

**POTTERIES NORTH DISTRICT SCOUT COUNCIL
EXECUTIVE COMMITTEE MEETING
3rd December 2019
Burslem Community Fire Station**



Agenda No.		Action By:
Present:	Imogen Boot (YC) Matt Clutton Colin Greatbatch (DDC) Dale Harrison (DC) Judith Hunter Michele Lawrence (Chair)	Don Longhurst (DDC) Shay Norman Rob Poole (Treas) Barry Walker (DDC) Peter Whitehouse
1. Welcome	Chair welcomed everyone to the meeting. In the absence of Liz Mapperson (SEC), Judith Hunter was asked to take the minutes.	
2. Apologies	Richard Hawthorne Liz Mapperson (Sec) Amy Ratcliffe	Mike Smith Steve Travers Sara Walket (DESC)
3. Minutes of the last meeting	The minutes of the meetings held on 17 th September 2019, previously circulated, taken as read and approved. All agreed, signed as a true record and placed in the minute book.	
4. Matters Arising	13 iv) Lap Top has been purchased for the District Secretary. Awaiting Liz's recovery to deliver. Liz sent thanks for card and flowers wishing her a speedy recovery.	
5. Sub Group Reports	<p>5.1 Appointments Previously Circulated. Noted Executive extended their congratulations to those taking up new roles.</p> <p>5.2 Finance Report Report previously circulated. Rob gave a comprehensive breakdown. It was brought to the Executive's attention that the designated District Charity for 2020/2021 needed to be agreed. The DC proposed that this be split between two charities: i) CRY, in remembrance of Tom from Rode Heath. ii) Cerebral Palsy, the most common motor disability in childhood. This was seconded by MFL (Chair) and Agreed by all</p> <p>5.3 Health & Safety Nothing to report.</p> <p>5.4 Awards Matt Clutton reported that the last meeting had been cancelled as no recommendations had been received. One Award had been forwarded to County which had been omitted from the previous list whilst it awaited further information. The Awards Committee would reconvene in January 2020. Looking into online nomination form on the District website.</p>	
		SN

	<p>5.5 Events</p> <p>District Carol service was in hand and next year's dates were being circulated. A meeting of the Events Team had been held regarding District Camp (May 2020) and it had been suggested that the camp should be: big, specialised and run with centralised catering. The ambitions of the camp were discussed and it was proposed by DL that BW be given a £500 allocation to pay deposits if required. This was seconded by PW and agreed by all. A letter was to be sent to the District regarding their intentions to attend.</p>	
6. DC Report from ADC's	<p>DC commented upon the fact that the ADC's had been fully engaged with the production of Burdi Boys Gang Show and although had been available they had not been active within the District. They would be at the Forum Meeting on the 9th and moving their roles forward from there.</p> <p>DC explained what he hoped the Forum would bring to the District. He would also be enlarging upon the Go For Growth Programme.</p>	
7. DESC Report	<p>Sara had submitted a short report, regarding the camp and progress within the section. This was read out by JH.</p>	
8. Capitation	<p>A letter had been received from County outlining their rise in Capitation, alongside the National costs. This brought the payment per youth member to £39 with a £1.00 refund for early payment. A letter is being forwarded on behalf of the District to County asking them to justify their rise.</p> <p>The District felt that they were unable to raise the levy any further under the circumstances and would have to monitor the spending levels against the strategies for the forthcoming year.</p> <p>JH to send out further letter to the GSL's confirming the payment and dates.</p>	<p>ML</p> <p>JH</p>
9. Burdi Update	<p>BW gave a very comprehensive report to the Executive, outlining the running of the show. The outcomes had been positive and many compliments had been paid by parents, Civic Guests, Dignitaries and the Scouting fraternity.</p> <p>A change of venue was proposed for the 2021 show and it was agreed to book the Rep. Theatre.</p> <p>The DC and treasurer agreed that the Donation given by Paul and Cath Leighton had secured the future of Burdi for many generations of Scouting. DC & Treasurer were to contact Paul and Cath to agree the Terms of the £10K donation.</p> <p>A letter of appreciation was to be sent.</p> <p>BW and DM were thanked for their evident support and a job well done.</p>	<p>BW</p> <p>DC RP</p> <p>JH</p>

	<p>A review will be carried out in January and reported upon. The new Burdi Executive Committee will take up their roles after the review.</p> <p>Mike Smith has stood down as Front of House Manager and a letter thanking him for his service is to be sent on behalf of the Executive.</p> <p>DC asked the Executive to agree to the nomination of Paul Leighton to President of Burdi Boys Gang Show. All agreed.</p>	JH
10. Dates for 2020	A District Diary was presented and agreed. This will be added to the District Web page.	SN
11. Media Update	<p>SN informed the meeting that the Web Site was up to date and online NAN form being actively used.</p> <p>He had initiated a complete roll of everyone in the District and the first email to all (349) members had just been sent. Only 15 members had pinged back.</p> <p>A small budget was agreed for advertising big events online which would also promote recruitment.</p>	SN
10. District Chair's Business	All covered in the items above.	
11. Youth Commissioners Business	Imogen had held the first District Youth Forum. This was well attended and most Groups were represented. Happy that the initiative for young people to shadow Burdi HODs had worked.	
12. District Commissioners Business	<p>GSL's have confirmed that they circulate all emails within their Groups.</p> <p>Other Items covered within the areas above.</p>	
13. AOB	On-line Banking. The Treasurer advised the meeting that he wished to encompass on-line banking. The Executive all agreed and the necessary forms were signed.	
Meeting Closure	The Chair thanked everyone for their attendance and the meeting closed at 21:30	
Date and Time of next meeting.	Monday, 3rd February at Burslem Community Fire Station. 7.30pm	

DRAFTED
Judith Hunter
5th December 2019

APPROVED
Michele Lawrence (Chair)
3rd February 2020