** 1st Fressingfield Scout Group**

**1st Fressingfield Scout Group Executive Meeting**

**4th November 2021 7.15pm at HQ**

**Minutes**

1. Welcome

**Present;** Dawn Carman Jones**,** Andrew Aalders-Dunthorne, Angie Ellis, John Coop, Emma Petty, Michael Knights, Pete Smith, Ciaran Carr, Gail Jerman, Nathan Hunt, Julie Barry, Robin Chew, Karine Last; Teddy Chew

1. Apologies; Alex Dinsdale
2. Approval of Minutes

Minutes of meeting 01.07.2021 approved.

DCJ thanked all for their time and effort to achieve the new HQ which has exceeded our expectations. Special thanks were given to MK, JC, AAD and RC from the HQ Committee.

1. Matters arising from previous minutes not covered on the agenda

None

1. Tour of HQ

AAD led the tour of the HQ.

1. Treasurers report

The Treasurers report was circulated to the Executive prior to the meeting. JC explained that our subs of £1,008.44 are up significantly, including joining fees. Outgoings incurred from 1 activity (Gravity), leaving £2654 in the main account. £7k transfer from the development account will make a total of £10,154. We have an invoice of £4.5k for bikes to be deducted from this balance.

The final bill (£43k) from Portable Offices is still under negotiation, hoping to reduce this down to £40k.

Fire alarm system invoice of £4k and Lenny for the groundworks at £15k to settle.

It was decided to keep the development account open for possible further developments. The subs nominal amount will continue to be added to this account which will accumulate £3k per year.

* Grant and fundraising schedule

We have successfully received an £8k lottery grant and a further 2 other grants totalling £15k, allocated to specific areas.

We have a remaining £80k that needs to be fundraised over the next 5 years to repay the loan. The next instalment will be due in Sept 2022, which will be made from the Consortium yearly fee of £20k. Lump sums can be made at any time to reduce the interest on the loan.

AAD showed the meeting the fundraising schedule and the expectation of each section to raise £500 per year which is achievable.

We have registered an interest in the Governments Scout Association HQ fund, although funds have not yet been released by them.

* Branded clothing

An order is currently being processed – it was agreed to wait until after the open afternoon to see if more orders come in.

* Hoxne Produce Market

AE is running the cake sale fundraisers at Hoxne Village Hall. Sales are October, November & December. Very few bakers have been supporting, thanks given to DCJ, Sharon Knights and Susie Medland.

* Christmas Fair

Emma is co ordinating the Fair on 28th November 2-4pm at the HQ. Each Section have organised a stall, with a few external stalls offered at £5 per table. Nathan volunteered the Explorers to run the refreshments.

The Fair will be advertised on FB & Parish website, AAD will add to the Newsletter and Group Leaders to circulate to Sections. A card reader will be available for card payments.

* Santa Run

AAD has applied to Suffolk County Council to host a Santa Run in Fressingfield on 18th December. £10 per head entry fee.

1. Sue Websters retirement acknowledgement

AAD will invite Sue to the Open afternoon and DCJ will organise purchasing of a gif for a presentation of thanks.

1. Mini Bus future

The Scout mini bus has been off the road since 2019. Repairs are now needed to make it roadworthy & pass MOT totalling £500, a service at £120, windscreen replacement £120 and insurance – a total of £2k to get it back to good use. On the other hand a buyer has offered £500 as it is.

This is compared to a replacement equivalent costing £7-9k. There are no grants available for used vehicles.

MK expressed concern around the safety of the mini bus and requested 6 monthly checks on the existing vehicle, if the Executive agreed to repairs. 6 monthly checks could be achieved if the MOT and service were 6 months apart in future.

A show of hands resulted in 1 member not being in agreement (MK). It was agreed that the mini bus would be recommissioned.

1. Lettings Policy

AAD showed an amended copy of Consortiums comprehensive lettings policy which the Executive agreed was sufficient to our needs. The following points to be considered;

* Weekly cleaning schedule, volunteers needed share responsibility.
* Grid of charges depending on use/hirer/regularity.
* Key safe, code to be changed regularly.
* No smoking/vaping.
* Users are responsible for leaving the facility clean and tidy.
1. 1st Fressingfield/Stradbroke Brownies use of HQ

Brownies will be hiring the HQ on a Thursday evening for 1.5 hours from January 2022. A fee of £8.50 hr was proposed and agreed by the Executive, to be reviewed in July 2022.

1. Open Day

An open afternoon has been scheduled for the 14th November following the Remembrance Service at Fressingfield Church.

1. HQ accessibility plan

Circulated prior to the meeting. No issues raised.

1. Fire risk assessment

LPG cage needs signage and lock.

Catering hatch to be considered in the future.

PEEP needs for wheelchair users.

Additional training to be arranged for Fire Marshalls.

Automatic door closers

COSHH file needs to be completed.

1. Review of Constitution

No changes required.

1. Review of the Group Development Plan

Circulated prior to the meeting.

1. Safeguarding and GDP
* updates and reporting any reportable incidents (nil returns need recording)

No reportable incidents.

1. GSL report
* Growth

Squirrel section (ages 4-6) will be launched in January 2022 at Yoxford & Peasenhall School, only the 2nd section in Norfolk. A further section will be launched at Fressingfield HQ in September 2022, with 3 leaders already recruited.

1. AOB

None

1. Date of Next Meeting 13th January 2022. Further meeting dates;

10th March 2022

5th May 2022

7th July 2022 AGM