**Minutes of the Meeting of the Executive Committee of the Leander Sea Scout Group at HQ**

**Monday 16th January 1923**

**Present:** Andrew Jackson, Robin Burr, Paul Lomas- Clarke, Russ Constable, Dick Riches, Alex Newman, Tim Pullen and Fiona Firth.

**Apologies:** Penny D’Souza, Jo Connolly

**Minutes of last meeting:**

The minutes of the last meeting on 14th November 2022 were approved as an accurate record.

**These actions are carried forward and remain open:**

1. Disposals - Robin will dispose of two coypus, the sunfish and the old trailer
2. Fire Marshall’s Training – Andrew suggested it should be organised as a group this year.
3. Leaking wooden gig – Dick unsure if opened due to dry weather or a repair required. Plan to fill with water or sink it, to find out the nature of the problem. A March weekend considered to be a good time to carry this out.
4. Andrew to arrange meeting with Nigel about the waiting list, parent’s emails etc.

**Parent volunteering**

Interested parties held a productive meeting last Saturday on how to engage more parents and get them involved. Interesting ideas came up. E.g. change ‘contract’ with parents so that for each child they will commit to 4 weeks helping out; more parent social events, contacting former Scouts to see if they can get helpers on board this way, etc.

Robin suggested there is a need to sort out the priority items e.g. helper for Russ is critical. Andrew will brief Jo on the outcomes of that meeting.

**Hirer update.**

Going well. Keys being issued and key box no longer in use. Jo is the main point of contact for hirers and has been working hard on the transition. Will try to get invoicing sorted too as new term contracts/plans are sorted out. No big plans to increase number of hirers.

**Finances:**

**Total cash balance as at 15 January, 2023 = £64,769.45**

* Current Account £ 6,103.55
* Savings Account £ 57,337.92
* Leader’s Account £ 688.29
* Explorer’s Account £ 639.69

Paul expressed concern that without the Church hirer Leander would barely be breaking even. As energy bills will be increasing this could potentially be a problem in the future.

It was agreed that 2022 included one-off expenditure e.g. new fire doors, emergency lighting etc. There are also some new sources of income e.g. teas, donations, defib campaign, etc.

Increased subs and hirers charge might also be considered if necessary. Tim suggested we are probably already at the high end on subs compared with other units. Robin quoted a few local groups £17-18. Hall rental pricing was also considered to be at high end for available local space.

**Financial Reserves:** we are now above the top limit of the reserve, so there is a need to decide what this should be spent on. Andrew raised the previously proposed Galley refurbishment, and it was agreed that this should be pursued. Paul had obtained a quote for this work previously; Ben is working on a second quote. **Action : Andrew** to discuss with Ben and ask him to progress the quotation/spec. Paul’s earlier quote may need revisiting too.

Robin stated that there is a need to spend money on the safety boat, one of the other ribs is in repair and this will be £600. It was agreed that this is a priority as we have to have safety boats we can rely on.

Home Counties Gigs - one is back from repair one is not. We have not been invoiced for the returned boat, **Action :** **Robin** to chase this.

Boat maintenance : Chris Stone has kindly agreed that he will take over the maintenance of the two wooden gigs. Dick has handed over all relevant information and will organise a crew in a about one month’s time to carry out maintenance on a Sunday morning.

Tim raised the fact that there is a British canoeing grant that we might be able to apply for to refurb the changing rooms. Tim suggesting insulated flooring, nicer benches, etc. Tim is getting a quote and will take it forward. Russ pointed out there is a lot of rubbish in the changing rooms to be moved.

**RN Grant for Adult Water Based training courses:**

The requirements are to find the course (by 29th January), the course must run before the end of June 2023, sign individuals up and have a partnership agreement (this is for the Explorer unit). Robin has a copy of an agreement, but it isn’t signed it needs Robin, Alex and the District explorer leader to sign it. **Action : Robin** to share this with Andrew, explore what it would take to get this signed.

Suggestion that Tammy and Richard might want to do their PowerBoat Level 2 training. Tim stated that all the Dockland courses are filled up. **Action : Tim** will take the lead on this finding courses and suggesting individuals to do them.

**Defib:**

We have raised funds covering nearly half of the forecast cost (~ £650/£1375). Russ suggested that we wait a couple of weeks for any last donations as have just sent out the link. The meeting agreed that we will fund the rest of it so that it is in place for the season. **Action : Andrew** to discuss with Paul, make final payment and arrange for installation.

**GSL report:**

No problems at the moment. Cathy has signed up 11 new parents who will require DBS. Lucy (administrator) has resigned so we will need a new administrator. Robin suggested a name change for the role and or that we could recruit 2. They need to commit for a year or more. Andrew hopes that at the forthcoming parent’s social we will be able to find someone.

The Annual Scouting census is now due. They want parents to do it online. After discussion it was agreed that it should be done using the OSM (automatic system). Parents not filling it in are not a problem as you can opt not to divulge the information. Deadline is 1st Feb to District. Each section needs to send out. Robin to organise this.

**Health and Safety:**

Tim has now produced the QR code so that Section leaders can use the online form to record fire drills. **Action : Section Leaders** to organise fire drills in their sections, ideally 1 per year for each Section.

Andrew has produced a rota for regular Fire Safety Reviews. This will be communicated to those concerned. This review is two walk rounds/month, emptying bins and recycling, checking stocks on toilet rolls and cleaning fluids and restocking if necessary. In 2022, 18 such checks were carried out. Those present agreed to this. **Action : Andrew** to talk to those not present.

Other items e.g. nosing on the stairs, doors that open both ways etc to be looked at In the future. Paul asked who is doing the nosing on the stairs. Dick has previously had a quote. There are different options. E.g. commercial carpet /tiles or do we just want nosing. Robin suggested lino and then nosing on this. Safety requirement is a marked stair nosing. No covering requirement. So could be just paint. Chipped concrete is a potential hazard as are raised nosings. Russ suggested grip paint or normal paint with sand mixed in. Robin suggested deck paint. Andrew to dig out Dicks original quotes and look at options. **Action** **: Andrew and Dick** to talk further and decide on next steps

Removal of graffiti on roller shutter doors is completed. A kind passer-by has offered to supply dummy cameras, these to be fitted when obtained..

Dick looking at new falls for the gigs – ropes to be kept.

**AOB**

In Galley one of the plug sockets is no longer useable. **Action : Russ** will fit a new socket.

Admissions policy, Tim has drafted a new policy which sets out clearly the priority for how we assign places. A change here is that the wait list would become an applicant pool under this regime. There are several aims behind this new policy, e.g. supporting parent volunteering, giving priority to those who live locally so that we represent the local community etc. **Action : ALL to review/comment** onthe draft policy once circulated.

Andrew would like to bring young people into the Executive Committee process. Paul suggested a Scout council which tells the EC what they want. A separate meeting for Scout PLs and any Explore’s who are interested. Difficulty in finding time for this before or after a meeting led to the idea that it should be tied in to an activity e.g. Kayaking on a Saturday. It was agreed that there may need to be some form of reward for attendance (e.g. pizza or cakes, etc). **Action: Alex and Russ** to think about finding a time for this, Andrew to support.

**Dates of future meetings –** all are on Monday at HQ at 7.30

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