

## Minutes of Group Executive Committee Meeting on 21st January 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); Neil Burrows, Deborah Wilkes and Russell Clarke (Scout Leaders); Sue Hughes and Ian Hardy (Parent Representatives).

### **2. Apologies for absence**

Apologies were received from Sandy Wilson (Treasurer), Moira Bailey (Secretary), Ken Baptist, Jane Milbank and Sarah Howell.

### **3. Minutes of previous meeting**

It was pointed out that Oliver and Matthew will be representing us at the Jamboree, not the Centenary. Otherwise, the minutes were accepted as an accurate account of the meeting.

### **4. Review of actions/Matters arising**

#### Actions

<b>No.</b>	<b>Actionee</b>	<b>Description</b>	<b>Progress</b>	<b>Status</b>
1/1	Moira	With assistance from Nick, to write to council regarding site for a possible HQ.	Following discussion, this was replaced with a new action (see Group HQ).	Closed
1/2	Richard	Investigate activities which can be sponsored to raise funds but also have beneficial impact, e.g. enhancing local environment.	Chelmsford Borough Council have been contacted and a point of contact, Jackie Lane (environmental services officer), identified; this will be pursued in the coming weeks (see Fundraising).	Ongoing
1/3	Deborah	Contact St. Augustines with regarding hall for quiz.	The event has taken place and was very successful.	Closed
1/4	Richard	Speak to Sue Wilde regarding possible volunteers for female scout leaders	Sue reported a general problem with recruiting leaders of either sex and could only suggest the normal means of recruiting, e.g. via parents, explorers and the scout network. She noted that, while it may be desirable, there is no legal requirement for a female leader to be present in scout groups containing females.	Closed

#### 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

The Chairman passed on information relayed to him in advance of the meeting by the Treasurer. The balance has not changed significantly since the last meeting, i.e. approximately £3000 in the current account and £11,000 in reserve.

There had been a delay in getting a cheque for around £200 for computer auctions from Ian's workplace but this has now been resolved. In the near future we will need to pay out approximately £900 in fees for premises, but this will be more than off-set by collection of subscriptions. Overall we expect roughly to break even over the financial year, as targeted.

## 6. Group Scout Leader's Report

Future equipment needs are largely unchanged from the previous meeting; it was noted, however, that some additional chairs and tables may be needed. A "barn day" will be organised in the near future in order to clear out unwanted equipment and produce an inventory of the major items. This will be brought up at next Group meeting (**Action Nick**).

Recruiting of leaders was discussed; it was suggested that it would be worth seeking to identify potential young helpers at local educational establishments. Nick agreed to ask Jane Shelley to enquire at Anglia-Ruskin University (**Action Nick**).

## 7. Secretary's Report

Moira was not present due to family circumstances; no communications to report.

## 8. Fundraising

Several fund-raising methods were discussed:

### Quiz night

The Quiz night had gone very well; despite initial concerns regarding levels of ticket sales, about 80 participated in an excellent evening, making approximately £160 towards Matt and Oliver's Jamboree attendance. The Chairman thanked all who had helped to organise it and all agreed that it should be repeated in the future if Ken is willing.

### Corporate Sponsorship

The quiz night had had mixed results with regard to obtaining sponsorship of the event from local businesses but on the positive side Ian noted that his employer, Battelle UK Ltd (a charitable trust which is US-owned but has a policy of assisting the local community) will probably be willing to make a donation towards the cost of equipment for the Centennial camp (probably up to 25% of the total cost). Ian will raise the question at the next Company management meeting; if the response is positive then Nick, with input from other Leaders will compose a letter accordingly (**Action Nick**). The Chairman noted that his Company had provided financial backing this year and may be willing to sponsor events in the future.

### Sponsored Conservation project

Jackie Lane, at Chelmsford Borough Council is already in contact with Roger Cole regarding the Starburst project, for which each of 36,000 young people at Jubilee event will be asked to undertake one day of voluntary service. This will mainly take the form of conservation projects such as painting and pond clearance, including the redevelopment of the Riffams site. This is not a fund-raising activity as such

There would, however, appear to be opportunities to participate in other events which could serve this purpose. Jackie organises various conservation projects such as bulb planting; the next canal clearance is expected to take pace towards the end of March. We could participate within a larger group or hold an event of our own (Sandy had noted during a telephone discussion that 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).

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

### Band/theme night

Following discussion, it was agreed that the potential level of interest in participating in a band/entertainment night should be established; both Ian and Richard have some musical connections and some of the Explorers (and perhaps younger scouts) may be interested. Another possibility is a “theme” night (e.g. 60s/70s). It was agreed that the Leaders should investigate the level of interest (**Action Scout Leaders**). If sufficient interest is shown then the logistics and financial implications of organising such an event will be studied. Boswells School has appropriate sound and light facilities. The Marconi Social Club is a possible alternative.

The possibility of running stalls at scouting events or inviting 3<sup>d</sup> party stalls (e.g. plants, crafts) on a profit-share basis was discussed again. The scenario in which this would be probably be most practicable is if we were to run our own fete; this would require either our own grounds, or permission to use the facilities of a local establishment such as a school. Richard noted that he would be attending the Bishops’ School PTA AGM on Monday and would raise the question with the headmistress after the meeting (**Action Richard**).

### “100-club” style lottery event

It was felt that this was not an ideal method of fund-raising as it would primarily be targeting parents and carers; it would also be necessary to establish whether there is any gambling legislation of relevance. It was agreed not to pursue this approach at present.

## **9. Group HQ**

Following discussions at the previous meeting, the general feeling was that it was certainly worth pursuing the acquisition of our own premises. 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.

With regard to possible venues, planning permission had previously been granted in one location, in the Mountbatten area, but there were likely to be access problems, and it was not

known whether the permission still held. It was noted that an area near Springfield Primary School may at one point have been an option but it had now been planted with trees by the Woodland Trust. Beaulieu Park may have some land which could be set aside. Nick has a contact with local council, will enquire about options (**Action Nick**).

## 10. AOB

The possibility of producing a Group Newsletter was discussed. It was felt that at present there was little need, since short-term items are covered by handouts by each section and via the web-site, while major news is covered by the District newsletter; this goes to all Leaders, and it should be possible to place it on our web-site or provide a link to the district web-site; it may also be possible to obtain additional copies for interested parents and carers.

The next meeting will take place on 11th March, 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.	Chelmsford Borough Council have been contacted and a point of contact, Jackie Lane, identified; this will be pursued in the coming weeks.	Ongoing
2/1	Nick	Raise "barn day" (clear-out/inventory check) for discussion at next Group Leaders' meeting		New
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.	New
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).	Ian has confirmed that £1000 towards the new equipment has been provisionally agreed; details of the addressee for the letter have been provided.	New
2/4	Scout Leaders	Gauge level of interest in band night and/or theme night, including identification of bands/performers		New
2/5	Richard	Ask the Bishops' School about feasibility of holding fete on their grounds.	This was subsequently discussed with Mrs. Sumpton, the Headmistress, who indicated that it should be feasible, although there would be cost attached, and provided a contact with whom to pursue.	New
2/6	Nick	Contact council re site availability for HQ	Ex-rugby club building at Coronation Park may be a possibility; need to enquire.	New