

# 1<sup>st</sup> NUNEATON (ATTLEBOROUGH SCOUTS)

## GROUP EXECUTIVE MEETING

### Public minutes of the Meeting of the 11<sup>th</sup> April 2018

Present: Kirk Pickstone      Chairperson  
Dennis White      Secretary  
Mick Judd      Group Scout Leader  
Richard Goode      Treasurer  
George Reubens      Assistant Group Scout Leader  
Heather Walker      Parent Representative

<b>Action Log</b>			
<b>No</b>	<b>Action</b>	<b>By who?</b>	<b>By when?</b>
1	Unite Section Accounts with Group	RG	Ongoing
2	Website Development - Order Upgrade	DW/MR/OG	Ongoing
3	Census figures to George Reubens	DW	1 <sup>st</sup> May 2018
4	AGM Arrangements	DW/MJ	1 <sup>st</sup> June 2018
5	GDPR Data Protection Officer	KP	Urgent

### ***Standing Items***

#### **1) Minutes**

The minutes of the meeting of the 10<sup>th</sup> January 2018 were approved as a correct record. There were no minutes produced for the meeting of the 14<sup>th</sup> March 2018.

#### **2) HQ Maintenance**

No issues

#### **3) Health and Safety**

No Issues

#### **4) Finance**

Richard Goode issued an Income and Expenditure comparison for 1<sup>st</sup> April to 31<sup>st</sup> March 2017/2018 for the current year and 2016/17.

The figures showed an initial loss due to the inclusion of funds transferred to the Sections. The issue of Section Bank Accounts and the ability for this Committee to monitor the accounts was discussed. As they are split between different Banks the Group relies on one annual statement from the Sections which is considered inadequate. It was considered appropriate for Group and Sections accounts to be in one Bank with the ability for the Treasurer to view the accounts at any time. This has been difficult in the past because Banks do not allow this sort of set up. However, It is thought that this may be allowed by an HSBC account which is currently the Bank used by the Group.

The Treasurer reported that he will need to chase the Sections for their accounts for the AGM in June.

**Action:**

- (1) Richard Goode to chase Sections for their 2017/2018 accounts.
- (2) Richard Goode to investigate the possibility of amalgamating Section Accounts with the Group Accounts in the HSBC Account in a way which allows Section Accounts to be monitored separately although being part of the Group Accounts.

## Live Ops

### 1) Bouldering Wall

Work is continuing on the building of the Bouldering Wall.

### 2) Website Management

Dennis White stated that the new Website was now live. He had only just received the Administration access rights and will now need to work with it to assess its usability and prepare the way for Sections to be able to use it. He reported that it only allows Sections such as Beavers, Cubs and Scouts to have access at the moment. To allow individual sections such as Monday Beavers to have access will require a minor update at a cost of £60 plus VAT.

The Committee agreed to this expenditure.

**Action:** Dennis White to order the upgrade to allow individual sections to have access..

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### 3) AGM

It was agreed that the AGM should be held on Thursday the 14<sup>th</sup> June 2018. The following arrangements were decided:

- Dennis White to send out a digital copy of the 2017 AGM minutes to Parents, Leaders and Committee members.

- Dennis White to ask Julia if she wishes to organise the Quiz.
- Mick Judd to ask Leaders to consider setting up an activity for the children.
- Mick Judd to obtain member of the year trophies and request Leaders to nominate their recipient.
- Dennis White to request the attendance of a representative from the District.
- Mick Judd to discuss the food and drink arrangements with Barbara.

**Action:**

(1) Dennis White to send out 2017 AGM minutes to all, request District attendance and ask Julia to organise Quiz.

(2) Mick Judd to obtain and discuss Section Trophies with Leaders and sort out the catering arrangements.

#### **4) Census**

George Reubens asked for the 2018 Census figures to be forwarded to him so he can complete the analysis tables which monitor the changes.

**Action:** Dennis White to send Census figures to George Reubens..

#### **5) General Data Protection Regulations**

Dennis White outlined the need to put in place a system to comply with the new Data Protection rules which come into force on the 25<sup>th</sup> May 2018. The Group will need to undertake the following steps as a minimum.

- The Group Executive Committee will become Data Controller.
- A Data Protection Officer will need to be appointed from the Group Executive Committee.
- A data audit will need to be undertaken.
- A Register or Registers will need to be formed to record all personal data obtained and used by the Group. It will need to explain the reasons for keeping this information, how it is kept, managed, secured and disposed of. This will include reference to third parties.
- A letter will need to be sent to all Parents, Leaders and Committee members before the 25<sup>th</sup> May 2018 to inform them of the data that is processed about them and how it is managed.
- A system for dealing with a Subject Access Request will need to be put in place.

Dennis White stated that he would assist in managing this process to meet the deadline of the 25<sup>th</sup> May 2018 but did not wish to undertake the role of Data Protection Officer. He feels that this should be undertaken by someone else in order to share the knowledge base which he has built up over time and could leave the Group vulnerable if he was not available any more.

Access to video information has been sent to him by the Scout Association but it is quite lengthy and will require some time to digest.

Kirk Pickstone undertook to discuss the role with a Committee member.

**Action:** Kirk Pickstone to discuss the role of Data Protection Officer with a suggested Committee member.

### **Next Meeting**

The next meeting of the Group Executive Committee will be at 7.15 pm on **Wednesday the 9<sup>th</sup> May 2018** at the HQ.

Circulation:

Adam Barrett

Richard Goode

Kirk Pickstone

Heather Walker

Nicholas Downes

Mick Judd

Julia Phillips

Dennis White

John Foster

Darren O'Toole

George Reubens

Leaders

Notice Board