

## **Minutes of the Executive Committee Meeting**

## Held on Tuesday 29<sup>th</sup> April 2014

Present: Simon (Chair), Nicola, Ian, Charley, Kim, John, Jon, Rosie, Tracey, James

Apologies: Ben

	Item	Details	Action
1	Minutes of the Last Meeting	The minutes of the last meeting were agreed.	
2.	Matters Arising	Ian confirmed that all new members are invited to join the facebook page.	
3.	Headquarters		
	Progress with the building plans	Simon referred to previously circulated papers on the progress of the new headquarters.  The new scout initiative project "Be Repaired" was discussed. Development plans within the local area were indicated, potentially impacting on future development plans.  The overall feeling was to progress with our current steps to obtaining a new HQ.	ALL
	Indicative costs for fundraising	The possibility of obtaining a loan for the new build was discussed but it was felt that this may directly impact on our ability to raising grants.	
	Current HQ	The group agreed to implement an exterminator at the cost of £80.00 to deal with the mice infestation.	SA
		lan suggested a key list of tasks to undertaken in order to maintain the current building, these included:  1. Repair to the leaking roof 2. Replacement windows 3. Repair of the lean to 4. Fixing the current heating and hot water systems 5. Rewiring the electrics 6. Refurbishing the kitchen area and toilets 7. Repair to the rear door 8. Fix the flooring.  James and Simon to visit the HQ to draw up a priority list and	SA/JL
		obtain quotations.  Simon to explore the use of the probation service to renovate some areas.	SA
		The group agreed to recruitment of a cleaner with a budget of £100/month to do a ca.2 hours/week clean of the hut.	SA
		Simon to enquire with Jo about this prospect.	SA
		lan to remind the leaders on suitable conditions to leave the	lH

		HQ following a session.	
		Nicola to explore the cost and options of regular refuse collection from the hut.	NL
4.	Finance  • Accounts to 4 <sup>th</sup> April 2014	James circulated the accounts to the group, highlighting key areas to note.	
		lan requested that memberships are identified per Section on the final accounts.	JL
		lan to follow up with Keith regarding the Scouts activity payment levels.	IH
		The group approved the Annual accounts to the year ending 4 <sup>th</sup> April 2014.	
	• Budget 2014- 2015	James suggested opening a current and deposit account with the Metro bank. The Group accepted this proposal. James distributed the budget for the forthcoming year, after discussion.	JL
		James to circulate a draft policy for the non-collection of subs for approval by email and to be implemented for current period.	JL
5.	Community Week 2014	It was agreed to arrange a date in July to revisit Scout Community week. The group agreed to refurbish last year's project, by updating and refreshing the planters and Barkham Close Garden.	NL
		Nicola to confirm the date.	NL
		A bag packing date at B&Q to be explored.	NL
6.	Parents Survey	Jon confirmed that 6 responses had been received to date regarding the parent survey.	
		lan to recirculate amongst to members. Kim asked if the Lucky numbers and easy fundraising could be highlighted.	IH
7.	Online Shop and website	John to arrange to meet with Ian to set up the relevant security relating to the online shop before it can go live.	JK/IH
		John to liaise with James on the correct coding for finances.	
8.	AOB	lan confirmed the group involvement in the school fete this year on 21 <sup>st</sup> June. Requests for support to be circulated.	ALL
		lan highlighted a request from the model railway club to support their event in October with car parking.	