

Minutes of the Executive Committee Meeting

Held on 21 November 2017 at the 5th Dartford Scout Hall

Present:

Neil Young (Chair)	Jason O'Brien
Paul Boreham	Kay O'Brien
Maggie Lilleycrop	Lesley Bauckham
Jim Lilleycrop	Feroz Gandhi
Lyn Medcalf	

1 Apologies for absence

Apologies for absence were received from Derek Hurd, Wendy Hurd, John McLoughlin, Avtar Sandhu, Paul Jarrett, Karen Hannah and Phil Hannah.

Subsequent to the meeting, Phil Wells resigned from the Executive Committee, citing the fact that his boys had not left the Group, as the reason for his resignation.

2 Minutes from the previous meeting

The minutes from the Executive Committee meeting on 13 September 2017 were approved.

3 Review Action Points from Previous Exec Meeting

Lesley has sent scans of Maureen Bloxham's photos to Jason for the website.

Lyn confirmed, in the course of the meeting, that the Hedley Foundation granted us £2,000 for archery equipment.

The following actions are still outstanding.

- Neil to check that Bev has transferred £100,000 from the New Hall Fund to NS&I to spread risk.
- John to confirm authorisation/signature requirements for the NS&I account.
- Lyn and Paul to complete District Nights Away Permit paperwork.
- Wendy to organise a quiz night (if/when possible).

4 GSL Update on Sections Status and Leadership

- Indie and James are to be invested as new leaders at the Birthday Parade.
- Several sections have parents and/or Explorers helping out on a regular basis.

5 AOB

- The following purchases were approved:
 - pellets, targets and spare parts (e.g. springs) for target shooting;
 - 3-4 GPS trackers (and the SIM cards to use with them); and
 - 4-5 Dutch ovens (cauldron-style cooking pots).
- Tax, insurance and breakdown cover for the van (totalling £800) is due for renewal at the end of the year. It was agreed that we should pay this, with a view to replacing the van (which is now 15 years old) next year.
- Some bank statements are still being sent to incorrect leaders. Neil will raise this with Bev at the next Finance Meeting.
- It was noted that it may be worth installing a defibrillator once the new hall is built (especially if the hall is going to be used by local sports clubs).
- There are 10 places left for the Christmas get-together, being held at the Sedir Turkish restaurant in Lowfield Street on Saturday 23 December. Please let Paul know as soon as possible if you wish to attend (friends and partners welcome, £10 deposit per person required).
- Kay needs final numbers for Flip Out this week. It is estimated there will be around 70 attendees.
- Neil is preparing a beaver recruitment flyer, covering all 3 sections. It was suggested that, to move things along, he source 'generic photos' from the ScoutBase website.

5.1 New Hall update

- Final drawings have been submitted to Dartford Borough Council for planning permission.
- The fee for planning permission is £2,310 and a cheque has been issued to Dartford Borough Council for this amount.
- The next Planning Committee meeting is scheduled for December.
- Neil is planning to contact Eddie Lampkin (who sits on the Planning Committee) and let him know our application is due to be considered at the next meeting.
- ZEDfactory are going to put Neil in touch with their contact (Bill Dunster's brother, Jim Dunster) at Laing O'Rourke who may be willing to take on the building of the new hall as a 'project' seriously reducing the build costs.
- The final drawings will be displayed in the hall (replacing Tim's earlier designs).

5.2 Nut allergy update

- One of our young members has developed a severe allergy to nuts, having originally identified as being intolerant, following a reaction after a section evening, which was traced to probably being caused by nuts being used as part of a bird feeder building session. The previous evening. The child did not have an EpiPen

and Paul Boreham has liaised with the child's parent at length, following the incident.

- As a result, the Group has agreed that the hall is now 'nut free' (both in respect of activities and refreshments).
- If any activities involving nuts take place outside of the hall/on camp, all equipment (including tables, benches and chairs) must be thoroughly cleaned afterwards.
- The Group needs to ensure that enrolment forms mention allergies section leaders should ask their existing parents and all new parents whether their children have any allergies of which the Group has not been notified. The details **MUST** be including in all individual records for the young member.
- Whilst the Group will take every reasonable effort to identify potential risks, it is the responsibility of parents (i) to notify the Group if their child has/develops an allergy and (ii) to ensure their child has their EpiPen (or other medication) with them at all times.
- Neil is going to draw up a formal policy, drawing on the guidelines issued by the Scout Association.
- It was also suggested that the group investigate some EpiPen training for leaders.
Action: Paul

5.3 6-month financial review update

- Paul has not yet passed the Earley Troop and Collins Pack accounts to John as he still needs to finalise them.

5.4 Fundraising

- The Masons recently donated £3,000 following our submission of a 'list of wants'. Neil has written to thank them for their donation. The Group needs to decide what to buy, so that we can demonstrate that the money has been spent appropriately. Neil can write to John Perkins explaining that the money will not yet be spent, if nothing is agreed at the next meeting.
- We have been awarded £4,500 from the Co-op Local Community Fund, having been nominated by staff at the Co-op in Chastilian Road. Paul filled out the necessary paperwork and should be thanked for his efforts in achieving this fantastic donation. The money will be paid into the New Hall Fund. Paul and Maggie will spend an hour or two at the shop on Saturday talking to staff and customers. If any other leaders are available, please let Paul know. Full uniform required.

6 Next Executive Committee meeting

It is proposed that the next Executive Committee meeting should take place on Tuesday 13 February 2018.

Appendix 1

Actions mentioned/agreed at the meeting

Dave/Sean to buy 3-4 GPS trackers (and the SIM cards to use with them).

Gary to buy pellets, targets and spare parts (e.g. springs) for target shooting.

Jason to buy 4-5 Dutch ovens.

John to confirm authorisation/signature requirements for the NS&I account.

Lesley to send thank you letters to the Masons and the Co-op.

Lyn and Paul to complete District Nights Away Permit paperwork.

Neil to check that Bev has transferred £100,000 from the New Hall Fund to NS&I.

Neil to contact Eddie Lampkin in advance of the next DBC Planning Meeting.

Neil to draw up a policy on how to protect those members with nut (and other) allergies and the action to be taken in the event of someone going into anaphylactic shock.

Neil to prepare a beaver recruitment flyer.

Neil to raise the issue of bank statements being sent to incorrect leaders at the next Finance Meeting.

Paul to investigate Epi-pen training for volunteer leaders

Paul to finalise the accounts for Earley Troop and Collins Pack.

Wendy to organise a quiz night (if/when possible).