**Minutes of the Meeting of the Executive Committee**

**of the Leander Sea Scout Group at HQ**

**Monday 14 November 2022**

**Present** Andrew Jackson, Robin Burr, Tim Pullen, Penny D’Souza, Dick Riches

**Apologies** Paul Lomas-Clarke, Chris Stone,

**Minutes of last meeting**

The minutes of the meeting on 26th September 2022 were approved as an accurate record.

**Actions carried forward / updated from previous meetings:**

* OSM tool summary and recommended use - see GSL report
* **Robin** will dispose of two coypus, the sunfish as well the old trailer.
* **Fire Marshall Training –** Andrew tried one online training but it is not suitable c/f
* **Tim** has created an online form for completion when a fire drill happens, and will put up a QR code in the galley to access this. The form includes a checklist of expected actions/observations eg roll call taken

**Matters arising not on the substantive agenda**

A Leander Constitution was adopted at the AGM and is now on Sharepoint

**Matters arising from the AGM**

* At the AGM, Chris requested that we buy a pizza oven to foster/facilitate social events and could also be used at section meetings and at camp. The meeting noted that the stand was not included. The meeting approved on the assumption that it is used 3 times a year. (AGM)
* **Dick** has offered to take interested folk (Chris and any others) through the gig maintenance routine to ensure they are maintained this winter. (AGM)
* A new policy has been agreed which confirms that leaders and helpers don’t have to pay a charge for non-Leander use of boats and are not expected to make a donation as that they already give so much of their time. (AGM)

**GSL Report**

Tim is now taking the lead on liaison re ongoing development of the new Compass system including how it interfaces with OSM.

Tim will also put together a water activities training plan.

Hence Tim is now deputy GSL- there is still a question around what access the deputy GSL is allowed to have to membership lists

All disclosures are now up to date until April 2023

All mandatory training is now done until December 2023

OSM and subs: now have a complete Sharepoint list of all youth members of Leander. Currently only accessed by Leaders for the next couple of months until we can get a view that it is working and being updated.

Based on that list, now can quite quickly check against subs list sent through by Paul and flag up any anomalies.

The time-consuming part is chasing up the parents – ideally Robin would like two more volunteer administrators

c/f: **Andrew** is in the process of discussing with Nigel the existing process of management of the waiting list/joiners and will then work with Tim to propose options to the Executive Committee.

The meeting agreed the need to replace the gym mats.

Action : **Robin** is looking into options. c/f

**Parent Volunteering**

Nothing in particular to report, but has been included in the first draft of the Development Plan and is not forgotten – the meeting recognised there is no quick fix. The general pattern is that volunteers for one-off events are not generally a problem; the challenge is getting regular commitment

**Hirers**

The process of organising the transfer of keys (removal of the keybox) is underway. Jo has a process in place for hirers and is using Sharepoint for documentation.

**Finances**

Total cash balance as at 14th November £62,663.30 :

* Current Account £ 4,209.98
* Savings Account £57,308.25
* Leaders Account £ 365.38
* Explorers Account £ 779.69

Anticipated Expenditure: The meeting agreed to move item 10 (repairs to Alert) and 11 (Outboard servicing for both safety boats) to Approved/Work in Progress despite not yet having quotations as the work needs to be done. These are both safety-related items.

The meeting agreed to renew the black rope on one of the gigs.

**Boats**

See point above arising from AGM – Dick taking interested folk through maintenance routine

Two smaller kayaks for use by Cubs and smaller Souts have now been purchased.

**Building / Health and Safety**

Fire Safety walk review completed 14/11/22. **Andrew** will draw up a monthly rota for fire safety reviews

The wifi router / internet service has now been upgraded to a cable service (Plusnet)

There is a concern around the two wooden gig ‘falls’ in case someone drops them when they are being raised/lowered. Currently managed by a training process - ensuring that no-one is under the boat when they are being raised/lowered. This will be reviewed in the New Year – the boats won’t get much use between now and then.

**AOB**

Funds are available from the Tree Council for trees. Robin suggested three small rowan trees for the back yard. Planting could be a Beavers/Cubs activity. Robin will see what Cathy thinks.

**Dates of future meetings –** all are on Monday at HQ at 7.30 pm except for the AGM which is at 8 pm and all are in term-time

* 16 January
* 13 March
* 15 May
* 10 July
* 18 September
* 16 October (AGM tbc)
* 13 November