil to finalise the plans and budgets for the new hall.
*Neil and Paul are meeting some architects on 5 March (Neil mentioned he has simply been searching the RIBA website looking for people who are local and involved in community projects. If anyone can recommend a local architect who may be willing to give advice (free of charge at this stage) please do let Neil know). Lyn reminded Neil that, to be eligible for Sports England funding, the plans would need to include the internal climbing wall. Neil commented that Tim's drawings have been well received by everyone he has contacted. **Action:** Lyn mentioned she would look into the Scout hall being built at Stone to discover who they used as architect/surveyors.*

4 Income and Expenditure

Copies of the income and expenditure reports, prepared by John Chuter, were circulated at the meeting. Neil invited those present to email him with any comments or questions they may have for John. These reports are in respect of the Group account. Neil said he would ask John if he could prepare income and expenditure reports for the New Hall fund too, for future Exec meetings. **Action:** Neil.

5 Annual Accounts and AGM Planning

End of financial year/books to be handed out to leaders before then.	31 March 2015
Books to be collected in (leaders to hand them to Maggie no later than the St. George's Day Parade)	26 April 2015
John to pass the books to Bev by	7 May 2015
Bev to complete the review by	31 May 2015 leaving plenty of time to iron out any issues and review any outstanding books

Neil said he would check the Charity Commission's website to see if there was a legal requirement to hold an AGM by a certain date. He would also check whether the Scout Association provides any guidance on this. **Action:** Neil.

Sunday 7 June is the preferred date for the AGM, subject to the meeting still being able to go ahead even if the finances are not ready.

The AGM will be broadly the same as last year, although some leaders will be unable to attend and we may not have as many climbing permits as last year. Stocks will be a new activity this year.

6 Sections, Activities and Camps Review

Please see Appendix 1 for the section reports (extract minutes from the leaders/all hands' meeting held on 28 January 2015).

Paul briefly made the following points:

- Dave is standing down as the section leader for Explorers as of September, however he will continue to run the Duke of Edinburgh award scheme and will continue to assist with Explorers. Neil thanked Dave for running Explorers over the last few years and for bringing the Duke of Edinburgh award to 5th Dartford, remarking Dave had done an extraordinary job.
- Tim offered to look through the circus skills equipment and identify what needs replacing (it was approved that up to £150 could be spent on new items). **Action:** Tim. Gary kindly offered to make a wooden crate to keep the circus equipment in. Neil thanked Gary on behalf of the group. **Action:** Gary.

- 5 replacement tents have been purchased in preparation for DartJam at a cost of approximately £330 each. Paul is looking for ground sheets to go with them at the moment.
- Paul has circulated training dates, there are new rules coming out concerning permits for both target shooting and archery (Paul is investigating).
- 4 Explorers have their young leader training this weekend.
- Archery sessions are being held on Tuesday evenings for the next 6-7 weeks leading up to the archery camp at Phasels Wood (a limited number of spaces are still available).
- St. George's Day Parade is on 26 April.
- Edinburgh Chase is 1 May.
- Phasels Wood Archery Competition is 8 to 10 May.
- JOTT is 9 May.
- DartJam is 22 to 25 May.
- Kent Air Scouts Air Camp is 12 to 14 June (5th Dartford are providing target shooting and archery).
- Duke of Edinburgh expedition is 26 to 28 June.
- Gilwell 24 is 10 to 12 July.
- Summer Camp at Ferny Croft is 25 July to 1 August.
- Bisley is 16 to 18 October.

7 Fundraising

Paul asked that each section organise one fundraising event before the summer holidays in aid of the New Hall fund. The event can be included within, or be outside of, section nights. Getting young members involved in the fundraising is key – sponsored silences, sponsored walks, old fashioned activities. Also engages parents and grandparents through their sponsorship. **Action:** All section leaders. At Darren's suggestion, Neil offered to prepare an 'open letter' which section leaders can hand out to parents. **Action:** Neil.

Karen thanked everyone involved in the carol singing, bag packing and teddy tombola at Sainsbury's in the run-up to Christmas. On 21 December 2014 we raised over £2,000 – our most successful day for fundraising yet.

Lyn has asked Sainsbury's for some more bag packing dates. We are also hoping to hold an Easter raffle in the store. While Sainsbury's have kindly donated some raffle prizes they have not yet been able to confirm any dates when we can visit the store.

Karen and Lyn still meet regularly and various grant applications are being prepared at the moment.

It was agreed that a notice board should be erected in the hall publicising recent donations, funds raised and fundraising social events. Lyn kindly offered to keep this updated.

The next Masons' Craft Fair is this Sunday, 8 March. Paul, Tim and Del kindly offered to attend between 10 am and 12 noon. Section leaders have been publicising this event and are hopeful that some young members will attend too.

World Jamboree - Paul mentioned that the 4 young members going to Japan have now raised sufficient funds to pay for their trip and are now fundraising for any additional costs they may incur. It was agreed that 5th Dartford should donate £500. **Action:** Maggie will prepare a cheque and Lesley will prepare a cover letter. Paul will let Lesley know who the letter should be addressed to.

8 Proposed purchase of minibus from Dartford Motors

Dartford Motors are no longer hiring out their minibuses and are selling off their stock from April (from £3,000 plus VAT each). It had been suggested that it might be worth purchasing a van for group use, with a view to partially recouping costs by hiring out the van to other Scout groups in the area.

The key points made are as follows:

- Paul mentioned that the insurance cover was more than he originally envisaged, as the premium for a minibus is much higher than for a van (a van is £450, while a minibus is £1,000 for third party, fire and theft or £1,250 for fully comprehensive).
- Paul mentioned that it is not possible to hire from local schools, other Scout groups hire out their vehicles a year in advance and the Kent Fleet no longer exists.
- Even if a minibus was purchased, one would not be sufficient in itself.
- It would be more cost-efficient to hire a minibus as and when required (the Sidcup Hire Company have two minibuses available).
- In the future the group may need to design camps differently (e.g. with increased use of public transport and/or on-site facilities).

On reflection, and after a full and honest discussion, it was decided not to go ahead with purchasing a minibus.

9 AOB

- Karen advised that the staircase was being installed by AKD Contracts on Friday 6 and Saturday 7 March. Paul mentioned that, on the Friday, he would ask the workmen to be careful of children arriving for their section nights and would ensure that all health and safety guidelines are followed. Neil thanked Karen for her perseverance.
- There is currently over £31,000 in the main account and John has suggested that some funds should be moved elsewhere. It was agreed that £10,000 be moved out of the Group account on the proviso that the funds can be accessed if required (i.e. not locked into the New Hall fund).
- Lyn mentioned that a good Science session had recently been held in the hall as part of a children's birthday party. There were 30 young children at the party but the organisers said they can easily cater for more. Lyn left the paperwork with Del for Wendy's consideration (in case of interest for a future Beavers' Christmas party).

- Gary mentioned that the 5th Dartford van is classified as a “goods vehicle” so far as speed limits are concerned and, therefore, the speeding limit is 60 mph. Gary offered to put a sticker on the dashboard reminding everyone of this. **Action:** Gary.
- Gary mentioned that it might be worth looking into switching gas and/or electricity suppliers. Neil said he would ask John to look into this. **Action:** Neil/John.
- Del asked that everyone park the van as far down as possible.
- Del also mentioned that the roof needs some attention. It was agreed that the next working party would be Sunday 29 March (between 9am and midday).
- Phil Hannah kindly donated an electronic digital board.
- Lynn thanked Neil for printing and stapling all the archery training materials, saying they looked very nice.
- Tim mentioned that the RNLI are visiting his section on 19 March and if anyone else wished to come down to the hall they would be very welcome. Tim thanked Sean for organising this.
- It was noted that the driveway is slippery and Neil offered to look into getting a quote for a relatively thin strip of tarmac to be layed along the bouldering wall.
- On 18 March a meeting is being held at Paul’s house to discuss dates, camps and celebrations to mark the 5th Dartford centenary. Paul said he would recirculate the email about this. **Action:** Paul.
- Maggie asked that no money be passed to her after Thursday night (5 March) as she was going on holiday. Maggie has passed the new cheque book to Paul for safekeeping in her absence.
- Paul asked that all applications for DartJam not yet submitted be passed to him (he also asked section leaders to encourage participation as much as possible).

10 Date for the next Executive Committee

The proposed date for the next Executive Committee meeting is Tuesday 12 May.

(The next leaders/all hands’ meeting is scheduled for Wednesday 22 April.)

Appendix 1 Section Reports

(extract minutes from the leaders/all hands' meeting held on 28 January 2015)

Edwards Beavers - 19 invested, 5 Bronze awards, Programme in place with a science day in February and Hobby Craft in July. With Matthew and Shay as young adult leaders.

Philpotts Beavers - 23 Invested, no issues with several Bronze awards scheduled for July

Peacock Beavers - 17 Invested, 2 linking to cubs, 2 new recruits, working on OS, Safety badges with 2 Bronze awards presented in December

Phillips Cubs - 25 Invested, programme in place visit to Tower Bridge and sleep over at the hall planned for March, working on the faith badge. 2 Silver Awards presented in December.

Leigh Cubs - 28 Invested, 3 linking to scouts, have taken the decision to stop intaking unless from the Beavers. 2 Silver awards presented, Programme in place with, Panto at Miskin Theatre, and ice skating. Requesting assistance from Explorers to help out during the section night.

Collins Pack - No report available

Burne Troop - 17 Invested with 2 linking, 2 Gold awards (Nathan, Matthew) presented in December. Full programme to Easter. Clive, Shaun and Matt assisting.

Earley Troop - 27 Invested, 3 linking. 4 Gold awards presented in December. Full programme until Easter. Dee know working with Jason with two Explorers as Young Leaders providing help, Chris has taken a few break to due to a new addition to the family :-)

Johnston Explorers - 22 Invested, 9 interested in the Young Leaders Scheme, carrying on with D of E, full programme until Easter, working on the community activity badge.

Appendix 2 Diary Dates

Craft Fair - 8 March

Meeting at Paul's house to discuss plans for the centenary - 18 March

RNLI visiting the Scout Hall (all welcome) - 19 March

Working party - 29 March (between 9am and midday)

Next leaders/all hands' meeting - 22 April

St. George's Day Parade - 26 April

Edinburgh Chase - 1 May

Phasels Wood Archery Competition - 8 to 10 May

JOTT - 9 May

Next Executive Committee meeting - 12 May

DartJam - 22 to 25 May

AGM - Sunday 7 June (to be confirmed)

Air Camp - 12 to 14 June

Duke of Edinburgh expedition - 26 to 28 June

Gilwell 24 - 10 to 12 July

Summer Camp - 25 July to 1 August

Bisley - 16 to 18 October

Appendix 3 Summary of Actions

All Section Leaders to organise one fundraising event before the summer holidays.

Bev to speak to Lynn about Gift Aid.

Gary to make a wooden crate to keep the circus equipment in.

Gary to put a sticker on the van's dashboard reminding everyone that the speeding limit is 60 mph.

John to move £10,000 out of the group account into a fund that can be accessed if required (i.e. not locked into the new hall fund).

John to move the £1,510 received from Sainsbury's to the new hall fund (it is currently sitting in the group account).

Lesley to prepare a cover letter for the World Jamboree donation.

Lyn to keep updated a notice board to be erected in the hall publicising recent donations, funds raised and fundraising social events. ***[Neil, I don't think it was agreed who would erect the notice board]***

Lyn to look into the new Scout hall being built at Stone.

Maggie to prepare a cheque for £500 in respect of the World Jamboree.

Neil to (i) check the Charity Commission's website to see if there is a legal requirement to hold an AGM by a certain date; and (ii) check whether the Scout Association provides any guidance on this.

Neil to ask John if, going forward, he can prepare income and expenditure reports for the new hall fund as well as the group account.

Neil to ask John to look into the possibility of switching gas and/or electricity suppliers.

Neil to confirm with Bev that everything is in hand concerning Delia's bank mandate form.

Neil to finalise the plans and budgets for the new hall.

Neil to get a quote for someone to put some tarmac along the bouldering wall.

Neil to prepare an 'open letter' to parents about fundraising which section leaders can hand out.

Paul to get the receipt for the amplifier from John and follow-up with the retailer concerned.

Paul to let Lesley who know the cover letter for the World Jamboree donation should be addressed to.

Paul to purchase a fan heater (for around £20) to try and help distribute the heat from the new radiators.

Paul to recirculate the email about the centenary meeting on 18 March.

Paul to speak to Michael's Bridal Fabrics about scarves.

Tim to look through the circus skills equipment and identify what needs replacing (and spend up to £150 on new equipment).