

## Enfield District Council Executive Committee

**Minutes:** Monday 9<sup>th</sup> May 2016

Location: Tristram Drive.

Time 7.30pm

**Present:** Paul Symons – District Commissioner; Jane Jenner – Secretary; Paul Dockley; Mark Dowsett; John Dockley- District Treasurer; Mike Thurston; Grant Murray; Jake Orros.

	Item	Detail	Action
1	Thought	Paul S opened the meeting by asking everyone to take a few minutes silence to remember people who were not as fortunate health wise as ourselves and those supporting them.	
2	Apologies	Apologies from Jo Allen, Pippa Byrom, Luke Kirkham, Sarah Bryant & Beverley Dockley.	
3	Approval of Minutes	The minutes of the meeting held on Monday 14 <sup>th</sup> March 2016 were approved as a true record.	
4	Matters Arising	<p>a) Benevity funding – PS still to speak to Andy Heath, MD had seen him the previous week and a new redefined list of equipment to be prepared for Andy. Discussion took place regarding the system for payment. MD did offer to pay on his credit card, but the issue of ownership may be a problem as it needs to be the Enfield District.</p> <p>b) Love Your Doorstep – MD has spoken to Rachel, photos have now been uploaded, it needs to link to facebook account, someone needs to be appointed to monitor it and keep it vibrant and up to date. Decision was made to find a Social Media Person for the District.</p> <p>c) Turkey Street fencing all completed and under budget.</p> <p>d) this item is now under No 10.</p> <p>e) Implementation of District Strategy update – the google document has been created, now the need to link it to the website. Discussion took place regarding keeping it updated, when, how and timing. MD is to produce a final formatted edition and circulate to the Team/Exec so that it can be updated constantly.</p> <p>f) Compass – all up and running, training session was held – good attendance and it be seen that it is now being used.</p> <p>g) Cleaning order on Tristram Drive – all completed.</p>	<p>PS</p> <p>PS</p> <p>MD</p>
5	Treasurers Report	<p><u>Balances :</u>            Current account - £15,269.00            Deposit account - £38,037            Edmonton HQ account £5,324            Total : £58,632</p> <p><b>CONFIDENTIAL ITEM HAS BEEN MOVED TO PART 2 OF MINUTES</b></p> <p>Bank mandate on Badge account – JD will be sorting out</p>	

		<p>with Roger Gleave.  There is no news regarding a replacement for John as Treasurer.  Mike T is to submit bill for insurance costs for international trip.</p>	
6	Secretary Update	Nothing to report.	
7	St George's Day Parade	<p>Sunday 24<sup>th</sup> April 2016 – Portcullis Car Park was secured for the end of the parade. It was felt that there should have been cones and taped off area in the car park, bit crushed in certain parts, looked slightly disorganised.  Mayor should have been visible on stage, been invited to say a few words, also any MPs/Local dignitaries – given brief to keep it short but allowed to speak. Room for improvement for next year.</p>	
8	District Leadership Roles - Vacancies	Still looking for District Treasurer, ADC Beavers, ADC Scouts, Network Commissioner and Social Media Appointed person.	PS
9	AGM/BBQ Wednesday 22 <sup>nd</sup> June 16 Turkey Street	<p>Catering – PS to follow up with Teresa to see if she is willing to co-ordinate with her team.  Timing – AGM to start at 7.30 pm,  Followed by BBQ then team meetings, Dress – casual with scarf.  Annual report will only be produced for our guests – total copies 25. A pdf version will be sent out by email to everyone else.  Jane to send out invites to our special invited guests.  Pippa to send out invites to Explorers through the Units.  Report deadline will be 27<sup>th</sup> May 2016 to get all articles to Jane.  Jane read out Pippa's email on her thoughts to get the youth together on the night for a sectional meeting whilst the others are taking place.  It was decided to hold AGM meeting in the Hut.</p>	<p>PS  JJ  JJ PB</p>
10	Property Sub-Committee	<p><u>Turkey Street</u> – problems with the guttering – leak, also floor is lifting – trip hazard. Risk assessment needed asap with an action plan created from it. Mike and Mark to carry this out on Thursday.  <u>Tristram Drive</u> – Door entry system nearly completed, CCTV done – 4 cameras in situ. Roof tiles need to be looked at – daylight can be seen from the loft. Lights in Nursery need reviewing, there are a few not working now – final quote to be sourced to replace all of them and possibly get them on different switches. Approval given to go up to £1,500.  St John's Ambulance have approached to hire Tristram Drive on Weds and Fri evenings for their meetings, also possibly need storage. PS to go back to them to get more details and work out if hiring can take place.</p>	<p>MT/MD  PS  PS PS</p>

		<p><u>Terms of Reference</u>: document that needs to be referred to is “Managing Safe Scout Premises”. It contains all the necessary information required, including Risk Assessments. Accident/Injuries Book needs to be in both properties and available for completion as and when needed. Also Asbestos needs to be checked at Turkey Street.</p> <p>Logical time is to set up this committee at the AGM, PS has received volunteers to join – Exec to review TOR by the end of May and send any suggestions to PS for inclusion.</p>	ALL
11	Danemead Grant Murray	Caravans have been realigned so they are not in the zone. Mobile units now have decking and wood cladding around them. Decking is a cause for concern due to safety reasons.	
12	Fireworks	MD reported that he can nearly report “Yes”, just waiting on the last few items re: contract. He is starting to drum up interest and commitment from people for the event.	
13	Health & Safety	Nothing to report.	
14	Safeguarding	Nothing to report.	
15	AOB	<p>There has been a cut of 1.7 million in the Youth council budget.</p> <p>Project ‘U’ being held in Albany Park on 11<sup>th</sup> June – Jo has received information on this event.</p>	
	Date of Next Meeting	Monday 11th July 2016 Time 7.30pm	

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