

## Minutes of the Executive Committee Meeting

Held on 27 September 2016 at the 5<sup>th</sup> Dartford Scout Hall

### Present:

Neil Young (Chair)	Abigail Cohen
Paul Boreham	John McLoughlin
Karen Hannah	Feroz Gandhi
Jason O'Brien	Lynn Missions
Kay O'Brien	Gary Missions
Paul Jarrett	Lyn Medcalf
Wendy Hurd	Delia Davidson
Del Hurd	Graham Davidson
Tim Roscoe	Lesley Bauckham

### 1 Apologies for absence

Apologies for absence were received from Maggie Lilleycrop, Jim Lilleycrop, John Chuter, Darren Enever, Dave Monteith and Phil Hannah, Avtar Sandhu.

### 2 Minutes from the previous meeting

The minutes from both the Executive Committee meeting on 6 April 2016 and the AGM on 19 June 2016 were approved.

Neil welcomed Feroz Gandhi and thanked him for volunteering to become a parent representative while attending this year's AGM.

### 3 Sections, Activities and Camps Review

#### 3.1 Sections

A leaders/all hands' meeting was held on 6 September 2016. Please see Appendix 3 for Paul's notes from this meeting.

- **Johnson Explorers** – Numbers are increasing rapidly (largely thanks to a recruitment drive recently by Jess). Jason has no cover apart from Sean at the moment, so would appreciate some more support. "More adventurous" activities for Explorers while on camps are currently being considered, including campfires on the beach, mackerel fishing, go -Karting, surf school and coasteering.
- **Edwards Beavers** – Now being run by Abigail, with Leo and Ben helping out. Abigail and Lyn are covering each other's sections, which is working well. No issues.

- **Phillips Cubs** – No issues.
- **Medcalf Scouts** – Paul met with Delia recently and is looking at getting some more Explorers (in addition to Matt Butler) to supplement the leaders.<sup>1</sup>
- **Philpot Beavers** – No issues.
- **Collins Cubs** – Darren is due to go on sabbatical shortly. John Butler is helping out but a replacement needs to be found for Darren (with Paul to take forward as a matter of priority). Paul recently helped Darren get his subs up-to-date and these have now been given to Maggie for banking.
- **Burne Scouts** – No issues.
- **Peacock Beavers** – Now being led by Lyn (“small but running”). A recruitment flyer for all Beaver sections is being prepared at the moment. Neil kindly offered to design and print the flyers upon receipt of the required wording from Lyn.
- **Leigh Cubs** – No issues.
- **Earley Troop** – New leader still needed (with Paul to take forward).

### 3.2 Activities

- **Archery** - Lynn mentioned that the soft archery equipment has arrived and is all set up. A risk assessment has been completed. An additional £50 was approved (Neil reassured Lynn that a redacted bank statement would be fine in lieu of a receipt for this extra expenditure).
- **Target Shooting** – Gary commented that the pellet catchers have already been used by several sections and seem to be working well. Kay queried whether any child-friendly rifles were available that Cubs could use. The following points were made:
  - Gary and Lynn reiterated that – in their personal opinion - they are opposed to Cubs using firearms as there is still a danger, at that age, they may consider them a toy (OK on open/have-a-go days but not section nights). Also, it was good to have progression otherwise younger children would have nothing to look forward to as they moved through the sections.
  - Del commented that the Cubs would need 1:1 support.
  - Paul said that it was not until the age of 10 or 11 that children were mature enough to understand the difference between a toy and a weapon.
  - It was noted that the Group had taken a decision about this some time ago, with no opposing views.
- **Climbing** – Paul mentioned that he needs to carry out an audit of the climbing equipment in the near future. Sean and Craig are due to be assessed soon. Neil is going to speak to Dave about laying the concrete base to enable us to install a gate on the climbing wall. Paul reported that we no longer need to purchase campsite and activity insurance (because we are a Scout group). This will save us

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<sup>1</sup> Jason commented that new leadership training is under way and that he is ensuring that all 18 year olds are being given DBS forms.

£500 annually and means we are now better placed to run team-building days for local companies.

- **Axe Throwing** – Gary commented that this activity had been offered at Family Camp and was “great fun”. Being a relatively new activity no certificate is required although instructors need to be “competent” - Gary and Lynn are looking into training courses. It was noted that the shooting range could be adapted for axe throwing, the targets are chunks of wood and members would need to be 10+ to participate.

### 3.3 Camps

- **Bisley** – Not participating this year.
- **Winter Camp** - Jason considering Kent WinterJam (dormitories, pre-arranged activities and centrally organised catering) instead.
- **Summer Camp** (Guernsey, 29 July - 5 August 2017) - Campsite booked and equipment has been reserved (so only one van will be required). Paul has circulated the dates already. Summer Camp Club will be available from November so parents can pay in instalments.
- **Family Camp** (Hope Hill, May 2017) – Nice and local so everyone can attend. A good number of parents are already DBS checked from last year. Nothing has been planned as yet - John, Gary and Lynn offered Paul their support (Lesley is also happy to help with any administrative tasks). On behalf of everyone who attended, Paul thanked Tim who did a tremendous job organising last year’s Family Camp, but Tim said he did not want to volunteer to organise the camp this year.

## 4 Fundraising

### 4.1 Recent successes

- John handed Neil a cheque for £20, being Leigh Pack’s portion of the funds raised at the combined Cubs’ Sports Day in support of Dave’s Marathon run. The donation will go towards the New Hall Fund (an equivalent amount has also been donated to the Multiple Sclerosis Society).
- Karen mentioned we have received £1,000 from Lloyds Bank through matched funding (fundraising and volunteering hours) and that, potentially, we could receive a further £2,000 because James O’Brien and Tom Hannah both now work for Lloyds Bank part-time. These donations will go towards the New Hall Fund.
- John mentioned we have received £600 from Nationwide (to be paid into the New Hall Fund).
- We have received £2,000 from the Hedley Foundation to purchase new archery equipment.

- Fantastic news – thanks to Lyn, the Garfield Weston Foundation have pledged £30,000 towards the New Hall Fund<sup>2</sup>. Neil asked to minute his thanks and appreciation on behalf of the Group for the significant work put in by Lyn Medcalf.

## 4.2 In the pipeline

- A grant application has been sent to the Bernard Sunley Foundation seeking a grant of £30,000. Bernard Sunley have always been generous in the past so Lyn is optimistic we may receive something from them.
- A grant application Lyn prepared for the Veolia Environmental Trust seeking a grant of £62,000 has made it onto their shortlist and has a good chance of being successful (typically, only 10% of applications make it through to this stage). Veolia have suggested Lyn hold back her application until November in order to give herself time to obtain further information/supporting documents (e.g. letter of support from our MP, details of how we have fundraised to date, proof that our need for a new hall has been widely publicised, details of wider community use being made of the hall).
- Feroz mentioned that a contact of his who specialises in building environmentally friendly properties may be of assistance to us. Neil said he would send Feroz some background and talk him through how best to take this forward.
- Lyn said that being able to mention the toddler group, sports clubs (e.g. football and badminton coaching), use of the hall for tutoring and sharing our climbing wall with local schools and companies for team-building days was making a real difference to how applications were being received.
- A Sports England grant application for £30,000 was turned down, but Sports England have given us some guidance on how to improve our bid and have invited us to resubmit our application once their suggested changes have been made.
- The van is very “temperamental” at the moment. Lyn is in the process of applying for a £10,000 grant from the Kent Community Foundation in order to buy a new van.
- Lyn has submitted a grant application to England Celebrate (part of the Lottery Fund) requesting funding towards our centenary celebrations (e.g. cakes/parties for each section and help with the cost of the centenary dinner).
- Lynn mentioned she is not yet in a position to hand gift aid over to Bev and that the best time to do so would be at the next point that a claim is being made.

## 4.3 New Hall

Neil said he would circulate the documents that Darren and Dave recently shared with him, including quotes for the new hall. He said that, by setting our ambitions at a more affordable level, and thanks to recent fundraising successes, we are close to raising sufficient funds to purchase a new hall (£200,000, based on research carried out by Darren and Dave).

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<sup>2</sup> Please note: (i) this pledge is subject to us being successful in obtaining funding from other sources as the project progresses (and Garfield Weston will require evidence of such further funding); and (ii) this pledge will expire if we are unable to complete the project by September 2018.

On behalf of the Group, Neil thanked Lyn and Darren, in particular, for the huge amount of time they have given to the new hall project.

#### **4.4 Rejections**

- The Denise Coates Foundation does not fund Scout halls.
- The Tudor Trust were unable to assist us purely because of the high volume of applications received.

### **5 Centenary Celebrations**

#### **5.1 Birthday parade and afternoon activity**

- Kay has provisionally booked Flip Out Trampolining Park (opening shortly in Chatham) for a 2-hour session (between 2pm and 4pm) on Sunday 4 December.
- Exclusive use of the whole venue - maximum 80 places available. All sections will be invited to participate (there are no age restrictions). If the event is over-subscribed, we may need to pull names out of a hat.
- £20 per person, with the Group subsidising 50% (£800) of the total cost. Non-refundable deposit from parents will be required.
- Cost includes unlimited soft drinks and two slices of pizza per person.
- The venue has offered to provide 2 complimentary cakes (sufficient for 80 people) which they will get personalised for us.
- Parents will be responsible for transporting children themselves.
- Kay is preparing a letter for parents (which Paul will review once ready).
- As usual, attendance at the church service will be mandatory for those wishing to join in the afternoon celebrations.
- The deadline for payment is Friday 28 October. Kay is checking whether
  - (i) this is in respect of the deposit or the whole amount and
  - (ii) the deadline can be extended until Monday 31 October.
- Everyone agreed it would be nice to have a group-wide event for a change and the proposal was unanimously approved.

#### **5.2 Centenary badge**

- Wendy mentioned that the centenary badges (designed by Ashley) are ready to hand out. It was decided to abandon the idea of centenary (salmon pink) neckerchiefs.

#### **5.3 Centenary dinner**

- Saturday 3 December, Hesketh Park Pavilion, 7.30pm to midnight (we will be able to enter the pavilion from 6pm to decorate it).
- £15 per person including hot buffet (hog roast, vegetarian alternative, choice of desserts).

- 120 places for sit-down meal, priority being given to current leaders and helpers. A further 30 places will be available for anyone wishing to attend after supper.
- Lesley is compiling responses and Matt has kindly offered to create the tickets.
- Lyn (with Wendy and Tim's assistance) is drawing up a list of past leaders and former young members.
- Neil is drawing up a list of VIPs (including Jeremy Kite, Gareth Johnson, Angela Rainey, Peter MacLean, Bear Grylls and representatives from those charitable trusts/companies who have assisted us with our fundraising in recent years), some of whom will be invited on a complimentary basis.
- Everyone invited to attend the dinner will also be invited to attend the church service the next day.
- Gareth Furlong's band has been booked for 2 hours.
- There will be some campfire-style singing – possibly starting off with Matt Bauckham singing the first verse of Kumbaya solo (and everyone joining in thereafter).
- There will be televisions showing old photographs/videos from camps.
- 4 Explorers will be asked to help out on the night.

#### **5.4 Centenary calendar**

- Matt visited most sections before Summer Camp to take photographs. He is planning to photograph the remaining sections over the next few weeks.
- Matt is happy to revisit any sections to take more photos as required (Lesley and Lyn apologised for not having notified section leaders of Matt's visits in advance).
- Matt is going to design the calendar with Lynn Missions.
- The calendar will be in a 'collage' style, combining photos from the Centenary year with old photos of 5<sup>th</sup> Dartford.
- Neil has kindly offered to print the calendars. He will require the artwork by mid-November at the latest.

#### **5.5 Centenary raffle**

- Colin Hogan has kindly donated 2 pieces of crystal (a decanter and a vase) as prizes.
- The tickets will be available for everyone to purchase, not just those attending the dinner.
- Neil kindly offered to print the raffle tickets.

### **6 AOB**

- Tim mentioned that one of the (£10) cookers got broken at Summer Camp and needs to be replaced. Tim kindly offered to organise this.
- Keith and Gary are looking into the possibility of solar lighting for camps.

- It was noted that it may be worth purchasing badges on-line, rather than at the District badge shop. Although we will have to pay postage, they should arrive in a more timely manner.
- Jason mentioned that the bi-annual website domain registration is due, at a cost of £20. Jason will renew this, in order to ensure that we can retain ownership of the 5<sup>th</sup> Dartford Scouts website name.
- Jason is helping Lyn with OSM (the optional, on-line tool for recording badge work) for Peacock Beavers.
- It was agreed that the leader of the toddler group could also use the hall for 11+ tutoring, on Mondays and Tuesdays between 4pm and 6pm. Donations will be made for the use of the hall and, as previously noted, being able to demonstrate that we share our facilities with the wider community is really helping us with our applications for funding.
- On Maggie's behalf, Neil reminded everyone that subs need to be paid before the 7<sup>th</sup> of each month.
- Paul mentioned he is looking for a new timer for the heaters.
- Paul is organising the NSRA Youth Proficiency Scheme, in the form of an 8-week course. There are 18 places, 12 of which have already been taken. Space permitting, we will be inviting other Scout groups in the area to participate.

## **7 Next Executive Committee meeting**

The next Executive Committee meeting is scheduled for Tuesday 1 November.

## **Appendix 1 Diary dates**

Next Executive Committee meeting – Tuesday 1 November

Centenary Dinner - Saturday 3 December

Birthday Parade and visit to Flip Out Trampolining Park (all sections) - Sunday 4 December

Family Camp - May 2017

Summer Camp - 29 July - 5 August 2017



## **Appendix 2**

### **Actions mentioned/agreed at the meeting**

**Gary and Lynn** looking into axe throwing courses

**Jason** looking into Kent WinterJam

**Jason** helping Lyn with OSM for Peacock Beavers

**Jason** renewing the website domain registration

**Kay** to contact Flip Out regarding payment of the deposit/balance.

**Kay** preparing a letter for parents re. birthday celebrations (which **Paul** will review once ready)

**Keith and Gary** looking into the possibility of solar lighting for camps

**Lesley** compiling a list of those wishing to attend the centenary dinner

**Lyn** (with assistance from **Wendy** and **Tim**) drawing up a list of past leaders and boys to invite to the centenary dinner

**Lyn** designing Beaver recruitment flyer

**Matt and Lynn** designing the centenary calendar

**Matt** creating tickets for the centenary dinner

**Matt** is taking the remainder of the section photos for the centenary calendar

**Neil** to circulate the documents that Darren and Dave recently shared with him, including quotes for the new hall

**Neil** to draw up a list of VIPs to invite to the centenary dinner

**Neil** to send some background to Feroz about the new hall and talk him through how best to approach his contact who specialises in building environmentally friendly properties

**Neil** to speak to Dave about lowering the concrete to install a gate on the climbing wall

**Paul** looking at getting some more Explorer support for Medcalf Scouts

**Paul** looking for replacement leaders for Collins Cubs and Earley Troop

**Paul** to carry out audit of the climbing equipment

**Paul** looking for a new timer for the heaters

**Tim** to purchase a replacement (£10) cooker

**Appendix 3**  
**Paul's notes from the Leaders/All Hands' Meeting**  
**held on 6 September 2016**

Start 20:00 - End 22:00

**Attendees:** Wendy Hurd, Darren Watts, Lyn Medcalf, Gary & Lynn Missions, John McLoughlin, Jason & Kay O'Brien, John Butler, Keith Furlong, Sean Hodder, Dan Scorey & Paul Boreham

(i) **Section Reports**

*Edwards Beavers* - Abi – Invested 16 in total 5 moving on. Programme shared with Peacock. Lyn, Kay and Katie Waller supporting

*Philpott Beavers* - Wendy – Invested 22, Molly and Lilly have now gone to university, hence looking for further Young Leader help.

*Peacock Beavers* - Lyn – Invested 7, with 2 further enquiries, looking to use OSM

*Phillips Cubs* - Kay – Invested 15 with 4 linking to scouts, assistance from Shea, James, Megan and Angus

*Leigh Cubs* - John – Invested 20, going co-educational from September, being supported by George, Becky and Darrel as young leaders

*Collins Pack* – Darren – Invested 24. With Darren taking a sabbatical from mid-October.

Actions – Tasks size chunks, and parent contact list

Need to form a parent roster

*Burne Troop* - Tim – No representation

*Medcalf Troop* - Dee – No representation

*Earley Troop* - Paul – Invested 20, first evening will be a games and programme planning. Debbie Craig has volunteered to collect subs, Dave has stood down at the end of summer, with assistance from Dan Scorey, Keith Furlong, Kevin Wells and Andy Balfe.

*Johnston Explorers* - Jason – Invested 20 with 10 registered for D of E, 5 booked on the young leaders training weekend. Looking to have continuation discussion with those reaching 18 and wanting to continue with section assistance and camping.

**Activities:**

*Lighting* – we have been gifted 2 Tilley lamps. However, getting more expensive to service. AP- Gary/Keith to create a proposal for LED solar powered lighting

*Target Shooting* - Gary - New pellet catchers available and two rifles repaired from AGM

*Archery* - Lynn – Soft archery sets now available, stored next to crossbows, the kit includes risk assessment and instructions. No permit required. AP-Lynn to inform Russ of new equipment

Adult archery equipment donation from Bob Penman, previous Beaver scout leader. Thank you letter to be sent AP-Lesley

*Climbing* – Assessment renew required for Del, new assessment for Sean, Craig and Paul T. Equipment to be audited AP- Paul

(ii) **Request for equipment expenditure?**

- (a) Axe Throwing – AP-Gary/Lynn to put a proposal together to present at the next exec
- (b) Cubs 100years badge for cubs, Paul requested that the section cover the cost from the section funds and if required request further funds later in the year

(iii) **Future Dates**

14 Sep – Climbing for local company team building day

17 Sep – Brownie archery for Liz Roscoe

27 Sep - Group Exec

NSRA - YPS course – AP-Paul to suggest dates and send invite to scouts/Explorers

24 - 28 Oct - School half term

03 Dec - Centenary Dance – Lyn, Hesketh Park Cricket Club, 120 ticket at £15, with buffet and cash bar, music by Gareth band, play list supplied, raffle prizes required, request to be sent to parents AP-Lyn

04 Dec - Birthday Parade – Paul, Parade - Alan Pooley, all to go to Jump Giants – AP-Kay to make provisional booking

Christmas Break 19 Dec – 03 Jan

Boxing Day Football to be arranged

Winter Camp – suggestion of Kent County as a change

Family Camp – Need to confirm arrangements to date

Summer Camp – Guernsey costing to be made available in November, dates confirmed as 27th July to 5th August

NB: All the above dates are on the Groups Google Calendar - [http://www.5thdartfordscouts.org.uk/?page\\_id=45](http://www.5thdartfordscouts.org.uk/?page_id=45).

Date of Next Meeting 1st November 8pm to 10pm at the Scouts Hall