** 1st Fressingfield Scout Group**

**1st Fressingfield Scout Group Executive Committee**

**Meeting Minutes**

Thursday 10th June 2021

8:00pm via Zoom

1. **Welcome**

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

1. **Apologies**; Dawn Carmen Jones, Robin Chew

1. **Approval of Minutes**

MK asked for the comment regarding thanking the Parish Council from “by telephone” to “in the Parish magazine”

EP asked for the removal of her interest in CMAT, not relevant.

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

No further matters.

1. **Risk Assessment Working Party update**

The working party risk assessors consist of AAD, MK, CC, TH (Tim Hurtley) and NC (Nicola Carr). There is a leaders log in to the risk assessment hub and all assessments are expected to be completed by September 2021. A template has been agreed and a list of activities to be risk assessed. Highlighted in red are being worked on and blue are completed assessments.

These have been shared with District, who are very complimentary. The Executive will review the risk assessments annually.

Executive member can access the risk assessments on the website under the Leader tab with the password **1.Password23.**

KL asked if the risk assessments would differ to reflect groups age ranges. AAD assured that leaders would annotate the general risk assessments to suit the group.

The Executive agreed that they are satisfied with the progress made.

1. **Explorer Kenya Expedition**

The expedition scheduled for Easter 2022 has been deferred and we are looking at Easter 2023. The Scout Association has not authorised any travel until at least January 2022.

1. **Group Development Plan update and review**

The plan has been updated by AAD and was circulated to the Executive prior to the meeting.

1. **FSG strategic plan progress including;**

* **HQ Development**

JC updated the group; over the last 6 weeks we have paid Portable Offices £50k of the 1st stage deposit to hold the building and purchase materials. There is £21k still outstanding to pay, of which we have £14k in the account with the remaining £7k that will be drawn down from the loan.

John explained the 2 major issues we now have,

1. Charity Law, we need to ensure we are able to complete the project, which is now with our and the lenders Solicitors.
2. Planning is causing us delays, we are awaiting an outcome tomorrow on whether a condition regarding drainage has been discharged. Without full planning the lender is not in a position to proceed. Delays result from the Parish Council raising an issue.

The HQ team have worked hard and are still optimistic that we can achieve this.

KL thanked the HQ team for all their hard work and perseverance.

* **Accounts and additional funding**

The main account has £9,271, half of which is grant money to purchase bikes that needs to be actioned.

Subs the last 2 months have been received by 53 members, any new members need to be given the appropriate forms to enable further collection.

JC is comfortable that we are within our budget, with 5 years to repay the loan on the new HQ.

AAD thanked JC for all his work on the finances and his professional input.

**Fundraising plan**

AAD has given each section an annual fundraising challenge.

RC has set up a fundraising page for the Calor Rural Fund (£5K). CC will be supporting him to develop the page.

**Grant funding applications**

A grant application for Mental Health & Wellbeing was rejected, however this has been carried forward to the CO OP Community Fund with an outcome expected in July.

PS mentioned a Post Office charity that matches funds raised and is looking into this.

AAD is completing another marathon and the Explorers will be doing the Orwell Challenge again.

* **Section reports and updates from GSL**

**Including recruitment/retention of young people and adults**

We are successfully retained scouts across all sections during covid and many are flooding back to face to face meetings. Beavers and Cubs are at full capacity. 2nd groups will be formed from September, of which we have waiting lists.

Harleston group have approached us, they are struggling with a lack of leaders and are directing members to our group.

**Leadership and Executive vacancies - recruitment**

We have retained all but 1 leader and require more Beaver leaders due to their specific ratios.

2 Executive members have resigned; Katie Philips, who has moved to another area and Sue Webster, a long standing member - we will mark her retirement in some way at the new HQ.

The recent District meeting focussed on leader recruitment.

**Training**

AAD thanked everyone, we are almost compliant.

**Extension of school scout section - Middleton Primary**

A power point was circulated prior to the meeting.

1. **Safeguarding and GDPR – updates and reporting**

* No reportable incidents this period (nil returns)

1. **FSG AGM**

The AGM has been delayed until 2nd September when hopefully we can meet face to face at the new HQ.

1. **AOB**

Discussion around an open day at the new HQ, limited to 99 people together (Scout Association policy). Majority agreed that an afternoon would suit most families.

1. **Date of Next Meeting**

1st July 2021 at 8pm, 1 agenda item - HQ Development.