

**County Executive Committee Minutes
Moor House Adventure Centre Durham – 7 December 2016 @ 7:00pm**

Present: Graham Elder (GE), David Stokes (DS), Matthew Freeburn (MF), Ken Robertson (KR), Ian Hammond (IH), Ryan Currah (RC), Sarah Stokes (SS), Ryan May

Apologies: Greg Piskosz (GP), David Lovett (DL), Ian Groves, Phil Harnby (PH)

Summary of Actions to be carried out from this meeting			
Item	Summary of Action	Action owned by	Action Deadline
7	PH to investigate investment funds	Phil Harnby	
8	GE to research NCVO	Graham Elder	
9	DS to inform Bishop Auckland / Peterlee	David Stokes	
10	DS to contact Jade Jacklin	David Stokes	
11	IH to help with shop social media	Ian Hammond	
13	DS to circulate MPLC details to Districts	David Stokes	
14	Stuart Graham to purchase vouchers	Stu Graham	08-12-16

Item

- 1 Welcome, Apologies and Introductions**
Graham Elder welcomed everyone to the meeting and passed on apologies.
- 2 Conflicts of Interest**
No conflicts of interest to declare.
- 3 Minutes of Last Meeting**
No matters arising from previous minutes.
- 4 Co-opting of Ian Groves and Paul Woods to Executive**
Ian and Paul were received on to Executive Committee.
- 5 County Commissioners Report (attached)**
The papers had been circulated ahead of the meeting. David updated the committee that the 19 December 2016 would be the date for appointing DC's and that 3 people would be interviewed for the role of Youth Commissioner. There were no questions.
- 6 Q2 Financial Accounts**
Ian Hammond ran through the accounts.
Moor House income was below forecast.
Shop doing very well.
- 7 Proposals for Restricted/Designated Funds (attached)**
The papers had been circulated ahead of the meeting. David explained the difference between restricted and designated funds and that the Horace Robinson fund should be reclassified as a restricted fund. David went on to say that the investment funds at Brewin Dolphin need to be looked in to and Phil Harnby was asked to do this.

8 Proposal to take out NCVO membership (attached)

The papers had been circulated ahead of the meeting. David Stokes gave a brief summary of the subscription available. Membership fees would be £78 for a year. Ian Hammond said it would be money well spent. Graham Elder agreed to read through the information and report back to the committee.

9 Request to amend District Boundary (attached)

The papers had been circulated ahead of the meeting. Bishop Auckland and Peterlee requested that the Executive Committee make a decision to allow changes to the boundary to transfer a number of the Trimdon villages to be in Bishop Auckland District. The Committee were happy for this change to take place. David Stokes will contact all relevant parties including Gilwell.

10 Request for fundraising support (attached)

The papers had been circulated ahead of the meeting. David Stokes had received a request asking for a donation of a raffle prize for a charity event. The committee agreed to an activity voucher for 60 minutes for 2 people.

11 Scout & Guide Shop update

Ken Robertson apologised for not circulating the papers ahead of the meeting. He announced that Fiona Slater had received the County Commissioners Award for her excellent work in the shop. Ken stated that the shop was doing well for the times it is open and sales were good at Confido. As Angela is now retiring the search for a new member of staff is need. Ken suggested before a vacancy pack was distributed a questionnaire be sent to all Districts to clarify what the best days / times the shop would be used. This would then be used to see if the hours for the shop needed to be increased from 16 to 20. Ken also suggested that the shop needs to be advertised more and maybe needs a Social Media profile. Ian Hammond agreed to help with this and David Stokes is to send an email to Districts with the Christmas opening times.

Ken and Fiona are seeking approval to:

- Stop selling Guides materials
- Write off Rainbow / Guides stock, that is out of date, around £900

Approval was given by the Committee.

12 Moor House

a. Operational Update

The papers had been circulated ahead of the meeting. Ian Hammond gave a brief summary of the paper and explained that Moor House had not seen a fall in numbers attending as schools were still coming but spending less. The Q4 budget is being revised due to this. Moor House are launching a 'Battle Plan' to increase footfall with the following initiatives: Elf Academy, Gift Vouchers, Adrenaline days, February half term holiday club and Saturday Forest School.

Caitlin Iles has joined the team and is actively updating Social Media. Stu Graham is cold calling Q4 customers from last year, encouraging them to come again. Feedback questionnaires have given an excellent result of 86%.

Steven Wake has suggested that Moor House will break even.

b. Development Plan proposal

The papers had been circulated ahead of the meeting. Ian Hammond thanked the Executive Committee for approving the new SASU Team – Friends of Moor House and advised that the first working party was a success. He gave a brief outline of the main elements of development plans and ideas for Crowd Funding to raise money. The garage doors are to be fixed by the insurance pay out following the burglary that took place in November. Ian sought permission from the Committee to approve an extra £5200, making £25,200 in total, to extend the capital budget. Approval was given for half this financial year and half in the next.

c. Terms of Reference updates for MHMB and FMB

The papers had been circulated ahead of the meeting and were approved.

13 MPLC licence charge allocation

The MPLC £1500 charge is to be taken out of the County Levy. David Stokes is to advise the Districts via the newsletter and County Website.

14 Angela leaving gift

Ian Hammond and Ken Robertson asked for approval to purchase a £200 holiday voucher for Angela. Approval was given and they will be presented to Angela at her retirement party at Moor House tomorrow. Everybody was invited.

15 Safety

No safety issues to report at Moor House.
Ian Hammond to meet an external Safety Advisor.

16 Any Other Business

David Stokes was disappointed that only half of our Districts had development plans and stated that work he needed to work with DC's to rectify this.

Next Meeting: Thursday 9 February 2017

Venue: Moor House Adventure Centre