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

**Monday 18 March 2024**

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

**Apologies for absence**: Jo Connolly, Russell Constable

**Minutes of last meeting:** The minutes of the last meeting on 29 January 2024 were approved as an accurate record.

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

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| --- | --- | --- |
| **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. | Closed – Andrew can find no indication that the Scout Association requires anything other than we already do. |
| 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 and old sewing machine as scrap metal | Andrew |
| March 24 | Trial of new Admissions Policy | Tim |
| Jan 23 | Ongoing investigation into gig pulleys | Chris |
| March 23 | Thorough cleaning of galley with parents | Cathy - Completed |
| March 23 | Obtain quotes for galley | Ben |
| Sept 23 | How to follow up new parents offering to help | Tim/Andrew |
| Sept 23 | Identify parent volunteer pathway (training etc) | Robin/Tim |
| Nov 23 | Get one more quote for deep clean | Cathy/Sam - replaced with floor clean/polish below |
| Nov 23 | Get leak on Gordon Talbot fixed | Robin |
| Nov 23 | Add Helen Farrell to distribution list | Penny - complete |
| Jan 24 | Fire Safety Inspection rota | Andrew |
| Jan 24 | Risk Register [here](https://leanderseascouts.sharepoint.com/:w:/s/executive/EQ0NMcExvQRJpVYp-sBHx0cBhvsfuk86UOHxC9G_r0qqIA?e=5aL24Y) for review and comment | All |
| Jan 24 | Draft Leander structure on the shared drive under Transformation and [here,](https://leanderseascouts.sharepoint.com/:b:/s/executive/EaceV_zM4CRFhUzkniDKSfkBcmSKlZ9s2sF_4hu8SwxxYA?e=qsrNWR) for review and comment | All |
| Jan 24 | We have a draft calendar of events for 2024. It 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. |
| Jan 24 | Write to parents about the calendar and over time we will connect it to the volunteer support from the new admissions process. | Andrew |

**Scouting/Section updates**

Scouts: Alex went to a Scouts meeting – more adult help on a consistent basis would be very useful in managing the group dynamics.

About 9 Explorers currently, most of whom turn up every week, with Chris helping. Looking forward to getting back out on the water. Chris is getting a credit card for Explorers’ non-asset expenditure.

Beavers is going well with a couple of Bronze Chief Scout awards. Cathy have given parents access to the Parent Portal so they can keep details up-to-date and has added badge work there. Steve Hall is an assistant leader with kayaking experience. He has also offered to look at our website and may pick up the new starter stuff from Sam, who is moving up to Cubs.

Cubs: going on a cycle ride in a couple of weeks and having a tie-dye session – there are plastic sheets and ground sheets to protect tables/floors.

Once we know who is moving up to a new section, we will know how many spaces there are and can trial the new admissions process. Tim will email leaders to get this information and trial the process.

The meeting agreed that all prospective parents offering to be Assistant Leaders to speed up admission, must first complete all Getting Started training modules, DBS check and agree to attend two meetings a month.

**Boats and HQ**

Andrew has asked Mike to 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. Once received, he will email the quote round for approval. The meeting agreed that given Mike’s knowledge of HQ and standard of work, there was no need to seek additional quotes.

Cathy will seek quotes for cleaning and polishing the floors on the main deck.

Robin has licences for all the boats and will laminate them: they must be kept with the boats, although those for the kayaks will be kept in the boat house.

**Hirers update**

The church would like to store their keyboard and drumkit. Andrew and Jo have suggested they buy a suitable outside storage box, at their own risk, subject to our approval. We also need to check insurance. Update: Andrew to check with Jo on progress with this.

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

**Health and Safety**

24 fire/safety inspections done last year. The meeting agreed to continue this process in 2024. The March inspection has been done 18 March – Andrew highlighted a couple of obstructions on the boat deck and that the riverside doors need to be kept completely unobstructed.

All Section Leaders to organise have a regular fire drill - at least one and preferably two a year to be done.

**Finances**

Andrew has talked to Mike Clements who is happy to continue doing Gift Aid.

Account balances are currently as follows:

|  |  |
| --- | --- |
| Main account | £3,965 |
| Deposit account | £5,720 |
| Explorers | £ 954 |
| Leaders | £ 124 |

We also have around £55,931 in the savings account.

Paul requested that all Leaders send him PDFs of receipts and explanations of debit card expenses once a month, as he needs to be able to keep on top of it to get the accounts ready for the scrutineer.

Tim will give Paul the login details for the Equals account.

Sam has drafted an expenses policy [here](https://leanderseascouts.sharepoint.com/:w:/s/executive/ETZIkzAnv9lEq7dExrlTUrQBQA5QtaM-eLs_Mk_C8yd7Eg?e=trwvYE) – all to review and comment.

We are over our reserve amount and need to spend money. If we are going to do the galley, needs to be during the summer months. Andrew will catch up with Ben for a catch-up on this and re-circulate the spec to ensure that it is still current.

**AOB**

In the light of the Great Orme enquiry, the meeting agreed that a review and update of all Risk Assessments was an appropriate action. Section Leaders to review and update their risk assessments. Please share with others, drawing on each others’ experience and expertise as required, including any hazards which may have changed (e.g. for river activities flow rates or sewage outflows, etc). Status of this item to be reviewed at subsequent meetings.

**Next Meeting Dates**

20 May (Sam gives apologies)  
1 July (AGM tbc)  
16 September  
21 November