

# Minutes of the 4th Stafford Scout Group Trustee Meeting

The Sun Inn, Stafford on 28th April 2024 @ 6pm

**Present:** Karl Hilton (Chairman), Cathy Hordern (GSL/BSL), Alex Windows (SL), Helena Hordern (SSL), Darren Hordern (ASL/Treasurer), Gemma Phillips (ABSL/Secretary), Adrian Dickson (ASL), Mike Grierson, Ian Davis & Tracey Evans.

**Apologies:** Lydia Hilton (CSL) & Neil Pollitt

## Last Meeting:

### Follow Ups:

- Helena Hordern to follow up and arrange an Auditor
  - This has been completed and requested, The auditor will be Melanie Blakeman.
- Karl Hilton to contact the council with what can be done in the town centre
  - This has been rolled over until the next meeting
- Alex Windows to check all first aid kits
  - In an edit to the previous minutes there are in fact 4 first aid kits - 1 located at St Peters, 1 Located at St Pauls and 2 located in the container. The kits in the container have been checked and verified. The kits in St Peters and St Pauls are yet to be signed as ok. Rollover to confirm at the next meeting.
- Cathy Hordern to confirm the availability of the Cricket Club
  - Due to a date clash this has now been confirmed for Thursday 11th July 2024 @ Stafford Cricket Club. This will be a confirmed cost of £120.
- Lydia Hilton to collect the archived accounts and go through what is needed
  - This has been collected and sorted
- Alex Windows and Mike Grierson are still liaising with a potential buyer for the Marquee.
- Group Trailer
  - The MOD now will not be charging for storage of the trailer therefore this will continue to be its preferred location at no extra cost to the group going forward.
- Mike Grierson has investigated the possibility of fundraising through Tesco's blue token initiative and is awaiting a reply.
- The minutes were Motioned and Approved by Everyone.

## Group Numbers:

Our current young person membership is:

Squirrels: 12

Beavers: 27

Cubs: 21

Scouts: 22

*This is +1 on the last meeting record*

|           | Joining List | Waiting List | Scout Helpers | Duke of Edinburgh Helpers | Young Leaders | Adult Helpers | Leaders |
|-----------|--------------|--------------|---------------|---------------------------|---------------|---------------|---------|
| Squirrels | 6            | 4            | -             | 1                         | 2             | 1             | 1       |
| Beavers   | 10           | 1            | -             | 2                         | 2             | -             | 2       |
| Cubs      | 2            | 4            | -             | 2                         | 6             | -             | 5       |
| Scouts    | -            | 2            | -             | -                         | 3             | -             | 6       |

Some of our young leaders are heading off for a short while during the GCSE period so a large 'Good Luck' was extended to them and thanks were given for their help within the group.

The social media campaign for the group to encourage more cubs and scouts brought in 1 scout however the media posts will continue to keep reaching out and spreading the word. The stream of Cubs through to Scouts has slowed as the number of Cubs has dropped due to social and timing reasons however this has been known to eb and flow in the past with admissions and its not 'critical' at this time. It could become an issue to arrange certain activities with lower numbers going forward and this will be monitored.

Ian Davis asked if this was a wider issue seen by other groups and Cathy Hordern confirmed from Stafford District Scout meetings that scouting numbers are down across Stafford in general.

All leader training is up to date.

Helena Hordern cited that she will be stepping down as Squirrel leader at the end of June due to emigration. In the meantime Cathy Hordern will cover the section as leader and a new leader will be sort. All enquiries for the leader's role will be considered. This could cause a knock on effect with the other sections and there are ongoing discussions to merge the Thursday and Friday Beavers into Thursday only and again this may then impact Cubs with YP availability.

## Treasurer's Report - Given by Darren Hordern

A detailed discussion was given by D.Hordern with a walkthrough of numbers. There was also a predicted forecast drawn up to visually see the projected outgoings and incomings of the group going forward. This is available on request.

Items to note:

- It would be beneficial for new members to set up their direct debits at the beginning of the month to aid cash flow.
- Possible rent increase for Cubs
- Section floats are dependant on numbers

A.Windows noted that a past agreement was to budget £1000 on transport, however to gain a better figure would be to take a more recent average of spending. This figure is mainly for bus/coach hire.

There will be maintenance required on the trailer for servicing and general equipment to be included in the Forecast.

There are no figures as yet for the cost of leader training.

D.Hordern gave thanks to L.Hilton for all the support to the Group in her time as Treasurer.

H. Hordern stated that the cost of badges had increased significantly to 87p a badge which for all badges apart from Staged badges comes from the section floats.

M.Grierson motioned that the float should be for activities only and not for the payment of subsequent badges. There is an ability to buy in bulk to save costs on postage also.

**Follow up: Each section to find badge cost currently for their terms**

A.Windows requested confirmation over small claims from the group account. D. Hordern said that requests would be on a case-by-case basis to the group. K.Hilton (Chairman) agreed.

K.Hilton asked for clarification over 'Equipment Costs'. The group currently have 11 Force 10's purchased 6 years ago & 9 cub tents purchased 3 years ago.

G.Phillips asked about any risks to the tents being purchased in bulk and possible future failures. The Force 10's can be replaced in parts making the upkeep easier.

M.Grierson suggested that the Cub tents that have not been opened and used do so else they can rot in their packaging.

**Follow up: Check any unused Cub tents**

A.Dickson asked if there are any outstanding leader costs and what they could be for.

C.Hordern noted that First Aid training costs are now covered by the District so these will no longer be taken from the Group accounts. Other costs to the group are renewal of permit costs e.g. Climbing. There are none outstanding currently.

C.Hordern noted that the costs of the Sausage sizzle would be £750 total forecast for approximately 200-250 people attendance at the Cricket Club.

K.Hilton thanked D.Hordern for the forecast document and report.

## Discussion of New Trustee Roles and Responsibilities

C.Hordern requested this to be pushed to the next meeting for further discussion

A.Windows gave a short overview of the changes and stated that a formal constitution is needed to be in place and voted on at our next AGM/Meeting. Group to make no amendments to the suggested constitution documentation at present.

**Follow up: A.Windows to gather documentation on the Constitution for the AGM**

## Any Other Business

A.Windows requested that the Trailer undergo a service before the Scout Summer Camp. It was noted that this will include a complete rewire as previous fixes are now unsuitable.

There was an old quote of £450 years ago however it was deemed this to be an essential expense, currently an updated quote is not known. Seconded: K.Hilton (Chairman)

A.Windows motioned that the equipment requested at the last meeting to be deferred to the next meeting again. This includes:

- £151.07 for a Mainline rope for the Aerial Runway and a running block of £104. (The cost of the rope has increased since the last request)

A.Windows asked for £72.21 for a new feeling axe as the current axe was broken recently. This was deemed to come under the forecasted costings of 'Maintaining Equipment' and replacement was agreed. Seconded: C. Hordern

#### Risk Assessments

Risk Assessments are currently up to date and no further action required.

#### Group Sausage Sizzle/AGM

Invites to go out to the group to gather numbers of attendees.

G.Phillips to use Bookers membership to purchase bread rolls, sauces, napkins etc

A.Windows to organise the meat to be purchased from the 'Scout Butchers'

K.Hilton to enquire about additional BBQ for the event

C.Hordern to also sort a Raffle

Request that YP essentially bring some cake to distribute

Contingency plan for bad weather includes the inside function room at the Cricket Club - this can hold 150 people, Gazebos to be requested at shorter notice if needed.

***Follow up: Attendee number collation and any additional information. Leaders to liaise via social media messages on the organisation. Source an additional BBQ if needed.***

A.Windows to note that the Group Hoodie is back on sale with the possibility of personalisation for leaders. Note to YP regarding the hoodie has gone out group wide for those wishing to purchase.

#### Closing Remarks

K.Hilton gave thanks to all in attendance for a full and productive meeting.

**Date of Next Meeting:** Monday 10th June, 6.30pm @ The Sun Inn, Stafford

Meeting closed at 8pm

Minutes produced by G Phillips