

**Minutes of a meeting of 1<sup>st</sup> Bradley Stoke Scout Group  
Executive Committee Meeting was held at Holy Trinity Church  
on Friday 3<sup>rd</sup> March 2017 at 19.30**

**Attendees:**

Nick Nelson (Group Chair)	Barbara Holliday (Group Secretary)
Dave Pace (AGSL – Cubs)	Dan Shadbolt (AGSL – Scouts)
Kath Robinson (AGSL – Beavers)	Hugh Thorpe (Group Treasurer)
Belinda Hodgson (Group Fundraising)	Jo Bland (Group Administrator)
Matt Calloway (Youth Representative)	Scott Warburton (Youth Representative)

**Apologies received from:**

Clive Mason (Group Scout Leader)  
 Ian Bakewell (Group Waiting List Coordinator)  
 Alan Chinnock (Group Quartermaster)  
 Tomi Hernija (Water Activity Unit)  
 Mike Carr (Water Activity Unit)  
 Gareth Hardwick (Explorer Scout)

**1. Welcome and apologies**

Apologies received from Clive Mason, Ian Bakewell, Alan Chinnock, Tomi Hernija, Mike Carr and Gareth Hardwick.

**2. Minutes of the last Meeting and Action List**

The minutes were reviewed and approved.  
 The Action List was reviewed.

**3. Group Update / Issues**

NN reported that there were potentially two new Beaver leaders, one for Mondays and one for Thursday.

The Committee discussed the problem of Beavers ready to move up but there not being enough spaces in Cubs to accommodate them. There is the potential for opening a 4<sup>th</sup> Scout Group.

NN explained that the Admissions policy does not currently include any explanation as to what happens if a child is offered a place, but the night is unacceptable to them, it does however, include policy on what happens if a young person wants to swap nights. DP to consider and draft an update to this.

DP

DP advised that the Group's Cub OSM subscription is expiring soon, and it would cause problems if it is allowed to expire, and payments can take a couple of days

<p>to process. It was agreed by the Committee to renew as a Gold Plus Subscription should be paid for, which would allow all three sections to expire at the same time rather than separately. DS to arrange payment.</p> <p>[Post Meeting Note: This has now been resolved]</p>	
<p><b>4. Youth Rep Update</b></p> <p>MattC and SW presented the finding of the recent visits to the sections. They had a detailed list of activities each section liked and disliked. NN asked that they consolidate their lists and provide to NN / BarbH. The AGSLs will in turn use this for future section planning.</p> <p>[Post Meeting Note: Provided by youth reps and shared to AGSLs]</p> <p>MattC and SW advised they were still discussing the possibility of a Youth Rep badge, and they would let NN know their preference.</p> <p>MattC and SW had discussed the idea of unit badges with the young people and it had been felt this was a good idea, Matt C and SW would like to run a competition for the design of these. SW advised that the Cub names needed to be rethought, as continent names were not working, and this would have to be decided before badges could be designed.</p>	
<p><b>5. Development Plan</b></p> <p>NN circulated prior to the Executive Meeting a Development Plan, which focuses on consolidation, rather than growth going forward. Purchasing new equipment, provision of better storage and a trailer. Focusing on the programme offered to sections, rather than the Group growing further.</p> <p>There are separate goals for 1, 3 and 5 year periods.</p> <p>NN to suggest a lead for each action, for final approval.</p>	<p>NN</p>
<p><b>6. Finance Position</b></p> <p>HT asked the Executive to consider the option of charging subscriptions and event costs through OSM. Whilst this has a cost associated with it, it would also prompt parents to opt into Gift Aid, making the retrieval of Gift Aid information easier. The increase in Gift Aid authorisations would allow the Group to recover some of these costs.</p> <p>Section Leaders would still need to chase outstanding payments, OSM would allow leaders to easily see who has paid, as there would be no cash payments. It would make the administration of subscriptions easier, as at the moment they arrive into the Group's bank account, as individual payments, on different days and have to be reconciled, which is time consuming.</p>	

<p>DP explained that OSM could not deal with multiples, ie. Tea towels x 2. The Executive agreed that there would be exceptions, but agreed that subscriptions and events should be collected through OSM.</p> <p>HT suggested sending an email to parents, explaining the change from standing order to direct debit through OSM from 31<sup>st</sup> March 2017, which would be followed up by an email from Section Leaders, requesting the direct debit be set up from 1<sup>st</sup> April 2017.</p> <p>HT advised that low charging events, such as the archery charge of £1, could be collected through OSM, but it may be easier for the Group to pay for this itself.</p> <p>The Executive discussed and agreed that there should be a flat rate for subscriptions of £11 per month, with no sibling discount, the 50p rise would cover consumables such as archery.</p> <p>NN agreed to draft a letter and circulate to the Executive for comments, this would then be sent Group wide and followed up with a direct debit request email.</p> <p>[Post Meeting Note: This has been circulated]</p> <p>BarbH requested a copy of the letter, so that she is able to update policy.</p> <p>HT agreed that he and Claire Shadbolt, would set up OSM subscriptions for the whole Group and circulate instructions for new joiners to leaders. HT to liaise with DS.</p> <p>There were a number of payments in the Accounts, which HT had been unable to identify, HT to email AGSLs to help with identification.</p> <p>HT advised that there was a profit from the Beaver soft play event, which was unexpected, KR to check with Beena that there were no outstanding expenses.</p> <p>The Halloween party had made £102 profit. HT asked that AGSLs check there were no leader expenses outstanding.</p> <p>NN reported that the Group had received £1,500 Member Allocated Funding from South Glos. Council this would be utilised to purchase a tent (£800), a gas bbq (£250), two way radios (£150) and a hot water urn (£300).</p> <p>Neil Raaf's employer is considering a donation tents of various sizes.</p> <p>NN advised that the Airbus Community Award token collection had been applied for.</p> <p>A Trust Grant had been applied for, which if successful would be utilised for the French Camp.</p>	<p>NN/ Exec</p> <p>NN/BarbH</p> <p>HT/DS</p> <p>HT/AGSLs</p> <p>KR</p> <p>AGSLs</p>
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<p><b>7. Quartermaster Report</b></p> <p>NN reported that the inventory was now on the system, and that KR was to add the Marching Band Inventory.</p> <p>NN and AC were starting the numbering and labelling of the inventory.</p>	<p>KR</p> <p>NN / AC</p>
<p><b>8. Fundraising Update</b></p> <p>BJH reported that the Swimathon would be going ahead in November, a decision would be made as to which pool it would be held at. 60% of the money raised would go to the Group, and 40% to Children in Need.</p> <p>Dress down night / tuck shop night is in the programme, BJH said she was happy to run the tuck shop.</p> <p>BJH reported that the textile collection was going well.</p> <p>Sainsburys vouchers were now being collected.</p> <p>Tea towels would be produced in September, and needed to be planned in the programme.</p> <p>Bag packing was booked for the end of September.</p>	
<p><b>9. Water Rats Unit Update</b></p> <p>No update at this Exec.</p>	
<p><b>10. Marching Band</b></p> <p>KR advised that the instruments had now been purchased from Kingswood, and KR would add these to the inventory list on the system. BarbH to look at insurance and whether it is necessary, as the instruments will be taken to young people's houses. Disclaimers to be signed.</p> <p>KR reported that a slot has been booked, for the Marching Band to perform at the Town Festival.</p>	<p>KR/BarbH</p>
<p><b>11. Events</b></p> <p>Group Camp</p> <p>DP reported confirmed that the price of £45 had been decided, and the venue booked for 16, 17 and 18th June. A decision will need to be made as to whether it includes the cost of the Group t-shirt, if not included this would be charged through OSM. NN confirmed he had booked the mini bus.</p> <p>Details of the camp badge design competition are to be sent out.</p>	

<p>KR advised that there was the need for a planning meeting, to arrange the programme for the Camp.</p> <p>France 2017</p> <p>NN confirmed that payment requests had been sent out to parents. Food contribution requests to leaders to be sent shortly. A couple of young people have dropped out, since the payment request was sent. £100 by 31<sup>st</sup> March 2017 and £75 by 30<sup>th</sup> April 2017. Currently there are 40 going, and a booking has been made for 35.</p>	
<p><b>12. Wish List</b></p> <p>NN advised that some grants were being used for items on the wish list.</p> <p>High viz jackets had been removed from the wish list, as there were enough in the store.</p>	
<p><b>13. Health and Safety / Lease Holder Issues</b></p> <p>NN advised that he had reviewed the Accident Register, there were only minor injuries, and had replenished the blank accident forms.</p> <p>NN reported that the Council was now meeting on a three-month basis, regarding Brook Way, and were looking into a brick storage building behind Brook Way (1/3 for radio station, 1/3 for Council and 1/3 for Scout Group).</p> <p>CM was considering storage options for Water Rats.</p>	
<p><b>14. Any Other Business</b></p> <p>BarbH requested ideas for Trustee Report, a consolidation of our position and AGSLs to collate a report with photographs. BarbH to circulate an email with timeframes.</p> <p>DS asked if the Group would fund Activity Permits, ie. top rope climbing permits; this was agreed.</p> <p>KR advised that she would add Marching Band as a Section and charge subs through OSM.</p> <p>HT to speak to Dunkley's regarding their audit of this year's accounts.</p>	<p>All</p> <p>KR</p> <p>HT</p>
<p><b>Date of Next Meetings</b></p>	

<b>5<sup>th</sup> May 2017</b> <b>June 2017 (date to be confirmed)</b> <b>12<sup>th</sup> July 2017 AGM</b>	
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