



2nd Bulford  
(St Leonards)  
Scout Group



Website: <http://bulfordscouts.org.uk>

**MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON 20 JUNE 2018**

<b>Present</b>			
<b>Chair</b>	Amanda Lowe		<b>AL</b>
<b>Secretary</b>	Pauline Cappleman		<b>PC</b>
<b>Treasurer</b>	Emma Hayes		<b>EH</b>
<b>Group Scout Leader (GSL)</b>	Bob Jones		<b>BJ</b>
<b>Beaver Scout Leader (BSL)</b>	Caroline Lewis	Apologies	<b>CL</b>
<b>Cub Scout Leader (CSL)</b>	Rob Morgan		<b>RM</b>
<b>Parochial Church Council Member (PCC)</b>	Caroline Nash		<b>CN</b>
<b>Parent Representative</b>	Michelle Chisnall		<b>MC</b>
<b>Parent Representative</b>	Jodie Aldridge	Apologies	<b>JA</b>
<b>Item</b>	<b>Discussion</b>		<b>Action Lead</b>
<b>1. Introductions / Apologies</b>	Apologies were recorded from: Caroline Lewis Jodie Aldridge		
<b>2. Chair Report</b>	<p>AL sought feedback from Committee members with regard to the expected content of future reports. It was agreed that this report would be provided by exception and should include updates from the Charities Commission website and items required in preparation of the year end consolidated Annual Report, prior to its presentation at the AGM.</p> <p>Committee members also discussed the process for Section Leads to provide their respective updates. It was agreed that it would be helpful for Committee members to receive written updates (as opposed to oral) to future meetings.</p> <p><b>Action: AL to devise a simple report template to be populated by Section Leads and circulated with the agenda for future meetings.</b></p>		<b>AL</b>
<b>3. Treasurer Report</b>	<p>The Bank Mandate required updating /approval. This was completed and signed at the meeting.</p> <p>The Committee noted the current bank account balances: Nationwide Account - £3858.99 (Maintenance and Repairs) HSBC Account - £9615.44</p> <p>There are 2 parents who are not paying the revised sub amount of £14 per month. Both would be asked to revise the current Direct Debit to reflect the correct amount.</p> <p><b>Action: All Section Leaders to forward the quarter accounts as soon as they are available.</b></p>		<b>All Section Leaders</b>



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<p><b>4. GSL Update</b></p>	<p><b>Exec Committee Training:</b> New committee members are required to complete the online training module 1e (Safeguarding), this is available on the Scout UK Website.</p> <p><b>General Data Protection Regulation (GDPR)</b> GSL summarised the implications arising from the General Data Protection Regulations (GDPR) and the actions put in place to ensure Group compliance. This includes a data cleanse exercise being undertaken by each of the Section Leaders in order to delete/remove data no longer required. BJ confirmed that this exercise would be complete by the next meeting and confirmation of this would be provided to the Chair. <b>Action: All section leaders to provide the Committee Chair with confirmation of the completion of the data cleanse in advance of the next meeting.</b></p> <p>There is a specific GDPR/Data Protection online training module available to Committee Members wishing to complete this. <b>Action: GSL to circulate the link to GDPR training to Committee members.</b></p> <p><b>Visit to Pets at Home</b> Committee members were advised that Beavers had recently undertaken a visit to Pets at Home. Subsequently, it had been brought to the Section Leaders attention that an employee of Pets at Home had been listed on the Sex Offenders Register. Checks have been undertaken and GSL is assured that this employee did not come into contact with Group members during the visit and the employee has now left the company.</p>	<p><b>New Committee Members</b></p> <p><b>All Section Leaders</b></p> <p><b>GSL</b></p>
<p><b>5. CSL Update/ Group Activities</b></p>	<p>RM provided a summary of the Groups planned activities including:</p> <ul style="list-style-type: none"> <li>• Sat 23 June – Cubs to Brownsea Island</li> <li>• Sat 7 July – St Leonard Church Fete. Donations for raffle prizes and volunteers for stall runners are sought.</li> <li>• 8 July – Raft Race</li> <li>• Weekend 13-15 July – Scout/Explorer Camp</li> <li>• Weekend 21-22 July – Cub Camp</li> <li>• Sunday 22 July – Scout Group Party</li> </ul> <p>BJ highlighted the Netheravon Soapbox competition and sought feedback as to the level of interest for the Group to enter. All members supported an entry to this competition. GSL agreed to take this forward.</p>	
<p><b>6. BSL Update</b></p>	<p>Apologies given to Committee - no update provided.</p>	
<p><b>7.</b></p>	<p>AL queried the process for obtaining donations/ fundraising. GSL</p>	



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<p><b>Any Other Business (AOB)</b></p>	<p>confirmed that there are no active applications for funding.</p> <p>Committee members discussed the types of equipment that would be of benefit to the Group, should funds become available. Following discussion, it was agreed that Section Leaders would document an equipment/kit 'Wish List' (supported with estimated costs) to be discussed at the next Committee meeting. Committee members can then review and discuss potential fundraising activities.</p> <p><b>Action: Section Leads to agree a 'wish list' for presentation/discussion at the next Committee meeting.</b></p>	<p><b>All Section Leaders</b></p>
<p><b>8. Date of next meeting</b></p>	<p>Committee members agreed the next meeting would be held in September, noting the request to meet on a Tuesday evening (as opposed to a Wednesday). The suggested date of 11 Sep at 7.45pm was proposed.</p> <p><b>Action: AL to link with the Beavers Section Lead to check availability and confirm meeting date.</b></p>	<p><b>AL</b></p>

Signed:

**Amanda Lowe  
Committee Chair**

- Distribution:
- All Executive Committee
- Section Leaders
- Minutes File.
- Parents Notice Board