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

**Monday 29 January 2024**

**Present:** Penny D’Souza (Secretary), Andrew Jackson (Chair), Paul Lomas-Clarke (Treasurer), Russell Constable, Robin Burr, Samantha Sing, Cathy Johnson, Richard Wallington, Alex Newman, Tim Pullen

**Apologies for absence**: Simon Leo, Jo Connolly

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

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

|  |  |  |
| --- | --- | --- |
| **Date of origin** | **Action** | **Who** |
| Jan 23 | Fire Marshall Training **–** Tim will be an additional Fire Marshall in addition to Andrew. All section leaders will undergo the same fire marshall training as hirers. | Andrew/Tim (checking if Tim’s recent fire training will suffice) |
| March 22 | Disposal of Sunfish and Coypus | Robin |
| March 23 | Certification of 2 powered boats (Pioneer is excluded) | Robin |
| March 23 | Disposal of trailer and chairs as scrap metal | Robin/Russell |
| March 23 | Parent summary of Admissions Policy – now [here](https://leanderseascouts.sharepoint.com/:w:/s/executive/ERn9vxaf5pNLhEC7RRX7VYEB_kvUK01OzWaRVvSMKW0t0g?e=ZZ7s4X) | Closed |
| March 23 | Implementation of Admissions Policy including transition arrangements | Andrew/Tim |
| Jan 23 | Ongoing investigation into gig pulleys | Chris |
| March 23 | Thorough cleaning of galley with parents | Cathy |
| March 23 | Obtain quotes for galley | Ben |
| Sept 23 | How to follow up new parents offering to help | Tim/Andrew |
| Jan 24 | Events calendar and comms for parent volunteering | Completed |
| Sept 23 | Identify parent volunteer pathway (training etc) | Robin/Tim |
| Sept 23 | River Water Quality: consider involving CARA, Ajax with citizen testing. Closed as Leander now on relevant Voice of the River steering group | Closed |
| Nov 23 | Get one more quote for deep clean | Cathy/Sam |
| Nov 23 | Get leak on Gordon Talbot fixed | Robin |
| Nov 23 | Purchase two small kayaks: done | Completed |
| Nov 23 | Add Helen Farrell to distribution list | Penny |

**Scouting/Section updates**

Scouts: Shooting now once a month on Saturdays until we can go back on the water and is very popular. Potential new helper Richard Rowley was made to feel very welcome – is still seeing where he can best be of use. Richard may help on Facilities sub-team until water activities resume.

We lost a few Explorers but Section up and running with activities with Chris helping.

Beavers are bursting at the seams, with lots of young leaders doing their D of E. No sleepovers until October but a Wallace and Gromit activity session is planned and working this term on money skills.

Cubs have four young leaders, which really makes a difference especially having consistent, competent young leaders. Also have parents signed up to help for several weeks. Doing Astronaut training this term.

Robin is planning to stand down as Group Scout Leader, as he has been doing it for ten years and it seems like a suitable time for someone younger to take over, given the upcoming changes to Scouting. He is handing over to Tim and will continue to look after the boats. Andrew thanked Robin for all he has done as GSL and in supporting Andrew as Chair.

Andrew, Tim and Robin are in discussion about how to navigate the forthcoming changes from Scouts (formerly Scout Association). Recent links on this subject which Andrew circulated are:

<https://www.scouts.org.uk/events/2023/november-2023/trustee-board-membership-changes-webinar/>

<https://www.scouts.org.uk/volunteers/volunteer-experience/volunteering-together/team-descriptions/>

The Trustee Board is also required to maintain a Risk Register. Andrew has put one on the shared drive and it is also [here](https://leanderseascouts.sharepoint.com/:w:/s/executive/EQ0NMcExvQRJpVYp-sBHx0cBhvsfuk86UOHxC9G_r0qqIA?e=5aL24Y) - all please to review and comment.

Tim tabled a draft Leander Structure for 2024, for ongoing consideration. It is on the shared drive under Transformation and [here](https://leanderseascouts.sharepoint.com/:b:/s/executive/EaceV_zM4CRFhUzkniDKSfkBcmSKlZ9s2sF_4hu8SwxxYA?e=qsrNWR)

Tim, Nigel and Andrew have been going through the new admissions process. Priority will be given to children of current volunteers, siblings of current members, children of future volunteers (more explicit, asking for number of weeks), distance (within 10 minute cycle ride) and those who have moved into the area and been active in another group. Any remaining spaces are allocated randomly, so length of time on the waiting list is no longer a criterion. This method will be trialled during February (meeting planned with Sam, Tim and Andrew).

**Boats and HQ**

The wall-mounted heating control has been replaced.

Andrew will seek a quote for replacing fluorescent strips with LED lights in dens and storage areas as the strips are not covered and chart room light is not working.

**Hirers update**

The church would like to store their keyboard and drumkit. Andrew and Jo will suggest they buy a suitable outside storage box, at their own risk, subject to our approval. We also need to check insurance.

Tai Chi summer camp will go ahead as usual, and First Cirencester Scouts are staying here overnight in June.

**Calendar for 2024**

Jo has drawn up a calendar (link [here](https://leanderseascouts.sharepoint.com/:w:/s/executive/EY2k9XITvxJMle1j7b8rww0BqFRxEOP6Ag7vNEpUScyfJQ?e=P8wbnm)) of events for 2024. It is draft and needs confirmation from various people and owners. We are aiming to populate this with parent / helper names to ‘own’ or help with a particular event. All to review, identify issues and sign up for events / encourage participation from parents.

Andrew will write to parents about this and over time we will connect it to the volunteer support from the new admissions process.

**Health and Safety**

24 fire/safety inspections done last year. The meeting agreed to continue this process in 2024. Andrew will draw up a rota for the coming year.

**Finances**

Andrew will talk to Mike Clements to see if he still wants to do Gift Aid now that Josh has left.

Account balances are currently as follows:

|  |  |
| --- | --- |
| Main account | £8356.49 |
| Deposit account | £10678.27 |
| Explorers | £1079.91 |
| Leaders | £10678.27 |

We also have around £50,000 in the savings account.

Barclays are currently not presenting any problems, so we won’t look to move our accounts but keep their service under review.

Payment due shortly (approx £5K) for boat and building insurance.

The meeting discussed the need for an expenses policy to cover things like food and drink at future team / sub-team meeting expenses. Sam agreed to draft an expenses policy for this for review.

**AOB**

Robin and Andrew attended the “Voice of the River” meeting at RBK in January. Subsequent meetings are planned over the course of the year.

**Next Meeting Dates**

18 March  
20 May  
1 July (AGM tbc)  
16 September  
21 November