



# Scout & Guide Hut Committee



## Minutes

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### Committee Meeting

**Date/Time:** 16<sup>th</sup> January 2014 at 7:30pm  
**Location:** Scout & Guide Hut

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### ***Those Present:***

*Tracy Mills, Sara Faulkner, Sam Smith, Jan Bovingdon, Gary Smith, George Sher, Mark Renault, Hayley Weller*

***Apologies:*** *Ian Watcham, Karen Bovingdon, Jacquy Thurlow, Carol Kerridge*

### ***General:***

1. Halloween Party raised a £134 profit.
2. Only 4 people stayed behind to help clean ... It was suggested that all leaders should stay behind to help clean up next year to make for a joint effort including all groups.
3. Tracy Mills priced up the blinds. The prices for unfitted blinds from lowest to highest quote ranged from £54 to £90.

### ***Rent:***

1. Energy supply has been changed from Economy 7 to std.
2. Rents are now due for the end of January.
3. The cost of energy has necessitated and increase in rent rates. It was proposed and agreed that rates will be increased this year to £300 per group.
4. The Hut Account balance stands at £1250.
5. Barclay's contribution cheque to the Flower Show revenue hasn't been received yet . Tracy Mills will chase it up.

### ***Weekly Cleaning:***

1. Each group is responsible for cleaning the hut after it has used it so as to leave it as one might like to find it please. This needs to be a joined up effort.
2. Sam Smith reported that 1 hour/week wasn't enough to include hoovering the hall as well as all the other cleaning requirements.
3. It was agreed to allow her an extra half hour per week for hoovering.

**NB: Groups must clean up after themselves after every meeting.**

**Website:** [www.Great-Bentley.co.uk/HQ](http://www.Great-Bentley.co.uk/HQ)



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## ***Flood Lights:***

The flood lights are shorting out during heavy downpours. In order to try and save some money, could the leaders of each group please email their parents to see if there's an electrician amongst them who could sort this out for us.

If no one comes fwd by the 30<sup>th</sup> January, we'll have to pay an electrician to fix this.

Please make every effort to find out if there's someone who can help.

## ***Smoke Alarms:***

Tracy Mills to source two smoke alarms from a colleague who will donate them to the Hut. This is not a legal requirement, but smoke alarms will none the less be fitted in the main hall and the corridor.

**Fire drills are to be held every term.** Could leaders please inform Sara Faulkner once they have as drills are a legal requirement.

## ***Parking:***

All leaders to please E-mail their parents to reiterate that no-one is to park on the field.

New fencing is needed to help enforce this ... could all leaders explore their sources for a new fence.

Should anything come up, please contact Gary Smith to determine its usefulness.

## ***Insurance:***

Buildings and contents renewals due on 01/03/14. (Currently: Contents £14,000, Buildings £66,400)

Could all leaders please do an inventory of the value of the contents that they store on the Hut premises and inform Tracy Mills.

## ***A.O.B:***

The committee would like to highlight to all leaders that any disabled children applying for a place in any of the groups, can be supplied a support worker by the council or social services at the parents request to assist them in the group's activities. There is no extra obligation on the group leaders to provide this. This assists us immensely in our goal of being inclusive.

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### ***Next Meeting:***

***Thursday 27\03\14 at 7:30pm at the Hut.***

**Website: [www.Great-Bentley.co.uk/HQ](http://www.Great-Bentley.co.uk/HQ)**