**1st Claydon Scout Executive Building Committee**

**Minutes of meeting held 02 November 2022**

Present: Mrs M Allen (Chair) Mr M Culley (Treasurer)

 Mrs B Sutton (Secretary) Mr P Harman

 Mr T Sutton Mr D Rowland

 Mr R Clark Mrs R Clark

 Mr P Hickman Mr M Pearson (GSL)

 Mrs A Ross

**Apologies**

These were received from Mesdames R Morrall and S Melton.

**Minutes of last meeting.**

These were signed as a true record.

**Matters Arising**

1/ Cage Photos are with Mr Culley and he will write a piece for the Website regarding donations.

2/ Certificate and report have been received for the electrical work recently carried out at the HQ.

3/ PAT Testing – This has been carried out, but we will need to do this every year in future – Bought a new kettle and old one needs to be tested.

4/ Toilets – James Rose Porter wants to come in on week commencing 12/12 - Beavers are out on the 13/12, but Cubs will be in the HQ on 12/12- so we will ask him to commence as of Tuesday 13/12. When this has been completed, we need to replace the flooring and décor in the toilets.

5/ Lighting – ‘Flicker Free’ – see budget for 2023.

6/ Flooring – Mr Culley will make enquiries etc re sound density.

7/ Budget for next year to be looked at by Mr Culley, Mr Pearson, and Mrs Allan

8/ Solar Panels – Grant Application to SUEZ (£12k to £14k) after Investigation into feasibility

Of installation.

9/ Office Window - Mr Rowland has replaced the glass pane with a plastic replacement, allowing safe visual access of the room, and preventing the possibility of a breakage.

10/ Manhole – This has not yet been completed as Mr Large has not been well.

11/ Acoustics (exterior) – architect has said its unlawful for report to be requested after work has been completed (Parish Council). Therefore, we should do nothing further. Agreed.

Mr Culley has submitted the NIBE specifications to MSDC.

12/ Acoustics (Interior) – other means of absorbing sound to be investigated – Décor to be done in the Spring

13/ Hall Hire - Enquiry for a nursery group – amendments required - locked doors and gates over some doors. A full assessment needs to be completed before a contract can be completed.

**Treasurers Report**

A transcript can be found attached to these minutes.

**Section Updates**

1/ Numbers are stable: 14 Beavers, 20 Cubs and 9 Scouts.

2/ Mr Pearson needs to update training records and add some people to Compass

3/ Attendance and programmes need to be updated on OSM

4/ Beavers – Rebecca has completed the programme for this term – All is going well – We have three Leaders Rebecca, Terry and Martine with Katie helping most weeks and either Glenn or Melissa on hand for Allan, although they do both assist with other children when required.

5/ Cubs – Some problems are being affected by rowdiness – a couple of members are proving difficult. Just finished the Scientist badge and hope to complete both DIY and Astronomer badges by the end of the term.

6/ Scouts – All very good – Mr Rowlands shift pattern is changing, but he is unaware at present how or if this will affect the Group. Mr Clark is now on call at 15 minutes notice – So needs to be able to get home withing the time frame.

7/ Mrs Clark requested a Leaders Meeting – this was agreed and Mr Pearson will arrange one soonest.

8/ Equipment – The Scouts need pots and pans – the younger groups have requested tape dispensers, tape, blue tac and large rubber bands.

9/ Remembrance Parade practice Friday before service.

Incident Reports

Nothing was reported.

Gift Aid

Claim was made before AGM

Fundraising

1/ Bingo night 29/11 – Margaret Harvey will call the numbers

2/ Christmas Cards – Parents to collect cards for delivery 10tn December from HQ - please advise if happy to deliver any particular roads etc

3/ Bag Packing – Waitrose 17th Dec 1000-1200 and 1200–1400hrs

Risk Assessments

Mr Rowlands computer has broken down – needs to replace photos, files etc.

Laptops – donated 14 years ago- The IT badge has changed so not needed, could go to tip, Mrs Allan has one at home which could be used for videos etc.

Spreadsheets can be done on one drive – Mr Clark will set up a folder structure.

Any Other Business

1/ Mr Rowland is owed £13.99 for soap for the toilets

2/ Camp receipts were handed over – all paid – just for records.

3/ Next year will be our 75th year – to be discussed at Leaders Meeting.

Next Meeting

Next Executive meeting will be Wednesday 7th December at 7.45pm at the HQ

Leaders Meeting to be held 16th November at the HQ at 7.30pm