



## Minutes For Executive Meeting - 11th November 2015

Held in the Explorer Room in the HQ - 19:30 - 21:35

issue 1

### Circulation:

All 1st Denmead Scout Group Executive Committee Members & Scout Group Leaders.

### Attendees

Executive Meeting Attendees:

|                       |                                       |
|-----------------------|---------------------------------------|
| Craig Thompson        | Group Chairman                        |
| James McErlean        | Group Vice Chairman                   |
| Alan Harwood          | Executive Maintenance Projects Leader |
| Angela Harwood        | Group Scout Leader                    |
| Pam Allsop-Smith      | Group Treasurer                       |
| Bernie Reid           | Group Secretary.                      |
| Wendy Theobald-Morgan | Scout Leader                          |
| Colin Maudsley        | Executive Member                      |
| Angie Cottrell        | Executive Member                      |

### 1. Apologies

|                     |                                |
|---------------------|--------------------------------|
| Henriette Reindeers | Subscriptions Treasurer        |
| Andy Swift          | Scout Leader                   |
| Mike Wall           | Executive Member - Maintenance |
| Mark Osgood         | Executive Member               |
| Rob Marsh           | Executive Member               |

### 2. Minutes of last meeting

#### *i) Accuracy of last Executive meeting minutes (22nd September 2015).*

Apart from a few minor spellings errors, the minutes of the 22nd September 2015 were deemed an accurate and complete Executive meeting.  
record to the

#### *ii) Update/Review of actions from last Executive meeting minutes*

##### **Actions from previous Meeting's Minutes**

**Action 220915\_1:**The Group Scout Leader to seek quotes from Cleaning agencies for supplying a Cleaner for the HQ

**Action Completed:** A professional cleaner has been hired and has started.

**Action 220915\_2:**The Group Secretary to write to the Parish Council detailing the problem with dogs on the field.

**Action Completed:**

**Action 220915\_3:**Electrical re-wiring of the HQ: Alan Harwood to Champion this task and report progress to the Executive.

**Action Completed:** This scheduled (for the initial survey of the building) for the weekend of 19th November. Hereafter this subject will be a continued item included on the Agenda for reporting progress under its own heading.

**Action 220715\_4:** Group Secretary to sent thank you notes/letters to the people named on the list sent by the GSL.

**Action Completed:**

**Action 220715\_5:** The Group Chairman to review the Building and Contents insurance to identify if we have Events cover and if not, how much will it cost to add to Event Cover to our insurance.

**Action Completed:** The Chairman found out that Axis do cover small event cancellations, they need to be notified. When notified they will extend policies to include up to 15 days cover per event for:

- *Event Cancellation and abandonment for any Scout events in the UK ; and/or*
- *Equipment you may use, hire or borrow.*

*Each up to a maximum sum insured of £7500 during the event period  
\*Free of charge!*

**Action 220715\_6:** The Group Scout Leader to purchase new chairs for the Group up to a value not exceeding £300.

**Action On-Going:**

**Action 220715\_7:** The Group Chairman to contact the Alarm Company and arrange the fitting of the repeater Alarm to the outside of the building.

**Action Completed:** The Chairman has contacted the Fire and Intruder Alarm company who have a service visit on the 27<sup>th</sup> November when they will also fit the outside bell at a cost of £90 + VAT.

### **3. Correspondence**

*i) Review any correspondence not covered by this Agenda's subject (and deemed relevant to the Executive business) sent/received since the last Executive meeting,*

*a) Email from DPC Regarding Dogs on the field.*

In response to an email sent requesting the DPC erect better signs on the KGV field (Kidmore Lane field), the DPC said, via email, that they are unable to provide the full funding for new signs and intimated that we could help with the financing of the signs.

This was discussed in Committee with it being said that in general we are trying to police an edict within the purview of the DPC and that we would not take any further actions in respect of providing signs: the DPC to be informed of our decision.

**Action 111115\_1:** The Group Secretary to inform the DPC that we (the Group) will not be providing funding for new "No Dogs" signs

#### 4. Treasurer's Report

##### i) Main Account Balances

The following table was provided by the Group Treasurer, the day following the meeting.

The account balances are as follows

| Account  | Balance <sup>1</sup><br>@Acct |  | Balance <sup>2</sup><br>@Bank | Uncleared <sup>3</sup><br>Receipts | Uncleared <sup>3</sup><br>Payments | Uncleared <sup>3</sup><br>Balance |         |
|--|-------------------------------|--|-------------------------------|------------------------------------|------------------------------------|-----------------------------------|---------|
| <a href="#">1st Denmead Scout Group Main acc</a> | £13,262.78                    |  |                               | £12,531.95                         | £1,553.32                          | £822.49                           | £730.83 |
| <a href="#">Denmead Scouts subs account</a>      | £798.82                       |  |                               | 0.00                               | 0.00                               | 0.00                              | 0.00    |
| <a href="#">1st Denmead Spitfire Scout troop</a> | £530.23                       |  |                               | 0.00                               | 0.00                               | 0.00                              | 0.00    |
| <a href="#">1st Denmead Concorde Cub Pack</a>    | £527.84                       |  |                               | 0.00                               | 0.00                               | 0.00                              | 0.00    |
| <a href="#">Denmead Explorer Scouts</a>          | £393.51                       |  |                               | £388.66                            | £204.85                            | £200.00                           | £4.85   |
| <a href="#">1st Denmead Cubs Camp account</a>    | £330.72                       |  |                               | £141.34                            | £351.38                            | £162.00                           | £189.38 |
| <a href="#">Cash</a>                             | £62.00                        |  |                               | 0.00                               | 0.00                               | 0.00                              | 0.00    |
| <a href="#">1st Denmead Beaver Scouts</a>        | -£121.41                      |  |                               | 0.00                               | 0.00                               | 0.00                              | 0.00    |
|  | <b>£15,784.49</b>             |  |                               | <b>£13,061.95</b>                  |                                    |                                   |         |

##### ii) Group Income and Expenses since last meeting

Details of Income and Expenses to be provided at a later. No action on this placed.

##### iii) Major expenditures expected before next meeting.

No expected major expenditure identified

##### iv) Subscriptions Account balance, income and expenditure

###### From Henriette

The Subs accounts balance is (today) £6523.62. All the sections have been paid their contributions.

The subs system continues to work with a glitch here or there, but there don't seem to be any non-payers.

The gift aid submission 2013/14 & 2014/15 is nearing completion - should be done by the end of the month.

vi) **Set and approve a sum for the November Fireworks Event.**

The recent Fireworks night went with such a bang and a sparkle that it was deemed as being the best display in the area. After brief discussions it was decided that the Group will approve a sum up to a total of £650 for Wynn to purchase Fireworks for next year (2016).

**Action 111115\_2: The Group Secretary to write to Wynn Williams to inform him of the approval of a budget of £650 for next year's display.**

## **5. Membership and Group Issues and Group Events**

i) **Section Leadership requirements and recruitment update.**

It was reported in respect of the Group Leadership that currently the leadership levels at Beaver Scouts are adequate.

The Monday Cubs have benefitted with two additional Leaders joining the Group from Southsea with another new leader recruited ( the father of an existing Cub) also joining Monday Cubs.

The Wednesday Cubs need additional leaders.

The Tuesday Scout pack have merged with Friday Scouts (all under the Vulcan troop name) with the merged troop only meeting on Fridays.

Explorers have moved from Friday to Tuesday nights.

On wider issues, no replacement District Commissioner has yet been appointed so leaving the District without a focal leadership contact.

Jane Rowney is now the District's training Advisor.

ii) **Items for consideration forwarded to the Executive, for the Group, from the Group's Leaders, from the Leaders Meeting and or via the GSL.**

a) **From Alan Harwood:** "On looking at our current bill I have noticed that there are quite a few calls each day to the same 0844 number and these appear to coincide with the unlocking / locking of the HQ. Each call costs 13p i.e. 26p every time someone goes in and out and there are sometimes several calls for what appears to be one action. It might seem like not a lot but over a year works out at well over £200! We could buy a BT calling plan but none of them cover this type of number.

So the question is - what is it calling for / do we need it to do this? Lets discuss at the next Exec meeting."

The discussion on this did not identify what benefit we are gaining from having the entry and exit recorded as no-one looks at the record. The Chairman to discuss this with Axis with a view to having the recording function stopped.

**Action 111115\_3: The Group Chairman to contact Axis to get them to remove the recording function from the alarm setup.**

b) **From the GSL:**

"I forgot to ask about this at the exec meeting. So can we please do a vote online I'd like to propose that we give each of our Explorers and leaders who are attending Switzerland next year £100 towards the trip. It is costing approx £800 each depending on

*what activities they do. There are 8 of them so it would cost us £800. They all worked at the DD for the whole weekend. We had already allocated £1000 to the international fund before the dinosaur derby, so the money is there."*

*I suggest we also put a further £2000 from the DD into this fund for future events."*

The Treasurer identified, following a review of the input and outgoings of the Groups finances over a year, that the difference between what we get in from Subs, Play Group and the 'hirings' brings the fiscal movement of the Groups monetary ins and outs close to parity. This is without taking into account the additional income the Dinosaur Derby brings. Therefore what the GSL is asking for is affordable by the Group.

This was discussed at length where it was eventually decided to postpone any decision on this till the Electrical review is complete which will give us an idea of what costings in the future we may have to meet. It was also said that a budget will need to be made before we commit any monies to specific tasks.

**Action 111115\_4: The Group Treasurer and GSL to meet and set a budget for the Group for 2015/2016**

**c) From the Scouts (Wendy)**

*A replacement Activity Tent for the Scouts (group) to use at camps and events has been promised subject to assessing the cost of the HQ re-wiring. An update of this to be discussed.*

This is still an on-going project that will be re-addressed after the Group Budget is completed.

**d) Remembrance Day Parade (Group Event)**

*Review what went well and if it could be improved.*

The Remembrance day event went very very well. The Executive extends their thanks to Keith Davis for another excellently organised event. Keith will not be organising the event next year (2016). It was asked that the Group Secretary contact (by email) all the parents in the Group asking for a volunteer(s) to run this event next year.

Also, as no collection was taken at the Remembrance Day Parade event (as is usually done), the Executive unanimously decided to donate £200 from the profits made at the recent Fireworks event to the British Legion. The Treasurer will make the donation on behalf of the Group.

**Action 111115\_4: The Group Secretary to email all the Group's parents asking for a volunteer to organise the Remembrance day event next year.**

**Action 111115\_5: The Group Treasurer to send a donation of £200 to the British Legion on behalf of the Group.**

**e) Fireworks Event (Group Event)**

*Review the recent Fireworks event and any actions needed for future events.*

It was unanimously agreed at the meeting that the Firework Event was one of the best to-date. The Group to send a thank you note to Wynn and his helpers. There

were so many people there that it was said that the area was at full capacity. Concerns were raised that we might be overwhelmed if it got any bigger but, it was felt that the numbers will be self levelling if and when it became over crowded.

**Action 111115\_6: The Group Secretary to write to Wynn Williams and his helpers thanking them for their efforts this year.**

- f) ***Santa Round the Village (Group Event)***  
***Discuss arrangements for the Santa Round the Village, identify who is doing what and what preparations are necessary.***

It is with regret we had been informed that the real Santa cannot attend our event this year. Luckily, Santa has given his permission for John Morgan to represent the North Pole at our Santa Round the Village event this year. No other details pertaining to the Santa Round the Village event was discussed.

- g) ***Village Carol Singing (Group Event)***  
***Discuss arrangements for the Village Carol Singing event, identify who is doing what and what preparations are necessary.***

It was said that all the arrangements were being made by the personnel/organisers (including the GSL) setting up the Village Christmas Festival (known to us as the Carol Singing event). This year the organisers have arranged for the Denmead Brass Band to play on the temporary staging to be borrowed from the Community Centre. It is probable the Scout Group will need to help with the staging.

- h) ***Leaders/Executive Christmas Get together***  
***Discuss a date and place for the Annual Christmas Leader/Executive Christmas get together.***

After many dates considered, it was decided that the date for the Leaders Christmas get together would be Saturday 16th January 2016. It was also decided that the event will be held in the HQ as a "Camel Race Night".

- i) ***Adventurous Activity Fund (GSL)***  
***The GSL has raised the subject of using additional monies from the members subscriptions to fund Adventurous Activities for the Sections. (Note: this was last raised on 22nd March 15 where it was decided to wait to review this issue when a budget for 2015/2016 had been set.***

This will be an on-going activity to be discussed after the budget for 2015/2016 has been set (Action 111115\_4 refers)

## **6. Building and Grounds Issue**

- i) ***Building Maintenance and major items that need addressing***

At the start of this topic it was suggested and unanimously agreed that **Alan Harwood** be the Project Manager for maintenance issues in and around the HQ. When a defect occurs, Alan will assess what needs to be done to effect repair and

will then contact the relevant volunteer who has the appropriate skill set to help. If the job needs immediate attention in respect of undertaking remedial actions to fix safety and security issues of the Building, from a skilled craftsman, Alan will contact the necessary tradesman on behalf of the Executive and the Group.

There were no major Building Maintenance issues that needed addressing.

**ii) Alarm Replacement update**

The Alarm Repeater bell (outside bell) will be fitted by Axis on 27th November at a cost of £90 +VAT.

**iii) Maintenance Day Update**

The next Maintenance Day has been set (after much discussion) for the half term holiday in February 2016. The HQ will have to be booked for that day.

**Action 11115\_7: The Group Scout Leader to book the HQ for the Saturday of the half term holiday weekend in February 2016.**

**iv) Maintenance Committee Updates**

Maintenance Committee updates will be put onto the Group's web site. All leaders will need to contact Alan Harwood for a log-on and password for the Maintenance section of the Web Site.

**7. Denmead Web Site Update**

**i) Review the Web Site and discuss any improvements or additions required.**

It was said that some of the data on the web site is now a little out of date. Alan Harwood said he would look into this.

**Action 11115\_8: Alan to review the Website and update it where deemed necessary.**

Alan is to run a Blogging session and OSM Training for the Groups Leaders and Executive. No action placed on this.

**X. Any Other Business**

**At this point most attendees at the meeting wanted to have Any Other Business**  
**The following points were mentioned at the meeting under the Any other Business heading.**

- i. It was noted that the Rag Bag people have stopped collecting. That has left us with a number of large sacks full of clothes. Angela Harwood is trying to find a new source for taking our clothes bags in exchange for money.
- ii. Alan has re-negotiated with BT for a good deal on Superfast Broadband for the HQ which will give us 38MB for a year at only £5 per month (instead of the current £21 per month cost).
- iii. Pam asked about sending a Christmas card from the Group and the format. Angela will provide an appropriate photograph for the Group's Christmas card to Pam along



with a list of who the recipients of the card should be. Pam will then send them out in time for Christmas.

**Action 11115\_9:**The Group Scout Leader to provide a photo to Pam for incorporating on the Group's Christmas Card

**Action 11115\_10:**The Group Scout Leader to provide a list of who should be sent a Christmas card from the Group for 2015.

**Action 11115\_11:**Pam A-S to compile the Group's Christmas cards and send them to the people on the list provided by the GSL.

iv. At the Denmead Striders event where the Group helped with refreshments, City Councillor Patricia Stallard asked why the Group has not recently asked for any financial support from the Council (Winchester) for Group projects (there are grants available).

**Action 11115\_12:** Wendy to contact Patricia to ask for a financial Grant towards the cost of the new tent required for the Scouts and Group.

v. Craig said that the DPC have been looking at the broken fence by the entrance gate. The insurance renewal has increased by 8% to £2246.

**8. Date of Next Meeting**

**27th January 2016**

=====