

Agenda No.		Action By:
Present:	Imogen Boote (DYC) Matt Clutton Colin Greatbatch (DDC) Dale Harrison (DC) Richard Hawthorne Judith Hunter Michele Lawrence (Chair) Don Longhurst (DDC)	Liz Mapperson (Sec) Shay Norman Rob Poole (Treas) Amy Ratcliffe Mike Smith Barry Walker (DDC) Sara Walklet Peter Whitehouse
1. Welcome	Chair welcomed everyone to the meeting.	
2. Apologies	Steve Travers	
3. Minutes of the last meeting	The minutes of the meetings held on 3 rd July, 2019 previously circulated, taken as read and approved. All agreed, signed as a true record and placed in the minute book.	
4. Matters Arising	No matters arising from the previous minutes.	
5. Finance Report	<p>5.1 Explorer Camp It was agreed that building is to be paid for by the District.</p> <p>5.2 District Financial Strategy The creation of a District policy was discussed to create a formal method for funding requests. It was agreed that funding should be available where it supported the growth and development of scouting. A finance subgroup would be responsible for discussing applications received.</p>	
6. Formation of Subgroups	<p>6.1 Approval of the Chair's Nomination of Appointments Advisory Committee Chair The current chair is to stand down and Dale said that he would like a 'young' person to be appointed. In the meantime an interim chair has been appointed. Peter Whitehouse was elected having been proposed and seconded by MFL/RH</p> <p>6.2 Approval Appointments Advisory Committee Not discussed</p> <p>6.3 Approval of the Emergency Finance Group Not discussed</p> <p>6.4 Approval Health & Safety Committee Colin Greatbatch elected as chair. Members: Richard Hawthorne plus other to be co-opted. It was agreed that this would be offered to younger members.</p>	

	<p>6.5 Approval Awards Committee Matt Clutton agreed to continue as chair. Members: Dale Harrison, Don Longhurst, Judith Hunter, Colin Greatbatch, Richard Hawthorne and Imogen Boot.</p> <p>6.6 Events Committee The following members were elected: Mike Smith - Chair (Prop'd by Sara Walklet, Sec'd by Don Longhurst). Barry Walker - DDC Sara Walklet - Secretary Other members are currently due to be reshuffled.</p>	
7. Appointments Since Last Meeting	Congratulations were given to those taking up their new roles.	
8. Burdi Update	<p>Barry Walker reported that they currently had around 80 members in the cast. Cub and Scout numbers are good but they still had room for more to join. The cut off date for new members is the 28th September 2019.</p> <p>£215 received in sponsorship, £300 from adverts and £500 donations.</p> <p>Colin Greatbatch congratulated and gave credit to the production crew for all their hard work.</p>	
9. Capitation 2020	<p>The increase for next year's district levy on capitation was briefly discussed. At this point not enough information is known and therefore will be discussed and agreed upon at the next meeting.</p> <p>It was suggested that scrapping the £1 per member rebate for prompt payment would help to maintain funds.</p>	
10. District Chair's Business	Michele Lawrence expressed her pleasure at having been invited to Wellingtons AGM. She made it clear that she would welcome any future invitations from groups.	
11. Youth Commissioners Business	<p>Imogen Boot having attended the Annual Youth Commissioners Conference reported on the introduction of Youth awards. This is to be agreed at a higher level, but it is hoped that it will be introduced next Feb/March.</p> <p>She is currently visiting explorer units within the district.</p> <p>Burdi are currently looking for young people to help behind the scenes.</p>	

<p>12. District Commissioners Business</p>	<p>12.1 Programme For a section to be seen as achieving, it has to have a minimum of 12 members (smaller groups are to be helped). Another key factor is how many members achieve top awards within each section. All members should be given the opportunity to achieve these.</p> <p>12.2 Waiting Lists The waiting list currently stands at 16 - Help is needed to reduce this number. District to investigate areas for new provision (Cobridge and Shelton currently have none).</p> <p>It is recommended that there should be a Scout HQ within 30 minute walk of every school in the UK.</p> <p>12.3 Grow Your Group A meeting is to be arranged for early next year (2020).</p>	
<p>13. AOB</p>	<p>i) Shay Norman circulated the new Nights Away Notification Forms.</p> <p>ii) Online Scout Manager is now available to all groups FOC.</p> <p>iii) Judith Hunter was co-opted to the executive committee.</p> <p>iv) It was agreed that a notebook/laptop to be purchased for Liz Mapperson, due to the age of Judith Hunter's current laptop. An upper limit of £350 agreed.</p>	
<p>Meeting Closure</p>	<p>The Chair thanked everyone for their attendance and the meeting closed at 21:10.</p>	
<p>Date and Time of next meeting.</p>	<p>Tuesday, 3rd December 2019 at Burslem Community Fire Station. 7.30pm</p>	

DRAFTED
Liz Mapperson (Sec)
25th September 2019

APPROVED
Michele Lawrence (Chair)
3rd December 2019