

Minutes of the Executive Committee Meeting

Held on 12 October 2015 at the Scout House, Broomfield Road

Present:

Neil Young (Chair)	Dave Monteith
Lesley Bauckham	Darren Enever
Lyn Medcalf	Tim Roscoe
Paul Jarrett	Karen Hannah
John McLoughlin	John Chuter
Paul Boreham	Chris Pike
Shea Gardner	Matt Bauckham
Wendy Hurd	Maggie Lilleycrop
Del Hurd	

1 Apologies for absence

Apologies for absence were received from Gary Missions, Lynn Missions, Delia Davidson, Pauline Butler, Jason O'Brien, Sean Hodder, Russ Ketley, Stuart Watts, Jim Lilleycrop, Tracy Gardner, Darren Watts, Phil Wells and Phil Hannah

2 Minutes from previous meetings

The minutes of the Executive Committee Meeting on 12 May 2015 and the AGM on 7 June 2015 were approved.

3 Outstanding actions from previous meetings

- Paul Jarrett, has agree to take over control of Disclosure and Barring Service (DBS) checks (formerly CRB checks) going forward. It was noted that Paul has prior experience of carrying out such checks and that the group will benefit from him being "independent" of the sections.
- Paul Boreham has yet to speak to Michael's Bridal Fabrics about the fabric for the centenary scarves. It was agreed that, while the scarf should be salmon pink, the exact colour chosen should be at Paul's discretion. **Action:** Paul.¹
- Stores have had a good sort out and a lot of unwanted equipment has been thrown away. In order to keep Stores tidy, leaders were asked to supervise children when they are putting equipment away.

¹ Once the fabric has been sourced, Pauline Butler has previously offered to speak to her friend about making the centenary scarves.

- The climbing wall at Dartford Festival was co-funded 50/50 with District. We covered our costs, earned a lot of goodwill, it was great publicity for the group and we won the Chairman's Shield (for best stall at the Festival).

4 Income and expenditure

Income and expenditure reports were circulated and the following points were made:

- The subs seem low for some sections.
 - It was noted that the subs for Collins Cubs are now coming in on a regular basis.
 - Maggie also mentioned that she was keeping track of subs received and that she was sharing that information with Neil and Paul on a monthly basis. Neil reiterated that **ALL subs for EVERY section should be given to Maggie before the 7th monthly**, to protect Maggie from having too much cash at any one time and to ensure the cash is covered by our insurance.
- It is not clear whether camps are making a profit or not.
 - For the last 18 months or so camp accounts have been submitted (by the relevant section leader) after every camp.
 - Lyn looks after these statements on behalf of the group and Bev reviews them periodically.
 - Neil said that he was happy for these statements to be made available and that he would ask Lyn to circulate them before the next Executive Committee meeting. **Action:** Lyn.

John made the following points:

- The September subs have not been included in the accounts.
- He recently transferred £1,750 from the group account to the New Hall Fund, made up as follows: £500 (possibly from BT), £1,000 (from Lloyds) and £2,500 (from District).

John handed out section books in readiness for the half year review. John will be happy to provide guidance to any leaders who are unsure how to set out their accounts.

5 Sections, activities and camps review

- Paul referred to the section reports given at the leaders/all hands' meeting on 2 September (see Appendix 1).
- It was with regret that Paul advised that both Maggie and her assistant Debbie Prescott had expressed their intention to retire from running Peacock Beavers, although they would be carrying on until July next year. Paul thanked Maggie and Debbie for their tremendous contribution over the years.
- Maggie mentioned that Jim would be "carrying on as usual" and that she would be happy to continue with the banking and could still help out occasionally.

- Paul welcomed Shea and Matt to the Executive Committee (this being their first meeting) and thanked them for taking on Edwards Beavers.
- Paul also welcomed Chris Pike who was attending his first meeting, representing Medcalf Troop in Delia's absence. (It was noted that Medcalf Troop now had 8 members and that all was going well.)
- Paul mentioned that, in order to qualify for an archery permit, it was now necessary to have a certificate from both a national body and the Scout Association.
- It is Bisley Camp this weekend (i.e. 16 to 18 October).
- The next Craft Fair is being held on 1 November. Any monies raised will, on this occasion, be split three ways to include the Air Cadets. If anyone is able to attend please let Paul know. **Action:** All.
- Remembrance Parade is 9 November.
- There is a young leaders' course scheduled for 14 November.
- There are still spaces available on the first aid course scheduled for 21 November, with further courses planned for next year.
- Del mentioned he had a climbing assessment coming up.
- Birthday celebrations
 - Lyn mentioned that Alan Pooley will be taking the service again this year.
 - The Beavers will be having a party in the 5th Dartford Scout Hall.
 - Subject to availability, the Cubs will be having a party in the 9th Dartford Scout Hall (with pizzas being delivered again this year). Paul mentioned he had emailed 9th Dartford but not yet heard back. **Action:** Paul to follow up.
 - The Scouts and Explorers will be going to "Jump Giants" in Thurrock, at a total cost of £19 each (parents will be asked to contribute £10 per child, the Group will pay the remainder).
- Phil Hannah is organising Boxing Day football this year. **Action:** Phil.
- Winter Camp is scheduled for 8-10 January 2016.

6 AGM review

Feedback was as follows:

It was a good day, everybody enjoyed themselves, the Deputy Mayor was especially impressed with our facilities and our volunteering efforts, there were no negatives, there were sufficient leaders to provide activities and there was additional help from some of the parents (with special mention for a new couple from Edwards Beavers who ran one of the stalls and should be encouraged to continue to assist).

7 Any other business

- Edwards Beavers and Medcalf Troop need cupboards. It was noted that there should be more space once the climbing equipment has been moved.

- Neil commented that Dave Monteith has effectively dropped off of the Exec Committee, as he is no longer a section leader. He was pleased to see that Dave had still attended and he asked the Committee to vote to confirm Dave as a member of the Exec Committee going forwards, which was carried unanimously.
- It was agreed that £330 should be spent on new archery equipment, as detailed in an email from Lynn to Neil in advance of the meeting.
- It was also agreed that £276 should be spent on target shooting equipment (largely indoor pellet spinners), as requested by Gary.
- Paul Jarrett raised the concern that some badges were being discontinued and new ones introduced. He was given an assurance that all existing badge work would still count towards Chief Scout awards etc.
- It was noted that the timer on the heater has broken and the gas certificate is due for renewal. Paul said he would take care of both of these. **Action:** Paul.
- It was confirmed that Maggie has standing Committee approval to purchase whatever cleaning materials/goods from Bookers she considers appropriate.

7.1 Climbing wall

Dave said the groundworks would take place as soon as possible. It was agreed that £50 should be spent on Cuprinol (or a similar product) to reproof the decking and that up to £650 be spent on installing permanent lighting.

So far as hiring out the climbing wall is concerned, it was agreed that:

- Climbing sessions should not start before 7pm (to allow leaders time to get there and set everything up).
- Timings should be at our convenience, with sessions most typically ending at 9pm.
- The hire charge should change to £5 per head, with a minimum donation of £50.

Paul said he would speak to Keith about this, as he looks after the bookings for the climbing wall. **Action:** Paul.

7.2 Capitation

The Scout Association has recently increased capitation from £35.75 to £43.75 (a 17% increase), although adults (i.e. anyone 18+) will no longer be required to pay capitation.

It was agreed that Neil would write a letter to parents explaining what capitation is and how its increase may result in subs having to be increased in the New Year.

In the letter it is worth noting that (i) there has been no increase in subs since September 2008 (when the monthly fee increased from £8 to £10); and (ii) despite offering facilities that many other groups do not have, 5th Dartford is the cheapest Scout group in the area (other groups charge between £12 and £15 per month). There will be a tear off slip at the bottom of the letter in case parents want to provide any feedback. **Action:** Neil.

While on the subject of income, it was also noted that

- perhaps a percentage of subs paid could go towards the New Hall Fund; and

- money is not currently being spent on maintaining a hall, but that will not always be the case.

7.3 Bank account mandates

Neil circulated a list of bank account signatories and the following was noted:

- Kay O'Brien is now on the mandate form.
- Tim's mandate had not been processed previously as some supporting ID (possibly for Matt Parry) had been missing.
- Earley Troop and Medcalf Troop were showing the same account number - this was obviously an oversight and Neil will mention it to Bev. **Action:** Neil.
- Julie Brittle should be a signatory as well as Wendy.

New mandate forms:

- For Edwards Beavers, Shea was given a mandate form to be signed by him and Matt.
- For Burne Troop, Tim was given a mandate form to be signed by him and Clive.
- For Medcalf Troop, Chris was given a mandate form to be signed by him and Delia, but it has since transpired that Nat West now require new accounts to be opened initially over the telephone and details have been given to Delia and Paul Boreham. **Action:** Paul/Delia
- For Johnston Explorers, Paul will pass the new mandate form to Jason, to be signed by him and Sean.

Neil mentioned that those leaders who are not NatWest bank account holders will be required to provide proof of identification.

Neil asked that leaders return the completed paperwork to him (through the door of 56 West Hill Drive) when ready. He will then liaise directly with Bev. **Action:** Shea, Tim, Delia, Jason and Neil.

It was noted that a standing order needed to be set up for Medcalf Troop so that they could receive their section budget. **Action:** John to set up, once the account is open.

Medcalf Troop may also be eligible for a section start up grant from HQ, which will cover the cost of a new flag. **Action:** Paul to look into this.

7.4 Gift Aid money

The group has recently received just over £2,100 of Gift Aid from HM Revenue and Customs. It was agreed that John should put this money into a savings account (i.e. not the New Hall Fund) where it can be accessed (possibly to subsidise the centenary celebrations) if required. **Action:** John.

7.5 New Hall drawings

Macdonald Design has prepared artist's impressions of the new hall and floor plans. Unfortunately they prepared the plans based on an incorrect budget and are currently revising them (free of charge).

Neil commented that Macdonald Design had some interesting areas including using the existing climbing wall as an internal climbing wall and having underground parking.

Neil said the revised plans would be discussed “at length” at the next Executive Committee meeting. Subsequently, Neil has circulated the plans by email and has fed back all comments to Macdonald Design.

7.6 Photography

Matt mentioned that he is keen to act as the 5th Dartford photographer, so please let him know of any forthcoming events/activities you would like covered for the website and, when work permits, he will come along.

Neil mentioned that he is working with Matt to produce some ‘photo consent cards’ which can be handed out to parents at public events, reassuring them that Matt is taking “official” photographs and, at the same time, publicising the 5th Dartford website.

8 Date of next Executive Committee Meeting

The proposed date for the next Executive Committee meeting is Tuesday 24 November.

Appendix 1

Section reports and activities

*(Extract from the minutes of the leaders/all hands' meeting
held on 2 September 2015)*

- **Philpott Beavers:** 24 members, some new boys, Wendy still has a waiting list, no problems, sufficient leaders.
- **Peacock Beavers:** same number as before the summer (low in members), Debbie still comes down, Explorers still helping out.
- **Edwards Beavers:** 24 members, programme in place.
- **Phillips Cubs:** 9 leaving (moving up to Scouts), left with 15 members. A couple of Beavers are moving up soon.
- **Collins Cubs:** approximately 26 members, Darren has someone collecting subs but could do with some more leaders.
- **Leigh Cubs:** approximately 25 members (a few are going up soon), the leaders are meeting shortly to put together the programme up to Christmas, usual adult leaders plus Becky, George and someone working towards their Duke of Edinburgh award.
- **Medcalf Scouts:** 10 members (9 Cubs plus one new member), programme ready, Sophie will be handling subs.
- **Burne Scouts:** 17 members, Clive and Sean have been invested, one Explorer (Chris) helping out.
- **Earley Scouts:** 26 members, one Chief Scout Gold award, one moving up to Explorers, two Explorers helping out, all subs up-to-date.
- **Johnston Explorers:** approximately 25 members (22 of whom of invested).

Karen offered to see whether Dartford Grammar School has any students doing their Duke of Edinburgh award who might wish to volunteer with 5th Dartford (it was noted they would be covered by our insurance). **Action:** Karen.

All sections confirmed they had sufficient budget to run their programmes.

- **Archery:** Lynn mentioned that she would like to sell some of the limbs we currently have and, with the money raised, purchase some lower poundage limbs instead. Paul said he was confident this would not be a problem and offered to raise this at the next Executive Committee meeting. **Action:** Lynn
- **Climbing:** Paul mentioned that, just before the summer break, a climbing instructors' evening was held down the Scout Hall which 12 people attended, so there should be some new climbing instructors qualifying soon. (Keith has a list of people who wish to be climbing instructors and is ensuring they are being invited to the relevant training sessions.) Ice climbing permits are due for renewal this month.

Appendix 2 Action List

All leaders to let Matt know if they require a photographer for any events/activities.

All leaders to let Paul know if they can attend the next Craft Fair on 1 November.

All leaders to prepare section books in readiness for the half year review.

Delia/Paul to organise a bank account for Medcalf Troop, initially by telephone.

Jason to organise the new mandate form for Johnston Explorers.

John to pay the £2,100 Gift Aid money into a savings account.

Matt to design photo consent cards (which Neil has kindly offered to print).

Neil to ask Bev to add Julie Brittle as a signatory for Philpott Beavers.

Lyn to circulate the camp statements submitted to date in advance of the next Executive Committee meeting.

Neil to speak to Bev about Earley Troop and Medcalf Troops having the same account number on the list of bank account signatories.

John to speak to Bev about setting up a standing order for Medcalf Troop once the account is open (so they can receive their section budget).

Neil to write a letter to parents explaining what capitation is and how its increase may affect the price of subs in the New Year.

Paul to arrange for the timer on the heater to be mended and for the gas certificate to be renewed.

Paul to follow up with 9th Dartford about using their Scout Hall for our birthday celebrations.

Paul to look into whether Medcalf Troop is eligible for a section start up grant from HQ.

Paul to pass the new mandate form for Johnston Explorers to Jason.

Paul to speak to Keith about the new guidelines for hiring out the climbing wall.

Paul to speak to Michael's Bridal Fabrics about the fabric for the centenary scarves.

Phil to organise Boxing Day football.

Shea to organise the new mandate form for Edwards Beavers.

Tim to organise the new mandate form for Burne Troop.