

Minutes of the Meeting of the Trust Board Leander Sea Scout Group at HQ

Monday 10 March 2025

Present: Andrew Jackson (Chair), Penny D'Souza (Secretary), Paul Lomas-Clarke (Treasurer), Robin Burr, Russell Constable, Tim Pullen, Cathy Johnson

Apologies for absence:

Minutes of last meeting: The minutes of the last meeting on 27 January 2025 were approved as an accurate record.

These actions are carried forward from previous meetings

Date of origin	Action	Who
Open actions		
March 22	Disposal of Sunfish and Coypus	Water Activities Team
Jan 23	Ongoing investigation into gig pulleys	Andrew will talk to Chris
Nov 23	Get leak on Gordon Talbot fixed	Water Activities Team
Nov 24	Check if any policies are out of date and if there are any omissions	Penny
Nov 24	Investigate certification/registration of contents of COSHH cupboard	Russ
Jan 25	Review Privacy Policy	Andrew, Tim and Penny
Jan 25	Circulate Expenses Policy for review and approval	Penny
Jan 25	For each missing policy, create one with link to UK Scouts policy	Penny
Jan 25	Talk to True Life Church about leaving their property in the way of our resources, allowing people on to the boat deck and staying beyond their agreed hours	Andrew and Jo
Closed Action Items		
March 23	Andrew to talk to Jo and Ben and get a meeting ideally before Jan 27 meeting for anyone to comment on spec before going out to quote	Facilities Team for Jan Board meeting
Nov 24	Get price for removal and installation of outboards and another estimate for steering/console works	Alex
Jan 25	Gift Aid process	Andrew and Tim closed
Jan 25	Look at permit process	Andrew and Tim - closed

Group Lead Volunteer Report

Tim reported that everything is going well – sections running fine and busy prepping for the summer season on the water including having enough persons for cover, that boats are ready.

Challenging behaviour was discussed in a Group Leadership Team meeting. At the moment there is no need for external support, but peer support/mentoring has been effective and strategies e.g. a break in the middle of the session are helping. Training options for the leadership team was discussed.

Andrew and Tim have looked at the permit process and are in the process of identifying who will be at each session on the water.

Finances

Our bank balances as at today are as follows:

Current account - £10,789.75

Deposit account - £5,807.47

Leaders a/c - £592.53

Explorers a/c - £570.03

In addition, we have Savings Account funds of £81,732.39 which earn additional interest. Capitation of around £5,000 is due (since paid), and a further £50,00 approx is for Explorers' summer camp. £8,200 for the replacement outboard motor on Bruno will need to be paid next week.

Policies and Legislation

Penny will update the draft Expenses Policy following this meeting's discussion in liaison with Cathy and bring to the Board for approval.

Paul will circulate a list of categories for expenditure to the team leadership, along with a list of which sections spent what last year.

Leadership team will review the form that Beavers use for expense claims to see if it would be helpful in other sections.

Premises, Safety and Insurance

A regular walk-round of the premises is done monthly, and a record made on the app.

The racking in the boat deck has been rearranged.

The Sunfish is now on Ebay for £100. (now sold)

Fire extinguishers need annual inspection which we can do. **Russell** will liaise with **Andrew** who will do the inspection.

COSHH cupboard: **Russ** has all the material data sheets and will liaise with Andrew to ensure we meet the documentation requirements. Russ will email to Paul who will print them out.

A thorough review of kayaks has been done in the last couple of weeks and a list of requirements drawn up to ensure they are compliant with Paddle UK standards.

The Water Activities team will inspect the other craft and log and date the inspection along with their findings.

Progress is being made on Alert and **Andrew** will talk to Chris for an update.

Bruno will be insured for £8K once the outboard motor is fitted.

Galley: waiting for Ben to come back with revised proposals for lower cost options.

Paul now has capacity to take on the role of Project Lead for the galley project and will liaise with Ben, Jo and Sam.

Risks

All to review the Group Risk Register (last updated about a year ago) and suggest any changes or updates. (link below)

[Leander Sea Scouts Group Risk Register.docx](#)

AOB

Next Meeting Dates

All are on Monday and are in term time.

19 May

7 July (AGM tbc)

15 September

17 November