**82nd Craigalmond Scout Group**

**Executive Meeting Notes and Actions**

**Wednesday 18th August 2021**

**Attendees**

* Graham Cullen
* Sarah Neary
* Mike Treanor (Minutes)
* Paul Rogers
* Rebecca Mill
* Claire McDowell
* Sandra Smit
* James Kistruck
* Andy McCartney
* Anne Smith

**Notes and Actions**

1. Minutes of last meeting
* Agreed ok
1. Matters arising
* No matters arising
1. Current Covid guidance
* via this link <https://www.scouts.scot/news-events/news/youth-work-guidance-update-22-july/>
1. Section updates
* See Leader Meet updates got section updates
* Rebecca has got Camping Permit
* Agreement from Executive to close Waiting List for a period
1. Finances
* Current Balance £19,787
* **Action: Sandra to add Wayfarer to Insurance £2k**
* **Action: Sandra to do the Scout Troop Account henceforth – Donna will engage Sandra**
* Subscriptions - Agreement to reduce each by £20 per annum (but review when we know if any costs relating to works at Sea Scout Cellar
* **Action: Graham to draft letter to parents re subscription**
* **Action: Donald to forward contact details re chimney repairs at Sea Scout Cellar to Graham**
* **Action: James needs copy of Bank Statement - Claire/Sandra to supply – could be extra £1,500 – send to Donald and cc to James**
1. AGM/Annual Review
* 24th September agreed as proposed date
* **Action: Sarah and Graham to agree format**
1. Fundraising
* Santa Sleigh likely to happen this year
* Church awaiting if Xmas Fayre happening
1. Equipment & storage updates
* Mike and Donald to review storage at hall and manse
1. Executive Health check – review

**Finances** –AMBER

* Access to Group Account to be sorted
* Update on status of Gift Aid Donations Claim back required – not yet received
* Decision required re Subscription levels for 2021/2022 terms – reduction proposed
* Scout Account – require new Treasurer to replace Donna – Sandra offered to do

**Governance** – AMBER

* Decision required - when and how we run the 2021 AGM – agreed 24th Sept – format to be agreed
* Review status of Group Executive – section leaders to request Exec members

**Operational Matters** – GREEN

* Review of storage/equipment underway at hall, manse (including door security and gas storage) and sea scout cellar
* Restarting Scouting Status is at Yellow with limited Covid Requirements i.e. wear masks indoors for over 12’s

**Supporting our Volunteers** - GREEN

* Graham sorting paperwork for some new volunteers – both adults and Explorers who have reached 18
* Agreement at Leaders meet that all sections reach out to their parents to encourage them to get involved

**Training** - AMBER

* Majority of members in good place re Mandatory Training i.e. Safety, Safeguarding, GDPR and First Aid – Graham working with Region to secure First Aid Module 10B session when allowed to do so
* All leaders who have been in post for 3+ years need to achieve Wood Badge (Sept deadline) – Graham and Section Leaders working with those who are in this position
* Reminder All Trustees (Group Exec members) should have completed new Trustees Training <https://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training/trustee-introduction/>

**Safe Scouting** - GREEN

* All Sections undertaking relevant Risk Assessments
	+ Covid Safe
	+ Activities undertaken
	+ Camps

**Keep on Scouting** - GREEN

* Waiting List – agreement to close for the next few months
* All sections will restart face to face in September, either outdoors (preference) or indoors (masks required for over 12’s)
1. Parent queries
* None received
1. Xmas night out
* Miller & Carter 9th December – attendees pay for meal
* **Action: Mike to Organise**
1. D.o.N.M
* November 10th 7.30pm