** 1st Fressingfield Scout Group**

**1st Fressingfield Scout Group Executive**

**5th September 2019 7:15pm – The Old Forge**

**Minutes**

1. **Welcome**

**Apologies;** Pete Smith, Arthur Brown, Sarah Blake, Alex Dinsdale

**Present;** Emma Pretty, Dawn Carman Jones, Andrew Alders-Dunthorne, Sue Webster, Michael Knights, John Coop, Angie Ellis, Gail Jerman, Robin Chew, Rachel Morris, Karine Last, Katie Philips, Aimee Wraight.

1. **HQ Development update**

All planning and discharge papers have been submitted, awaiting feedback. Non-material amendment to modular building and cart-lodge has also been submitted and accepted.

1. **HQ Funding update**
* The initial lottery application was turned down due to high value of the request and insufficient funding to allocate to this and other projects. The following grants are in progress;
* Bernard Sunley Charity Foundation - £20,000 (capital build)
* Steel Charitable Trust - £15,000
* Masonic Foundation - reapply
* Youth Intervention Fund - £20,000 accepted for review (capital build)
* £5,000 - equipment, x10 mountain bikes, x2 leader training in cycle safety & cart lodge funding.
* Gift & Will scheme circulated to the Exec.
* Alumni - regular contribution (development account).
* Andrew has prepared a letter for the Parish, District & Local MP seeking donations, with evidence & reasoning to support their local Scout Group.
* Included in the Group letter circulated to parents, we will be detailing health promotion and well-being information to share with businesses and organisations that may support us.
* Crowd Funding - Ciaran to launch next week with a rolling target of £75,000.
* Sue suggested the CO-OP initiative, a leaflet was passed to Karine to apply.
* Andrew has a standard text for applications in Word doc. Andrew and Justin hold a list of applications, so we do not duplicate, please check with them before applications are made.

 Once we have a £75,000 deposit, the building will be installed on the field and connected to septic tank and utilities. Thereafter a private contract will be drawn between the Scout Group and MRC with a lease schedule of £3,000 per month until the final discharge. The total inclusive cost is £338,430.00. (breakdown; Building £302k, Waste £20k, Power £13k, Cabling £13k, Anglia Water £3k).

Following installation, we can apply for further grants/pledges for the kitchen, toilet and IT refurbishment.

One option to put to the Lottery Funding is to ask for smaller amounts to cover the £3,000 monthly lease.

1. **Budget and financial system development**
	1. Treasurers report, summary of accounts, subs increase, gift aid, requests for expenditure (out of norm)
* Reports circulated prior to the meeting were reviewed. Current balances to the end of August, main account £5390 up £3,000 yr end; development account £1955; Explorer account £5909.
* Subs anomalies need to be chased as there is a potential £1,000 deficit, which is our main income. John will send a summary of paid/nonpaid subs to Section Leaders. Michael suggested a non-executive role of Treasurer & Subscriptions Treasurer to deal with chasing subs, however due to the sensitive nature of discussing finances with parents it was felt this would be better received by parents, from Section Leaders.
* Currently £10 monthly subs are divided as £7.50 revenue and £2.50 development fund. **A proposal was forwarded, and formally agreed, to increase subs to £12.50 a month** (other groups typically receive £10-£15 month). It was agreed that parents would prefer the additional £2.50 to be received by the Group as revenue. **Aim for 1st January 2020 deadline for subs increase.**
* Gift Aid forms are out of date and need recirculating.

**ACTION: Finance paperwork to be updated and circulated to parents. AAD/JC**

* 1. Annual budget (general account)
* Expenditure explained from document circulated prior to the meeting. Formally agreed for John to use these figures.
1. **Fundraising – Grants**
2. <https://www.eastofengland.coop/community>

Covered in 2a.

1. **Fundraising – Activities & Distribution of Roles**
	1. Hoxne Produce Market cake sale - Michael leading, Katie is supporting the next cake sale on 28th Sept 0930 - 1200, bagged plates ready to distribute to parents.
	2. Quiz at Hoxne (21st September) - Michael leading, 11 tables already booked with space for more. Raffle prizes requested.
	3. Phil the Bag, clothing recycling - Katie volunteered to lead, collection may become easier with the potential for a container sited at the new field. **DCJ to pass details to KP**
	4. Crisp packet recycling (ongoing) - Karine will support. **DCJ to pass details to KJ**
	5. Branded Clothing - Angie to support with collection from New World Printers. **DCJ to pass details to AE**
	6. Ciaran has completed the 2020 calendar using generic photos to reach a wider market. Calendars will hopefully be ready for sale at the Quiz and Produce Market. Advertising has covered production costs, so we are now in profit already.
	7. Michael is re promoting the Bonus Ball 59 Club at an annual cost of £12 per application.
	8. The Fundraising Team are seeking celebrity support. Contact has been made with Ed Sheeran’s mother-in-law. Michael and Ciaran are currently discussing an appropriate approach.
2. **GSL Report including Sectional Reports and reportable incidents notification**
* Focus is now on the Gang Show on 13th December, which will be held at Hartismere High School. The event will include fund raising refreshments, cake sale, xmas fair, Grand Draw raffle with printed tickets and donation buckets.
* Saturday Beavers starts on 7th September with 4 Leaders & 2 Beavers. Trialling for the Autumn term.
* Raising and promoting the Group profile on Facebook, Diss Express and local Village Magazines.
* 3 Beaver Groups (1 at Yoxford), Monday group is full.
* 2 Cub Groups, 1 full
* 2 Scout Groups, 1 almost full
* 1 Explorer Group
* We are currently in the process of recruiting another 4 uniformed Leaders, 1 at Yoxford.
* Ciaran has designed a promotional postcard.
* 160 children are on roll (incl. schools). A funding set up grant was received for the 2 school sections and the Saturday Beaver group.
1. **Executive Training (online and County)**
* Email circulated to the Exec re. required training. It is the expectation and a requirement to carry out training. Please email certificates to Andrew on completion, certificates of “prior learning” from other organisations will be accepted if they are within date. **ALL**
* GDPR training must be completed as per link emailed. No previous qualifications can be accepted. **ALL**
1. **FSG Development Plan 2018-2019**
* Exec need to prepare our own written constitution. **DCJ**
* We need to clarify our position as HQ trustees with the Land Registry, it was agreed at the meeting to appoint GSL, Treasurer and Chair. **DCJ/AAD to amend.**
* Charity Commission Trustees appointed as GSL, Treasurer and Exec Secretary. **DCJ/AAD to amend**
* Finance, running & maintaining costs of HQ, membership subs completed.
* Fundraising Committee, as Executive volunteers, accepted by Chair.
1. **FSG Development Plan 2019-2020**
* Water Activity - 2 permit holders needed (we have 1 at the moment). Sam Morris proposed, Andrew will need to see his competency certificate. **AAD**
* Proposal that Adult volunteers pay a monthly fee - eg 10 adults, £10 monthly voluntary contribution & gift aid, resulting in no additional charge for group camp and Leaders weekend. **Proposal agreed – AAD to action**
* Andrew asked for a Media volunteer to support the heavy use of Social Media.
1. **Explorer Partnership agreement**

Viewed at the meeting and agreed, needs signing and sent to District. **DCJ/AAD**

1. **Service Level agreement - Yoxford & Peasenhall School Scout Section**

No material changes. Agreement discussed and signed.

1. **Group Organisational chart**
* Andrew to update change of land trustees following land registration.
* There are currently 3 Leaders who are not actively supporting the group, if was felt this cannot be open ended and a termly deadline will be given.
1. **Group Social Fund agreement**

It was questioned whether parents are aware of the fund which amounts to £500 a year. Section Leaders however, are. Following discussion regarding if school sections should be able to access the fund as they do not pay subs, it was agreed that all Scout sections are part of the group and therefore should be equally able to apply.

1. **Key dates of activities - Leaders weekend etc**
* February 2020 half term Leaders weekend might be moved to May to allow for outdoor activities in the better weather.
* 10th November 2020, Remembrance Day Parade.
* 13th December 2020, Gang Show
1. Date of Next Meeting - **7th November 2019**
2. **AoB**

None