

Minutes of Scout Executive Meeting

Monday 6th September 2010; Cramond Kirk

Present: Graham Cullen, Russell Shoulder, James Hancock, Rhoda Whitton, David Stears, John Adlington, Fiona Christie, Vivien McNiven, Jacqueline Mackay

Graham welcomed everyone to the meeting. An especially warm welcome was given to the new members of the Executive. Graham provided a brief outline of the role of the Executive namely:

- The Executive meet around 4 to 6 times a year and is primarily needs driven
- It tries to remove the burden of administration from the leaders
- The Executive takes on the fund raising role
- It meets the requirements of the Scout Association in that the Executive has an elected Chairman, Treasurer and Secretary.
- The Executive also ensures that money is spent appropriately.

1. Apologies for absence

- Margery .

2. Approval of minutes from last meeting

The minutes from the last meeting were approved and there were no matters arising.

3. Section Updates

Monday Cubs

- Following the meeting held that evening on 6/9/10 a leader for Monday cubs (Hector Black) is now in place and four parent helpers
- John and Andrew have agreed to help with the handover

Friday Beavers

- James Kistruck has agreed to be the lead person, but not official leader
- Andrew Neary is keen to be the leader once he turns 18 and will help out James in the meantime.

Explorers

- Explorers is to change to a Monday night. The change is required due to increasing numbers. The higher numbers mean that additional leaders are required. They are more likely to get these on a Monday night. Graham Hart is a possible leader. Furthermore, Friday tends to lose Explorers as they often have other activities on.
- A change to a Monday is likely to increase hall costs.
- Explorers had a successful summer camp
- A programme for the year has been drawn together

Scouts

- Currently there are over 60 Scouts on the books
- An active programme has been drawn up for this term

- Camp worked well and there was active participation from the Young leaders.

Sea Scouts

Canoeists

- 12 signed up and participated during the summer
- The question was raised as to how to attract new boys to canoeing and still maintain the existing ones?

Power Boating

- 16 Scouts signed up
- A few are doing the RYA qualifications
- Qualification Power Boating 2 is only for those over 12 years.
- The leaders are John and Andrew
- Ian Stevenson and Neil Greenshields also help out, so there are a healthy number of leaders for power boating.

Regarding budget for Sea Scouts, Canoeists don't need much. However, the power boat requires a lot of maintenance. John estimated that the average total cost per annum of the power boat is £1,930 which includes maintenance, running costs, fuel and insurance.

A copy of the power boating budget estimate was requested by Russell.

It was agreed that the Group will cover the running costs but that capital items need to be covered by fund raising. It was also raised that the power boat acts as a rescue boat and as such incurs costs in this regard.

Sailing

- 14 to 15 Scouts are signed up

- The weather was very good this year and there was a regular high turnout.
- The leaders learnt a lot this year with regards to timing
- There are also sufficient leaders for sailing
- There are still some funds available to purchase equipment.
- There is a need to assess the store to identify an area for changing. This will reduce the need to use the boat club.
- It was not possible to attend the Regatta this year, but hopefully next year there will be attendance.
- John highlighted that this is the first year that there has been a sailing programme and that it has gone well.

Scout Website

Fiona Christie outlined the developments to the website. A basic outline has been developed but it requires more detailed information. The leaders and Executive will need to provide this information.

It was agreed that the Website should include a section on the Executive and a section on each group. Graham offered to provide the first draft for the Executive with input from James and Jacqueline.

The Section leaders will be able to update the website themselves and load up programmes, information etc.

For security, parents will be given passwords to access the site, which will be changed each session.

4. Finance

Current Position

Alan Cramond passed the financial information to James Hancock (Treasurer) 10 days ago.

The bank statement as at 29/07/10 was £11,334. There are a number of outstanding payments and deposits, therefore available funds are £5,352.64. Of which, the Group wants to ensure that £4k is kept for emergencies.

It was agreed amongst the meeting that the current balance is acceptable.

James stated that the Group has not claimed Gift Aid for the last 2 years and it needs to do this. Approximately, £2k pa is available to be claimed.

Next years budget

- With regards to the forecast of costs, Section expenditure has been kept the same as last year (2009/2010). An estimate has been included for Sea Scouts. The costs for fuel for the power boat last year needs to be calculated and it is likely that the same will be spent next year.
- Graham asked John to provide an estimate of costs and a proposal on how this will be funded.
- An estimate of £1k for camping equipment has been included. Rhoda will provide an updated shopping list.
- James suggested that there should guidelines on how much can be spent by leaders before approval is required eg. £100.
- Rhoda stated that funds could be claimed from RBS. Jacqueline is to provide a letter for Mike Treanor and Grant Whitton identifying their role in Scouts.
- Jenny Ody is also able to claim match funding from Tesco Bank.

2010 Subs

- James proposed that the subs request is sent by email. The request should include a question on gift aid. David Stears agreed to provide a wording for this question.
- Vivien suggested that the request should include a “pay by” date.
- The Group leaders should provide details of all boys to James ASAP.
- It was agreed that the Group needs to be more effective in assessing which boys have paid.
- The forms re subs will be uploaded onto the website.
- James will make a reference to the website in the subs letter.

James and Russell agreed to discuss hall costs at another meeting. They will provide an update and will discuss with the church.

Grants

- Trinity House: the Group needs to spend the funding very soon, otherwise it will have to be returned.
- James will chase Port Edgar with regard to the purchase of the boats and will also consider a cayak trailer. It is estimated that each topper will be £500. However, a further challenge will be storage.
- Strathclyde has lazars but these are £1,600.
- It was raised that Long Craig has a 6 boat trailer and the Group could borrow it to transport the Toppers.
- Larger jackets are also required.

- Graham questioned whether the Group needs to provide publicity for Peoples Postcode Lottery and it was agreed that photos of the boys should be taken with the named kit on.
- Rhoda highlighted the outstanding shopping list and suggested trying to obtain match funding against big capital items such as tents.

5. Fund raising

Bag packing: the schools don't finish until Thursday 23rd so bag packing can only occur from 5 to 9pm on 22nd and 23rd December. Rhoda has written to Marks and Spencers requesting slots between Christmas and New Year and also near Mothers Day.

Christmas Fair: it was questioned whether this goes ahead this year.

6. Recruitment

The Group needs to ensure that they follow up on people who offered to be on the Executive. The 7th October was proposed for a meet up of the Executive at the Cramond Brig. Jacqueline will issue an invitation.

The website should reiterate the opportunities within the Group.

7. AOB

- The Fellowship magic night is being held on 6th December for Cubs and Beavers
- The Fellowship Quiz night is in November and the District is hosting it. An activity / sports day for cubs will be in June 2011.

Trustees

It was highlighted that as a charity the Group needs to have Trustees. The chairman (Graham Cullen), treasurer (James Hancock) and secretary (Jacqueline Mackay) were approved as the Trustees by the meeting.

8. Next Meeting.

Thursday 11th November, 2010: Committee Room.