

EXECUTIVE COMMITTEE MEETING MINUTES

Monday 13<sup>th</sup> March 2017

TURKEY STREET

7.30 pm start

Minutes: recorded by Jake Orros

Present: Chair: Jo Allen; District Commissioner: Paul Symons; Secretary: Jane Jenner; Treasurer: Luke Kirkham; DESC: Mike Thurston; Paul Dockley; Mark Dowsett; Sarah Bryant; Robert Pytches; Jake Orros.

	ITEM	DETAIL	ACTION
1	Thought	Led by Chair – World Women’s Day last Wednesday – when do people’s perceptions develop? [Based on magazine article, with thought provoking figures] highlighted issues surrounding the development of the role of women, men and gender specific activities. An individual’s perceptions are formed whilst of beaver and cub age. Thus we should endeavour to encourage all to excel regardless of longstanding perceptions regarding gender specific activities and roles.	
2	Apologies	District Youth Commissioner: Pippa Byrom.	
3	Approval of previous minutes	The previous minutes of the meeting held on Monday 16 <sup>th</sup> January 2017 were approved	
4	Matters arising	<p>Actions) went through table attached to minutes for meeting, summarising outcome of previous meetings (16<sup>th</sup> Jan) out comes. See appendix A.</p> <p>Chair) welcomed Robert Pytches to his first meeting as a co-opted member of the Enfield Executive in his capacity as Enfield Districts trustee to the Danemead management committee.</p> <p>Sub-committee) action not met.</p> <p>Fireworks) MD updated the exec. There was currently no relevant information to feedback to the meeting.</p>	<p>PS to continue dealing with the matter.</p> <p>MD to discuss the matter outside of the meeting with JA.</p>
5	Finance	<p>General)</p> <ul style="list-style-type: none"> <li>• John Dockley to continue with accounts for conclusion of financial year. Full handover to LK will occur after this.</li> <li>• Preparing invoice for subscriptions. Information has been communicated to groups, but letter/invoice still to be sent to explorers.</li> <li>• Need to get on top of explorers accounts. MT wants an accurate number on explorers</li> </ul> <p>Nursery Rent</p> <ul style="list-style-type: none"> <li>• PS is unaware of what rent the nursery pay for use of Tristram Drive, should be an issue for the treasurer Accounts)</li> <li>• Badge account. 2 of 3 signatories are deceased. Something must be done about this. Dave Brown remains on the account.</li> <li>• JJ noted her experience having dealt with a similar issue in a work capacity removing a former business manager.</li> <li>• There is an account for 1<sup>st</sup> Edm.</li> <li>• Edm. Account is held by Roger Gleave</li> <li>• Struggling with explorer accounts – currently held up with</li> </ul>	<p>LK to liaise with JD, and formal handover to occur. LK to look into matter with MT.</p> <p>PS dealing with 1<sup>st</sup> Edm. Account.</p>

		<p>wider finance issue of treasurer handover. Sub-committee)</p> <ul style="list-style-type: none"> <li>• Former DC – Joan Hall, employed use of a sub-committee, comprising treasurer and other non-exec members. Possibly something the exec should consider.</li> <li>• Need to find the right person in the bank who knows what they are doing, to ease process of closing accounts and assigning new signatories</li> </ul>	<p>JA and LK to discuss sub-committee and wider finance issues outside of .exec meeting</p>
6	Secretary report	<p>St George’s Day Parade)</p> <ul style="list-style-type: none"> <li>• [JJ handed over to PS to brief updates]</li> <li>• Unable to use Grammar Upper School car park due to conflicting booking. Will instead muster in front of the registry office situated in Gentleman’s row. PS contacted a local Cllr. via Lisa Warrell, was a former brownie and is happy to help.</li> <li>• Sally Symons currently handling rolling road blocks with relevant parties.</li> <li>• Portcullis carpark – the end point –is booked.</li> <li>• Guides are leading a second planning meeting on 30<sup>th</sup> March at Tristram Drive.</li> <li>• JJ will contact the Mayor</li> <li>• The Major will be in attendance. Joan Ryan MP (Enfield North) is unable to attend. Kate Osamor MP (Edmonton) is unable to walk a distance.</li> </ul> <p>AGM)</p> <ul style="list-style-type: none"> <li>• To be held on Wednesday 24<sup>th</sup> May 2017 at the Civic Centre. Council chamber is booked for 1900.</li> <li>• Possible miscommunication with the council. The council were under the impression that they would be providing the catering.</li> <li>• A number of guests will be invited. Possible invitees include, the DL, mayor, MPs, Councillors, Cabinet member with oversight for youth provision, County Commissioner, DC Southgate, Vice Presidents, County Chair, other GLN DC’s, Guide commissioners.</li> <li>• Explorer scouts and parents are to be invited as members of district scout council.</li> <li>• Band will be booked – noted that they have formed a recorder ensemble.</li> <li>• Secretary to compile reports.</li> <li>• Noted that as requested, a different format was tried last year with a less formal event held a Turkey Street HQ. Having taken into account a number of considerations a more formal event will be held this year.</li> <li>• Discussed having hard copies of reports available at the AGM. Was decided hard copies will be produced. Digital copies of documents will also be made available prior to the meeting, to allow all to digest the information.</li> <li>• All accounts and reports require the approval of the exec prior to the AGM</li> </ul>	<p>PS to organise Parade in partnership with Guides, will circulate information when appropriate.</p> <p>JJ to arrange invites to be sent to relevant persons.</p> <p>JJ to enquire about potential cost.</p> <p>JJ to send out invites on behalf of the exec.</p> <p>MD to handle band.</p> <p>JJ to organise reports.</p> <p>PS to liaise with JJ to circulate information digitally before the event.</p> <p>Exec to approve accounts and reports prior to AGM.</p>
7	Insurance act	<p>[feedback from PD – had previously sent an email containing a number of points]</p> <ul style="list-style-type: none"> <li>• Recommends circulating information to group execs and Danemead committee.</li> <li>• Have we told our insurers everything we use out premises for;</li> </ul>	

		<p>I.e. nursery and other organisations.</p> <ul style="list-style-type: none"> <li>• Should review the insurance policies held by the district.</li> <li>• To review gas storage policy [particularly with regards to Turkey Street HQ.] it may have implications on the districts policies.</li> <li>• Discussed the insurance of non-members of the movement.</li> <li>• Upon complete handover from JD to LK, LK will review insurance policies.</li> <li>• JA is to review the document detailing insurance information and make it relevant for Enfield District Scouts.</li> <li>• An unedited copy will be circulated to groups</li> </ul>	<p>Upon handover LK to review insurance policies. JA to edit document to make applicable to district. JA/PS to circulate document</p>
8	Turkey street	<ul style="list-style-type: none"> <li>• Cath Macleod forwarded an email to JA regarding an email received from property developers working in behalf of a client.</li> <li>• JA is to arrange a meeting with a small number of exec members, is awaiting a response from developers.</li> <li>• PD has also carried out some research. He sent an email to the exec detailing his thoughts and findings. It was noted by PD that his son works in property and has a number of contacts.</li> <li>• MD to ask Stan about a possible covenant on the land.</li> <li>• Is the land at Turkey Street registered with the district?</li> <li>• Do not want an overly large sum of money present in district accounts.</li> <li>• Possibility of a trust to hold funds.</li> <li>• Was noted that physical assets are preferred.</li> <li>• Something needs to be done with the building at Turkey Street, certain level of reluctance to spend on the building at this moment in time. The state of the building leaves an air of uneasiness letting the property to other organisations. The building will require complete replacement in the near future.</li> <li>• Exec needs a clear understanding of why it would possible want to further plans for development of the site. Understanding that the district requires a steady flow of income, particularly after the loss of the fireworks.</li> <li>• Any developments will have to allow for adequate provision for Parker Bowles ESU.</li> <li>• Decided that the exec should wait and see the outcomes of any meetings with the council.</li> <li>• Noted that a number of organisations are seeking land.</li> <li>• This is to be the starting point and the exec are to remain open minded to a number of options.</li> <li>• Any development will require a liaison person; this task should not be underestimated and will involve a great deal of work.</li> <li>• Any decision to sell or redevelop the land will have to be justified with careful reasoning.</li> <li>• Any possible developments will take a number of months.</li> <li>• JA will copy PS and PD into correspondence.</li> </ul>	<p>JA to attend meeting with those who enquired about land.</p> <p>MD to contact Stan.</p> <p>JA, to find out if the developer's client: Enfield Council</p> <p>JA to inform wider exec of any developments</p>
9	Census	<p>Census) [Figures supplied by PS in a handout – numbers attached at Appendix B.]</p> <ul style="list-style-type: none"> <li>• Noted that this is a numbers game.</li> <li>• In a year the districts youth population has dropped by just under 10%. Total youth membership in: 2015 was 1015; 2016 was 1024(+9); 2017 was 938 (-86).</li> <li>• Recognised that something had to be done</li> </ul>	

		<ul style="list-style-type: none"> <li>• Regional termly census may be of use.</li> <li>• How does the district go forward?</li> <li>• Must refer to strategy to move forward.</li> <li>• May benefit from a local marketing campaign to recruit both adults and youth members.</li> <li>• Need to develop strategy through business plan.</li> <li>• District lacks persons who want to take on district level roles over group roles.</li> <li>• The team has identified the 3<sup>rd</sup>, 8<sup>th</sup>, 16<sup>th</sup> 20<sup>th</sup> as requiring assistance.</li> </ul> <p>Appointments)</p> <ul style="list-style-type: none"> <li>• PD raises an email sent by PS regarding the appointments advisory committee and the cancellation of individuals' appointments if they fail to attend.</li> <li>• PD asked why individuals hadn't been phoned if they failed to attend? And suggested that the action taken by PS was a little abrupt.</li> <li>• PS stated that it is the role of the individuals' line manager, in most cases the GSL to ensure the person attends the panel.</li> <li>• The appointments secretary role remains vacant and PS is handling the role. He concedes that he struggles with the workload.</li> <li>• PS also noted that an individual must inform him if they are unable to attend the panel at the designated time.</li> <li>• It must be remembered that the appointments advisory sub-committee is under the oversight of the district exec.</li> <li>• Under PS's tenure as DC, there have been 3 appointments secretaries. This is an area for development.</li> <li>• PD stated that the personal touch is vital when working with people and offered to phone people from his car (in a safe and legal manner).</li> <li>• The sub-committee usually meet on the first Wednesday of the month, but there is flexibility.</li> </ul>	<p>PS to lead team and assist identified groups.</p> <p>PS to appoint an appointments secretary (ongoing task).</p> <p>PS to hand PD list of contact details of persons required to attend the advisory panel. PD will phone the relevant persons.</p>
10	Health and safety	No incidents to report	
11	Safeguarding	1 minor incident. A beaver was dropped at usual colony meeting place. But the colony was meeting at another location. Other parents incorrectly arrived at usual meeting place and then walked to the appropriate place. The lone beaver followed the other parents to the correct location.	PS advised that the colony has not put measures in place to avoid an possible repeats of the situation.
12	Evaluation of the meeting	<p>The meeting was held at Turkey Street HQ. it was cold and there was a draft. It was decided that the holding of meetings at this location at this time of year in the future would not be recommended.</p> <p>RP reviewed his first meeting as a 3/10. Noted that the exec requires a little improvement.</p>	

Meeting concluded 22:16

Privacy – Part 2

No information assigned to this section

Next meeting:

15<sup>th</sup> May 2017. Possible location – The Rose and Crown Public House.

Attached documents;

Appendix A –outcomes , Appendix B - census

**APPENDIX A**

**Summary of actions – how far have we got? – From actions of meeting held 16<sup>th</sup> Jan2017**

	<b>Item</b>	<b>Detail</b>	<b>Action</b>
4b	Nursery Rent review	Paul S to find out information on Tristram Drive to compare.	only John has this information.
5	DC Allowance	Paul S to create a policy for us to approve.	Draft attached for your comments.
5	Repairs at Turkey Street	Quote needed	No quote needed – included in original deal.
5	Business Rates at Green Street	Jane to apply for full relief.	Completed.
5		Luke will be meeting up with John as soon as practically possible	
5	Census	Paul S to create invoices for each Group as last year along with letters.	done and emailed out.
5		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.	Paul D – in progress.
7	Danemead	Paul S to meet with Robert Pytches so that he knows his responsibilities.	met with Robert and he is now in post.
8	The Insurance Act.	All need to read prior to meeting	
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.	Mark going to R & C this week – await info.

APPENDIX B

Youth census figures provided by Paul Symons to the exec during the meeting of the 13<sup>th</sup> March 2017

	2017				2016				2015						
	Beavers	Cubs	Scouts	Explorers	Total	Beavers	Cubs	Scouts	Explorers	Total	Beavers	Cubs	Scouts	Explorers	Total
10th Edmonton	10	4	21		35	10	15	12		37	14	15	9		38
18th Edmonton	10	15	5		30	17	20	13		50	9	13	21		43
20th Edmonton	7	14	8		29	8	18	11		37	12	17	11		40
24th Edmonton	12	10	7		29	8	7	11		26	9	13	13		35
2nd Enfield	18	15	10		43	18	12	6		36	21	22	19		62
3rd Enfield	6	16	0		22	5	22	0		27	0	9	0		9
4th Enfield	14	20	24		58	24	19	25		68	17	22	25		64
5th Enfield	10	9	5		24	5	12	4		21	8	15	0		23
8th Enfield	0	17	0		17	3	9	0		12	0	9	0		9
10th Enfield	16	27	13		56	20	26	11		57	19	19	13		51
12th Enfield	28	28	31		87	30	30	42		102	38	29	39		106
14th Enfield	21	14	19		54	21	13	16		50	23	17	14		54
16th Enfield	0	11	5		16	6	16	7		29	7	10	12		29
19th Enfield	23	31	27		81	30	29	32		91	33	28	24		85
20th Enfield	21	19	18		58	24	24	11		59	14	18	14		46
23rd Enfield	17	25	17		59	18	21	17		56	24	17	13		54
28th Enfield	24	23	26		73	21	26	25		72	19	29	23		71
29th Enfield	28	25	12		65	26	22	17		65	27	13	16		56
Bush Hill Park				14											
Everest				8											
Goff Park				25											
Hillyfields				0											
Linkside				6											
Parker Bowles				22											
Young Leader				27											
Explorers Total				102						129					140
<b>Total</b>	265	323	248	102	938	294	341	260	129	1024	294	315	266	140	1015
<b>Difference</b>	-29	-18	-12	-27	-86	0	26	-6	-11	9					