

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

Monday 18 November 2024

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

James and Richard are running Scouts together

Apologies for absence: Jo Connolly, Simon Leo, Richard Wallington

Minutes of last meeting: The minutes of the last meeting on 24 May 2024 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	Water Activities Team
Nov 23	Get leak on Gordon Talbot fixed	Water Activities Team
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
Closed Action Items		
March 23	Certification of 2 powered boats (Pioneer is excluded)	Closed – certified until July 2028
March 24	Trial of new Admissions Policy	Closed – up and running
Sept 23	How to follow up new parents offering to help	Closed – in progress and working
Sept 23	Identify parent volunteer pathway (training etc)	Closed – to be embedded in new Scout volunteer system
Jan 24	Fire Safety Inspection rota	Done and circulated, to be handed to Facilities Team
Jan 24	Risk Register here for review and comment	Closed – standing agenda item
Jan 24	Draft Leander structure on the shared drive under Transformation and here , for review and comment	Closed and being implemented
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.	Done and implemented.
Jan 24	Write to parents about the calendar and over time we will connect it to the volunteer support from the new admissions process.	Closed

Group Lead Volunteer Report

Tim presented a proposed Leander structure moving forward, reflecting the move towards the oversight role of the Trustee Board and the executive roles of the subgroups (Water Activities etc). It is on our Sharepoint.

Admissions process is working and has allowed us to fast-track those whose parents are willing to volunteer.

Group leadership teams are now happening monthly online.

Finances

Our bank balances as at today are as follows:

Current account - £6,733.02

Deposit account - £5,765.44

Leaders a/c - £197.57

Explorers a/c - £18.53

In addition, we have Savings Account funds which earn additional interest.

Explorers are raising funds for trip to Switzerland 2025. Costs and income will come in and out of main Leander account.

Monthly group leadership team meeting will update Anticipated Expenditure account with their requests, views on priority etc which the Trustee Board can also update and review.

The meeting agreed that subs need not be reviewed before September 2025.

Policies and Legislation

Penny to check if policies are out of date and identify any immediate omissions for next Board Meeting.

Premises, Safety and Insurance

Russ will investigate certification/register of contents of COSH cupboard.

All boats are now reinsured as at 1 November for one year.

Tim has produced a new incident reporting process. Incidents, accidents and near misses will be reviewed at every monthly group leader meeting.

Risks

We have a group risk register, which now includes water quality.

Of days when water samples were taken, 40% did not meet bathing water standards which poses a significant risk to us being able to do water activities where there is a significant risk of immersion eg kayaking with novice paddlers.

The river bank continues to erode. The erosion of concrete poses a risk to feet being trapped in the cracks (as has happened). Andrew will contact the Council to alert them to the risk and ask them to come and inspect.

AOB

Andrew will offer Chris paid help with Alert if time and capacity is an issue for him.

We have a Royal Navy grant of £2,500 towards new outboard motor for Bruno. Thanks to Dick for procuring an additional £250. Alex will get price for removal and installation of outboards and another estimate for steering/console works.

Next Meeting Dates

All are on Monday and are in term time.

27 January

10 March

19 May

7 July (AGM tbc)

15 September

17 November