**1st Claydon Scout Executive Building Committee**

**Minutes of meeting held 14th September 2022**

Present: Mrs M Allen (Chair) Mrs R Clark

Mrs B Sutton (Secretary) Mr P Harman

Mr T Sutton Mr D Rowland

Mrs S Melton

**Apologies**

These were received from Messrs M Culley, R Clark & P Hickman as well as Mesdames R Morrall, A Ross and K Allen.

**Minutes of last meeting.**

These were signed as a true record.

**Matters Arising**

1/ PAT Testing – Fridge is less than 2 years old so does not need a test. Microwave, kettles, laptops and any other electrical items do need testing and possibly replacing. Mrs Allen will have the tests completed as soon as possible.

2/ Fuse Board – Work was completed today.

3/ Solar Panels – Mr Clark will check viability.

4/ Quote received for new hand dryers.

5/ The BT package for internet is to be increased to £34.95 from £24 per month.

**Treasurers Report**

The Treasurer’s report was submitted in absentia.

A transcript can be found attached to these minutes.

**HQ Update**

1/ Mr & Mrs Culley have fixed the cage around the heating unit. It would be good to photograph some children in front of the cage. This could be sent to Tex Holdings who fabricated the cage for us. It can also be sent in gratitude to the organisations who donated to the appeal – SUEZ, MSDC, Green Futures, Binders and Barclay Music Makers.

2/ Acoustics in the HQ need to be investigated for those members who find loud noises disturbing.

3/ Estimates for the renovations to the toilets have been received from:

Premier Plumbing - £2450.00

James Rose - £2245 (No VAT on replacement of 3 toilets and basins)

Henstowe - £4000

After discussion, Mr Rowland proposed and Mr Sutton seconded the motion to go with the James Rose quote. All present agreed, noting that we have already received a grant for this work of £1000.

4/ Lighting – LED

1. This project will probably be done in the new year as we can only get 1 grant per year.

Quotes received: NJC Electrical £1280 + Vat

XL Electrics (Suffolk) £ 845 + VAT

PI Electrics £1622 (No VAT)

1. The light above the main door needs to be replaced ASA. It should be a motion sensor light.

5/ Solar Panels – adjourned to next meeting.

6/ Office Window - the glass window needs to be replaced with Perspex. Mr Rowland will do this at a cost of £40.

7/ The manhole collars need to be built up as a safety issue. Mr John Large volunteered to do this.

**Section Updates**

1/ Scouts: The Suffolk Punch Camp was very successful and enjoyable. Mr Large sustained a cut while preparing cucumbers.

Mr Rowland says that there is a need for new saucepans. He is currently constructing a stand and box for the gas Burco boiler recently donated by Barclay Music Makers

2/ Cubs: The group is working on Scientist, Astronomer and DIY badges. There will be investitures in two weeks. So far this term, children have worked on archery, water balloons and a water fight.

3/ Beavers: 13 in the group. Noise appears to becoming a problem. Mrs Sutton suggested using a set of ear defenders for those who struggle with the noise levels – Mrs Melton has a set to try this idea out with. The group are working on badges for navigation and map reading.

4/ OSM is up to date for all sections.

5/ GSL Pearson is to do DBS checks for Mrs Sutton, Mrs Melton, Mrs Ross and Ms Allen.

Incident Reports

Nothing was reported.

Gift Aid

Nothing to report

Fundraising

1/ Ipswich Scout Post – Mrs Sutton reported that collections start 25th November and finish on 7th December.

2/ Bag Packing – at Waitrose, Futura Park on 17th December.

3/ Mrs Melton has booked a stall at Great Blakenham Car Boot Sale on 2nd October – she will man the stall and ask parents for donations to sell.

Risk Assessments

Mr Rowland will check and update the file.

Any Other Business

No items were raised

Next Meeting

Next meeting will be Wednesday 2nd November at 7.45pm at the HQ