

1st SUNNINGDALE SCOUT GROUP

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

THOSE PRESENT: Chairman Sir Julian Crofton, GSL Mr Doug Home, Treasurer Ms Helen Whiteman, Mr Tony Flood, Quartermaster Mr David Brittain, Hon Sec Mrs Johanne Taylor.

APOLOGIES FOR ABSENCE: Mrs Vanessa Crook, Mr Sebastian Jans, Mr Steve Derrick,

MINUTES OF LAST MEETING: Minutes of meeting held on Tuesday 26th January 2016 agreed as correct.

MATTERS ARISING: The fence repairs have been completed, Mr and Mrs Warren are happy with the work and have paid half of the invoice as previously agreed.

CORRESPONDENCE: Secretary received confirmation from TV Licensing stating that they have been notified that we do not need a TV Licence. Treasurer received statement from RBWM saying no rates are due for the property for the coming year.

TREASURER REPORT: (Accounts attached) Treasurer spoke about the end of year accounts - total income for year end 29 February 2016 was £24,560 which means we will not need to have accounts verified by external auditor for the Charity Commission Annual Return (being under the threshold of £25,000). Total expenditure was £29,384 – the extra expenditure was for the trailer. There still remains a healthy reserve fund. Each section account shows a significant positive balance although the capitation fees are yet to be deducted from each. The Committee felt that these funds should be spent on creating an exciting and active programme for the young members.

The HSBC Bank account has been closed now that cash can no longer be paid in at Sunningdale.

Treasurer looked into opening a Post Office account for this purpose but was not convinced it would be suitable as a two signature account is not available. After discussion it was decided that Treasurer would open a Post Office account so cash can be paid in locally by Treasurer and Leaders. Leaders to notify Treasurer of amount paid in, then Treasurer will transfer to the appropriate section account. **GSL to speak to Leaders about the importance of banking cash rather than using it to pay for other items.**

Treasurer has kindly offered to go to the next leaders meeting to request that ALL receipts are passed to her (a simple method would be to send a photograph by phone or email). It was agreed that protocol going forward will be that no-one is to set up or second a payment to themselves.

Treasurer highlighted that there have been no payments of subs from Scouts for this term. Chair suggested that the Leaders may not have actioned OSM to send out request. **GSL to speak to Scout Leaders. ALSO all section Leaders to ensure that OSM is updated when members move section and to ensure contact details are updated.**

Treasurer also mentioned that she has had no payment requests for the cleaner recently; **GSL to action message for cleaning to be done.** Invoice £ for Sunningdale Fencing has been paid and the Warrens have paid their contribution.

Buildings and trailer insurance is now due for renewal. Secretary negotiated a slight reduction by advising Unity of new sturdy door with five lever mortice lock as added security. Premium is £732.86 (of which £94.00 is for trailer). **Treasurer to set up payment. Sec to get a buildings valuation (David Brittain to assist in measuring buildings).** The insurance value of the buildings is to include the re-build value and the cost of demolition and removal of the asbestos cement roof, for which a specialist quote may be required.

CHAIRMAN'S REPORT: Chair raised the question of whether it is viable to continue with the reconditioned bike stall at the Carnival, due to storage limitations and the huge amount of work that the donated bikes require from Geoff Streeter in order to get them ready for sale. It is kind of Geoff to give

so freely of his time and we are lucky that he seems happy to continue to do so. It was considered a good idea to inform the Leaders that Geoff has offered to come to do a "bike workshop" to show youngsters how to service their own bikes. From this, maybe there would be some parents willing to assist Geoff in the task of servicing bikes.

Chair mentioned that although the Curry Night held in March had been an enjoyable evening, it had not raised a significant amount and had not proved to be that popular with parents. The Quiz Night is more successful so a date will be set for another one in Autumn.

Fund Raising/Social Events; a) **Jumble Sale Sat 7th May 2016.** Everything is in place for advertising and we hope for good parental support on the day.

b) **AGM, BBQ and Overnight Camp 11/12 June 2016.** Set up from 1.30pm, AGM 4pm followed by BBQ (Tony Flood has offered to cook). We will definitely camp over this year as majority of parents have DBS in place. **GSL to talk to Shaun Burry and Den Clay to see if they could oversee Scouts camping overnight.** **ALSO GSL to liaise with Leaders to organise activities for children and parents through the afternoon and evening.** Breakfast on Sunday will be catered for centrally. **Sec to send out invitations to District.**

c) **End of Term BBQ – Thursday 14th July 2016.** **GSL to circulate date to Leaders and arrange activities with them.** **Committee to organise barbecue.**

d) **Sunningdale Area Carnival Sunday 15th September (tbc)** **Chair to find out more about date and will put out requests for bottles and for bikes.**

RISK ASSESSMENT: **Chair to move document to Google Docs for committee to view and input.**

ANNUAL TASKS/REVIEW CALENDAR: **Chair to continue with compiling task list - Chair and Sec to check, action or request assistance.** (Note: Charity Commission Annual Return to be completed just after AGM to avoid last minute rush at deadline in December.)

HQ ROOF REPLACEMENT versus REBUILD: After discussion, it was agreed that the main areas that require improvement or refurbishment are: Bike storage, toilets; sinks and hot water supply, and roof replacement. Costs to be investigated. To facilitate a feasibility study a cost of re-build will be obtained. **David Brittain to contact Chris Lawson for this purpose.** It was agreed that the final outcome would also depend on grants being obtained to cover the cost of works and it would be preferable for the Group to remain debt free.

GSL AND SECTION REPORTS: GSL reported that all sections are doing well. Beavers have 24 in the Colony (7 just invested) and the Leaders are keen and enthusiastic. Paula is going to take four Beavers for a District competition and sleepover in May.

Cubs are running well with 24 in the Pack and 3 Leaders attending each week. They are going camping to Youlbury for the weekend of the 20th May.

Scouts have nearly 30 in the Troop and are going camping to Brownsea Island in the summer holidays. They recently won a District wide game challenge.

Each section has a waiting list.

QUARTERMASTER REPORT: Quartermaster has made a good start with listing equipment and will create a spreadsheet with photos. Once complete there can be a discussion with Leaders to check missing or broken equipment and finally a replacement/wish list can be compiled by Leaders and GSL.

MAINTENANCE: Double Emergency Exit doors need to be maintained. **Chair/GSL to contact Shaun Burry.**

AOB: None raised

DATE OF NEXT MEETING: July 2016 tbc

Meeting closed at 9.45pm

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