

Minutes of the Executive Committee Meeting

Held on 9 February 2016 at the 5th Dartford Scout Hall

Present:

Neil Young (Chair)	Del Hurd
Avtar Sandhu	Jim Lilleycrop
Paul Boreham	John Chuter
Delia Davidson	Maggie Lilleycrop
Gary Missions	Jason O'Brien
Lynn Missions	Karen Hannah
Tim Roscoe	Darren Enever
Lesley Bauckham	Dave Monteith
John McLoughlin	Darren Watts
Phil Wells	

At the beginning of the meeting Neil welcomed Councillor and former Mayor of Dartford Avtar Sandhu as a new member of the Executive Committee.

1 Apologies for absence

Apologies for absence were received from Wendy Hurd, Lyn Medcalf, Sean Hodder, Phil Hannah and Paul Jarrett.

2 Minutes from previous meetings

The minutes of the Executive Committee Meeting on 12 October 2015 were approved.

3 Outstanding actions from previous meetings

Carried over to next month's Executive Committee meeting.

4 Income and expenditure

John had prepared income and expenditure reports which Neil is going to circulate by email. **Action:** John to email the reports to Neil for circulating.

It was noted that subs are generally being paid in on time.

All the books have been audited since the last meeting with the exception of one (Collins Pack). **Action.** Darren to get Collins packs books to John VERY urgently.

As agreed previously:

- John has transferred £10,000 from the group account into a savings account (not the New Hall Fund account).
- £1,750 (£500 from BT, £1,000 from Lloyds and £2,500 from District) has been moved from the group account to the new hall fund.

There is currently £120,995.30 in the new hall fund, approximately £23,000 in the group account and approximately £4,800 in the Post Office account.

Some leaders have received letters from NatWest saying they are proposing to change statement dates. John said he was comfortable with the change and that no further action was required.

Medcalf Troop now has a bank account and cheque book but has so far been self-financing. Section budgets were paid at the end of January, but as no standing order is in place yet for Medcalf Troop, John said he would write Delia a cheque after the meeting. Paul offered to pass the bank account details to John so that a standing order could be set up. **Action:** Paul. Delia mentioned that the new Section's start-up budget has not yet been received from District.

5 Sections, activities and camps review

5.1 Section reports

Section leaders were asked to submit section reports in advance of the leaders/all hands' meeting held on 2 February. These are set out in Appendix 1.

5.2 Census and capitation

For the first time, the Scouts Association are billing for youth members only and not adult members/volunteers – which worked out £10 in our favour! The capitation bill for this year is £7,962.50 (compared to £7,972.25 last year). The Group has increased by 11 youth members and 1 adult. Total membership is 223 at the end of January 2016.

5.3 District GSLs meeting

Paul recently attended a District GSLs meeting and fed back the following:

- 5th Dartford is by far the largest Scout group in the area, so thank you to everyone involved for making it the success it is (especially in light of the recent new sections and change around of leaders). In particular Explorers is a “raging success” compared to other groups in the District. Neil added his thanks saying “we must be doing something right, they’re not coming for the indoor facilities!”
- Both the Training Manager and Peter MacLean (Administrator and Appointments Secretary) have resigned, citing frustration with Compass as the reason for their departure. District is also looking for someone to manage Scout House.
- Compass is now back on-line but with limited functionality, i.e. it will only hold adult records and be used for CRB checks for the foreseeable future.
- Neil thanked Paul Jarrett for taking on responsibility for CRB checks on behalf of the group, especially given the “ridiculously arduous” system involved and the fact that family camp is coming up.
- Paul is organising first aid training (see AOB below).

- Only certain (and generally the wrong) leaders were invited to the recent Cubs Centenary Tea Party. Paul is going to speak to District to find out what distribution list was used and how the event was communicated, to try and avoid this happening in the future. **Action:** Paul.
- The Scout Group Development Plan toolkit was worked through at the recent leaders/all hands' meeting. Paul thanked everyone for their input on the night (please see the minutes of that meeting for more information).
- Paul has asked District to run workshops for the group around "flexible resourcing" and "parental engagement" (the areas for which we need support as identified in the development plan).

5.4 Activities and camps

- Easter Camp, Thriftwood, 25 - 27 March
- St. George's Day Parade, 24 April (marching from the hall to the park)
- Edinburgh Chase, 6 May
- Archery Camp, Phasel Wood, 6 - 8 May 2016
- JOTT, 14 May
- Family Camp, Thriftwood, 27 - 30 May
- Cubs District Camp, venue to be confirmed, 3 - 5 June
- Summer Camp, Broadstone Warren (not Gravelines due to the current security risks in Northern France), 30 July - 6 August

6 Fundraising, New Hall

- Applications have recently been submitted to:
 - Sport For All (we should hear back in April, if our application is unsuccessful they will give us feedback and allow us to reapply)
 - Kent Community Fund (for tentage)
 - Bernard Sunley (held back from last year as no plans available)
 - Weston Garfield (reapplied, now we have plans)
 - Dartford Council
- Preparations have started for an application to the Lottery.
- John McLoughlin mentioned a few banks and stores in Dartford had the 'little discs' supporting local charities and he was trying to get some support for the new hall fund this way. He has also applied for Amazon community funding (using Neil as the contact point).
- Nearly all the money being raised currently is from "inside the room" (e.g. Lloyds, BT, Linklaters) – getting the parents and children involved in fundraising is key:
 - "As Lyn would say, it's all about speaking to parents"

- Invite parents along to see their children doing something
- Often parents have younger children with them to care for
- Increasingly leaders' children are moving on, there needs to be new faces every few years
- It may be worth considering whether there should be another committee supporting leaders and the Executive Committee
- Tim mentioned that Family Camp is a good opportunity to involve parents (110 people, including parents, have registered already)
- Dave is running the London Marathon this year, with 50% of the funds raised going to the Multiple Sclerosis Society and the other 50% going to the 5th Dartford New Hall Fund. Neil proposed that all of the sections support Dave's fundraising by organising a fundraising event of their own for each individual section.
 - It was further suggested that each section could organise its own fundraising event around the Marathon theme (e.g. walking, running, cycling, lines of coins), linking to Dave's run
 - It may be possible for the Group to run such "events" en masse in Dartford Park, following the St. George's Day parade, which coincides with the London Marathon. Avtar kindly offered to make enquiries about whether it would be possible for us to use Dartford Harriers' facilities, or to provide appropriate contact details for the Harriers. **Action:** Avtar).
 - There could be a competition for the most original fundraising idea (as opposed to the largest amount raised)
 - Encourage children to fundraise themselves
 - Vital to encourage parents – emphasise that if we do not get the money to build a New Hall, before the current Hall becomes unfit for use, then 5th Dartford could be forced to close
 - Section leaders were asked to let Neil know what they have organised – he will then prepare another "view from the chair" publicising Dave's Marathon run and the associated fundraising events
- Avtar mentioned he would like to nominate 5th Dartford as one of the local charities that benefit from donations from his local networking event, Dawn Over Dartford (a good network to be part of and excellent publicity). Neil thanked Avtar on behalf of the group and confirmed that he would be happy to attend their next meeting.
- Karen mentioned the £10,000 pledged by Jeremy Kite if he was re-elected – not least as the new hall is meant as a facility for the local community generally and not just Scout groups. Neil mentioned he had already requested a meeting to enquire how Jeremy might be able to help us reach our end goal. **Action:** Neil.
- It is hoped that 5th Dartford can be one of the Mayor's charities of the year. Avtar offered to have a 'quiet word' with John Burrell, Deputy Mayor about this. **Action:** Avtar.

7 Any other business

- Avtar thanked everyone for their kind invitation to join the Executive Committee, he said it was very interesting to see what everybody does and the risks involved.
- Maggie mentioned that Neil has kindly offered to prepare some flyers asking parents for help to run Peacock Beavers (parents have not yet been notified of Maggie's retirement). **Action:** Neil.
- Tim mentioned that his Scouts recently designed a banner advertising Burne Troop and Neil kindly offered to have the banner made up. **Action:** Neil.
- Gary has designed a fold-up pellet catcher, for which a local sheet metal manufacturer (sourced by Lynn) has offered to provide the sheet metal cut to shape at cost. The fold-up design will be easier to store and they will be suitable for taking to camps. Tim mentioned that his father, a retired sheet metal worker, would be happy to construct the pellet catchers (Avtar mentioned he also had contacts in the sheet metal industry if needed). The Executive Committee approved the additional £50 required. Neil thanked Lynn and Gary for organising this and Tim for volunteering his father's assistance.
- Lynn requested extra budget for the archery camp in May, as the supplier there normally does good deals on equipment. The Executive Committee approved £100 which Lynn said was "more than sufficient, but handy in case she sees a bargain".
- Maggie and Lynn have been looking into 'fun arrows' for Beavers, which they feel would be a "nice introduction to archery" for younger members (dependent upon being able to modify the arrows). **Action:** Maggie will report back at the next Executive Committee meeting.
- Delia mentioned that the new badge system is "somewhat harder" than the old system, Darren also commented that he was finding moving boys from the old to the new badge system "challenging"..
- Delia currently has one disruptive Scout. As the boy's father is very supportive of Scouting it was suggested he may be willing to assist on a 1:1 basis. Delia is currently 'checking in and checking out' with the boy's parents each section meeting. Paul said he was available any time if Delia wished to discuss the matter further with him.
- Delia requested £373 in order to purchase a flag for Medcalf Troop which was approved. The Exec Committee also approved £30 as a maximum for Delia to buy a larger notice board for her Section, for the Hall.
- Del (on Wendy's behalf) asked that leaders promote the Centenary badge competition as only a few entries have been received so far. John McLoughlin mentioned that Leigh Cubs were planning a section night around this.
- Maggie requested £20 in order to purchase foam balls for group use, which was approved by the Executive Committee.
- Lynn mentioned she was still waiting for gift aid forms from Collins Pack (and wants to hand all the paperwork to Bev in one go). **Action:** Darren.

- Jason asked whether it was possible to have a list of those Explorers who have not yet completed gift aid forms; Lynn said she would try and provide such information, but ideally leaders should hand out gift aid forms when members first join. **Action:** Lynn.
- Dave asked for £90 (plus delivery) in order to purchase four fire extinguishers for the Scout hall (two water and two CO2 gas), which was approved by the Executive Committee. Dave said he would check how long the extinguishers lasted and what maintenance (if any) was involved prior to purchase.
- The lowering of the driveway (so that the climbing harness stand can be positioned at the base of the climbing wall) is a large job and will need to form part of the next working party scheduled for Saturday 12 March. Maggie mentioned that the roof is leaking in the Ladies' toilet and finding a way of stemming that leak would be part of the working party too.
- Karen commented that the field kitchen cooker is in a bad way and potentially dangerous – it's largely a matter of manpower, not money, as it should be possible to refurbish the cooker rather than replace it. Neil asked Dave to let him know at the next Executive Committee meeting if any costs were incurred. **Action:** Dave.
- We have been asked to support Stride 4 Life on 10 July (a Charity Day at Darent Valley Hospital with all proceeds going to the Hospital's Cancer Fighting Fund) by providing Scouts and Explorers as car park stewards. Paul is going to speak to the relevant section leaders about this. **Action:** Paul.
- 24 leaders require first aid training so Paul is proposing that training be provided over three Saturdays with 8 people attending each session. The approximate cost of each session is £300. It was agreed that, if District is unable to organise such training in the near future, we should arrange a one day course ourselves, to ensure there are sufficient first aiders to meet the Scout Association's minimum requirements.

8 Date of next Executive Committee Meeting

The next Executive Committee meeting is scheduled for Tuesday 22 March.

Appendix 1 - Section Reports

Section	Response received from	Number of members, as well as joiners and leavers	Main badges/ programme highlights	Leadership status	Help needed
Philpott Beavers	Wendy	For the first time in years I do not have a full colony. I currently have 18 Beavers, having had 8 move up to Collins Pack just before Christmas and the next names on my register of interest are not 6 years old until February.	We had 10 Beavers achieve their Bronze Award, the last under the old badge system in November. Currently working on Air Activities Stage One.	Still all my fairly regular band of helpers i.e. Julie, Del, Oliver, Ashley, Lily & Molly, so still okay at the moment. They all did a magnificent job of keeping the colony going for me throughout November and December whilst I was laid up with a slipped disc. The only event we had to cancel was the Carol Singing at Crayford Sainsbury's due to lack of Leaders.	-
Peacock Beavers	Maggie	14 boys List of interest but none of age yet 3 linking to Cubs soon	Badge work continuing 3 Beaver Bronze Awards Attending Food with Fun (District)	3 Explorers, 1 Scout helping	-
Edwards Beavers	Shea	We currently have 13 Beavers invested and 1 girl to be invested within the next couple of weeks.	We have completed the Safety Badge and almost completed the Creative Badge in conjunction with the Teamwork Badge.	-	-

Section	Response received from	Number of members, as well as joiners and leavers	Main badges/ programme highlights	Leadership status	Help needed
Phillips Cubs	Tracy	Phillips Pack has 13 invested Cubs with 4 linking Beavers and one girl new to Scouting to be invested.	We have visited Pets at Home, working towards the Animal Carer Badge, completed the Science Badge and are currently working towards the International Badge that James O'Brien is taking charge of. We have a Bluewater quiz coming up in the near future along with a proposed visit to Gravesend Police Station (awaiting confirmation) and a visit from Tesco Farm to Fork.	-	-
Collins Cubs					

Section	Response received from	Number of members, as well as joiners and leavers	Main badges/ programme highlights	Leadership status	Help needed
Leigh Cubs	John	We have 22 Cubs and 2 are linking	<p>2015: puppet making and putting on a show, outdoor cooking, firework party, roller disco, birthday parade and party, panto at the Miskin Theatre.</p> <p>2016: Fitness Challenge/healthy eating, Morse Code (run by young leaders), pancake making and designing individual tee shirts.</p> <p>5 boys for Silver Award in March.</p> <p>We have a very nice group of boys, with more coming through from Beavers, and have had a very successful year.</p>	<p>3 adult leaders</p> <p>3 young leaders and helper for refreshments</p>	<p>We no longer need help as all's well and we have excellent helpers</p>

Section	Response received from	Number of members, as well as joiners and leavers	Main badges/ programme highlights	Leadership status	Help needed
Medcalf Scouts	Delia	We currently have 13 invested Scouts, 3 of whom are new to Scouting; two came via the website, and one is a friend of James (this enabled James to earn his 'Scout Mate' Badge). We also have 1 young man who is on week one of his taster sessions; he too has come along on a recommendation after moving to the area. There are two girls in our Troop.	<p>The majority of Medcalf Troop are working on the new badge system, and have earned one of their Challenge badges, and have started several others. The only exceptions have been Samuel and James.</p> <p>Samuel has completed all the Challenge badges on the old system, and is set to receive his Gold award on 4 June. Wayne is due to present him with his badge shortly.</p> <p>This achievement has motivated the Troop as they have seen what can be achieved with hard work and effort. James only needs to earn his Outdoor Plus on the old system and, he too, will gain this Gold Award.</p>	Medcalf's leadership team consists of Delia, Chris as Assistant Scout Leader and Graham is coming down each week to assist. Sophie is also coming down each week to collect subs.	At the present time, they do not have any Explorer assistance.

Section	Response received from	Number of members, as well as joiners and leavers	Main badges/ programme highlights	Leadership status	Help needed
Medcalf Scouts (cond.)			<p>In addition to working on our Challenge badges, we are also working towards gaining the Camper Badge, and look to take the Scouts on a night away during the warmer months.</p> <p>Sadly, one of the Scouts has been quite disruptive since he joined last year, and I have had to speak with his father because his actions have caused other Scouts to miss out on being signed off on certain tasks.</p> <p>Over the next few months, I am looking to do archery, shooting and climbing with Medcalf Troop.</p>		
Burne Scouts	Tim	18 Scouts including 4 linking Cubs 2 off to Explorers	Christmas Trees Shortbread Camp Fire 2 Gold Awards	Sean and Clive not available in first 3 weeks of February. Del helping.	Any DofE

Section	Response received from	Number of members, as well as joiners and leavers	Main badges/ programme highlights	Leadership status	Help needed
Earley Scouts	Paul	26 members 5 new Cubs 2 investitures from direct recruitment	Winter programme running One parent complaint concerning no Scouts during Winter Camp.	Dave as assistant leader, regularly assisted by Gary Tuffee, occasional requests Kevin Wells to help and it is good when Jack/Tom can attend. Kerry collecting subs at the beginning of the month.	-
Johnston Explorers	Jason	20 currently invested young members. 4 left, 2 for scholastic reasons, 1 decided it wasn't for him and one on health grounds. 8 new (not yet invested): 2 Burne, 1 Earley, 1 guiding and 4 from Sutton-at-Hone.	1 completed Young Leader belt, which will be presented by District once she's an adult. 1 completed Chief Scout Platinum award, awaiting response from District as to when they will award. 6/7 members actively working on the YL programme including placements and completing training. A couple have completed DofE Bronze – eventually... we have two members that have done the Silver at school Several members expected to complete Platinum award and YL this year.	Whilst Matt was enthusiastic about staying with the unit as an adult leader, his shift times have not permitted this to come to fruition and thus Matt has confirmed he will be unable assist.	We could certainly use extra support to help keep some of the more energetic members focussed, once a month or rotated would be fine. Jim continues to support the unit with the subs. Sean is bringing good ideas. Sean is on a course until 19 February, so any help welcome.

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Johnston Explorers (cond.)			<p>Formed a programme planning team of 7 YLs, who met with Sean and I for Chinese last Wednesday, which was both enjoyable and productive.</p> <p>Forward programme will include the YLs running a night each themed on elements from the Explorer IEV list.</p> <p>Upcoming items include District Monopoly run, paintball day, climbing, Edinburgh Chase, Emergency Aid and target competition. We've written to Cambria for sailing morning, but no reply yet.</p>		

Appendix 2 Action List

Minutes of the Executive Committee Meeting

Held on 9 February 2016 at the 5th Dartford Scout Hall

Avtar to enquire about 5th Dartford using the Dartford Harriers' facilities, or to provide a good contact for us to use for that enquiry, on St. George's Day.

Avtar to speak to John Burrell (Deputy Mayor) about the possibility of 5th Dartford being one of the Mayor's charities this year.

Darren to provide Collins Books to John Chuter urgently

Darren to provide Lynn with the gift aid forms for Collins Pack.

Dave to let Neil know at the next Executive Committee meeting whether or not any costs were incurred in connection with refurbishing the cooker.

John to email the income and expenditure reports to Neil for circulating.

Lynn to see whether she has a list of Explorers who have not yet completed gift aid forms.

Maggie to look into 'fun arrows' for Beavers and report back at the next Executive Committee Meeting.

Neil to arrange a meeting with Jeremy Kite.

Neil to prepare some flyers for Peacock Beavers.

Neil to produce a banner designed by members of Burne Troop.

Paul to pass Medcalf Troop's banking details to John so that a standing order can be set up for their section budgets going forward.

Paul to speak to District about what distribution list was used for the Centenary Tea Party and how the event was communicated.

Paul to speak to Scout and Explorer leaders about supporting the Stride 4 Life Charity Day.

Appendix 3 Diary Dates

Next working party: 12 March

Next Executive Committee meeting: 22 March

Easter Camp, Thriftwood: 25 - 27 March

St. George's Day Parade / Dave running the London Marathon: 24 April

Edinburgh Chase: 6 May

Archery Camp, Phasel Wood: 6 - 8 May 2016

JOTT: 14 May

Family Camp, Thriftwood: 27 - 30 May

Cubs District Camp, venue to be confirmed: 3 - 5 June

Stride 4 Life: 10 July

Summer Camp, Broadstone Warren: 30 July - 6 August