

## Minutes of the Executive Committee Meeting

Held on 1 November 2016 at the 5<sup>th</sup> Dartford Scout Hall

### Present:

Neil Young (Chair)	Lesley Bauckham
Delia Davidson	Feroz Gandhi
Graham Davidson	Wendy Hurd
Kay O'Brien	Del Hurd
Jason O'Brien	Tim Roscoe
Lynn Missions	Paul Boreham
Gary Missions	Phil Wells

### 1 Apologies for absence

Apologies for absence were received from Pauline Butler, Lyn Medcalf, John Chuter, Paul Jarrett, Darren Watts, John McLoughlin, Maggie Lilleycrop and Jim Lilleycrop.

Everyone was delighted to hear about the arrival of Darren and Louise's son, Edward, who was born on 29 October.

### 2 Minutes from the previous meeting

The minutes from the Executive Committee meeting on 27 September 2016 were approved.

### 3 Action points from the previous meeting

- Gary and Lynn are still waiting to hear from the organiser of the axe throwing courses.
- Due to a lack of interest, Jason is not organising a winter camp this year and, instead, is focussing on Easter/Summer Camp.
- Jason will help Lyn with OSM for Peacock Beavers once she is back from her holiday. **Action:** Jason.
- Jason has not yet renewed the website domain registration. **Action:** Jason.
- Kay has paid the Flip Out deposit for the Birthday party and the letter went round to parents.
- It was agreed that up to £660 should be spent on solar lighting for camps. Gary is going to buy LED lights for the kitchen and marquee, a heavy duty solar panel and a leisure battery that has a long-lasting charge. Gary advised there would be no

maintenance or other on-going costs associated with these items. The solar lighting will be in place ready for Easter Camp. **Action:** Gary.

- Lesley is keeping a list of those wishing to attend the centenary dinner (we have sold 85 of the 120 tickets for the sit-down meal so far). Lesley will send the list to Tim and Wendy in case they can suggest any other former leaders or former young members who should be invited. **Action:** Lesley.
- Lyn has not yet provided content for the Beaver recruitment flyer. **Action:** Lyn.
- Matt is taking the outstanding section photos for the centenary calendar next week. Lesley and Lyn are currently sourcing historical photos. Lynn is going to design the calendar itself. Neil has kindly offered to print the calendar and has extended the deadline for the artwork to 24 November. **Action:** Matt, Lesley, Lyn, Lynn and Neil.
- The tickets for the centenary dinner have been created and Neil has kindly offered to print them. **Action:** Neil.
- Neil has circulated the new hall proposal documents that Darren recently shared with him (he will be happy to answer any queries Feroz may have). Neil expressed his disappointment that absolutely no-one had read a single word, since they had been made available.
- Neil has invited The Mayor, Jeremy Kite, our MP, Bear Grylls to the centenary dinner. The Deputy Mayor will attend and Gareth Johnson, MP will be there at the start of the evening only.
- Neil has not yet spoken to Dave about lowering the concrete to install a gate on the climbing wall. **Action:** Neil.
- Paul mentioned that the audit of the climbing equipment is in hand (physical and visual identification completed, now matching with purchase and equipment log). **Action:** Paul.
- Paul has installed a new timer for the heaters.
- Tim commented that, on closer inspection, 4 cookers needed to be replaced (at a total cost of £40). This expenditure was approved and Tim will replace the damaged cookers. **Action:** Tim.

#### 4 Section reports

In advance of the meeting, Paul asked section leaders to advise on the following: numbers invested, badges/awards, programme in place, young leaders/training and leadership team. Their responses are set out in appendix 3.

In the course of the meeting, Neil asked leaders who were present whether they had any “risks, concerns or financial needs”. Neil reiterated that membership of the Exec Committee and attendance at meetings is the responsibility of ALL section leaders, according to the POR and that sections that are never represented do not fall under its checks and balances and that he has considered proposing that the Group stops funding those sections.

The following points were made:

- Kay mentioned that she does not get any bank statements for Phillips Pack (they currently go to Tracy). Del mentioned that he still gets the bank statements for Burne Troop and hands them to Tim. Neil said he would speak to Bev about this. **Action:** Neil.
- Jason mentioned that, due to ill health, Jim is not around so much at the moment and that Sean is sometimes available at short notice due to work commitments, which leaves him unassisted down the hall.

#### 4.1 Accident recording

Kay asked for clarification of the procedure for reporting accidents. The following points were made:

- Paul logs all accidents on behalf of the group.
- If appropriate, Paul passes a copy of the accident report to the District and/or the group's insurers as appropriate.
- Section leaders should ensure that parents are notified of any accident.
- If appropriate, parents can be copied on the email which section leaders send to Paul notifying him of an accident.
- It was agreed that the Group should invest in a new accident book (the one in the first aid box had not been used for some time). The book (possibly with carbon copies that can be ripped out and given to parents) would need to be kept somewhere private, but be easily accessed by leaders.
- Neil said he would check what the official guidance is on accident reporting for Scout groups and draw up a 'properly organised policy' which he will ask Tim (given his knowledge of this area) and Paul to review, before publishing it as official policy. **Action:** Neil.

#### 4.2 Archery

Using the archery grant money recently obtained by Lyn, Lynn has purchased a double-sized pop-up gazebo which all sections are welcome to use. The gazebo is 3m x 6m and hopefully it will be possible to shoot from underneath it. The gazebo came with a complete set of walls as well, so it's almost a party tent. Lynn mentioned that the gazebo 'needs a little instruction to open' and that some instructions are inside the bag.

### 5 Centenary celebrations

#### 5.1 Flip Out Trampolining Park

- The venue has kindly offered us 3 hours (instead of 2) at no extra cost (arrival times will be staggered for Beavers, Cubs, and Scouts/Explorers).
- Balloons and ice cream are being provided free of charge.
- Pizzas will be made on the premises so any dietary requirements can be easily accommodated.
- Leaders (one from each section) go free.

- Due to a shortage of space spectators are not allowed, so parents will need to drop their children and go elsewhere.
- Take-up has been slow so the deadline for responses from parents has been extended (indefinitely).

## 6 General discussion about the status of the group

A very open and constructive discussion was held, with the following key points being made:

- Sadly, Delia has decided to stand down as leader of Medcalf Troop and will be leaving at Christmas (Graham will leave at the same time). Both Delia and Graham have agreed to remain part of the Exec Committee as nominated members.
- Neil commented that Scouting has been great for Delia (really increasing her confidence) and that Delia, in turn, has been a tremendous asset to the group. He stressed that Delia (and Graham) would be very welcome to return to Scouting and leadership at any time.
- New leaders are also needed for Medcalf Troop, Collins Pack and Earley Troop.
- If there are insufficient leaders it may be worth merging or closing some sections (they can always be re-opened if needed).
- Parents should be advised if their child's section is at risk of closure – this may even incentivise one or two of them to offer assistance.
- We will need to consider the availability of leaders on particular evenings as part of the debate as to which sections (if any) should close.
- We also need to bear in mind that some sections are boys only (and will remain so).
- The first stage is to advise parents of the problem. Paul will check with Darren to see whether anything has yet been communicated (either in writing or during section nights) to Collins Pack parents. **Action:** Paul.
- In the short term, Paul (as GSL) has discretion to 'relax' the age groups of sections.
- Neil commented that we should still be very proud of our achievements – how many groups in the District have 7 well-run sections? – and that 5<sup>th</sup> Dartford remains a very successful group. Paul said, looking at our sections, leaders' commitment and activities offered, 5<sup>th</sup> Dartford is a "phenomenon".
- While Paul felt this was a very useful discussion, he is not planning to close any sections until after the Centenary celebrations.

## 7 AOB

- Kay mentioned that she and Jason have been very impressed with Leo and Callum and are really appreciative of the support they are providing.
- Paul mentioned that the van was working last time he used it; Jason commented that Lyn is actively fundraising for a replacement at the moment. It was noted that the van has served the group well, having been used for the last 9 years.

- A local pest control company has been retained to ensure that the Hall and Grounds are free from rats and similar vermin. We were charged £195 which covered 3 visits on a weekly basis (a very reasonable rate – it turned out that the pest controller, John Redmond, is a former member of 5<sup>th</sup> Dartford!).
- The Scout Association has recently launched a mandatory, on-line training course for new executive committee members. The ‘Essential Information’ programme covers:
  - the fundamentals of Scouting;
  - executive committees and trusteeship in Scouting;
  - safety in Scouting; and
  - safeguarding (i.e. child protection).
 The course takes approximately an hour to complete and can be found at:
 

<https://members.scouts.org.uk/supportresources/4579/training-for-executive-committee-members?cat=419,55,594>
- Paul has fixed both gas and electricity prices for the next 3 years:
  - gas is being provided by Opus (17p per day, 4p per kWh); and
  - electricity is being provided by EdF (25p per day, 13.52p per kWh).
 (This should save the group around £200 each year.)
- Paul mentioned he is still waiting for input from most section leaders regarding the new hall design ideas. **Action:** Section leaders.
- The Remembrance Service is scheduled for 13 November, meeting at the War Memorial in Dartford Park by 10.15 in full uniform.
- Given the availability of cheap Christmas cards in the shops, it was decided not to try to fundraise by selling Christmas cards.
- Paul mentioned that some Scout leaders may prefer to use OSM (the on-line Scout management system) for handling payments from parents. The following points were made:
  - A lot of parents have asked whether they can pay on-line.
  - It would also reduce reliance upon Maggie for banking and reduce the volume of cash that Maggie has to handle.
  - Wendy commented that, for younger children, collecting subs was a good opportunity to engage with parents.
  - Neil stressed it was entirely up to section leaders how they collected payments from parents.
  - It was formally noted that the Executive Committee approved the use of OSM by section leaders, recognising the 3% charge imposed.

## **8 Next Executive Committee meeting**

The next Executive Committee meeting is scheduled for Tuesday 17 January 2017.

## **Appendix 1 Diary dates**

Remembrance Service - 13 November 2016

Next Executive Committee meeting - 17 January 2017

## **Appendix 2**

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

**Gary** to purchase solar lighting for camps.

**Jason** to help Lyn with OSM for Peacock Beavers once she is back from her holiday.

**Jason** to renew website domain registration.

**Lesley and Lynn** to source historical photos for the centenary calendar.

**Lesley** to send list of those attending centenary dinner to Tim and Wendy.

**Lyn** to design Beaver recruitment flyer

**Lynn** to design the centenary calendar.

**Matt** to take outstanding section photos for the centenary calendar.

**Neil** to check what the official guidance is on accident reporting for Scout groups and draw up a 'properly organised policy' (which Tim will review).

**Neil** to print the centenary calendar and tickets for the centenary dinner.

**Neil** to speak to Bev about the bank statements for Phillips Pack and Burne.

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

**Paul** to check with Darren what Collins Pack parents have been told (if anything) about the possible closure of the section.

**Paul** to complete the audit of the climbing equipment.

**Section leaders** to provide Paul with their new hall design submissions (if not already done so).

**Tim** to purchase 4 replacement cookers.

**Appendix 3**  
**Section reports**

Section	Leader	Invested	Badges/Award	Programme in Place	Young Leaders/Training	Leadership Team
Edwards Beavers	Abi	Last half term we had 5 beavers swimming up. 1 new beaver invested and 2 new joining to be invested this term with 1 swimming up ... so at the moment 12 beavers, hopefully get the leaflets sorted to promote beavers when Lyn gets back and get a few more!!	We completed the space, photography and experiment badges. Next term will definitely complete the international badge and creative badge and looking at the health and fitness and disability badges .... well that's the plan anyway			
Philpott Beavers	Wendy	23 Beavers (2 swum up last week and 1 new one started). No young Leaders.	Two boys getting their Bronze Award at the November presentation.	Last Saturday took 13 Beavers on the 'Bluewater Nature Trail'. Two hour walk around the lakes following the map. Very generous gifts for each boy who completed it from Bluewater.		

Section	Leader	Invested	Badges/Award	Programme in Place	Young Leaders/Training	Leadership Team
				<p>Halloween Party next Thursday. Beavers from other two colonies invited plus parents invited to stay and join in too!</p> <p>Following week making a Guy, burning it on a camp fire followed by songs and making toast.</p>		
Peacock Beavers	Lyn	Peacock Beavers has only four members but a recruitment drive with flyers, advertising etc. is planned for this term.	Badge work has been ongoing during my absence.	Going forward, a number of activities are being planned - pantomime, sleepover with Edwards beavers and Christmas group outings.		Abi has been covering the section along with two adult helpers and a young leader during my absence over the last few weeks.

Section	Leader	Invested	Badges/Award	Programme in Place	Young Leaders/Training	Leadership Team
Phillips Cubs	Kay	22 Invested 1 being invested on Wednesday.	Just completing Home Safety Badge. Going to start Personal Safety Badge next week then do Christmas craft.	Have built a guy and will be having a bonfire with hotdogs and marshmallows this week.	James O'Brien – Young Leader.	Leadership team is Kay O'Brien and Shea Gardner. Kay went on Module Training and completed modules 1,3,14,15,17. Going on Module Training Saturday 12th November and doing modules 7, 8 and 9.
Leigh Cubs	John	Leigh Pack doing well, 20 plus cubs each week, 2 linking to Early Troup.	No silver awards this time.	We have done pizza making, cooking and eating, map reading, (for scout hikes), fire safety badge for new cubs, the new indoor archery kit went down so well we had a pack competition one night. Our cub and parent quiz was very well attended and run extremely well by our young leaders George Connor and Becky.	George Connor and Becky.	

Section	Leader	Invested	Badges/Award	Programme in Place	Young Leaders/Training	Leadership Team
				This week we have our firework and bonfire party with guy making food and fireworks.		
Collins Pack	Darren	No report submitted.				
Medcalf Troop	Dee	There are currently 14 Scouts in Medcalf Troop.	We are working towards the Challenge Awards, but this is proving to be quite difficult due to the lack of Scout and parental support.			We really need to address the leadership of the Troop as I feel that I will need to bring forward my leaving date to the end of the year. Due to the Scouts being a family affair, this will result in the loss of Sophie, Graham and, of course, myself.

Section	Leader	Invested	Badges/Award	Programme in Place	Young Leaders/Training	Leadership Team
Burne Troop	Tim	Invested, 16	Badges awards, Creative, Personal, Team leader, Teamwork, Cyclist	Programme in place: welcome back games evening, tent pitching, food 1, creative evening, tie-dying, axe and lamps, fireworks, problem solving, countryside and hygiene, food 2, V1 and other rockets, Christmas making things and Christmas party.	Young Leaders/ training - Chris Roscoe.	Leadership team. - Tim, Clive and Sean.
Earley Troop	Paul	19 invested scouts, 2 new investitures with 2 linking. Keeping Lauren back to complete CSGSA.		Hall planning by patrols, overnight hike, expedition planning, climbing, egg drop, target shooting looking to hold parents inclusive evening this Friday, however with extended school holidays at academies will reschedule to the following week.		Assistance being provided by Andy Balfe, Keith Furlong, Dan Scorey, Gary Tuffee and Kevin Wells. Subs being collected by Debbie Craig.

Section	Leader	Invested	Badges/Award	Programme in Place	Young Leaders/Training	Leadership Team
Johnston Explorers	Jason	21 Invested in ESU 5 new moved over from 8th Dartford and plan to invest once I have all contact information from them.	George McCarron now left having attained Chief Scout Platinum award (presentation 14/11/16)	Programme not fully formed, awaiting folk to sign up to DofE and complete paperwork for platinum/YL missions. Interest in Winter Camp almost non-existent this year, so may focus on Easter and Summer only.	Since last Exec, there has been a YL training weekend, which 7 of our young folk attended.	Leadership currently down to myself and Sean as Jim not well enough at present, even if he thinks he might be... would welcome additional adult support. Sean has raised some good ideas for activities and things to look in to at Summer Camp to add value for the explorers.