

Minutes of Group Executive Committee Meeting on 11th March 2007

1. Chairman's Welcome

The participants were thanked for their support and welcomed to the meeting. Present were:

Richard Parker (Chair); Nick Milbank (Group Scout Leader); Sandy Wilson (Treasurer), Moira Bailey (Secretary), Neil Burrows, Deborah Wilkes (Scout Leaders) and Ian Hardy (Parent Representative).

2. Apologies for absence

Apologies were received from Jane Milbank (Scout Leader) and Sue Hughes (Parent Representative).

3. Minutes of previous meeting

The minutes were accepted as an accurate account of the meeting.

4. Review of actions/Matters arising

Actions

No.	Actionee	Description	Progress	Status
1/2	Richard	Investigate activities which can be sponsored to raise funds but also have beneficial impact, e.g. enhancing local environment.	Jackie Lane, Chelmsford Borough Council point of contact for NEAT (Neighbourhood Environmental Action Teams) has suggested we support the spring clean of Chelmsford Rivers on 31 st March and is sending details.	Ongoing
2/1	Nick	Raise "barn day" (clear-out/inventory check) for discussion at next Group Leaders' meeting	Organised on 31 st , now set for 14.00 due to clash with River Clean; some may start earlier. Post meeting note: This has now taken place	Closed
2/2	Nick	Ask Jane Shelley to enquire/advertise at Anglia-Ruskin university regarding potential leaders	Nick has spoken to Jane, who has agreed to pursue on our behalf. Jane has since found a web-site which can be used to advertise; no response as yet	Closed
2/3	Nick	Produce letter to Battelle UK Ltd, outlining how the money will be spent, the total cost and the amount requested (£1000; see progress).	Money has now been received. Nick is producing an acknowledgement.	Closed
2/4	Scout Leaders	Gauge level of interest in band night and/or theme night, including identification of bands/performers	Ian's nephews play in a gigging band (heavy rock). keen to support this and also have other contacts. Need to check how	Ongoing

			much Boswells would charge. Generally Saturdays would be free.	
2/5	Richard	Ask the Bishops' School about feasibility of holding fete on their grounds.	Followed up with Carol Evans at Chelmsford Borough Council re use of playing fields next to Parish Centre. Can hire at a weekend for £49.50 + public liability insurance. Currently 2 Saturdays (27 th july 28 th august) unavailable. NB we are covered under own insurance.	Closed
2/6	Nick	Contact council re site availability for HQ	Nick has contacted Mr Lee – local councillor involved in planning. Confirmed that Mountbatten not available. An apparently unused area in Beaulieu Park is a possibility. Ex-rugby club building at Coronation Park may be a possibility; an existing building may need to be levelled due to conditions of land usage	New

Other matters arising

Several areas covered in the minutes, including various fundraising activities, equipment and Group HQ were identified as topics to be pursued in the course of this meeting, but there were no other matters arising.

5. Treasurer's Report

It was reported that this is the low ebb of the year because all the large bills have just come in. We have just paid headcount fees of £3600 for 160, and Boswells school £1200, £750 for St Augustines. Have received £1200 from Battelle UK. Balance in current account is now approximately £250. We still have £11,000 in reserve.

It was noted that the head count may be too high by about 30, and this would adversely affect our finances. Some Beavers have continued into cubs but have cancelled standing orders which should have been continued.

There is a need to co-ordinate membership lists and payment status so that Sandy and the Scout leaders can ensure that the census is up-to-date and payment is tracked. Sandy will provide his membership list to the leaders, following which they will respond with any updates. *Action Sandy, Scout Leaders*

However, the membership/payment forms need to go back to the Scout Leaders as Sandy is not responsible for chasing payment, so that the Leaders know who has paid. It was suggested that a note to this effect be added to the Welcome Pack.

6. Group Scout Leader's Report

Future equipment needs are largely unchanged from the previous meeting; the Barn Day has been organised (see also Fundraising with regard to this point).

Recruiting of leaders was discussed; it was suggested that it would be worth seeking to identify potential young helpers at local educational establishments. Jane Shelley has identified a web-site which can be used for this purpose.

Following the barn day equipment requirements will be reviewed and acquisition priorities established.

7. Secretary's Report

Nothing to report.

8. Fundraising

Several fund-raising methods were discussed:

Sponsored Conservation project

It was reported that the annual Chelmsford River Spring Clean organised by Chelmsford Borough Council will take place on 31st March. Although this clashes with the Barn Day it was felt that it should still be possible to support the event as it may well finish by midday. Richard provided a draft sponsorship form. It was agreed that the covering information should specify that, due to health and safety considerations, beavers and cubs must be accompanied by a responsible adult.

As noted at the last meeting, there is a scouting badge relevant to this kind of activity – hence the benefits could be three-fold, i.e. fundraising, environmental enhancement and scout progression.

Post-meeting note: The event has taken place and was supported by several scouts, leaders and parents. The amount raised is not known but it will certainly be over £100. A fourth benefit, in the form of good publicity for the Scouting movement, manifested itself as it was covered by the press. Assuming the council continue with it, this could become an annual event; now we know the routine it will be easier to plan further in advance. A number of actions were raised in connection with this event but as they were all completed and the event has now taken place they will not be formally recorded herein.

Richard will continue interfacing with Chelmsford Borough Council. **Ongoing Action Richard**

Band/theme night

Initial investigations have suggested that there should be enough interest to justify a band or theme night; several members of the committee have musical connections.

It was agreed to check at the situation at Boswells, e.g. feasibility, how many venue can take, charges, what equipment and personnel if any are provided in the price.

Post Meeting Note: it has been established that Boswells will probably not be able to support a Saturday Night event due to the caretaker's hours. This will be investigated further but it may be that we will have to pursue alternatives such as the Marconi Social Club. **Ongoing Action All**

Summer Fete

It has been established that the playing fields next to the Parish Centre in New Bowers Way can be hired out from Chelmsford Borough Council at a cost of £49.50. At present it is free on most weekends over the summer.

Consideration needs to be given to what stalls to run, logistics, timing etc. We may be able to re-use some equipment from Centenary at end of May

A sub-committee, consisting of Nick, Ian and Richard was formed to pursue this.

9. Group HQ

As noted previously, it was agreed that the appropriate approach was to establish feasibility by identifying a suitable venue and then look in detail into the issues that would impact our decision.

Nick has been looking into an opportunity with regard land and/or facilities at Coronation Park, although it is understood there may be complications with regards to use of the land. Investigations will continue. **Ongoing Action Nick**

10. AOB

The AGM will take place 14th June at Screens Park. 7 for 7.30. Nick will book. **Action Nick**

This will include reports from the Executive Committee members and re-elections. It is understood that the Chairman is ratified by the Group Scout Leader, the Treasurer and Secretary are elected and other members are co-opted; this is to be confirmed.

An invitation letter will be produced **Action Richard**

Executive training is available if required. Nick suggested inviting Jan Deer or her representative to the next meeting. **Action Nick**

It is believed that Executive Committee meeting minutes can and should go on the local scout web-site once they have been agreed by vote at a committee meeting. Richard will contact Jonathan Wentworth with this in mind. **Action Richard**

The next meeting will take place on 22nd April at 14 Mimosa Close, 8.00 p.m.

Summary of Actions

No.	Actionee	Description	Progress	Status
1/2	Richard	Investigate activities which can be sponsored to raise funds but also have beneficial impact, e.g. enhancing local environment.	Post meeting note: The "Spring Clean" has taken place, but co-ordination with Chelmsford Borough Council regarding similar events will continue	Ongoing
2/4	All	Gauge level of interest in band night and/or theme night, pursue possible venues		Ongoing
2/6	Nick	Continue to interface with Council re site availability for HQ	Investigating possibilities in Beaulieu Park and Coronation Park	Ongoing
3/1	Sandy/Scout leaders	Co-ordinate details of membership and payment status; Sandy will provide his membership list to the leaders, following which they will respond with any updates		New
3/2	Nick	Book Screens Park for AGM		
3/3	Richard	Produce draft AGM letter		New
3/4	Nick	Invite Jan Deer or her representative to next meeting		New
3/5	Richard	Coordinate with Jonathan re ratified minutes on website		New