

**POTTERIES NORTH DISTRICT SCOUT COUNCIL
EXECUTIVE COMMITTEE MEETING**



Monday 21st September 2020 Held via zoom

Agenda No.		Action By:
Present:-	<p>Dale Harrison, Judith Hunter, Michele Lawrence, Don Longhurst, Liz Mapperson,</p> <p>Rob Poole, Mike Smith, Barry Walker, Shay Norman, Peter Whitehouse</p>	
1 Welcome	<p>The meeting commenced at 7.30. The Chair welcomed everyone to the meeting.</p>	
2 Apologies	<p>Imogen Boote, Oliver Brock, Matt Clutton, Colin Greatbatch,</p> <p>Amy Ratcliffe, John Ratcliffe, Ceris Walker, Sara Walklett</p>	
3 Minutes of the last meeting	<p>The minutes of the meeting held on 6th July 2020 were proposed by Peter and seconded by Don as a true record and placed in the minute book.</p>	
4. Matters arising	<p>None</p>	
5. Finance Report	<p>Rob reported that there had been 5 transactions since start of June.</p> <p>He also reported that we had been rejected for Charity status due to not owning any property and falling below fund threshold.</p> <p>When questioned about the chance of being able to claim gift aid on Burdi donations he felt that it would be unlikely.</p> <p>Groups financial status:</p> <p><u>Redacted: Discussion around individual groups</u></p>	<p>RP</p>
6. Health and Safety update	<p>Scouting remains at AMBER level.</p> <p>Risk Assessments – Over 50% of groups have now completed these. Some groups are still not able to meet hence the lack of completed assessments.</p> <p>Judith raised the point of whether these groups had been offered the use of other HQs, Dale confirmed that he had already made that offer to them.</p> <p>Action – Contact Rob regarding new premises.</p> <p>Risk assessments can now be completed for the whole group rather than by each individual section.</p>	<p>DH</p>

	Some of those completed have been shared with County and other districts as an aid to help others completing theirs.	
7. Awards	It was reported that things are still moving slowly regarding awards.	
8. Appointments	<p>ADCs interview have been completed. Section Assistants are still to be completed.</p> <p>It was felt that more people need to be involved.</p> <p>There is still the issue of when and where 'Face to Face' meetings will be able to be resumed. In the meantime, it was agreed that Zoom meetings should continue.</p> <p>Judith questioned whether our Appointments secretary needed to be present at Appointment Meetings? - It was reported that this was no longer necessary.</p>	<p>PW</p> <p>PW</p> <p>SN</p> <p>PW</p>
9. Events	<p>Carol Service – This may need to be an online service this year.</p> <p>Remembrance Services - Barry reported that we are currently awaiting updates as to whether these will be taking place this year.</p> <p>Burdi – There is currently a lot going on behind the scenes. Barry hopes that he will have the budget available for the next Exec.</p> <p>Dale has spoken to Paul Leighton, and it has been agreed that the donation is to be put into a bond. Paul has also agreed on how the money is to be used/spent.</p> <p>Action – Confirm which charity number is to be used for Burdi.</p> <p>Lottery - The lottery licence is to be renewed.</p>	<p>BW</p> <p>BW</p> <p>RP</p> <p>RP</p>
10.Changes to roles and training.	<p>Changes to Roles from HQ – Assistant GSLs are now to be known as Deputy GSLs. Group Scouters & Safeguarding trainer roles removed.</p> <p>Mandatory Training – Shay and Dale are checking Compass to make sure everything is up to date.</p> <p>Safety, Safeguarding & 1st Aid Training. - All these need to be kept up to date, otherwise risk assessments are null and void.</p> <p>An email is sent out to remind everyone when any mandatory training needs to be renewed.</p> <p>Currently no face-to-face training is taking place, so it is proposed that the technical part of training take place via zoom. The practical element may possibly be completed by the County and District where you would be given a date and time slot to attend.</p> <p>Leaders Training – There are a number of people who currently need signing off. This could take place via zoom, or Judith offered to meet with them on a 'one to one' basis.</p> <p>By the end of the year all records should be up to date on Compass.</p>	<p>SN</p> <p>SN</p>

	<p>It was felt that there should be more training advisors within the district so that each group could sign off their own members. This would then be checked upon through occasional moderation.</p>	DH
<p>11.Youth Commissioners Business</p>	<p>Imogen has now been appointed as the County Youth Commissioner.</p> <p>Dale has challenged her to find a replacement for her district role as there may be a conflict to interest.</p>	IB
<p>12.DCs Business</p>	<p>Capitation – The national levy is to be increased by £7.50. There will be no increase from the County.</p> <p>It was proposed by Barry and seconded by Don that there should be no district increase this year.</p> <p>Cost this year will be £46.50 or £45.50 with the refund. A letter will go out to groups as soon as we are notified by County.</p> <p>Due to the cancellation of events this year there is a shortfall in County reserves, but it is felt that they will be able to recoup this over time.</p> <p>The accounts had been challenged but have now been verified.</p> <p>Awards – Dale would like to see people being pushed forward for awards, especially for people who have been doing exceptional work during the Covid pandemic.</p> <p>With regard to the presentation of awards, Judith stressed that Roy MUST be given his Silver Wolf award soon.</p> <p>Dale expressed concern about falling numbers within scouting and wants every group to be up and running ASAP.</p> <p>Census – This will take place on 31st January 2021. From then on it will be completed in October.</p> <p>Samantha Boothe – Regional Development officer was reported as having left her post.</p>	DH
<p>13. Date and time of next meeting</p>	<p>The date and venue of the next Executive Committee Meeting will potentially be November or January and will be advised nearer the time.</p> <p>Should anything arise before then an emergency meeting will be called.</p>	

Approved Monday 25th January
Michele Lawrence