

Minutes of the Executive Meeting

Held on Tuesday 16<sup>th</sup> April 2013

Present: Simon (Chair), Nicola, Ian, James, Ben, Alison, Kim, Tracey, Rosie

Apologies: Mel, Charlie

	<b>Item</b>	<b>Details</b>	<b>Action</b>
1	<b>Minutes of the last meeting</b>	The minutes of the last meeting were reviewed and agreed as accurate.	
2	<b>Matters Arising</b>	<u>The purchase of a candyfloss machine was agreed</u>	SA
		<u>Insurance</u> Tracey to supply James with an up to date list of group assets, including photos, to audit our current needs. Simon to contact Ralph Doe to obtain an approximate value to the property to forward to James.	TE SA
		Simon extended a notice of thanks to Trevor for all his help in improving the kitchen and stores area.	
		<u>Family Camp</u> Ian confirmed that letters will be distributed soon.	IH
		<u>On line payment system:</u> Ian to add a sentence onto the current invoices to advise parents on how they can now pay the group directly. James to provide Ian with the relevant bank information. Ben offered support to James in monitoring the incoming payments.	IH JL
		James will re-visit plans to set up online banking for the Group account.	JL
		<u>Headquarters</u> Simon confirmed that a replacement for to current headquarters maintenance lead person remains outstanding.	SA
3	<b>Strategy</b>	Following the meeting of the HQ action group Ian highlighted the price comparison of the 4 architects who submitted a bid for the new HQ. It was agreed that the HQ research group should be involved in setting the specifications for any HQ plans	

After discussion the following points were agreed:

1. The group was happy on principle to proceed with the expenditure of £3500.00 to obtain the relevant plans and associated costing for the new hut. IH
2. To refer back to Coates, Dixon Mitchell to obtain suitable references, timescales and a staged approach to progression. BS/SA
3. To discuss with AVDC on the principle of obtaining planning permission. IH
4. To provide Cox Clifford with an opportunity to review their quotation based on personal reference.
5. To pursue the outcome of these actions and commence planning with either of the named architects before the next meeting.

Ian and Simon were authorised to agree on the final bid and place an order.

#### 4 Finance

- **Accounts & Balances**

James circulated a draft copy of the group accounts. He confirmed that the accounts will be completed by the end of May JL

Ian advised that the district has asked the group to consolidate accounts for the Explorer Unit to be reported and the next AGM.

James & Ian to arrange a meeting with Dave Stevens to discuss this further. JL/IH

James reported delays in leaders submitting payments from parents, highlighting an example of 6 months delay.

James agreed to set up designated funds within the accounts as per the minutes of previous meetings. James recommends that a percentage of the funds remain undesignated. JL

James to include Ian on the communications with the leaders to enable him to chase up outstanding requests. JL

It was agreed to the purchase of QuickBooks software at a cost of £11.00 per month for a minimum of 12 months to support the finance management of the group. JL

Rosie to chase the outstanding donations from Endurance 80 2012. RS

	<ul style="list-style-type: none"> <li>• <b>Archery Grant</b></li> </ul>	Sarah to arrange a meeting to discuss the requirements of the archery equipment by 8 <sup>th</sup> May 2013.	SH
5	<b>Fundraising Update</b>	<p>Kim updated the group on the current fundraising events:</p> <ol style="list-style-type: none"> <li>1. Lucky number club- to date 27 numbers have been sold</li> <li>2. The ferret night raised a total of £843</li> <li>3. Easyfundraising to date = £430.28</li> </ol> <p>The date of the village fete is confirmed as 6<sup>th</sup> July. Kim to forward additional details of the fete to Rosie for addition to appropriate websites.</p> <p>Simon and Kim are planning to meet to discuss ways to reinvigorate the Fundraising Group</p> <p>It was agreed that we will aim to remove the Train Posters after the weekend.</p> <p><u>Masonic Charities</u> Simon updated the group on a recent meeting with the masonic society highlighting further fundraising opportunities. 2 bids for iHelp funding of £250 have been submitted to support the groups in community week.</p>	<p>KK</p> <p>SA/KK</p> <p>KK/IH/ TE/BS/SA</p>
6	<b>Community</b>	<p>Simon will invite the Masonic Community team to join us as the village fete. Ian will discuss this with the fete organising team.</p> <p>Nicola updated the group on the current plans for Scout community week 2013. This will be to plant tubs for the old people of Barkham Close and around the train station / entrances to the village. Nicola will approach garden centres for support.</p> <p>Ian will get buy-in from the leaders and ensure that Community Week is in everyone's diary.</p> <p>A date for the event to be agreed.</p> <p>Nicola to submit an application with the scouts for the possible 'celebrity' input in the project.</p>	<p>SA IH</p> <p>NL</p> <p>IH</p> <p>NL</p>
7	<b>Headquarters</b>	<ul style="list-style-type: none"> <li>• <b>Grants &amp; HQ Research</b></li> <li>• <b>Current HO works</b></li> </ul>	<p>Ben summarised the current activity of the group.</p> <p>Tracey thanked all the helpers for their efforts on the most recent working party which achieved some great results.</p>

It was agreed:

- To the purchase of a new kettle
- To purchase replacement billycans with lids for the group.

TE/IH

Tracey confirmed that the BBQ was currently being repaired by Trevor.

As a result of the Christmas fete one of the mess tents was damaged and requires attention.

An additional work party date to be agreed to lay the foundations for the new shed.

TE

A new grass cutting rota to be agreed.

?

Hot water heater is currently faulty. It was agreed to spend approximately £130.00 to replace the system. Ben outlined a possible way of encouraging adult volunteers into the group using the Scout Active Support model.

IH

8 **Adult Recruitment**

- **SAS**

9 **AOB**

Ian presented Ben and Rosie with certificates for completion of module 1.

10 **Date of the next meeting**

Simon confirmed that the date of the next meeting will need to be changed. An email of possible dates to be circulated.

SA