

Minutes of the Executive Meeting

Held on 10th September 2013

Present: Simon, Ian, Nicola, James, Mel, Kim, Tracey, Rosie, Ben

Apologies: Alison, Angus, Charley, Stuart

Item	Details	Action
Minutes of the last Meeting	The minutes were agreed	
Matters Arising	<u>Candy Floss Machine</u> : Simon to produce a disclaimer for hire and user guide.	SA
	<u>Hut Inventory</u> : Tracey confirmed that the list has now been completed. Photos to be forwarded to James including approximate values for replacement.	TE
	<u>Explorer accounts</u> : James and Ian to review the procedure for 2012-2013 explorer accounts as Clare Burton is unable to complete the task.	JL/IH
	<u>Expenses policy</u> : Simon to amend agreed changes and to post on the website.	SA
	James reminded the executive that expenses should also be submitted using the new forms.	ALL
	Tracey confirmed that the new tents had been purchased.	
	<u>Motion picture licensing</u> : Ian to advise all leaders.	IH
	<u>Recruiting new leaders</u> : Ben confirmed that he had been in contact with Jemma Martin who is happy to support the group.	
Appointments 2014	Simon to check the bid form and forward to Ben to invite Jemma to the fireworks on 2 nd & 5 th November.	SA/BS
	Mel confirmed that she will be stepping down from the committee at the next AGM.	
	Simon thanked both Mel and Stuart for all their work and support to the committee.	
	No response has been received from Rob so the committee has presumed a resignation.	
	No responses had yet been received from the young leaders.	SA

Simon to chase.

The group agreed a quorum for future meetings as: 2 officers and 3 others.

New appointment opportunities were discussed. Simon to contact the suggested named individuals. SA

Simon confirmed that all leaders had been given the opportunity to join the executive in line with the constitution. No expression of interest was made.

Simon agreed to circulate the list of meeting dates for 2014. SA/NL

Strategy

- Feasibility study update

Ian confirmed that an order has been placed with Coates, Mitchell Dixon who have started preliminary works including a site visit last week.

Monies have been requested for the down payment of the surveys and topographical fees. JL

Simon expressed a notion to highlight these actions at the AGM. James circulated the financial accounts for review. IH/SA

Finance

- Annual Accounts

The accounts were formally agreed. Any queries or comments to be sent to James by 13/09/13. ALL

James to provide up to date management accounts at the next meeting. JL

James mentioned that the auditors had also completed their review.

- Annual report

Simon distributed the draft annual report to comment. The annual report was approved subject to minor amendments.

The arrangements for the AGM on Sunday 22nd September were confirmed.

Nicola is sending an invitation out to Sarah Rothwell from the community chest. NL

Kim agreed to arrange some refreshments. KK

Fundraising Update

Kim confirmed that the summer fete made a profit of £1387.00

It was agreed to arrange another easy fundraising competition. KK

- Cabaret Show

The executive agreed to actively increase the promotion of the ALL

	cabaret show in October.	
	Ian confirmed that a letter was going out to all parents this week. It was agreed to set up a PC at the AGM to enable parents to book tickets for the event.	IH
	Possible ideas for the Christmas Tree festival were discussed. This event is planned for 30 th Nov/1 st Dec.	
- Fireworks	A budget of £400.00 was agreed to purchase a replacement commercial barbecue for the group ahead of the village fireworks on 2 nd November.	TE
	Tracey to dispose of the old Barbecue.	TE
	Ian to review the lighting for the tents at the fireworks.	IH
Headquarters		
- New Funding	No further action was reported. Ben confirmed that a future meeting was being prepared.	BS
- Update of works	Ian confirmed that Santander were coming on 24 th September to: <ul style="list-style-type: none"> - Dig the base for the new shed - Erect the new shed - Sort the wood pile - Repaint the kitchen 	
	Following on from this a working party would need to be arranged to install the replacement kitchen cabinets acquired by Nick. The group agreed a budget of £150.00 to purchase a replacement electric cooker.	IH
	Ian highlighted additional jobs to include: <ul style="list-style-type: none"> - Installing new hot water boiler - Fixing the window frames - Replace kitchen flooring. Ian to supply floor size to Nicola to enquire at B&Q. 	
Any other business	New Shed security and access to be further explored.	IH
	Ian has been approached by Tring Model railway for the group to support an event at Cottesloe School on 12 th October. Ian to contact the group for car park supporters.	IH
Date of the next meeting	A fixed hire charge of £7.50/hour was agreed for the use of the Scout hall. To be agreed and circulated	SA/NL