** 1st Fressingfield Scout Group**

**1st Fressingfield Scout Group Executive meeting minutes**

**19th January 2021 7:30– via Zoom**

1. **Welcome**

Andrew Aalders-Dunthorne, Angie Ellis, John Coop, Emma Petty, Michael Knights, Pete Smith, Robin Chew, Ciaran Carr, Gail Jerman, Nathan Hunt, Karine Last, Alex Dinsdale, Julie Barry

1. **Apologies**

Sue Webster, Katie Philips, Clive Mobbs, Dawn Carman-Jones

1. **HQ Development Update & Financial Position**

AAD gave an update on the new build. There have been issues around financing with MRC/lender differences that needed addressing before moving forward. Christmas and New Year gave us time to reflect, renegotiate and resolve outstanding contractual issues. JC added that negotiation has been difficult, mainly down to MRC which led the lender to raise concerns with their company.

A 40k deposit followed by the balance of 152k from the lender to be transferred to our Solicitor for holding until satisfactory installation, then the balance can be released to MRC once we are content the building is fit for purpose. MRC have given a preliminary date of end of Feb, as long as utilities and paperwork are in place, although we are looking more into March.

Eammon Andrews, a local Chartered Surveyor, has been appointed to visit MRC and assess the building prior to delivery and again following installation on site.

MK/JC have been working hard on the utilities, connection of electricals is now on hold due to covid. Power is on site, but not useable as yet (supply company needs to supply the meter). Trench needs to be dug and cables laid.

RC is continuing to secure quotes for water & sewerage. These are looking to be somewhat over our initial budget with one coming in at 9k.

Consortium Trust year on year funding still stands as does the SLA.

1. Budget and financial system development
* Cash flow excel sheet was circulated prior to the meeting.
* RC asked what figure is needed for fundraising to meet outgoings. JC suggested around 4k per year.
* £2800 gift aid has been received, as well as a tree planting grant.
* Main account £18,816
* Development account £21,420
* Crowdfunding raised £6,715
* AAD advised that membership had fallen (x10 scouts), but expects this to increase again once facilities are in place and face to face scouting resumes.
1. Executive Decisions
* AAD proposed that the Executive agrees for the HQ Committee to oversee the build, circulate and exchange documents. A visual show of hands by Executive members agreed to this proposal.
1. Charity Commission returns
* Due end of Jan, Trustees report sent to DCJ to sign off.
* Verification of accounts in progress.
1. Census
* AAD to submit annual census by 31st Jan, this generates the membership fee (capitation).
* We will report a decline in membership & a 50% reduction for school sections.
1. Fundraising – Grants
* Grants need to be drawn down. A letter will be drafted with installation date etc. **Action: AAD**
1. Fundraising – Activities
	1. Branded Clothing - no response from printers at this time. AE will continue to attempt contact.
	2. Recycled Clothing / Phil the Bag - on hold
	3. Crisp packet recycling (ongoing)
2. GSL Report including Sectional Reports and reportable incidents notification
* Leaders meeting to be scheduled soon.
* No reportable incidents from this period.
1. Safety <https://cms.scouts.org.uk/media/10685/safety-checklist-executive-comm-2020.pdf>
2. Training Updates, Executive Modules
* Reminders have been sent to individuals with outstanding modules.
* KL asked what happens to leavers data. AAD advised that OSM is marked as leaver, then after 30 days information is deleted. We have a statement relating to this on our website.
* **Action:** Exec requested Leaders complete GDPR training and are aware of their responsibilities.
1. **AOB**
* JB felt that reality is hitting families hard financially and asked for advice on responding to families. AAD suggested that while we continue to operate scouting, we will continue to collect subscriptions. If families wish to suspend payments we will be accepting of this and compassionate.

 **Date of next meeting**

4th March 7.30pm