

Enfield District Council Executive Committee

Minutes: 10th November 2014

Location: Tristram Drive

Present: Graham Gardner – chair; Paul Symons – District Commissioner; Paul Dockley – Deputy District Commissioner; John Dockley – District Treasurer; Jane Jenner – District Secretary; Mark Dowsett, Mike Thurston, Grant Murray, Luke Kirkham, Jake Orros, Sarah Bryant, Jo Allen.

	Item	Detail	Action
1	Apologies	Andy Heath	
2	Minutes	Minutes from 8 th September 2014 agreed	
3	Matters arising	<p>a. Finalised budget</p> <p style="padding-left: 40px;">i. John circulated a sheet summarising the updated major expenditure.</p> <p style="padding-left: 40px;">ii. It costs more to run the district than monies coming in at the moment.</p> <p style="padding-left: 40px;">iii. Income from Tristram Drive needs to be added.</p> <p>b. Tree plaque – no movement</p> <p>c. Ray Hatton Memorial – on going.</p> <p>d. Turkey Street – still waiting for electrical inspection to take place.</p> <p>e. CCTV Tristram Drive – on-going.</p> <p>f. All Groups have now paid the 2014 membership subscription to District.</p> <p>g. Tristram Drive lighting – see (d)</p> <p>h. Expenditures policy</p> <p style="padding-left: 40px;">i. It was felt there was a lack of clarity as to whom it included.</p> <p style="padding-left: 40px;">ii. A discussion took place covering the role/need to wear a uniform and having a ‘secondary’ uniform for more informal occasions. The majority felt that only a uniform could be claimed.</p> <p style="padding-left: 40px;">iii. It was felt that as part of a general discussion the DC should be able to ascertain a volunteer’s circumstances.</p> <p style="padding-left: 40px;">iv. It was agreed a person’s skills are the most relevant</p>	<p>Mark D to contact Phil Green for a quote.</p> <p>Paul S to ask for any electrician in his emails.</p> <p>Version 2 to be submitted at next exec meeting.</p> <p>Paul S to define list of those eligible to claim.</p>

		<p>when filling a role.</p> <p>v. It was agreed the list should be defined, expenses approved in advance by Graham, Paul S or Paul D.</p> <p>vi. It was agreed that only the following could be claimed – uniform, district scarf and polo shirt.</p> <p>vii. It was agreed that incidental expenses should be submitted quarterly (dates to be defined).</p> <p>i. Tristram Drive risk assessment – on going.</p> <p>j. Sponsorship – still looking for someone to take on board this role.</p>	<p>Push out to section leaders to push out to parents.</p>
4	Danemead Grant	<p>a. The Chief Warden is now called the ‘Danemead Campsite Manager’. This position is now held by Ian Tolfree (Barnet).</p> <p>b. The chair and treasurer have resigned.</p> <p>c. The ‘new toilet block’ has been stopped.</p> <p>d. The plan is to redevelop the existing toilet block.</p> <p>e. Jane read a letter outlining that previous donations to the proposed new toilet block had been held in a restricted account and requested that these funds to re-directed to the refurbishment plans, including the toilet, Uncle Tom’s Cabin and warden facilities – this was agreed.</p> <p>f. DCs are planning to meet the new manager regularly.</p> <p>g. Danemead is being treated like ‘group’ from an administrative purpose, i.e. the manager is the equivalent of a GSL.</p> <p>h. It is planned to write a second document regarding the ownership of the site</p>	
5	Fireworks Mark	<p>a. A successful evening.</p> <p>b. ‘Wash up’ next Monday – fuller report next meeting.</p> <p>c. Fantastic turn out of stewards.</p> <p>d. 4 complaints were received – ash going into the crowd.</p> <p>e. Many pantomime leaflets were discarded by the gates.</p> <p>f. Round table sold glow-sticks.</p> <p>g. A lot of rubbish was made by the food vendors.</p>	

		<ul style="list-style-type: none"> h. There was some gang disturbance in Church Street after the event – this was a police issue. i. Residents on the East of the borough had hired a coach to bring them to the event! j. The fireworks were very good. k. Flame throwers good. l. Donations from the golf course were down this year. 	
6	Compass Mark	<ul style="list-style-type: none"> a. Finally progressing. b. Initially there were problems with data coming from the old system. c. The functionality is good. d. About 7500 already registered. e. If you find something wrong – don't fix it – let HQ know. It may be part of a bigger problem. f. Can handle DBS forms and new people. g. Does not dovetail into OSM h. Some groups may need support uploading data. i. 'It's not right, but it's getting better.' 	
7	Kick start / seminar	<ul style="list-style-type: none"> a. January 2015 booked. b. Paul S has plans for a full team meeting on the Saturday, including sections by Corinne Dowsett, Russ Dyble and District camp 2016. (Exec not needed) c. Budget – Gilwell is expensive. A lodge is booked for Sat/ Sat night and Sunday. The CIC whole building is booked for Sunday at the moment, is this needed? d. Kick start skeleton programme (been emailed to some) so far: introduction/ overview of last 12 months, looking to go forward, District camp 2016, sectional parts, plenary. e. It was agreed to provisionally book Gilwell for Jan 2016. But wait until New Year before committing financially. 	<p>No conclusion made.</p> <p>Jane to contact Kingsmead Sch. Re hiring their theatre.</p>
8	AoB	Mike Remembrance Day Parade Enfield	

		<p>a. When the Scout section got the Chase Green it was unclear where they should stand. Paul S had attended the meeting and what had been planned did not happen.</p> <p>b. There was a big gap between the forces youth sections and Scouts.</p> <p>c. Good turnout of Explorers and Networks.</p> <p>d. It was disappointing that a number of leaders were joking and laughing and generally not taking it seriously.</p> <p>Jake Network groups have been out and about doing 'good stuff'. Including some members attending the Lord Mayors Show and being part of the Queen's Guard of Honour at Remembrance day commemorations.</p> <p>John Has money to give to the 4th and 16th following the closure of the 21st.</p> <p>Paul D</p> <p>a. Feedback Invited the newest (Sarah, Jake, Luke and Grant) members of the Exec to evaluate and consider a response to the following questions: Do you think the Exec hits the right subject matter? Is the meeting too long? Do you get sufficient information in advance?</p> <p>b. Sponsorship Paul D emailed Anna Cast – She is organising an event at Edmonton County School.</p> <p>c. District Strategy This has now run out. Paul D had emailed Paul S a new draft document. What's happening? Paul S going to put in team meeting then take to Kick Start.</p> <p>Mark Reported a health and safety accident. An adult tripped at the Enfield Remembrance Day Parade and required a trip to hospital.</p> <p>Paul S</p> <p>a. The executive were asked to formally approve the expenditure for the Big'Un – agreed.</p>	<p>Paul to email Mike</p>
--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------

		<p>b. OSM – who pays now? Initially the County paid. It was agreed that the Distract would pay for this year.</p> <p>c. 1st Aid training – request from Richard – to buy 4 resuci –annies. Cost about £500. This was agreed. To be stored at 27th – this is where the courses are held.</p>	
9	Privacy	None	
10	Date of next meeting	<p>Monday 12th January 9th March 11th May 13th July 14th September 9th November Venue: Tristram Drive Time: 7.30pm</p> <p>Other dates – St Georges Day Parade 26th April AGM 15th May</p>	

Meeting ended 10.10pm
JA 16.11.14

Executive Committee Information Sheet

10th November 2014

Actions taken on committee's behalf since last meeting:

By DC	<p>Handed Danemead Chief Warden role over to Ian Tolfree of Barnet. Ran stall at Town Show with other volunteers. Met with Enfield RBL re Remembrance Day Parade. Met with Nursery Owner re Tristram Drive improvements.</p>
By DDC	---
By Chair	---
By Secretary	Get well card sent to Maureen Holliday
By Others	<p><u>Mark</u> Guide container installed at Turkey Street Clear up day completed at Turkey Street Fireworks Night co-ordinated and completed Helped stage QSA event at Cheshunt Club</p>

Health and Safety:

Reportable incidents / near misses	19th Scout fractured arm during game. 20th Enfield Scout fell on wet patch at 4th HQ and hurt elbow. 6th/13th Beaver fell out of bed on sleepover and could not be easily roused.
------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

From Treasurer:

Balance on accounts	Current account	21034
	Deposit account	23015
	National Savings	47325
	Edmonton HQ	7606
	Bond	5000
	Total	£103,980
Other information from Treasurer	--	

From Appointments Secretary:

(Figures for 07/09/2014 to 10/11/14)

Number of new leaders seen by Committee	7 applicants for panel on Wednesday
Number of OH forms processed	8
Number of AA forms processed	4
Number of Repeat DBS forms processed	4 (not yet received)

Matters Arising From Previous Meetings

Item	Responsible	Action
Budget	Treasurer	John to update on state of budget.
Tree plaque	MRD	Ongoing
Ray Hatton memorial at Baptist Church	MRD	Ongoing
Turkey Street – electrical inspection - update	MRD/ ADC (S)	Still awaiting
CCTV camera at Tristram Drive	PS	ongoing.
Capitation owed by 3 rd	Treasurer/PS	Paul S to chase 3rd
Tristram Drive – lighting	GM	Grant to contact electrician to organise quote.
Expenses Policy	ALL	Final approval
Tristram Drive Risk Assessment	PS	To be finalised

1 st Enfield	PS/MD	Meeting to be held with 1 st to confirm access over Community Centre land
Sponsorship	PS	Update District Executive on feedback from email