

**Minutes of a meeting of 1st Bradley Stoke Scout Group
Executive Committee Meeting was held at Holy Trinity Church
on Friday 23rd November 2018 at 19.30**

Attendees:

Nick Nelson (Group Chairman)	Kath Robinson (AGSL – Beavers)
Clive Mason (GSL)	Hugh Thorpe (Group Treasurer)
Dave Pace (AGSL – Cubs)	Tony Robinson (GDPR)
Belinda Hodgson (Group Fundraising)	Dan Shadbolt (AGSL – Scouts)
Jo Bland (Group Administrator)	Gareth Hardwick (ESL – Trident)
Matt Calloway (Youth Representative)	Ryan Watts (WAU)

Apologies received from:

Scott Warburton (Youth Representative)	Barbara Holiday (Group Secretary)
Donna Carl (Beaver Representative)	Tomi Hernija (WAU)
Ian Bakewell (Group Waiting List Co-ordinator)	Darrell Ford (GDPR)

<p>1. Welcome and Apologies</p> <p>Apologies received from Scott Warburton, Barbara Holiday, Donna Carl, Tomi Hernija, Ian Bakewell and Darrell Ford.</p>	
<p>2. Minutes of the last meeting, AGM Motions and Action List</p> <p>Minutes of the last meeting were approved and the Action List was reviewed.</p>	
<p>3. Executive Trustee Status and Water Rats Unit Status</p> <p>NN discussed the status of the Water Activity Unit who are Group Skills Instructor Unit. In order that they are able to assist the Executive in respect of water activities, it was agreed for RW and TH to hold a Co-opted member status on the Executive.</p> <p>It was also agreed for DF and TR to hold Co-opted status, to assist the Executive in respect of the support they provide towards General Data Protection Regulation compliance.</p> <p>NN also tabled the suggestion that DC and GH become Trustees of the Group, GH declined, NN to speak to DC.</p>	<p>NN/DC</p>

<p>4. Group Update / Issues</p> <p>NN advised that he had recently met with a potential Quarter Master. He would be following this up.</p> <p>GSL addressed the Executive and provided the following detailed information:</p> <p>DC has formally tendered resignation for end of January 2019. District Commissioner (& 1st BSSG GSL!) search commencing. Deputy District Commissioner (CM) role becoming increasingly involved and time heavy (4-5 related meetings a week not uncommon). DDC putting in place many initiatives such as GSuite, full utilisation of OSM, communications, driving District finance review, etc, in order to ensure that he can meet the challenge of line managing 18 Groups and 5 Units (and Exec and SAS).</p> <p>As such, CM is pretty much reliant on our SMT covering the day to day Scouting programme across all the sections and a huge thank you and recognition from GSL, to all the volunteering team. Recent events such as the Remembrance Parade and Swimathon have reinforced what an efficient team we have the privilege of working with.</p> <p>CM advised that he had struggled to engage with those potential volunteers that had expressed an interest. CM reminded everyone that all volunteers within the Group should be recruiting, there is a need for more assistance.</p> <p>CM confirmed that the rebranding should be complete by 2020, uniform consultation commences next year starting with Explorers, then Scouts. CM to arrange for replacement entrance signage at BW, it was agreed to leave the large sign above BW.</p> <p>The theme for AJAM20 had been confirmed as “Discovery and Adventure” and is believed to be at Woodhouse Park.</p> <p>CM advise that AGSL’s and himself would be chasing the completion of the GDPR Module.</p> <p>CM confirmed that the Yellow card had been reissued, CM to circulate email confirming this.</p> <p>Avon DYC day (24th November 2018) and YouShape Month 2019 – February 2019, Scott and Matt to note, research and drive.</p> <p>It was confirmed that the Leaders / volunteers camp would be 24-27th May 2019 at Biblins.</p> <p>Waiting List – possible use of OSM (admissions policy attachment), ultimately District managed.</p> <p><u>Early Years Pilots</u></p> <p>Two groups have put themselves forward within Brunel (63rd and 209th).</p>	<p>CM</p> <p>AGSL / CM</p>
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<p>By “early years” we mean four and five year olds. This should bring new volunteers to the movement.</p> <p>The plan to trial “early years” is included in our new Skills for Life strategy.</p> <p>Pilot is being funded by the Department of Education. It is a pilot scheme, not the launch of a new section.</p> <p>The Department of Education has agreed to help fund 20 pilots in England, with groups from disadvantaged areas.</p> <p>The “early years” pilot does not have a name.</p> <p>Not to be started locally, unless you are part of the pilot.</p> <p>Let HQ know if you are interested in taking part.</p> <p><u>Guiding Partnership</u></p> <p>Pears Foundation funded, Avon area targeted. National target – over 200 new units, recruiting 3,300 new young members and 768 new volunteers in England, by the end of 2020.</p> <p><u>NCS Trust Partnership</u> (15-17 years so covers Explorer age). Looking at pilots with providers (Scouting).</p>	
<p>5. Youth Rep Update</p> <p>MC Expressed concern that there may not be much interest in designs for Section badges, and that there should be an incentive. NN said that the fact that the winning design would be the prize, there is no need to offer an additional incentive.</p> <p>MC/SW to design a template, put together a pitch, and email to NN / CM. Cubs had not adopted their theme, and this would need to be re-thought.</p> <p>MC/SW need to obtain availability for January, then NN will send message via OSM regarding badge design. The judging panel and the design to be made into badges before the end of the Scouting year.</p> <p>GH advised that MC and SW would be 18 at the end of the Scouting year, and he would start the search for two more Youth Reps.</p>	<p>MC/SW</p> <p>MC/SW/NN</p>
<p>6. GDPR</p> <p>TR gave a GDPR presentation, detailing the Data Process Agreements needed for OSM, Compass, Google, etc.</p> <p>TR continued to compile the Data Asset Register with the Executive.</p> <p>NN asked what data is retained when someone leaves, TR advised that you would need to get the subject’s agreement to retain data.</p>	

<p>CM asked that shredders be added to the Wish List, for BW and HT.</p> <p>TR to meet with DF and NN to discuss how the Group holds information further, and GDPR will be a regular item on the Executive Agenda as well as meeting for specific processes.</p> <p>CM asked that photographic consent be revisited.</p>	<p>NN</p> <p>All</p>
<p>7. Finance</p> <p>HT reported that there was a £866 surplus to the end of October.</p> <p>HT advised that the subs are behind budget and asked AGSLs to check everyone is up to date</p> <p>HT highlighted that there were a number of payments outstanding for the recent order of Group hoodies. [Post Meeting Note: These have been chased]</p> <p>HT asked that everyone check that Events financial positions are as expected, and advise HT if incorrect.</p> <p>£1,000 from Tesco is to be sent on receipt of final report, NN to submit.</p> <p>Balance sheet to be discussed in more detail at the January Executive.</p>	<p>AGSLs / HT</p> <p>All</p> <p>NN</p>
<p>8. Managing a “Safe Scout Premises”</p> <p>NN confirmed that BarbH would be going directly to the Landlords to obtain details of asbestos checks, fire extinguisher checks, food safety certificate, etc.</p> <p>NN advised that there is a requirement for each Sections to hold a fire evacuation each term.</p> <p>BarbH would report at the next Executive.</p>	<p>AGSLs</p> <p>BarbH</p>
<p>9. Fundraising Update</p> <p>BJH confirmed that 61 young people swam at the Swimathon; the Beavers taking part for the first time, who really enjoyed the event. £57 was collected in donation buckets, and the sponsorship had raised £512.50 to date, with a further 45 swimmers to return their sponsorship forms. BJH will send a list of those outstanding to leaders to follow up.</p> <p>50% of sponsorship would be donated to the Children in Need, 25% to Off the Record and 25% to Street Life. GH asked that the Explorers</p>	<p>BJH / AGSLs</p>

<p>sponsorships also be included in the donations.</p> <p>BJH advised there was not much booked for next year, but she had received a request for Bingo!</p>	
<p>10. Events</p> <p>Remembrance Parade, this will be discussed in detail at the de-brief meeting, but it was a successful event for the Group.</p> <p>KR asked that whilst St John’s Ambulance had not charged for the event, a donation of £150 from the Group be considered – this was agreed by the Executive. HT to arrange payment.</p> <p>NN confirmed that he would write a thank you for the donation of the Hi Vis jackets. DS to provide details to NN</p>	<p>HT</p> <p>NN / DS</p>
<p>11. Marching Band Update</p> <p>KR advised that the Marching Band would be playing at the Christmas Concert, at the Willowbrook Centre on 19th December.</p>	
<p>12. Water Rats Update</p> <p>RW advised that the Water Rats had met with the AGSLs to get feedback, and they would be putting the year’s schedule together by the end of January.</p> <p>The Executive discussed the provision of archery from October to April. The Beavers would need to be out of Brook Way for the evening to give enough time to set up for Cubs and Scouts, AGSLs need to advise Water Rats when they want to arrange this.</p> <p>GH requested that a surveyors ladder be purchased, to assist with setting up for archery at Brook Way – Glen to purchase exactly what is required.</p> <p>CM suggested a meeting with TH, MC, RW and NN to discuss the provision of archery in more detail.</p>	<p>AGSLs</p> <p>GH</p> <p>CM</p>
<p>13. Wish List</p> <p>It was agreed that BJH purchase a second set of racking for the Grange Court container. When the container has been filled, the Quarter Master can then organise and NN will provide container key to Water Rats.</p> <p>Three resuscitation dolls to be added to Wish List, dependent on John Morris’ response from British Heart Foundation.</p>	<p>BJH / NN</p> <p>NN</p>

<p>BJH to purchase more clear storage boxes for indoor store at BW.</p>	<p>BJH</p>
<p>14. Health and Safety and Lease Holder Issues</p> <p>NN reported there were no trends in the Accident Register.</p> <p>NN asked that all Section Leaders ensure that they close up properly: lights turned off, windows shut and shutters closed. Young people should not be given the keys.</p>	<p>All</p>
<p>15. Any Other Business</p> <p>CM congratulated NN on the attainment of his Wood Badge.</p> <p>GH asked if there was a list of Young Leaders. CM to send GH the family tree, GH to fill any gaps, two Young Leaders per Section.</p> <p>DS shared with the Group MC's design for the District Christmas Party Badge, an event that had been cancelled. Suggested this design could be used for the Group's section Christmas Party events. It was agreed this was a good idea.</p> <p>DS advised that Scouts were collecting again this year for Street Life, and perhaps this could be extended across all Sections. It was agreed to send details to all sections and donations would be made as a Group.</p>	<p>GH/ CM</p> <p>DS/MC</p> <p>DS</p>
<p>16. Date of Next Meeting</p> <p>11th January 2019</p>	