

## Minutes of Group Executive Committee Meeting on 22<sup>nd</sup> April 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), Jane Milbank Neil Burrows, Deborah Wilkes, Sarah Howell (Scout Leaders) and Ian Hardy (Parent Representative).

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

Apologies were received from Sue Hughes (Parent Representative).

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

It was suggested that the wording regarding an action to consolidate membership information (3/1) be reworded. 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>
1/2	Richard	Investigate activities which can be sponsored to raise funds but also have beneficial impact, e.g. enhancing local environment.	The "Spring Clean" has taken place; 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	See Fundraising	Ongoing
2/6	Nick	Continue to interface with Council re site availability for HQ	Investigating possibilities in Beaulieu Park and Coronation Park (see below)	Ongoing
3/1	Sandy/ Scout leaders	Co-ordinate details of membership and payment status.	Sandy is creating a membership list and will provide this to the leaders, who will provide updates as appropriate	Ongoing
3/2	Nick	Book Screens Park for AGM	Booked	Closed
3/3	Richard	Produce draft AGM letter	A draft letter has been produced and was distributed for discussion at the meeting.	Ongoing
3/4	Nick	Invite Jan Deer or her representative to next meeting	Jan was not available for this meeting but would like to attend in future	Ongoing
3/5	Richard	Coordinate with Jonathan re ratified minutes on website	Minutes of the first three meetings have been sent to Jonathan Wentworth who will place on them website.	Ongoing

## 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**

Year end accounts have been completed. This currently shows a surplus of £2500, including £1600 donations, but doesn't include approx £1200-1500 payments for use of meeting venues in the final term.

The balance in current account is now approximately £3,300. We still have £11,300 in reserve (including interest from last year). Accounts need to be audited. Steven Meek normally does this but has moved to Colchester. It was considered probable that he will nevertheless perform this task for us. It was noted that it would be desirable for this to be completed by the AGM.

The co-ordination of membership lists is ongoing. Sandy will distribute his information to Scout Leaders, following which they will respond with any updates. *Ongoing Action*

## **6. Group Scout Leader's Report**

Future equipment needs are largely unchanged from the previous meeting; the Barn Day has taken place. The outcome of this is that a list of requirements has been drawn up. The following priorities for centenary camp were identified:

1. Tents: The intention is to get 4 six-man tents at £100 each. A camping centre has been identified which can provide these.
2. Ground sheets: 8 13x8 sheets are required; prices for these can be investigated with the above centre – current best is £95 each.
3. Tables: Total for 7 = £634
4. Benches: Total for 7 = £434
5. Cast iron burner
6. Frying pans
7. Porragers
8. Pegs

Estimated costs are summarised below.

Item	Cost	Number	Total
6 Man tents	100	4	400
Ground sheets	60	8	480
Tables	7	90.52	633.64
Bench	7	60.51	423.57
Burner + extras	80	1	80
Frying pans	30	6	180
Porragers	30	2	60
Sets of pegs	70	1	70
			2327.21

Sandy confirmed that we can afford these items and it was agreed we would obtain them; Nick will organise their purchase *Action Nick*

There are a number of other items, such as boxes and water carriers which will be required at a later stage.

With regard to recruiting of leaders, it was reported that no contacts had as yet been identified via Jane Shelley/web-site advertising.

Sue noted that there was a risk that her ability to support the Committee could be affected by a new work rota; she would get 3 months notice of any change to her work pattern.

## **7. Secretary's Report**

Nothing to report.

## **8. Fundraising**

Several fund-raising methods were discussed:

### Sponsored Conservation project

The Chelmsford Spring Clean event has taken place and was supported by several scouts, leaders and parents. The amount raised is at least £200 (total to be confirmed) and also benefited the Scouting movement through press coverage.

Assuming the council continue with this, it could become an annual event; now we know the routine it will be easier to plan further in advance. Richard will continue interfacing with Chelmsford Borough Council regarding this and similar events.

### *Ongoing Action Richard*

Post meeting note: During a phone call to Jackie Lane, the environmental services contact at the Council, we were promised a diary of future events and an acknowledgement of our contribution to the Spring Clean; these have not yet been received, so Richard will pursue.

### Band/theme night

It appeared that Boswells would probably not be able to support a Saturday Night event due to the caretaker's hours. It was agreed to investigate further but to bear in mind that we may have to pursue alternatives such as the Marconi Social Club, the WI at Springfield Green (Nick to Pursue) or the Springfield Parrish Centre (Richard to investigate with Jackie Russell)

### *Ongoing Action All*

Post meeting note: Feedback from Jonathan Wentworth suggests the position at Boswells may be more favourable than originally thought. They now have more caretakers and Jonathan believes that it should be possible to find a mutually agreeable date. He offered to act as an interface with the School as he has contacts there.

## Summer Fete

It had 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. However, this would be a major undertaking involving significant planning in advance and assistance with running stalls on the day. No progress having this had been made by the subcommittee of Nick, Ian and Richard since last meeting, and with significant work with regard to Centenary/Jamboree activities on the horizon, it was agreed not to pursue the fete this summer. It may, however, be worth considering an event nearer Christmas.

The possibility of running a car boot sale, e.g. at Boreham was discussed. Ian and Richard volunteered to man a stall, but would probably need somewhere to store the items to be sold and/or help getting them to the site on the day.

Richard will find out re price details *Action Richard*

Post meeting note: At Boreham the price is £15 per pitch for a large van, £12 for a car. It is understood there is no need to book in advance; stall-holders start arriving from 6.a.m. on Sundays/Bank Holidays. These details are to be confirmed.

## **9. Group HQ**

Beaulieu Park is earmarked for something else and is no longer an option. Nick has been looking into an opportunity with regard to land and/or facilities at Coronation Park; this would be ideal site with plenty of parking. A building which may be suitable is an old club-house owned by the Rugby Club. At one point they intended to turn this into a gym but they have now applied for planning permission for a gym next to the new club-house. Whether or not the old rugby club building becomes available may hinge on their planning application. Nick will maintain awareness of this. *Ongoing Action Nick*

If land and/or a building does become available we will need to establish whether it would be for sale or lease.

## **10. AOB**

The AGM will take place 14<sup>th</sup> June at Screens Park.

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.

A draft invitation letter was distributed. A few minor modifications and the addition of a committee nomination form were suggested *Ongoing Action Richard*

Post meeting note: This has been completed, and the form sent to scout leaders for distribution

*Action Scout Leaders*

There is a need to encourage parent representatives to join the committee. This will be pursued at the AGM and via personal contact from the scout leaders.

***Action Scout Leaders***

Executive training is available if required. It is hoped that Jan Deer or a representative will be able to attend a future meeting. ***Ongoing Action Nick***

The next meeting will take place on Sunday 3<sup>rd</sup> June 14 Mimosa Close, 8.00 p.m.

## Summary of Actions (Carried over and New)

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.	Following the “Spring Clean” 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	Boswells looking more promising. Other possibilities include the WI (Nick to pursue) and the Springfield Parish Centre and Marconi Social Club (Richard to pursue).	Ongoing
2/6	Nick	Continue to interface with Council re site availability for HQ	Keeping an eye on Rugby Club planning application at Coronation Park – old club house may become available. Would need to identify whether for sale or lease if becomes available	Ongoing
3/1	Sandy/ Scout leaders	Co-ordinate details of membership and payment status.	Sandy is creating a membership list and will provide this to the leaders, who will provide updates as appropriate	Ongoing
3/3	Richard	Update/distribute AGM letter	Post meeting note: Updates as discussed have been made and a nomination form has been added. This has been provided to the Scout Leaders	Closed
3/4	Nick	Invite Jan Deer or her representative to next meeting		Ongoing
3/5	Richard	Coordinate with Jonathan re ratified minutes on website	Minutes of the first three meetings have been sent to Jonathan Wentworth who will place them on the website.	Ongoing
4/1	Nick	Arrange purchase of items identified as important		New
4/2	Scout leaders	Engage parents with a view to identifying committee members		New
4/3	Richard	Confirm details regarding Boot sale	Provisional details obtained, to be confirmed with organisers.	New
4/4	Scout Leaders	Distribute AGM invite	The AGM has already been noted in a circular but the full invite and nomination letter should also be distributed in advance	New