

**Minutes of a meeting of 1st Bradley Stoke Scout Group
Executive Committee Meeting was held at Holy Trinity Church
on Friday 13th March 2020 at 19.00**

Attendees:

Nick Nelson (Group Chairman)	Dan Shadbolt (AGSL – Scouts)
Barbara Holliday (Group Secretary)	Dave Pace (AGSL – Cubs)
Hugh Thorpe (Group Treasurer)	Belinda Hodgson (Group Fundraising)
Donna Carl (Beaver Representative)	Ryan Watts (WAU)
Tomi Hernija (WAU)	Matt Calloway (Youth Representative)

Apologies received from:

Clive Mason (District Commissioner and GSL)	Scott Warburton (Youth Representative)
Gareth Hardwick (ESL – Trident)	Kath Robinson (AGSL – Beavers)
Jo Bland (Group Administrator)	Tony Robinson (Data Controller)
Ian Bakewell (Group Waiting List Co-ordinator)	

Guests

Claire Shadbolt
Ben Shadbolt

<p>1. Welcome and Apologies</p> <p>Apologies received from Clive Mason, Jo Bland, Kath Robinson, Tony Robinson, Ian Bakewell, Scott Warburton and Gareth Hardwick.</p>	
<p>2. Minutes of the last meeting, AGM and Action List</p> <p>Minutes of the January meeting were approved and the Action List was reviewed.</p> <p><u>Action List</u></p> <p>a) A password database kept on the Group drive is being compiled by TR – ongoing.</p> <p>b) Trailer plating – BarbH to check with Unity if the trailer can be insured without plating – BarbH is waiting to hear back from Unity - Confirmed that it can be insured. Closed</p> <p>c) Subscriptions deficit, Seems to be normalising so HT to investigate on an ongoing month by month basis. Closed as part of normal report now.</p> <p>d) BarbH to email adult volunteers requesting that they advise the Quartermaster when any new equipment is purchased to ensure it is added to the database - to resend.</p>	<p>TR</p> <p>BarbH</p>

<p>e) BJH to create a draft policy and procedures for equipment, to form part of the camp planning, to include booking in and out sheets - ongoing BJH to circulate draft policy for all to review</p> <p>f) BJH to obtain a list from GH, of the equipment in the indoor store at Brook Way that belongs to the Explorers - ongoing.</p> <p>g) HT to complete the appropriate paperwork for MC and SW to be added as Trustees of the Group – ongoing.</p> <p>h) Container planning application - to discuss with council possibility of a permanent structure - await return of CM to pursue - ongoing</p> <p>i) Group to decide whether to appeal to council planning application once discussion held with suitable professional. Initial discussion completed and to proceed. Closed</p> <p>j) Barb H to check with Unity insurance if lack of planning permission invalidated insurance - no impact on insurance but Group must comply with legislation - Closed</p> <p>k) Census due - All leaders to check parents have updated their information - all completed - Closed</p> <p>l) Youth reps SW and MC to liaise with leaders and schedule visits to all sections - ongoing</p> <p>m) SW and MC to initiate interviews with potential youth rep replacements - Discussed during meeting so this action Closed.</p> <p>n) BJH to prepare and circulate a Quartermaster policy - document drafter and ready for peer review - ongoing</p> <p>o) BJH to circulate an email regarding cleaning of dirty tents and to look at BJAM requirement - ongoing</p> <p>p) BJH asked Group to push Easy Fundraising. Facebook page updated. Closed</p> <p>q) BJH to purchase new BBQ for £362.00 plus VAT and at the request of Meadowbrook School to run the school Summer Fayre BBQ - agreed and purchased. Closed.</p> <p>r) NN requested ideas for Tesco grant submissions - Completed and closed</p>	<p>BJH</p> <p>BJH / GH</p> <p>HT</p> <p>NN/CM</p> <p>SW/MattC</p> <p>BJH</p> <p>BJH</p>
<p>3. Group Update / Issues</p> <p><u>COVID - 19</u> [NOTE THESE MINUTES REFLECT DISCUSSIONS THAT DAY AND HAVE QUICKLY BEEN SUPERSEDED BY WORLD EVENTS].</p>	

<p>NN opened discussion as to what the Group response should be to the current situation. Agreed should follow NHS guidance and government direction notwithstanding that as a charity the Group could apply discretion. It is anticipated that schools will be closed in the near future due to COVID-19 and this will in turn impact on the Group activities.</p> <p>All agreed Section meetings will continue as scheduled until advised differently.</p> <p><u>AJAM - Avon Adventure</u></p> <p>DP provided an update on the Avon Adventure 22nd-25th May 2020. It is likely the event will be postponed and there will be no insurance cover from Unity due to COVID-19 . There is uncertainty about numbers as the organisers look to increase the number capacity to allow the interest shown. The Group contribution so far has been a deposit of £1830 with an outstanding balance of £4270 due at the end of March 2020.</p> <p>NN will draft an email to parents/carers regarding NHS and government advice around COVID -19 and the potential impact on AJAM [POST MEETING NOTE - Overtaken by events as Scouting ceased wef 16 Mar 20]</p> <p>NN will draft an email to all Adult Volunteers to advise them that if they felt unwell there is no pressure on them to attend.</p> <p><u>Group Updates</u></p> <p>KR advised that she had discussed with KR concerns about lack of section leaders for Friday night Beavers. The lack of section leaders would result in having to close the Friday night section this summer if none were forthcoming.</p>	<p>NN</p>
<p>4. Youth Rep</p> <p>MattC advised that he and SW are looking to identify new Youth Reps from Explorers. Both will shortlist and interview potential candidates. An Exec representative will provide an input if required but final decision with sit with current Youth Reps (SW and MattC)</p>	<p>SW/MattC</p>
<p>5. GDPR</p> <p>NN briefed Exec on proposal submitted by TR regarding two factor authorisation to support password storage secure requirements. TR to</p>	<p>TR</p>

<p>provide further briefing at next meeting</p>	
<p>6. Insurance</p> <p>Barb H provided an update on impact of COVID-19 on insurance - Unity will not provide any Coronavirus cover for policies taken out post January 2020. BarbH advised meeting of a type of cover called 'Short Term cover' which would be suitable for specific events where we are often dependant on services of third parties. As the group has an existing property insurance policy with Unity then this cover would be free - we would just need to register the event with ~Unity. Identified that the proposed VE Celebrations event in May would be a good event to secure such cover for. BarbH to liaise with Claire Shadbolt.</p> <p>Further discussion regarding trailer cover and driver liabilities in the event of an accident whilst towing a trailer. Barb to make further enquiries with Unity.</p>	<p>BarbH</p> <p>BarbH</p>
<p>7. Finance</p> <p>HT presented Finance documentation and stated that it appears we are running below anticipated numbers which in turn impacts on budget planning. This situation is somewhat confusing as he reported that we are receiving the expected subscriptions for the unchanged group numbers yet income is below previous years subscriptions. HT will investigate further and welcomed any suggestions from Exec for possible reasons.</p> <p>DC raised the question whether the Group would refund parents if we cancel section meetings due to COVID-19 - and can the hardship fund be applied. HT reiterated that the Group must still cover capitation and rent regardless. NN stated that much is currently unknown with no idea of the future situation. NN to discuss with CM the District position on such matters.</p> <p>DP suggested in the first instance that we calculate our set monthly outgoings and what this represents per child. HT to calculate and provide figures.</p> <p><u>Budgets</u></p> <p>HT opened discussion with the statement that we started this year with a budget deficit. Options for discussion are:</p> <ul style="list-style-type: none"> a) reduce consumables b) Increase subscriptions <p>HT to review and look to reduce consumables. Further Exec discussion regarding increasing subscriptions. HT proposed we make parents aware now of our intention to increase subscriptions from September 2020. HT to research and present recommendations at the next Exec meeting.</p>	<p>NN</p> <p>HT</p> <p>HT</p>

<p>8. Quartermaster</p> <p>BJH presented Quartermaster policy and requested feedback. BJH to circulate policy by email and all requested to provide feedback.</p> <p>BJH requested that someone check that the gas canisters are still in situ and advise her.</p>	<p>BJH</p> <p>All</p>
<p>9. Fundraising</p> <p>BJH reported that the Race Night was a good evening that a possible event for the future would be to hold a combined Bingo/Race Night.</p> <p>HT has been researching the cost of card readers for use at events. This will be taken further by HT and BJH and presented back to the Exec.</p>	
<p>10. Axe Throwing</p> <p>TH presented to the Exec details of an axe throwing opportunity. TH has researched the finances and reported that the start up costs would amount to £1150.00 but would provide positive financial returns for the Group. TH stated that with Exec approval he would be able to be ready for the September 2020 Scout Camp.</p> <p>Exec approval given for this and purchase of hunting kit amounting to £80.00.</p>	
<p>11. Water Rats</p> <p>TH reported that two new Group Skills Instructors had joined the unit, Porson Wong and Rich Ranahan.</p>	
<p>12. Events</p> <p>AJAM - Avon Adventure.</p> <p>DP reported that approx 100 places had been booked but we were 31 bookings short. The 9th February 2020 was the advertised deadline but they closed the booking line early. As recorded in earlier agenda item if the additional numbers requested by the organisers are not granted by the council then Group places will be awarded by order of application.</p> <p>VE Day Celebrations</p> <p>CS raised the question that in the current climate whether it would be wise to go ahead and confirm the current provisional booking. Brook Way is provisionally booked. Notwithstanding further investigation of short term</p>	

<p>cover insurance, HT confirmed that any shortfalls incurred due to Candy Floss and Tin Can alley activities being cancelled could be covered by the Group.</p> <p>Exec approval given to confirm event.</p> <p>BJH offered her support to the event and provision of raffle prizes.</p>	
<p>13. Health and Safety and Leaseholder Issues</p> <p>NN stated he had received a request from the Council to move the archery bosses back to the container, despite recent agreement by Council officers to place them inside Brook Way. He will move them back to the store.</p> <p>DS voiced concern about the lack of outdoor lighting. NN to contact Council and request lighting till 10pm as the lack of such lighting was dangerous and provided no visibility to group members as well as Section Leaders when securing the premises.</p>	<p>NN</p> <p>NN</p>
<p>14. Any Other Business</p> <p>15.</p> <p>DS advised the Exec that Darrell Ford was no longer part of the Group due to new and increased work commitments.</p> <p>DS updated the Exec that the next International Scout event planned is a canoeing trip in the South of France in 2021.</p> <p>BShadbolt highlighted there were no medical gloves in the First Aid box at Brook Way. BH to email KR for replacement.</p> <p>BH reminded the Exec that the annual Trustee Report needs to be submitted in June and requested all AGSL's and other contributors to start preparing their contributions and submit them to BH by mid May at the latest.</p> <p>BH reminded AGSL's the need to ensure regular Fire Drills are conducted and recorded at both Brook Way and Holy Trinity.</p> <p><u>Post meeting note - Cub Summer Camp</u></p> <p>DP reports that Cub Summer Camp: Biblins Campsite has been booked (and deposit paid) for the 3/4/5 July. Plan was to wait until AAJAM bookings sorted before confusing parents with another camp! However with the current situation (Coronavirus) we will wait a little longer to better understand the situation before sending out invites. The booking fee we have paid to Woodland Folk (Biblins) is £236.25, with a balance of £453.75 due in June (depending on final numbers), with the current situation this represents a financial risk to the group.</p>	<p>BH</p> <p>NN/CM/AGSL</p> <p>DP</p>
<p>16. Date of Next Meeting</p>	

1 st May 2020 12 th June 2020 AGM - 8 th July 2020	
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