

**Minutes of a meeting of 1st Bradley Stoke Scout Group
Executive Committee Meeting was held at Holy Trinity Church
on Friday 11th January 2019 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)
Donna Carl (Beaver Representative)	Dan Shadbolt (AGSL – Scouts)
Belinda Hodgson (Group Fundraising)	Darrell Ford (GDPR)
Jo Bland (Group Administrator)	Matt Calloway (Youth Representative)
Ryan Watts (WAU)	Ian Bakewell (Group Waiting List Co-ordinator)

Apologies received from:

Scott Warburton (Youth Representative)	Gareth Hardwick (ESL – Trident)
Tomi Hernija (WAU)	

<p>1. Welcome and Apologies</p> <p>Apologies received from Scott Warburton, Tomi Hernija and Gareth Hardwick.</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. Group Update / Issues</p> <p>CM confirmed that the DC leaves at the end of the month, and the search has commenced. A communication regarding the search will be sent to everyone, including parents, through their Sections.</p> <p>CM advised that should the need arise, the search for a new Group Section Leader would need to be formalised as it is a District appointment.</p> <p>There have been a number of updates to the new Policy, Organisation and Rules (POR), which also covers the Executive. CM asked that everyone to check on Compass that they are receiving all communications relevant to their role.</p> <p>CM reported that from 2020 OSM will be the official youth database, and we need to ensure that all young people's details are up to date.</p> <p>The Census is due on 31st January, if a child's details are on OSM on that date</p>	<p>All</p>

<p>we are charged as part of the Census. CM requested that all Young People’s details are up to date including their emergency contact details.</p> <p>CM advised that he had handed out the new Yellow Safeguarding Cards, spare cards are in the top drawer of the filing cabinet at Brook Way. There are a few differences, one of which is not being allowed to be 1:1 in a vehicle with a young person. In exceptional circumstances i.e. if a child has not been collected, transporting a child home would have to be agreed with a parent over the telephone.</p> <p>CM requested that if a new person is being appointed to the Group, the checklist must be followed to ensure that when they attend the appointment interview they are prepared.</p> <p>CM advised that new uniforms should be in place by the end of 2020, in line with the rebranding.</p> <p>The next District social is on the 2nd February – CM asked who would be attending.</p> <p>CM detailed the breakdown of the District Census:- £44 per young person (£27.50 to Headquarters, £11.50 to County, £5.00 to District) which for the Group will total approximately £10,648.</p> <p>CM advised that there are two youth events in October, Sparks for Beavers / Cubs on 5th October 2019 in Keynsham and Ignite for Scouts and Explorers on Sunday 6th October 2019.</p> <p>CM expressed his concern about the fragility of support, particularly at Cubs on Monday and Friday at Holy Trinity. He thanked DP for holding the fort at Cubs on Monday at Brook Way. CM suggested that there was a need for a proper structured recruitment drive for support.</p> <p>CM proposed a Group development evening, to put something in place to move things forward, alongside a second development evening with AGSLs to discuss ideas.</p> <p>NN reported that the potential Quartermaster was unable to fulfil the role, but would still like to be involved in a volunteering or SAS role.</p> <p>A couple of volunteers have contacted CM through the website, CM confirmed that he had sent the standard information, and was awaiting a response.</p> <p>CM thanked leaders for providing an amazing programme this term.</p>	
<p>4. Youth Rep Update</p> <p>MattC requested that the AGSLs include meetings in their next programme planning for the Youth Reps to visit each section.</p> <p>MattC and SW to produce a badge template, for the Section Badge</p>	<p>AGSL</p>

<p>Competition, an explanation of what the badge is for, and to send to AGLS to circulate to the young people.</p>	<p>MattC / SW</p>
<p>5. GDPR</p> <p>TR advised that the Scout Association has now prepared guidelines for GDPR, which DF/TR are reviewing.</p> <p>TR confirmed that he would be emailing KR, NN, DP, DS, CM and HT to arrange individual meetings in respect of GDPR.</p> <p>There was a discussion about what was the external website for the Group (Post Meeting Note: This has been confirmed as 1st.bradley-stoke-scouts.org)</p>	<p>TR, KR, NN, DP, DS, CM, HT</p>
<p>6. Finance</p> <p>HT reported that the balance sheet for the 9 months to December showed a deficit of £350, it is expected that there will be a deficit of a couple of £000 at the year end.</p> <p>The £3,000 of expenses made up of subscription refunds, Bjam etc, could be off set against the £11,000 surplus, giving a zero balance.</p> <p>HT expressed his concern at the fact we seem to be collecting subscriptions at the rate of 217 members, OSM has 242 members, HT to look into who are the non- payers, and how this should be budgeted for next year.</p> <p>NN advised that he was still chasing the outstanding payments for the hoodies.</p> <p>HT confirmed that he was in the process of getting the Gift Aid submission up to date, he asked that a Gift Aid be sent via the Sections through OSM.</p> <p>HT advised that there was currently a £35,000 cash balance. It was agreed that of the £20,000 held in the current account, £11,000 be allocated to District subs, £5,000 held as a float and £4,000 be transferred to the Development Fund.</p> <p>The Development Fund will then have a balance of £9,000, being held for the long term replacement of containers.</p> <p>The Group's Reserve Fund has a balance of £10,000, which is held in line with policy.</p>	<p>KR, DP, DS</p>
<p>7. Fundraising Update</p> <p>BJH confirmed the final totals for the Swimathon:</p> <p>£968.79 to Children in Need £409.40 to Street Life £409.40 to Off the Record</p> <p>There were 12 participants of the Swimathon that had not submitted any sponsorship. They would not be presented with the Swimathon badges until</p>	

<p>sponsorship is received.</p> <p>BJH advised that there is a Tesco bag pack on Saturday / Sunday, at the end of March, along with a Bingo Night, on a date to be confirmed.</p> <p>BJH reinforced the importance that all fundraising monies be handed to her for allocation, BJH visits each night to collect money, there is no excuse. BJH suggested that a locked post box for the collection of sponsorship / fundraising monies be placed at Brook Way, it was agreed that BJH would hold a key, and a second key would be held by HT as a contingency.</p> <p>BJH expressed her disappointment that the indoor store at Brook Way was yet again a complete mess and asked that a date be arranged for the indoor store to be emptied, and reorganised with the new boxes. All were in agreement.</p> <p>HT advised that St Mary's Primary School had collected money in memory of a teacher who had been involved in Scouting, and they had decided to donate this to 1st Bradley Stoke Scouts. It was agreed that the Group should arrange for a plaque to be given to the school in recognition of the teacher.</p> <p>NN reviewed the Wish List – a total of £2,000, these purchases were agreed. It was decided to delete the resuscitation mannequins, as it is possible to borrow these from BSCS.</p>	<p>BJH</p>
<p>8. Marching Band Update</p> <p>KR advised that there were some new members, and hopefully some more adults will join the Band.</p>	
<p>9. Water Rats Update</p> <p>RW advised that the draft schedule for Water Rats had been completed, which provides 27 sessions, covering kayaking, sailing, rafting, paddle passport, scuba session and Pirate Day for Cubs / Scouts. RW requested feedback from DP, KR and DS.</p> <p>The schedule covers to the end of June, so it is possible to put on some sessions in September.</p>	<p>DP/KR/DS</p>
<p>10. Events</p> <p>DS advised that the Leaders' camp had been booked for May half term, Friday to Monday, it is possible to stay on if you wish. More information will be circulated nearer the time.</p>	
<p>11. Health and Safety and Lease Holder Issues</p>	

<p>NN to remind Council that the hot water at Brook Way needs to stay on until 10.00 pm, to avoid washing up in cold water.</p> <p>NN to chase back gate keys and replacement of key fobs, together with combination for back door for Brook Way.</p>	<p>NN</p> <p>NN</p>
<p>12. Any Other Business</p> <p>HT asked when the insurance renewal was due. BarbH to check.</p>	<p>BarbH</p>
<p>13. Date of Next Meeting</p> <p>8th March 2019 3rd May 2019 AGM – 10th July</p>	