1st Heworth Scout Group
Registered Charity 524831

Annual General Meeting

Held on Friday 1st October 2010
The Scout Hut, Bad Bargain Lane, Heworth York

The AGM was held after a Scout versus Parent cooking competition, which proved very popular with the Scouts. There were approximately ten parents, and several other adults in attendance for the meeting.

The AGM was opened by the Group Chairman Chris Cisek at 20:30 who introduced the executive committee and welcomed parents to the meeting.

Committee members present:
- Chris Cisek – Group Chairman
- Neil Ballantyne – Acting Group Scout Leader & Cub Scout Leader
- David Clayton – Scout Leader & Building Manager

Apologies for absence received from:
- Dan Bishop – Group Treasurer
- Matthew Illman – Quartermaster & Assistant Scout Leader
- Matthew Janes – Assistant Cub Scout Leader
- Group secretary -

Annual reports from the sections

Cubs
Neil reported that the Cub section has strong numbers, and membership looks good for the forthcoming year.

Scouts
High number of traditional style camps undertaken over the summer camping season. The camps were enjoyed by all who attended. Membership of the section has changed with a number of scouts leaving at the beginning of the year, and new ones joining. Numbers not as healthy as they have been in the past, however a steady 10-12 and increasing.

Grateful for continued support from leaders outside Heworth, contacts from summer camp helping on troop camps and activities.

Ran a recruitment & group open day on Saturday 18th September. Several people expressed an interest in joining, event was well supported by the local public, current scouts and cubs.

Group
Charity commission group trustee details are out of date. Dan Bishop to update details to reflect the current executive committee members.

Discussion around publishing some form of group contact list on the website, as there are no contact details / meeting times currently published.
Suggestion to publish AGM & executive committee minutes on website so interested parties can view and discuss, printed group newsletter too expensive, however some form of news page on the website might be possible.

Leader Training
Group supportive of continued training of leaders. It was noted that first aid qualifications have either lapsed or are shortly due for renewal, with a number of leaders not meeting the required 'First Response' minimum standard in first aid as required by the scout association. This is to be addressed as soon as possible. Details of the next training session will be published by the county office. Suggestion to hold the course at Heworth Scout HQ.

Group Liability
Special District Group Scout Leaders Meeting called on Thursday 30th September 2010. David Clayton attended to represent Heworth in the absence of Neil Ballantyne. New guidelines for District Commissioner’s Activity Permission Forms, and update on personal liability situation issued. To remain covered by the scout association insurance, and to limit any individual leader's personal liability, a new procedure of completing a risk assessment form for all activities has now been made mandatory. The group acknowledge the changing insurance/legal environment, and that the young people's safety is paramount. All leaders are now aware of this requirement and have agreed to comply from this day onwards.

Transport assistance
Over the year a number of parents have helped with transport of equipment and young people. The group are grateful for this. Special thanks go to Adam Fowler for his continued help towing the group trailer. The group are grateful for the continued storage of the trailer at a farm outside York at no cost.

The Group have used the Dringhouses Scout Group Minibus over the last year, however new rules have come into operation which state all drivers must have a scouting minibus drivers permit. This will be looked into and addressed appropriately.

Inclusive Policy
Heworth have always had a policy of never turning a young person away from a scouting activity on the grounds of being unable to afford. The group are happy for this to continue, and finances are sufficient to allow.

Insurance
Insurance for buildings & contents believed to be up to date. May need to add recent purchases such as the mess tent onto the policy to ensure adequate cover.

Finance
Financial Accounts submission to York Minster Scout District, and the charities commission for this year. Accounts require to be approved, signed and submitted as soon as possible.

Planned expenses this year / big projects. None mentioned, ongoing general equipment repair and renewal.

Funding / fund-raising. No big activities mentioned.

Grants
The group received two substantial grants this year for camping equipment, replacement of three patrol tents, and the purchase of a new mess tent for wet weather shelter. Funding received from:
Group Membership Fee
Subscription charge ratification for year: Agreed to maintain at current £39 per term. Will review on basis of national association capitation charges / costs once known.

Third Party Building Users
Ebor Morris Dancers & Wards the Florists, after a lengthy delay in payment, and some confusion regarding payment amounts, both groups are now paid up-to-date. Groups will receive regular invoices going forward.

Continued support of the 'Friends of Heworth Holme'. They held their AGM in the scout hut earlier in the year. They were invited to the open day. Scouts have not helped with any 'litter picks' or maintenance so far this year.

Loss of the probation service /York Youth Offending Team as the project to install the disabled access raised flower beds and benches at Hempland Lane allotments has been completed.

The Leeds Metropolitan University Students RAG group made an initial enquiry about use of the hut in the beginning of the year, but did not get back in contact.

The York City Council Youth Service did not run any 'out of school' holiday clubs from the Scout hut this year, as they have done previously.

David Clayton stated he is keen to encourage any other third party group /organisation who could make use of the building, such as playgroups, social groups etc.

Discussion about use of the building by an Explorer / Network Scout, or Young Leader Unit, terms would have to be agreed as appropriate.

Address registration. The Scout Hut is not currently listed on the Post Office register of addresses, as there is no post box. This was not felt to be a significant issue as all correspondence is directed elsewhere as appropriate.

Building, Equipment & Grounds
The building remains in overall good condition. Several minor points:

- Increase in vandalism / graffiti to outside of building noticed over last year.
- Drugs use – found three used needles in the grounds in recent months.
- Damage to roof arising from theft of lead gutter lining. Repair works carried out earlier in the year. Further inspections to be carried out.

Tasks identified for the coming months:

- Front door is beginning to rot through at the base, repair work to make good, and re-paint to cover graffiti.
- Continued grass / hedge cutting as appropriate.
- Rear window currently boarded up with wood, is rotting through. Suggest brick up as has been done with others.
- New tap to be fitted in female toilets at the front of the building for connection of a hosepipe, useful for washing equipment outside, and filling mop buckets etc.
• The kitchen sink requires some drain pipework, and repairs to make good any water damage as a leak was recently identified.
• Tidy the front store out now that the community service / explorers are no longer using it.
• Fit new hot water tap in gents toilets.
• It was agreed to clear the Scout's 'Den' rooms of equipment and furniture so that they could be retuned to constructive use for training groups, and as a space for the patrol to use.

The heating system was given a thorough service at the beginning of the year, and the two hall heaters were found to be clogged with dust and dirt. The system is now much more effective, although is somewhat underpowered for the size of building. It has been noticed that the hall is just getting to a comfortable temperature as the meeting comes to a close.

Camping Equipment continues to be renewed as appropriate, particularly cooking utensils. Over the next year the Patrol equipment boxes will require new metal edges. Steel 'fire side baffles' have been custom manufactured, and one of the fire grids has been extended for use of the leaders site.

Utilities
• Yorkshire Water: now have a water meter fitted, so should see water charges reduce, as we only pay for water used, as opposed to a standard tariff.
• Frequent Electricity and Gas readings taken over the year and submitted to British gas. Service received satisfactory, and bills are appropriate to usage.

Safety Certificates
• Gas safety certificate requires renewal.
• Electrical testing of appliances and building installation as appropriate.
• Fire safety certificate requires renewal and fire extinguishers need to be checked.

David Clayton to look into and arrange as soon as possible for the above – insurance requirement.

Security
Barrier 'D' lock replaced, and padlock fitted to Scout Leaders room to further enhance building security.

Appointment of executive committee
All positions on the executive committee were opened up to those attending for a change of membership. The following outcome was recorded:

Chairman – Chris Cisek offered himself for re-election. No one from the floor volunteered, offer was proposed, seconded, and accepted.

Group Scout Leader – Neil Ballantyne offered himself for re-election. No one from the floor volunteered, offer was proposed, seconded, and accepted.

Treasurer – Dan Bishop offered himself for re-election (by proxy in his absence). No one from the floor volunteered, offer was proposed, seconded, and accepted.

Quartermaster – Matthew Illman offered himself for re-election (by proxy in his absence). No one from the floor volunteered, offer was proposed, seconded, and accepted.

Group Secretary – At last Year's AGM a parent offered to become the group secretary. Due to no contact details being left, the executive committee meetings were not communicated. Attempts will
be made to re-establish contact before confirming committee appointment.

Neil Ballantyne explained the role of Parent Representative in helping to provide valuable feedback from an external perspective, and asked for volunteers for this position, ideally one or more per section. No offers from the floor were forthcoming.

One parent expressed an interest in helping to administer the 'Gift Aid Scheme', ensuring all members were registered, and that the group are able to receive the maximum benefit possible. This offer was welcomed by the committee, and suggested Dan Bishop as the best contact.

Any Other Business
A special presentation was made to Ash and Brian Martyn, a Scout and parent Scout Leader visiting from Australia, who had attended three scout meetings, sharing their experience and activities. They were presented with Heworth Neckers, a selection of badges, and thanked for their time. Expressed a wish to keep in contact via the internet etc.

Chris Cisek thanked everyone for attending, and expressed special thanks to all those involved on the committee and the leaders for the hard work over the last year.

The next executive meeting was arranged for Wednesday 17th November.

There being no other business the meeting closed at 21:00.

These minutes represent an accurate record of the AGM:

David Clayton
(Scout Leader)

Neil Ballantyne
Group Scout Leader