

Enfield District Council Executive Committee

Minutes: Monday 16th January 2017

Location: Jolly Farmers

Time 7.30pm

Present: Jo Allen -Chair; Paul Symons – District Commissioner; Mark Dowsett; Paul Dockley; Pippa Byrom - District Youth Commissioner; Jake Orros; Luke Kirkham – District Treasurer; Jane Jenner – District secretary.

	Item	Detail	Action
1	Thought	<p>Welcome to everyone, experiencing a new venue tonight – will evaluate at the end of the meeting.</p> <p>Personal thanks by Jo Allen and appreciation from the Executive Committee to Luke Kirkham for offering to be the new District Treasurer. He can be co-opted as this position until the AGM and then be fully elected.</p> <p>Jo then asked all Executive Members present to write down on post it notes the role of the Executive in Enfield. Members could work in pairs if they like.</p>	
2	Apologies	Mike Thurston	
		<p>At this point in the meeting – Jeremy Webb arrived to put a proposal to the Executive Committee for the forthcoming adventure in July/August by Gough Park and Parker Bowles Explorers to the Denmark Jamboree and European Adventure. He gave paper copies of a very comprehensive document containing the aims and objectives together with the planned itinerary. Jeremy then left the meeting and a discussion took place between the Exec members.</p> <p>The insurance part of the request (£14) would be met with no problems as this is common practice for Exec to support this. The extra £17.50 per person received favourable comments from the exec, this type of activity is only held here every 4 years and the experience for these young adults will be immense. It was unanimously agreed that we would agree to fund a maximum of 50 people at £31.50 per person. Jane to email Jeremy to let him know the decision and for him to contact Luke for payment.</p> <p>Jo then reviewed the post it notes created by members earlier in the evening. Glad to see that everyone is coming from the same place/views. She then circulated the aims in an easily readable version.</p> <p>She apologised for the agenda coming out a little later than usual. Jane had volunteered to take the minutes tonight. She would be drawing up a rota for the next meetings.</p> <p>Mark arrived at the meeting coming direct from Band practice.</p>	
3	Approval of	The minutes of the meeting held on Monday 14 th November 2016	

	Minutes	were approved as a true record.	
4	Matters Arising	<p>a) Property subcommittees - to be deferred to next meeting.</p> <p>b) Nursery Rent review – information brought along by Sarah and Jane. 4th Enfield - £595 per month for ½ day group, paid over 12 months. Sarah told us of 2 nurseries - £10,000 a quarter & £400-£450 a week, £5,000 £6,000 per quarter. Paul S to find out information on Tristram Drive to compare.</p> <p>c) Firework venues : defer to March meeting.</p>	PS
5	Finances	<p>DC Allowance – Q’s on amount regarding any overspends or money not spent. Full discussion followed. Jo stated that rules have changed and we need to ensure there is evidence relating to amount spent. Equipment of a significant amount should be itemised or amounts shown under an event expenditure. Perhaps the policy should be reviewed under a new DC and/or every 3 years. It should be there to support the DC – there was a general consensus to this by all. Paul S to create a policy for us to approve. Also once a year share with Exec a spreadsheet showing expenditure.</p> <p>Repairs at Turkey Street – concreting all done and paid for although fox prints showing in it. This is to be redone in original contract price. New problems identified – water flowing to building, channel needs to be created and filled with shingle. Quote needed.</p> <p>Business Rates at Green Street – Jane to apply for full relief.</p> <p>Balances: District current account £ 2,294.79 District deposit account £50,052.70 Edmonton HQ current account £11,111.25 Bond £ 5,000 Total £68,458.74 Luke will be meeting up with John as soon as practically possible.</p> <p>Census- Paul S to create invoices for each Group as last year along with letters. Numbers will need to be reviewed possibly with Russ before he goes on 27th February. All cheques to be sent to Luke.</p> <p>We need to be aware of our account status both current and deposit.</p> <p>Paul D pointed out at this point Section 1.06 documentation held at the Local Authority relating to a new scout group building entitled to a payment from LA or for a development in the vicinity of your Scout HQ. Action: Paul S & Paul D to look into this.</p> <p>Mark asked at this stage of the meeting for a request for money from Exec for Explorer Leaders Seminar. 19-21 May 2017, £85 per</p>	<p>PS</p> <p>MD</p> <p>JJ</p> <p>LK</p> <p>PS</p> <p>PS/PD</p> <p>MD</p>

		person. Agreed by Exec to a max of 20 people - £1,700.00.	
6	Secretary Update	<p><u>AGM</u>- various locations were discussed and final decision made that we would return to Civic Centre plus the meeting room next door for refreshments. Timing would be 7.30pm for 8.00pm, dates to be researched – 24th May or 7th June.</p> <p><u>St George's Day Parade</u> – Sunday 23rd April. Jane to book Grammar Upper School for start and Portcullis Car Park for final assembly.</p>	<p>JJ</p> <p>JJ</p>
7	Danemead	Robert Pytches – all in agreement that he be the Enfield Danemead Trustee. Paul S to meet with him so that he knows his responsibilities. To be co-opted on at AGM, then to be up for election onto Exec, to be invited to meetings to give us updated report on Danemead.	PS
8	Health and Safety	Nothing to report. Steve Way – Chair of GLN has circulated The Insurance Act. Jo gave everyone copies which we all need to be read before next meeting. Will be an agenda item.	All
9	Safeguarding	Nothing to report.	
10	Evaluation of venue.	Great to be somewhere different. Smaller table helps. Possibly not best venue- try Rose & Crown at Beggars Hollow next meeting. Mark to investigate.	MD
	Date of Next Meeting	Monday 13 th March 2017	

Meeting ended at 9.55 pm