

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

Monday 25th January 2021 Held via zoom

Agenda No.		Action By
Present:-	Imogen Boote, Matt Clutton, Colin Greatbatch, Dale Harrison, Judith Hunter, Michele Lawrence, Don Longhurst, Liz Mapperson, Shay Norman, Rob Poole, Amy Ratcliffe, John Ratcliffe, Mike Smith, Barry Walker, Ceris Walker Peter Whitehouse	
1 Welcome	The meeting commenced at 7.30. The Chair welcomed everyone to the meeting.	
2 Apologies	Oliver Brock, Sara Walklett	
3 Minutes of the last meeting	The minutes of the meeting held on 21 st September 2020 were proposed by Peter and seconded by Barry as a true record and placed in the minute book.	
4. Matters arising and not included in the agenda	None	
5. Finance Report	<p>Gift Aid – Details have been sent out for Biddulph to apply for a gift aid number. Dale has spoken to Rode Heath.</p> <p>Bank signatures –Dale, Michele and Liz are being added as signatures. Judith is to remain temporarily as a signatory. Online banking is in the process of being applied for.</p> <p>Little to report on finances due to lockdown.</p> <p>Rob has paid for the Motion Picture licences for the district. Each group needs to have a copy of this at their HQ which Rob will forward on to them.</p> <p>Stockton Brook have received a grant from the council and Michele urged all groups to apply if they are eligible. There are several criteria for which money is available.</p> <p>Dale raised the issue of what the district can do to help our vulnerable groups. Dale proposed that a Covid recovery pot should be created with £5000 being set aside to support those where and when needed. This would be a grant not a loan which groups would need to apply for. Following their application a plan would then need to be drawn up so that they can go forward and sustain themselves over the next year.</p> <p>Judith suggested that other groups within the district may like to make a donation to this pot. Any money that is not needed could then at a later date be returned to the groups.</p>	Rob

	This proposal was seconded by Pete Whitehouse and agreed.	
6. Health and Safety update	<p>Colin reported that nothing has as yet has been done regarding an advert to recruit new members due to Covid.</p> <p>Risk Assessments – These still need to be completed. As of the 1st January 2021 all activities now need a written risk assessment.</p> <p>Trees – Michele reported that any HQ which has trees on their grounds need to do a risk assessment on them to make sure they don't show any signs of being a health and safety risk.</p>	
7. Awards	<p>Matt reported that some awards have been approved. Unfortunately a few people are missing out on awards due to them needing to complete some training.</p> <p>It was stressed that anyone can submit people for awards . Shay has agreed to send out the online form again for people to complete with their nominations. It was also suggested that the form be put onto the facebook page.</p>	Shay
8. Appointments	<p>Dale congratulated Amy on her new appointment of Chair of the Appointments committee. He also expressed his thanks to Pete as he steps down from his role.</p> <p>Amy reported that she currently has 6 people to interview.</p>	
9. Events	<p>Barry reported that it is most likely that St Georges Day and Remembrance day services will be online following the success of last year.</p> <p>The Christmas carol service will hopefully be the first time that the district can all meet up again.</p> <p>The proposed District day that was to be held this year is now being postponed until 2022.</p> <p>Burdi Boys – It is hoped that this will still go ahead and bring people together again. It is currently the last gang show to have been held and it is hoped that it will be next to go ahead.</p> <p>Matt raised the issue of ticket sales and social distancing. Barry reported that if ticket sales are restricted the theatre will adjust the rent accordingly.</p> <p>Burdi Finance – Rob and Barry have prepared a set of proposed accounts and budget. These include every foreseeable expense although not all may be needed.</p> <p>Rehearsal room – This has been moved to 5 towns due to its proximity to the city centre, bus routes, carpark and lift facilities.</p>	

	<p>All the theatre costs have been confirmed and a total of 110 tickets being sold nightly should cover costs. This should be achievable even with Covid restrictions as it is a little under 50% of theatre capacity.</p> <p>Big Raffle – this will go ahead.</p> <p>Donations - A donation has been received from Stephenson Brown. The target for donations is expected to be achievable.</p> <p>If ticket sales are restricted it was suggested that maybe a Pay to stream opportunity could be created.</p> <p>It is also hoped that there may be some Arts grants available in the near future.</p> <p>The Burdi Budget was approved having been proposed by Dale, seconded by Matt and all in agreement.</p>	
10. Census	<p>The numbers for the census are down on previous years but are what was expected in the current circumstances.</p> <p>Nationally there has been a 30 – 40% reduction in youth membership and 20 – 30% reduction of leaders.</p>	
11. Youth Commissioners Business	None	
12. Chairs Business	All had been covered throughout meeting	
13. DCs Business	<p>Capitation – County and National fee cannot be reduced. District are offering £1 reduction for early payment.</p> <p>Weekly section meetings – many groups are currently holding zoom meetings. It is hoped that after Easter these will be increased. Many GSLs have said that they would be happy for other groups to join in with their meetings.</p> <p>Dale expressed his concern that some children may miss a whole section of scouting.</p> <p>Recovery is expected to take 2 – 3 years, although it is hoped that face to face scouting may be able to resume in June/July 2021.</p> <p>Award recipients – as soon as possible an event needs to be held to celebrate their achievements.</p>	

14. Inclusion	<p>Inclusion – A new power point has been created.</p> <p>North Road – The creation of this new group is currently on hold.</p>	
15.AOB	<p>New day for meetings – It was agreed that the day for future meetings be rotated through Monday, Tuesday and Thursday to enable as many members to attend as possible.</p> <p>Michele gave thanks to all for their support shown during Phils illness.</p> <p>Dale thanked those members who had attended the funeral of Dave Bannister. Michele will be sending a letter of thanks to Jackie for attending.</p>	Michele
16.Date and Time of next meeting	Tuesday 30 th March 2021 at 7.30pm	