

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



**Monday 6<sup>th</sup> July 2020 - Held via zoom**

Agenda No.		Action By:																
<b>Present:-</b>	<table border="0"> <tr> <td>Imogen Boote (YC)</td> <td>Shay Norman</td> </tr> <tr> <td>Colin Greatbatch (DDC)</td> <td>Rob Poole (Treas)</td> </tr> <tr> <td>Dale Harrison (DC)</td> <td>Mike Smith</td> </tr> <tr> <td>Judith Hunter</td> <td>Steve Travers</td> </tr> <tr> <td>Michele Lawrence (Chair)</td> <td>Barry Walker (DDC)</td> </tr> <tr> <td>Liz Mapperson (Sec)</td> <td>Peter Whitehouse</td> </tr> <tr> <td>Oliver Brock</td> <td>John Ratcliffe</td> </tr> <tr> <td>Matt Clutton</td> <td>Ceris Walker</td> </tr> </table>	Imogen Boote (YC)	Shay Norman	Colin Greatbatch (DDC)	Rob Poole (Treas)	Dale Harrison (DC)	Mike Smith	Judith Hunter	Steve Travers	Michele Lawrence (Chair)	Barry Walker (DDC)	Liz Mapperson (Sec)	Peter Whitehouse	Oliver Brock	John Ratcliffe	Matt Clutton	Ceris Walker	
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<b>1. Welcome</b>	The meeting commenced at 7.30. The Chair welcomed everyone to the meeting.																	
<b>2. Apologies</b>	Sara Walklett Amy Ratcliffe																	
<b>3. Minutes of the last meeting</b>	The minutes of the meeting held on 11 <sup>th</sup> May 2020 were read and agreed as a true record and placed in the minute book.																	
<b>4. Matters arising</b>	<p><b>Face to Face Scouting Update</b> Scouting has been given permission to resume Face to Face meetings from next Monday(13<sup>th</sup>). Meetings may only take place outside with a maximum of 15 people, including leaders.</p> <p><b>Charity Registration</b> Rob reported on the position regarding the district becoming a charity. It was agreed that 5 initial signatories needed to be set up as trustees to complete the paperwork. A meeting to be arranged outdoors to set this up (possible date is 18<sup>th</sup> July 2020 at Stockton Brook HQ)</p> <p><b>Virtual Meetings</b> Michele expressed how pleased she had been with the extraordinary AGM attendance. In future it is hoped that all face to face meetings can be made available virtually as well.</p>	RP																
<b>5. Finance Report</b>	<p>Rob brought up the issue of how much money could be authorised by the DC without the prior approval of the executive.</p> <p>The following was agreed upon: DC £250.00 DDC's or Chair £125.00</p> <p>These amounts need no prior approval but <b>must</b> be reported to the executive at the next meeting.</p>																	

	<p><b>Groups financial status:</b> No further groups have been in touch with Rob expressing concern. Chatterley Whitfield and Biddulph are known to have concerns. Rob has advised them to apply for Gift Aid, which can be back dated for up to 5 years. Pete is to contact Steve Travers to get him to contact Rob regarding this.</p> <p>Judith suggested that other groups within the district help their neighbours. Dale will bring this up at the next GSL meeting.</p> <p><b>Councillor Grants:</b> Michele urged groups to write to their councillors as she was aware that some still had a pot of money to give away.</p>	<p>PW</p> <p>DH</p> <p>ML</p>
<p><b>6. Formation of Subgroups.</b></p>	<p><b>6.1 Appointments Advisory Committee</b> <i>Chair – Peter Whitehouse (one more year)</i> <i>Vice Chair- Amy Ratcliffe</i></p> <p>Dale would like to see younger members being appointed to committee roles, especially those aged under 25. Peter is concerned about the number of outstanding interviews needing to take place. Some to be held via zoom, others possibly outside a HQ.</p> <p><b>6.2 Finance Group</b> The group to be made up of 3-4 Exec members as required</p> <p><b>6.3 Health and Safety committee</b> Advert is to be circulated to recruit members for this, however Dale and 3 DDC's to be the Approvers for coronavirus risk assessments.</p> <p><b>6.4 Awards Committee</b> <i>Chair – Matt Clutton</i> The remainder to the committee to remain as is, with the exception of Oliver Brock replacing Richard. GSL's need to be contacted regarding nominations for awards.</p> <p><b>6.5 Equality and Diversity Committee</b> This is a new committee requested for by Dale. <i>Chair – Ceris Walker</i> The rest of the committee to be made up from around the district.</p> <p><b>6.6 Events Team</b> Events are currently organised and run by Barry Walker (DDC Events), Sarah Banks (ADC Events) and Mike Smith.</p> <p>It was agreed that no committee needed to be formed. All information will be cascaded down from these 3.</p>	<p>PW / SN</p> <p>DH / DDCs</p>
<p><b>7. Capitation</b></p>	<p>There has been no official amount set for the increase as of yet, but it is expected to be £7.50 from HQ. There will be no increase from County next year.</p>	

<p><b>8. DC's Business</b></p>	<p><b>DBS's</b>  You can now apply for DBS checks again. You have 90 days to renew any outstanding checks required. Dale or Sue will be sending out a list to GSL's of any needing to be done.</p> <p>New members – All new appointments can only be made Provisional subject to a DBS check being successful.</p> <p><b>Face to Face scouting</b>  The Covid-19 level is now Amber and is likely to be until at least September when it is hoped to move to Yellow. This would then allow scouting to take place indoors as well.</p> <p>Outside meetings can take place with a maximum of 15 people. Risk assessments need to be completed before any group may restart. Help will be offered to groups with the completion of these assessments.</p> <p>No pressure is to be placed on any leader or young person to return to scouting should they not feel happy to do so. Should leaders want to restart and their GSL not want to do so, Dale would be willing to meet with that group to resolve the issue.</p> <p><b>Risk Assessments</b>  Dale, Don, Colin and Barry will approve risk assessments, they must not however approve and sign their own groups.  Explorers risk assessments to be done at group level and through GSL.</p> <p>Risk assessment process:  1. Completed by section leader  2. GSL to check  3. Sent to District for approval &amp; return result to GSL  4. District to forward to County</p> <p>Once the level changes to Yellow, Judith informed everyone that new risk assessments will need to be completed and approved.  Unfortunately. some groups within the district will not be able to restart due to the fact that they use a school building.  Michele stressed that it should not be assumed that all assessments will be approved first time. Guidance should be given to help a group to ensure they are successful, and in a position to resume scouting.</p> <p><b>Financial Support</b>  The district is still willing to offer to support to any struggling groups. A grant would be made available to help with capitation on the condition that they had applied for Gift aid first.</p> <p><b>ADC Appointments</b></p> <p>Sarah Banks – Events ADC (supporting Barry/Mike)  Rachael Hickton – Programme ADC (supporting Sam/Gemma/Dave)</p> <p>These interviews to be held via zoom.</p>	<p><b>DH</b></p> <p><b>DH</b></p> <p><b>DH / DDCs</b></p> <p><b>PW</b></p>
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<b>9. AOB</b>	None notified to the Secretary two weeks prior to the meeting.  There being no further business the Chair thanked everyone for their attendance and the meeting closed at 8.30pm	
<b>10 Date and time of next meeting</b>	The date and venue of the next Executive Committee Meeting will be early September and will be advised nearer the time.	

APPROVED