

**Minutes of a Meeting of 1st Bradley Stoke Scout Group Executive Committee  
On Friday 23rd September 2016 at Holy Trinity Church at 19.30**

Present:

Nick Nelson (Group Chair)	Clive Mason (Group Scout Leader)
Kath Robinson (AGSL - Beavers)	Barbara Holliday (Group Secretary)
Ian Bakewell (Group Waiting List Co-ordinator)	Dan Shadbolt (AGSL - Scouts)
Saul Tomlin (ESL)	Hugh Thorpe (Group Treasurer)
Belinda Hodgson (Group Fundraising)	Tomi Hernija (WAU)
Mike Carr (WAU)	Jo Bland (Group Administrator)

Apologies:

Dave Pace (AGSL - Cubs)

<p><b>1. <u>Introductions</u></b></p> <p>Apologies were received from Dave Pace.</p>	
<p><b>2. <u>Minutes of the last Meeting and Action List review</u></b></p> <p>It was noted that the Minutes of the AGM on 13th July 2016 had been circulated for review, and approved.</p> <p>The Action List was reviewed, updated and items closed where appropriate.</p>	
<p><b>3. <u>Group Update / Issues</u></b></p> <p>CM reported that the new Sections were going well, there were now 80 Beavers, 79 Cubs and 71 Scouts with lots of new adult volunteers. The Group was generating lots of interest.</p> <p>CM reiterated the need to improve training - especially First Aid, CM hopes to bring this training in-house.</p> <p>CM informed the Executive that the further use of Holy Trinity has worked well, and they have proved to be very supportive.</p> <p>CM confirmed that Neil Raff now has a shooting permit, and is awaiting his certificate. Neil will be able to run activities at Woodhouse Park.</p> <p>TH was pleased to advise that the Leaders' weekend camp was very successful, and enjoyed by everyone. TH agreed to organise and co-ordinate the next Leaders' camp.</p>	<p>TH</p>

<p>BarbH enquired as to whether the Group would consider expanding further. CM advised this would be entirely a decision for the Executive Committee. BarbH suggested that the Executive would need to consider venues for a further expansion as Brook Way is fully utilised.</p> <p>CM reminded everyone that our waiting list policy now limits to those in the BS32 postcode and anyone outside should be directed to other Groups.</p>	
<p><b>4. <u>Youth Representative</u></b></p> <p>CM confirmed that there is currently no Youth Representatives, a girl and a boy around 16 years old ideally. NN is to attend the Explorers meeting to explain the role, in an attempt to aid recruitment.</p>	NN
<p><b>5. <u>Finance Position</u></b></p> <p>HT had circulated the Accounts to 31st August 2016, which showed a current loss of £535. HT informed the Meeting that there were a number of oddities which explained this and there were no concerns.</p> <p>HT explained that he wished to review fundraising with BJH, meeting to be arranged.</p> <p>HT expressed his concern regarding the Cubs position against budget, and explained the necessity to keep an eye on this situation.</p> <p>HT advised that he wished to check the Water Rats Accounts with TH, meeting to be arranged.</p> <p>HT to speak to Pam regarding Explorers' income and in particular Gift Aid.</p> <p>HT confirmed that the Gift Aid submission would be made by the end of October. KR suggested that we should let everyone know what a difference Gift Aid makes, as only a third had signed up. NN to advise parents once submission is in.</p> <p>HT advised that he would circulate the Section budgets.</p> <p>CM informed the Executive that he would chase the new section grants.</p> <p>HT confirmed that there remains an unresolved subscriptions issue, CM agreed to speak to the individual concerned.</p> <p>CM and ST to sign a new Partnership Agreement between the Group and the Explorers, to include term time only meetings, at a rent agreed of £725 per annum.</p> <p>NN advised that the Group would again apply for the Aviva Grant, it was discussed and agreed that NN would make the grant application for a trailer.</p>	<p>HT/BJH</p> <p>HT/TH/ MC</p> <p>HT</p> <p>NN</p> <p>CM</p> <p>CM/ST</p> <p>NN</p>
<p><b>6. <u>Quartermaster Update</u></b></p>	

<p>NN advised that Daren Payne had stood down as Quartermaster. NN had messaged the Group via Facebook advertising the vacant role, and the possibility of making the position two roles.</p> <p>NN informed the Executive that the roof of the storage unit was leaking, CM agreed to look into repair solutions or possibly a new roof.</p>	<p>CM</p>
<p><b>6. <u>Fundraising Update</u></b></p> <p>BJH confirmed that the raffle monies, totalling over £1,500, had been passed to Claire Shadbolt for banking.</p> <p>BJH advised that she had received a cheque for £52 from Easyfundraising which was to be banked. BJH explained her intention to push Easyfundraising to parents, as an easy way to raise funds for the Group.</p> <p>BJH confirmed that the Silver Smarties fundraiser, would be sent out to the Sections in the next week or so.</p> <p>BJH had received a lot of interest in another Skittles and Pies night, it is the intention to run this event again in February 2017.</p> <p>Other fundraising ideas were being considered by BJH, including a charity car wash.</p> <p>MC to draft an application for a grant from Trinity House Fund Group, NN to submit.</p>	<p>MC/NN</p>
<p><b>8. <u>Remembrance Day</u></b></p> <p>KR confirmed that this year's Remembrance Parade would take place on Sunday 13th November.</p> <p>All invitations to groups had been sent out, and they were aware they would be joining us and representing Scouting to cover themselves under our liability insurance. Dave Calloway would be assisting with the Parade.</p> <p>KR confirmed that, for insurance reasons, veterans would not be invited to march, but are welcome to join us at the Town Square.</p> <p>KR advised that she along with Dave Calloway and BarbH, had looked at everything that was reasonable for the Group to consider. Volunteers would be needed to marshal the parade.</p>	<p>All</p>
<p><b>9. <u>Marching Band</u></b></p> <p>KR confirmed that the Marching Band was now being successfully held at Holy Trinity. There were still six young leaders from 37th Kingswood attending the Marching Band, and it is hoped that the Remembrance Parade will bring more interest.</p>	

<p><b>10. <u>WOW - Widening Occupation Works</u></b></p> <p>The offer of assistance from UWE occupational students was discussed, but the Executive decided, that there was no project that could utilise the offer of help on this occasion. CM to decline.</p>	<p>CM</p>
<p><b>11. <u>Wish List</u></b></p> <p>BarbH to forward the current wish list to NN, who will compile a complete list. DS to send a list of items, that were missing from storage and needed at the Scouts' camp.</p> <p>MC asked that a light board for the Water Rats' trailer be added to the wish list.</p>	<p>BarbH / NN/ DS</p> <p>MC</p>
<p><b>12. <u>Health and Safety and Leaseholder Issues</u></b></p> <p>Health and Safety issues would be reviewed at the next Executive.</p> <p>NN had asked the Council for new access cards, to go with the keys for the new Friday Troop.</p>	<p>NN</p>
<p><b>13. <u>Any Other Business</u></b></p> <p>KR advised that Willowbrook Centre would be helping with the Poppy Appeal, and the "poppy hand prints" from last year had been preserved and would be displayed again this year. KR discussed the plans to make a poppy tree, using poppies made from cupcake wrappers, personalised with messages made by the public, during a half term event at Willowbrook, which has tentatively been arranged for Wednesday 26th October.</p> <p>BarbH asked that all leaders give some thought about themes for the Annual Trustee Report and Accounts, rather than leaving it to the last minute. Perhaps the inclusion of quotes from young people. BarbH to circulate a template of the Report and Accounts for comment.</p> <p>HT explained that it is necessary for BarbH and BJH to regularly process some expenses through the Group's bank account, to ensure that their bank log-in details do not expire.</p> <p>DS confirmed that the new Friday Scout Troop had been invited to next year's camp in France, a deposit of £50 is payable, then fundraising for the remainder. A decision would be made next year, as to the balance that is a payable. HT to send figures to DS, to check everything has been included.</p> <p>CM mentioned to the Executive the possibility of running some taster sessions / evening activities, with the help of St Mary's Rugby Club</p> <p>CM suggested, that as there would not be a District or County camp next year, that a Group camp is run. This was agreed, and CM to give this some further thought. Additional tentage would likely be required.</p> <p>ST requested access to the funds that the Explorers raised at the Town Festival, to purchase archery equipment. BH to advise monies available.</p>	<p>All</p> <p>HT/BJH/ BarbH</p> <p>DS/HT</p> <p>CM</p> <p>BH/ST/ HT</p>

<p>TH explained that it has been a successful year for the Water Unit, and they had sold some equipment so that they were able to purchase more useful modern equipment. HT requested receipts showing the sales and purchases to ensure compliance with charity accounting. TH expressed the need to have more trained leaders, able to help and give MC and TH assistance when required. These would probably be existing leaders from across the Group who developed additional skills.</p> <p>DS advised the Executive, that he and DP would be stepping back from Leader roles and focussing on AGSL roles.</p>	TH
<p><b>14. <u>Date of Next Meeting</u></b></p> <p>11th November 2016</p>	