

DDSC – Exec Meeting – Monday 3rd March 2014

Present: Sarah Lewis (SL) (Chairman), Steve Newton (SN), Teresa Gordon (TG), Naomi Offer (NO), Cavan Slingo (CS) (ADC-BS), Leigh Villiers (LV), Neil Gearing (NG), Angela Rainey (AR) (Acting Treasurer) & Paul Abel (PA) (Acting DC).

Apologies : Kelvin Holford (KH), Andrea Head (AH) (ADC-CS) & Gavin Jessup (GJ) (ADC –S)

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SL opened the meeting at 8.15pm. There were no corrections to the minutes of the previous meeting, and would be signed by the chairman as a true record.

**Stone Pit development** – *Subsequent note* – KH contacted Robin Jones on the 4th February and he confirmed the new development company was in place. He would now take our expression of interest forward to that company and report back. I have it as an action for me to keep him in discussions.

**Youth Section Budgets** - GJ & AH had submitted a comprehensive proposed budget for Cub, Scout, and joint section events. The meeting **AGREED** these budgets. GJ & AH were thanked for their work. CS to submit the Beaver Scout budget at the next meeting.

**WSJ 2015** – At a recent meeting the CC confirmed Districts were liable for payments.

## Scout House

- A) Windows – Both upstairs windows which were highlighted as in need of urgent repair, have been replaced by new PVC frames windows. The work was undertaken as agreed at last meeting. SN was thanked for arranging this. SN requested to ask for a quote to replace all windows. **Action - SN**
- B) Risk assessment – LV has created a draft risk assessment for Scout House, which he will email to all committee members for their input. **Action- LV**
- C) Electrical & Gas appliance reviews – AR stated that an annual fire inspection is undertaken and a fire certificate issued. The current certificate is with the District Secretary. SL to retrieve the certificate from June Parker, and have it displayed in Scout House. SL to check whether the certificate is for domestic or commercial property. LV stated that although there is no legal requirement for fire alarms / smoke detectors, there are guidelines. Should there be a fire in Scout House which resulted in serious injury, then the Trustees would need to justify why no alarm system was in place. LV had obtained a quote for a fire system, £1680 + vat. This topic is to be investigated and discussed further at next meeting. AR mentioned there were a number of “issues” with the House which could be hazardous. The meeting agreed that a review of maintenance needs was required; as was a “House Manager” to undertake this review. Also, confirmation is required of whether Scout House is deemed to be a ‘commercial’ premises or domestic, because such categorisation will then dictate what level of statutory regulations we must comply with. (*Subsequent note - A 5-year fixed wiring inspection is still required*)
- D) Insurance – AR agreed to make initial contact with Unity for a quotation, but if this requires further time/work then another person would need to carry this forward. Renewal is in May. **Action - AR**

**New Section criteria** – It was confirmed that the starting-up of any new sections or Groups, or change to a section of Group’s title (including colour of neckerchief) must always be brought to the District Executive meeting to be approved, or denied. It was agreed for the wording of the ‘criteria’ for future ESUs needed to be redrafted and agreed at the next meeting. **Action – NG**

**Treasurer’s Report** - AR suggested that last year’s accounts (2012-2013) could be presented, along with this current year’s accounts, at this year’s AGM; thus removing the need for an EGM. This was **AGREED**. AR needs a few hours to complete the accounts for 2012-2013, and hopes to have this done within next 2 weeks and will then circulate the accounts to the committee members. After many hours of work AR now

has the current year's accounts up-to-date. Current financial position :- Current Account £10,706.60, Reserve Account (WSJ) £1,357.05, Reserve Account £11,621.82 and SA STIA £11,401.68. AR is progressing the opening of a CAF account, and now just requires the proposed cheque signatories to sign the form. (The lottery licence application just requires a cheque to be signed, before it can be submitted.

**Action - AR)**

*Subsequent note – NG has been in touch with Andy Gray regarding the accounts for Sutton-at-Hone ESU. Andy to meet with NG 12<sup>th</sup> March. Andy says this year's accounts are up-to-date and will be submitted immediately after the year-end. **Action - NG***

**Vacancies** – It was agreed to advertise in various locations, including DDSC's facebook, for the following roles :- Treasurer (*AR had previously indicated that she will step-down as District Treasurer as of end March 2014*), Secretary, Badge Secretary and House Manager. **Action – PA**

**DC's Report** – PA reported he had met with GSLs and discussed many topics including group development plans. PA was finalising the Census Returns, and once this was complete he would discuss 'results' with District Team and GSLs to see where & what support was required by Groups; this would then form the basis of a District Development Plan.

Compass Project timescales had been released. Between now and April, adults were asked to check their own details were correct on "mybackpack". Between April to July groups would be required to upload details of their youth members. The database would be 'live' from September. Each District was asked to find a 'compass champion' to help this process. As a committee we would need to be mindful of providing necessary support to Groups/Leaders during this transitional period.

Both Bronze & Silver CSAs will take place shortly, as will the cross country races, which have an added element this year for Scouts & ESs.

**Health & Safety** – Nothing to report, that had not been covered elsewhere in these minutes.

### **Any Other Business**

- Laser printer for District administrator – Upon further discussion with Peter McLean it was discovered that the budget agreed at last meeting was insufficient. It was AGREED to increase the amount to £300. **Action- LV**
- Promotion Days at Bluewater – We have been offered 2 days to advertise Scouting in a shop at Bluewater (next to Boots), alongside other charities. Cavan agreed to co-ordinate these days.

**Action – CV**

SL closed the meeting at 10pm. Next meeting will be Monday 7<sup>th</sup> July 2014 (or the AGM if earlier).