**Minutes of the Meeting of the Trust Board (Executive) Leander Sea Scout Group at HQ**

**Monday 15th May 2023**

**Present:** Dick Riches, Penny D’Souza (Secretary), Andrew Jackson (Chair), Simon Leo, Paul Lomas-Clarke (Treasurer), Cathy Enright, Tim Pullen

**Apologies for absence**: Robin Burr, Russell Constable, Alex Newman

**Minutes of last meeting:** The minutes of the last meeting on 13th March 2023 were approved as an accurate record.

These actions are carried forward from previous meetings and remain open:

1. Fire Marshall Training **(Andrew / Robin)**  
   The meeting agreed that we will have another trained Fire Marshall in addition to Andrew (Tim agreed to do this) and every section will be reminded to carry out an evacuation drill.  
   All section leaders will undergo the same fire marshall training as hirers.
2. Disposal of Sunfish and Coypus **(Robin)**
3. Certification of 3 powered boats **(Robin)**
4. Disposal of trailer **(Robin)**
5. Parent summary of Admissions Policy **(Tim)** and implementation process including any transition arrangements from previous processes **(Andrew, Tim)**
6. Leander lettering on buoyancy aids **(Andrew)**
7. Ongoing investigation into gig pulleys **(Dick, Chris)**
8. Invoices for Home Counties gig repairs still not received. (**Robin)**
9. Explorer risk assessment **(Alex, Robin)**

**Parent Volunteering**

Jo Connolly has recruited c. 16 parents for the summer Dragon Boat event, Jo is also hoping to secure additional parent support for the regular Leander teas.

The spring cleaning event didn’t happen. **Cathy** will organise a thorough cleaning of the galley with parents at a date to suit (avoiding Sout Camp 22-30 July), following which a deep clean of the upper deck can be scheduled (using outside contractor).

Andrew requested the Section leaders let him know of any new joiners where their parents have offered to help out (via Nigel’s recent lists)

**Andrew Tim and Robin** will meet to discuss best way to maximise parent volunteering (parent rota, volunteering will guarantee place etc)

John Roscoe is doing an excellent job of DBS checks.

**Hirer update**

**Andrew** provided an updated, and thanked Jo Connolly for her great work. Andrew will ask Jo to update the Sharepoint calendar, so that anyone wanting to go into HQ will know if it’s occupied.

**Finances**

Paul tabled the accounts as at 31 March 2023 as submitted to the auditor.

Account balances are currently:

* Main Premium account £557,409
* Free MT account £ 6,646
* Leaders account £ 442
* Explorers account £ 512

**Total** **£65,009**

The meeting agreed that Stripe will be used for all events other than summer camp, and Cathy will do a ‘Stripe for Dummies’ document. For summer camp, Leaders to contact Paul in advance to clarify.

Subs are OK – two are paying £1 more than they should, and there is one Explorer who has never paid and two who have now turned 18. Tim will confirm this in an email to Andrew and Alex.

The meeting noted that we depend on income from hirers to cover our costs, and the church is our single biggest hirer.

**GSL Report**

Robin sent the following:

All sections thriving, with better weather everyone can take advantage of activities outside. The Beavers have been particularly busy, with visits from the Police, fun at the fire station and a spectacular Eurovision Disco.

The Group is receiving a high number of requests for membership, many of them direct from Scout HQ, which is unusual. There must be a social media item or link somewhere that doesn't include the usual information and contact email for Leander.

Alert sprang a spectacular leak recently, with some skilful epoxy work, the gig is now available for use again. Once the timbers have absorbed some more moisture it should be water tight.

Our mooring buoy has been refurbished and a new sinker made. Once they are back on the river, the gigs can be put out there as usual for summer.

Hero should be back from repair very soon, all the gigs now have hoops which means the covers will fit properly. At last!

**Boats and facilities**

The larger of the safety boats has been collected.

The missing airbags for two of the kayaks have now been installed.

Renewal of permits is gradually being worked through.

We now have paint for the stairwell and are waiting on David’s availability.

We are awaiting inspection reports on the two powered ‘safety’ boats from the EA

**Galley:** Ben is preparing / obtaining quotations for the spec which has been reviewed by Section Leaderrs.

**Health and Safety**

The defibrillator has been fitted. **Andrew** will get additional signage and update safety proceedings.

Tim confirmed that First Aid kits are checked regularly.

The Scout section carried out a fire drill on 21 March 2023. No issues or concerns were reported and the overall assessment was Very Good.

**River Water Quality:** Andrew has made contact with the local River Users Group, but there seemed limited interest in taking forward an ongoing role of monitoring water quality. **Andrew** will ask Alex if the Albany Centre has any data/data source re water quality, and will raise the issue with Sarah Olney MP. **Robin** will discuss with a previous leader whose job currently includes river water testing and environmental management.

**Leander Admissions policy**

Tim is in the process of automating the admissions process where possible eg capturing parent details, including whether they are happy to volunteer, if siblings are already in the group etc and they will be added to the waiting pool. It might also be sensible to automate the letter asking if they are still interested once there is a place available.

June/July is a good time to offer September places to Beavers.

Andrew and Tim will meet early June to discuss how to implement for the group.

Tim is also finalising the parent summary.

**AOB**

**Dragon Boat event:** We are supporting the organisation of this via Kingston Rotary. So far the event has 57 teams, with around 1000 competitors. Date is Sunday 16th July. **Andrew** will ask Jo to email all those who have already volunteered to confirm date and poll them for a briefing date late June. **Andrew** will also send Penny the volunteer link for sharing with CARA.

**Trustee Board:** The meeting noted that the Executive Committee is now the Trustee Board. **Andrew** will send the link to the new constitution for all to review. We need to define quorum for face-to-face meetings and any online decision-making.

**Next Meeting Dates**

7 July AGM (tbc) including pizza jamboree  
10 July  
18 September  
13 November