

## Minutes of the Executive Committee Meeting

Held on 6 April 2016 at the Scout House, Broomhill Road

### Present:

Neil Young (Chair)	Avtar Sandhu
Paul Boreham	Kay O'Brien
Lesley Bauckham	Jason O'Brien
John McLoughlin	Shea Gardner
Wendy Hurd	Tim Roscoe
Del Hurd	Pauline Butler
Lynn Missions	Maggie Lilleycrop
Gary Missions	John Chuter
Jim Lilleycrop	Sean Hodder
Dave Monteith	Darren Watts
Phil Wells	Darren Enever

### 1 Apologies for absence

Apologies for absence were received from Lyn Medcalf, Delia Davidson, Tracy Gardner, Karen Hannah, Phil Hannah, Stu Watts, Vicky Watts and Paul Jarrett.

### 2 Minutes from the previous meeting

The minutes of the Executive Committee Meeting on 9 February 2016 were approved.

### 3 Outstanding actions from previous meetings

The following actions are still outstanding:

- **Matthew Bauckham** to design photo consent cards (which Neil has kindly offered to print).
- **Lyn** to circulate camp statements submitted to date.
- **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.

## 4 Sections, Activities and Camps Review

### 4.1 Sections

- Paul commented that leadership continued to be an issue for the Group, particularly with Dave and Maggie and Debbie Prescott stepping down in the near future. He has sought assistance from District and the Regional Development Team with parent roster creation and flexible resourcing but has not yet heard back from them. It was noted that Family Camp is a fantastic opportunity to engage with parents and encourage them to get involved with the running of their children's sections. Neil said he would produce some posters highlighting the need for parental support (including an organisation chart showing how many people it takes to run the group) and our desperate need for a new Scout hall. **Action:** Neil.
- None of the section leaders had any risks or issues to discuss and no requests for funding were made.
- Maggie asked if she should put a note out to parents yet about leaving. Whilst that will be the right thing to do soon, Paul asked if she could hold off for the moment.

### 4.2 Activities

- First aid training is taking place this Saturday (9 April), at the Scout Hall between 9am and 4pm. 12 leaders are attending and there are a couple of places left if anyone else is interested. A second first aid training session is scheduled for 30 April for anyone unable to attend on 9 April.
- St. George's Day Parade is scheduled for 24 April (we will be marching from the Scout Hall to the park, leaving the hall around 10am - Paul will confirm details nearer the time). **Action:** Paul.
- The next leaders/all hands' meeting is scheduled for 26 April in the Scout Hall.
- Edinburgh Chase is taking place on 6 May. There are currently 2 junior teams and 3-4 adult teams. The organisers are looking for marshals. If anyone is interested please let Jim know.
- JOTT is scheduled for 14 May.
- Dartford Festival, 15-16 July - it was agreed that 5<sup>th</sup> Dartford would not participate this year, giving other Scout groups in the area the opportunity to represent Dartford District.
- Paul is currently looking into climbing permits in readiness for the AGM. There is nobody available in Kent to assess ice climbing any more so it may be necessary to go outside the county (i.e. Essex) in order to keep the permits.

### 4.3 Camps

- It was noted that camps are not as well attended as they used to be (possibly due to too many camps being organised or parents being unable to afford more than one or two camps a year). It was suggested that some camps (e.g. Winter Camp and Bisley) could take place on alternate years only, in order to spread costs more widely and to ensure that such trips are not taken for granted.

- Winter Camp was successful.
- Sean was responsible for organising Easter Camp (which went very well) and he has now passed his nights' away permit. Sean's account statement for Easter Camp has already been handed in.
- District Cub Camp (Lower Grange Farm, near Maidstone, 3–5 June) – being organised by the 3 Cub section leaders, other leaders are welcome to attend if they wish to, approximately 30 Cubs attending. The parents' meeting is scheduled for 19 April (archery practice will be taking place on the same evening – hopefully outside!). John McCloughlin commented that District has not yet confirmed the cost per person of the camp.
- Archery Camp (6–8 May) - same weekend as the Edinburgh Chase.
- Family Camp (27-30 May) – the planning meeting has taken place and the parents' meeting is scheduled for 10 May. To keep weight down in the van we are hiring tables and benches and cooking in the hut. 80 families are going (approximately 38 adults and 42 children) as well as roughly 31 'leaders' (26 leaders plus their family members, including 2 Explorers). We have paid the basic deposit and an evening meal will be provided in order to bring everyone together. All activities have been organised (including archery and fishing, but not target shooting) and a couple of 'large games' purchased. No additional funding is required and there are sufficient leaders to run the camp. DBS checks are "coming along nicely" and everything should be in place before the parents' meeting (Tim and Paul just need to "double trawl" to make sure nobody has been overlooked). Paul thanked Paul Jarrett for his assistance with the DBS checks; in turn, Paul Jarrett wished to thank Paul and Tim for all their guidance and support.
- Summer Camp (Broadstone Warren, 30 July - 6 August) – parents' meeting now taking place on 12 July. Slow take-up (only 12 members so far), so Paul will re-circulate details. Paul considering leaders and parents using their own cars rather than hiring minibuses, in order to keep costs down.

## 5 Accounts Review, Proposed AGM Timing Plan, Nominees

After much discussion it was agreed that the AGM should be held on Sunday 19 June. The arrangements (e.g. timing and activities) will be the same as last year.

On that basis, the timing for the accounts review is as follows:

6 April	Books out
By 3 May	Books returned to John
By 23 May	John to pass books to Bev
10 June	Completion of audit

(John handed out the account books at the end of the Executive Committee meeting.)

Maggie asked that all outstanding subs be passed to her as soon as possible in order to balance the books. Maggie will confirm to Neil if any sections had not paid in and he would be chasing any sections still owing subs in 10 days' time. **Action:** Maggie and Neil.

## 6 AOB

### 6.1 Income and expenditure

John prepared income and expenditure (as well as New Hall Fund) financial reports which Neil circulated in advance of the meeting. Nobody had any questions with regard to the content of these reports.

### 6.2 Jungle Book – cinema visit

John McLoughlin mentioned that the 3 Cub sections had been planning a visit to Showcase Cinemas at Bluewater to see The Jungle Book to mark the Cubs' centenary. However, having agreed a price of £5 per person (and having collected the monies from parents), the cinema's manager increased the price to £7.75 per person and (having received a formal complaint from John) was not willing to discuss the matter further.

Avtar kindly offered to speak to the cinema manager on John's behalf and, in the unlikely event of Avtar being unsuccessful, the Exec Committee approved the £125 expenditure necessary to make up the difference. **Action:** Avtar.

### 6.3 Badge competition

Wendy mentioned that all the entries have been sent to the judges (unfortunately only 31 designs were submitted, mostly from Leigh Pack, with some sections not taking part at all).

### 6.4 Pellet catchers

Gary mentioned that, having revised the design slightly, a metal worker is currently producing sufficient components for Gary to assemble 12 pellet catchers.

### 6.5 Dave Monteith's London Marathon run

All parents have been notified of Dave's run, and section leaders will remind them both before and after the London Marathon takes place. Dave said he would recirculate the email showing the link to his fundraising site. **Action:** Dave.

John mentioned that the 3 Cubs sections were having an inter-pack sports day on Friday 15 July at Roseberry Gardens and would be fundraising in the run-up to the London Marathon. Dave said he would be happy to "turn up with his medal" and award the prizes. The Cubs, in turn, will present Dave with the money they have raised. **Action:** Dave.

No Beaver or Scout sections have yet arranged fundraising activities to support Dave's marathon run and it is hoped they can do so in the next month: **Action:** All Beaver and Scout Leaders

### 6.6 New tentage

Lyn recently received £750 from the Kent Community Fund specifically to purchase new tents. The tents need to be purchased within a month of receipt of the cheque so a decision needed to be taken quickly as to how the money should be spent. It was agreed that expedition tents would be more useful than patrol tents and Paul said he would liaise with Lyn about making the purchase. **Action:** Paul.

Neil and Paul thanked Lyn for her tremendous fundraising efforts.

## 6.7 New hall stagnation

Dave stressed the importance of getting the foundations tested as soon as possible, in order to identify where the solid ground is and to highlight any possible problems (e.g. methane). Avtar said the architects would be best placed to organise the land survey as they know what we want to achieve and what is required to satisfy the Council. Neil said he would re-circulate the revised plans for the new hall. **Action:** Neil.

Neil made a strong assertion that he felt that the new hall project has “stagnated” and that unless it becomes a main focus with a project manager, it will continue to stagnate. He proposed a New Hall committee (as opposed to a New Hall fundraising committee) be formed to drive the Hall project forwards. Darren Enever kindly agreed to chair the new committee, supported by Neil, Dave and Lesley (and anyone else who wishes to volunteer and who Darren may co-opt). Darren’s role will include taking the lead on consulting with planners, architects and builders and organising the land survey.

Neil suggested the first priority was to identify our requirements (i.e. do we simply need (or can we only afford) a “steel rectangle” or something more stylish/versatile? What is the minimum size the hall can realistically be?). Darren (with Dave’s assistance) is going to write a proposal and circulate it to the Executive Committee for feedback (Neil suggested a response time of 2 weeks, after Dave’s marathon run). **Action:** Darren.

Darren said he would organise the first meeting of the new hall sub-committee. **Action:** Darren.

## 6.8 Fundraising

- Darren mentioned investigating the possibility of 5<sup>th</sup> Dartford setting up a “crowd funding” account to raise money for the new hall. **Action:** [Neil suggested that perhaps the Fundraising Committee could look into this possibility.]
- Avtar mentioned he had been at a Dawn Over Dartford network meeting earlier in the day and was delighted to hand over £80<sup>1</sup> towards the new hall fund. The next Dawn Over Dartford meeting is scheduled for 4 May and Avtar is hopeful there may be further donations in the future. Neil thanked Avtar for nominating 5<sup>th</sup> Dartford as one of the local charities to benefit from Dawn Over Dartford and for his continued support.
- The Sports England decision is due this month and if they decline our application they will let us know how we can improve it in readiness for the next tranche of funding.

## 6.9 Van

Jason mentioned that the van recently had a full service (which cost £300) and needed a new tyre (which cost £30). The Executive Committee retrospectively approved the £330 spent.

## 6.10 Jess Boreham

Jason said that Jess had now left Explorers (given she’s just reached 18) and that she was hopeful of being able to assist as a young leader occasionally when home from university.

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<sup>1</sup> The £80 was in cash and was handed to Maggie for banking.

#### **6.11 Contact details on the website**

Lynn commented that the website does not contain any details as to when individual sections are held and who runs them and no telephone numbers, so that the only way of contacting the group is by sending a message to the “info@5<sup>th</sup> Dartford” mailbox (which Jason monitors).

Jason said this was intentional, as the Scout Association advises not to publicise when children are down the hall on a regular basis. Jason mentioned he was thinking about introducing some more generic email addresses, e.g. “Cubs@5<sup>th</sup> Dartford”.

#### **7 Next Executive Committee meeting**

It was agreed that there was no need to hold another Executive Committee meeting prior to the AGM on 19 June.

## **Appendix 1 Diary dates**

- 9 April - First aid training
- 19 April - Parents' meeting for District Cub Camp
- 24 April - St. George's Day Parade / Dave Monteith's Marathon run
- 26 April - Next leaders/all hands' meeting
- 30 April - First aid training (for anyone unable to attend on 9 April)
- 3 May - Deadline for account books to be returned to John
- 6 May - Edinburgh Chase
- 6-8 May - Archery Camp
- 10 May - Parents' meeting for Family Camp
- 14 May - JOTT
- 23 May - Deadline for John to pass account books to Bev
- 27-30 May - Family Camp
- 3-5 June - District Cub Camp
- 10 June - Completion date for audit of account books
- 19 June - AGM
- 12 July - Parents' meeting for Summer Camp
- 15 July - Cubs inter-pack sports day (in support of Dave's Marathon run)
- 30 July - 6 August - Summer Camp

## **Appendix 2**

### **Actions agreed at the meeting**

**All Beaver and Scout Leaders:** to arrange a fundraising activity to publicise and support Dave Monteith's marathon run.

**All section leaders** to pass outstanding subs to Maggie as soon as possible.

**All section leaders** to publicise Dave's run before and after the London Marathon takes place.

**All section leaders** to return account books to John by 3 May.

**Avtar** to speak to the manager of Showcase Cinemas at Bluewater concerning the proposed Cub visit to see The Jungle Book.

**Darren Enever** to identify our requirements for the New Hall and circulate for comment.

**Darren Enever** to organise the first meeting of the new hall sub-committee.

**Dave** to be guest of honour at the Cubs inter-pack sports day

**Dave** to recirculate the email showing the link to his fundraising site.

**Fundraising Committee** to look into the possibility of 5th Dartford setting up a "crowd funding" account to raise money for the New Hall.

**Lyn** to circulate camp statements submitted to date.

**Matthew Bauckham** to design photo consent cards (which Neil has kindly offered to print).

**Maggie** to supply information and **Neil** to chase any outstanding subs (if required).

**Neil** to produce posters for Family Camp.

**Neil** to re-circulate the revised plans for the new hall.

**Paul** to liaise with Lyn to purchase expedition tents.

**Paul** to confirm details for St. George's Day Parade nearer the time.

**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.