

1st SUNNINGDALE SCOUT GROUP

MINUTES OF A GROUP EXECUTIVE MEETING HELD AT THE NAGS HEAD,
SUNNINGDALE, on TUESDAY 26th January 2016.

THOSE PRESENT: Chairman Sir Julian Crofton, GSL Mr Doug Home, Treasurer Ms Helen Whiteman, Mrs Vanessa Crook, Mr Steve Derrick, Mr Tony Flood, Mr Sebastian Jans, Hon Sec Mrs Johanne Taylor.

APOLOGIES FOR ABSENCE: Quartermaster Mr David Brittain

MINUTES OF LAST MEETING: Minutes of meeting held on Tuesday 22nd September 2015 agreed as correct.

MATTERS ARISING: Trailer has been insured on Buildings Insurance with Unity and this covers theft or damage when stored at the HQ - MUST HAVE TWO FORMS OF SECURITY – SO IF MOVED ONTO ROAD, WHEN LOADED PRIOR TO GOING TO CAMP, ENSURE WHEEL CLAMP OR OTHER FORM OF DISABLEMENT IS USED AS WELL. Insurance also covers cost of damage caused while trailer in transit and whilst away. Scouts have used trailer for Gilwell Winter Camp and it was great. SL John Rathbone has insurance cover on his car for towing trailer which would cover any third party damage. *Should any section want to use trailer with church minibus, we will need plenty of notice to set up tow bar and insurance.*

Confirmed we will try for sleepover for date booked for AGM 11/12 June 2016 at Bears Rails. End of Term BBQ Thursday 14th July 2016 at Earleywood – **confirmed, Sec to arrange payment of deposit for both.**

CORRESPONDENCE: Secretary confirmed to TV Licensing that we DO NOT NEED TV LICENSE. There have been a number of emails from Talk Talk assuring us of security when using internet. Charity Commission End of Year Return, Accounts, TAR and Independent Review (undertaken by Drew Davy) were submitted on the due date 28th December 2015. Steve Richards forwarded email with advice for putting together a grant request (which may be useful when we replace HQ asbestos roof, before it gets damaged).

TREASURER REPORT: (Accounts attached) During the recent audit of our accounts for the year ending 28 February 2015, the Independent Reviewer recommended that greater controls be put in place around submission of receipts for expenses. This was as a result of receipts for some significant payments being missing from the Scouts for the year 2014/15, albeit the scale of the expenses was recognised as valid. All those present agreed that there should be measures in place to prevent this happening in future: therefore it was agreed Treasurer would draft an email to Leaders reminding them that ALL receipts need to be passed to Treasurer. ALSO that requests for payments exceeding £100 will need to be second authorised by an Officer of the Executive Committee, rather than another Leader. Receipts to be handed in PRIOR to payments being authorised.

Treasurer has noted that only five Scouts have paid for the Gilwell Winter Camp via OSM and has emailed Lee Underwood to understand whether others have paid by other means. **Treasurer to follow this up**

The Disney donation has been set aside for use for expenses relating to Stewardship, Inclusion and Community. Gift Aid recovery is going well with all possible back-claims now completed. Treasurer will send reminder email after 5th April 2016, which will enable recovery of gift aid payments for the year 2015-16. **Chair to check email lists on OSM to ensure they are updated when children move sections so that emails reach all parents.**

Brownie rent is due (Verity is on maternity leave) so **Treasurer to contact Eloise Speight who is acting Brown Owl.**

Treasurer noted that, although the year to date accounts show a deficit of £5,568.94 this is largely a result of over £4,000 of Spring Ball ticket money being accounted for in the previous year, but the costs of the Spring Ball falling within this financial year. In addition, over £4,000 has been spent on the trailer and associated costs, dipping into reserves as previously agreed.

With HSBC Sunningdale due to close 4th March 2016, Treasurer proposed that the Group Account with HSBC be closed as it is no longer needed for Paypal payments. Chair suggested looking into opening a Post Office Account to facilitate payments of cash for the CAF Bank Accounts. **Treasurer to follow this up.**

All three section bank accounts are showing a good positive balance which will mean there are funds available for paying the capitation fees due when GSL completes the Census at end of January. **At the next Leaders' Meeting GSL will ensure that sections are aware that these funds are to support a varied and exciting programme for the young people.**

Treasurer finished with suggestion that our HQ could do with smartening up, particularly the toilet areas; it was agreed that a close inspection of taps etc be carried out and proposals for improvements put forward for consideration at next meeting.

Fund Raising/Social Events; a) Quiz Night of 16th October 2015 raised £475. It was a very enjoyable night and thanks go to Louise Home for providing a very delicious Chilli con Carne and Vegetarian Chilli. b) Leaders' thank you meal to the Raj Voog on 8th December 2015 was much appreciated and a good opportunity for us all to socialise. **Sec to enquire if Raj Voog can accommodate a curry night for parents on Friday 26th February 2016.** c) Sat 30th January 2016 Jumble Sale – various ideas exchanged about further ways to advertise our Jumble Sales – Bracknell being our target area. Access on the day discussed, further to accident at previous jumble sale' entry and exit will be via side single door rather than double doors at front.

ANNUAL TASKS/REVIEW CALENDAR: Chair and GSL have begun to formulate a risk assessment for the physical aspects inside and outside HQ and have had advice from Howard de Silva, County Safety Advisor. One of the points arising was that there should be an emergency light fitted above the double doors. **GSL to follow up with Electrician James Home.** It was proposed that all members of the Executive Committee should make an individual assessment and contribute to the written document via dropbox on OSM. The jumble sale this weekend would provide an opportunity for starting, with further discussion at each executive meeting. When anyone sees a change or new hazard, it is to be reported immediately so action can be taken. **GSL to include Leaders on this.** Risk Assessments for activities at the premises or off site are the responsibility of the Leaders. GSL advised meeting that there has been a recent change in policy so Leaders are to submit so activity form when planning a higher risk activity, (ie climbing). A copy is then automatically sent to GSL, DC and Gilwell.

Chair proposed that a tick list of regular maintenance checks/tasks be compiled as part of our due diligence for maintaining a safe environment around the HQ. There followed a discussion about checking the tree roots and branches and the possibility of future damage to the asbestos roof proving to be a problem. As a result it was thought we should consider raising money from grants and from the next ball to replace the roof before any damage makes it a very expensive and troublesome job. **Discuss at next meeting allocating responsibility for checks/tasks to be carried out.**

CHAIRMANS REPORT: Comments made in other points of agenda, nothing further to raise.

GSL AND SECTION REPORTS: GSL pleased and relieved to report that there are sufficient volunteers to become leaders for Beaver Meetings to be resumed. After many discussions, Petra Hardie will become Beaver Leader with Assistant Leaders, Grant Wyatt, Margarida Marques, Chris Bartlett, Elaine Newall, Sarah Targett, Paula Wilkie and Lewis Majeed. All are prepared to commit to attending weekly and some have already been with GSL to the Scout Shop to purchase uniform. The new leaders

have attended a Beaver Meeting at South Ascot and have met to talk through and plan a programme for the term. GSL will attend each week until warrants are issued and the new leaders feel confident to run meetings. Hilary Crofton is now helping Christian Leigh and Andrew Wheeler at Cubs, They have the assistance of three older boys who are attending as part of their Duke of Edinburgh Award. John Rathbone, Lee Underwood and James Wood are running a varied programme for 31 Scouts. The Scouts attended winter camp at Gilwell and plan to go for a week camp to Brownsea Island in the summer. Shaun Burry and Den Clay are supporting camps.

MAINTENANCE: A new side door and lock has been fitted. GSL has keys for distribution to Leaders and others requiring access. (*Louise Home has arranged for cleaner to attend after Jumble Sale 30th January.*) Following meeting with Chair, GSL and neighbour Clare Warren regarding the dividing fence being in disrepair, Chair requested copy of Title Deeds to establish whose responsibility the fence is. The document is silent as to the responsibility of the fence, therefore each landowner is responsible for the side on their property. After discussion, it was proposed that Group will get quotes and organise for the work to be done. **Sec to compose a letter to Clare Warren to explain outcome following receipt of conveyancing document; the fence will be replaced and the cost equally shared. Going forward each landowner will be responsible for maintaining the side of the fence on their property.**

AOB: None raised

DATE OF NEXT MEETING: Tuesday 26th April 2016

Meeting closed at 10.20 pm

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