

## Minutes of the Executive Committee Meeting

Held on 20 February 2018 at the 5th Dartford Scout Hall

### Present:

|                    |                 |
|--------------------|-----------------|
| Neil Young (Chair) | Gary Missions   |
| Wendy Hurd         | Pauline Butler  |
| Del Hurd           | John McLoughlin |
| Maggie Lilleycrop  | Paul Boreham    |
| Jim Lilleycrop     | Phil Hannah     |
| Lesley Bauckham    | Jason O'Brien   |
| Tim Roscoe         | Kay O'Brien     |
| Feroz Gandhi       | Dave Monteith   |
| Lynn Missions      | Darren Enever   |

### 1 Apologies for absence

Apologies for absence were received from Lyn Medcalf, Avtar Sandhu and Karen Hannah.

### 2 Minutes from the previous meeting

The minutes of the Executive Committee meeting held on 21 November 2017 were approved.

### 3 Outstanding action points from the previous meeting

- **Dave/Sean** to buy 3-4 GPS trackers (and the SIM cards to use with them) – *Sean still investigating, but not required until later in the year.*
- **Gary** to buy pellets, targets and spare parts (e.g. springs) for target shooting - *a budget of £350 was agreed at the February Executive Committee meeting.*
- **John** to confirm authorisation/signature requirements for the NS&I account – *NS&I are having trouble recognising the signatures/identification.*
- **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 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 – *on hold.*

- **Paul** to investigate Epi-pen training for volunteer leaders – *some leaders have already been trained.*

#### 4 **GSL update on sections status and leadership**

Paul referred to the minutes of the leaders/all hands meeting held on 7 February.

The most pressing issue facing the group currently is leadership of Edwards Beavers – following a change of jobs, Abi is unfortunately no longer able to run the section (although Martin is happy to continue as an assistant leader and it is hoped that Abi may be able to return at a later date).

Kay kindly offered to provide support in the short term (Paul said he would ask Lyn tomorrow (21 February) to contact Kay to confirm arrangements).

The potential need to suspend the section was discussed, but it was agreed that attempts to engage parents into greater involvement to avoid suspension would be encouraged.

A template letter is ready to be adapted – it was suggested that parents be invited to offer their assistance and, if no volunteers come forward by Easter, the children will be invited to move to other sections.

Kay/Lyn will speak to parents this week (noting who is in the hall at the time) and say a letter is following shortly.

#### 5 **AGM and finance review dates**

| <b>Actions</b>                                    | <b>Responsible</b>              | <b>Date</b>                                      |
|---|---------------------------------|--|
| Books out to section leaders                      | From John Chuter                | Sunday 1 April (or sooner)                       |
| Deadline for ALL books back to Treasurer          | All section leaders/John Chuter | By Wednesday 2 May (Executive Committee Meeting) |
| Completed and reviewed books to Bev to Audit      | John Chuter/Bev/Neil            | Wednesday 16 May                                 |
| Audited books back to John Chuter/Finance Meeting | Bev/John Chuter                 | Thursday 31 May                                  |
| Finance report to Lesley/Neil for printing        |                                 | Thursday 7 June                                  |
| AGM and Activity Day                              | All                             | Saturday 16 June                                 |

#### 6 **New hall and fundraising**

Good news – we have formal, written approval from Dartford Borough Council to demolish the current Scout hall and build a new one (with very limited conditions applied).

*Wording in italics **not** to be published on the website:*

*A copy of the planning document is attached.*



Planning Approval  
1701900FUL.pdf

Neil made specific mention of the following paragraphs:

- 24 *No parking shall take place within the site other than within the 2 disabled parking bays or for servicing/delivery of equipment and goods.*
- 25 *The scout hall (Use Class D2) shall only be used for ancillary (Use Class D1) nursery purposes between the hours of 9am to 1pm Mondays to Fridays inclusive and at no time on Saturdays, Sundays or Bank Holidays for a maximum of up to 15 children.*
- 26 *The scout hall premises shall not be used outside the hours of 9am to 6pm Monday to Friday for any other use (including other uses falling within Class D2 of the Town and Country Planning (Use Classes) Order) 1987 (as amended)) other than Scout Association activities. Evening fund-raising events for the benefit of the Scout Association shall not take place on more than 12 occasions a year and shall terminate before 23:00 hours.*

Neil thanked Lyn for all the hard work and effort she has put into the Veolia Trust application – a decision is due on 8 March. Neil mentioned that he is holding off contacting the architect until we know whether our application has been successful (although we are hopeful, given Veolia Trust's continued interest in us, their coaching during the application process and general support.

***I have to report that since this meeting, we have been informed that our Veolia application was not successful. Lyn is seeking feedback to see how we might amend and resubmit the application for the next tranche of funding from Veolia***

Neil mentioned that, in addition to Lyn, Vicky and Lesley's regular fundraising meetings, he will be working on fundraising initiatives with Karen.

## 7 'Demolition party'

John suggested we hold a 'demolition party' as near as possible to the hall's closure, offering refreshments and a trip down memory lane (with slide shows, photos, etc.) for ex-members – it is hoped this may rekindle some people's interest in Scouting and provide us with some potential new leaders/helpers, especially once the new hall is built. It was suggested that we could try and contact ex-members via social media (e.g. Facebook and Dartford Living). The idea was well received in principle and will be reviewed later in the year, once the timetable for the demolition/building work (hopefully still this Summer) is confirmed.

## 8 Subs increase

It was agreed that subs should be increased by £2 a month, to come into effect after the Easter break. Neil is drafting a letter to parents which sections leaders can either hand out or email to parents (as they wish). It was noted that:

- This will be a straightforward change for those parents paying via OSM.
- 5<sup>th</sup> Dartford is still very good value, considering what some other groups charge.

- This is the first increase in subs for a number of years.
- Any parents/carers concerned about being able to afford subs should have a quiet word with either Paul or their child's section leader.

## 9 General Data Protection Rules (“GDPR”)

The general data protection rules – designed to ensure that personal data is stored properly and used only with the owner's consent - come into effect on 28 May. The following points were made:

- Neil will circulate the GDPR guidelines as set out on the Scout Association website (*attached*).



What-is-the-General-Data-Protection-Regu

- Neil will prepare a short guide for section leaders (which he will send to Tim, Feroz, Jason and Lynn for their input in the first instance).
- Neil will draw up a 5<sup>th</sup> Dartford compliance policy (which will be published on the website).
- Paper records are also covered by the rules (i.e. these will need to be safely locked away).
- Going forward, we should be asking parents to opt in to being contacted – we should review the joining forms to ensure that this is specifically covered.
- The future option to opt out of emails and to request data deletion and to opt out of other correspondence also needs to be clear.
- The requirement for consent is considerably reduced for sending out printed letters

## 10 AOB

- It was agreed that the group would donate £550 towards Megan O'Brien's World Scout Jamboree fundraising efforts (a £50 increase on that donated to Jess Boreham 4 years ago, to allow for inflation). The next WSJ is scheduled to take place in West Virginia, USA, in July 2019. Maggie said she would organise the cheque.
- Kay appealed for any donations of raffle prizes for the WSJ raffle.
- Dorothy (“Dot”) Medcalf's funeral will take place on Tuesday 13 March at Falconwood Crematorium. The group will send flowers/make a donation to charity (as appropriate). Maggie said she would check with Lyn and make the necessary arrangements.
- Wendy mentioned that she and Del will be attending the Masons Craft Fair on Sunday 4 March.

**11 Next Executive Committee meeting**

It is proposed that the next Executive Committee meeting should take place on Wednesday 2 May.

## **Appendix 1 Diary dates**

Dorothy Medcalf's funeral - Tuesday 13 March

Masons Craft Fair - Sunday 4 March

Books out to section leaders – Sunday 1 April (or sooner)

Deadline for ALL books back to Treasurer - Wednesday 2 May

Next Executive Committee meeting - Wednesday 2 May

Completed and reviewed books to Bev to Audit - Wednesday 16 May

Audited books back to John Chuter - Thursday 31 May

Next Finance meeting - Thursday 31 May

Finance report to Lesley/Neil for printing - Thursday 7 June

AGM and Activity Day - Saturday 16 June

## **Appendix 2**

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

#### **Carried over from the previous meeting:**

**Bev** to confirm £100,000 transfer from New Hall Fund to N&SI account

**John** to confirm that N&SI now recognises appropriate signatories and that the account is fully operational

**Lyn and Paul** to complete nights away permit

**Neil** to circulate a nut allergy policy

#### **New Action Points**

**All leaders and helpers** to let Kay know if they have any raffle prizes they can donate.

**Kay or Lyn** to speak to Edwards Beavers' parents regarding Abi's departure.

**Maggie** to check with Lyn whether flowers or a charitable donation are preferred (and to make the necessary arrangements).

**Maggie** to give Kay a cheque for £550 in respect of Megan's World Scout Jamboree fundraising.

**Neil** to circulate the GDPR guidelines as set out in the Scout Association website.

**Neil** to draft a letter to parents regarding the increase in subs.

**Neil** to draw up a 5th Dartford GDPR compliance policy.

**Neil** to prepare a short guide for section leaders on GDPR.