

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

Monday 6 July 2026

Present: Andrew Jackson (Chair), Paul Lomas-Clarke (Treasurer) Penny D’Souza (Secretary), Robin Burr and Tim Pullen (GLV)

Apologies for absence: Samantha Sing, Russell Constable

Minutes of last meeting: The minutes of the last meeting on 18 May 2026 were approved as an accurate record.

These actions are carried forward from previous meetings (this meeting’s actions are highlighted below)

Date of origin	Action	Who
Open actions		
Dec 25	Get link to hall hire invoices	Andrew
Dec 25	Set up interviews with two potential Trustees	Andrew - now one potential trustee
Dec 25	Order falls for gigs – max 12mm width	Tim
March 26	Check buoyancy aids and kayaks	Andrew and Tim
May 26	Convene meeting for detailed risk assessment of gig pulleys	Tim
Actions for other teams		
Nov 23	Get leak on Gordon Talbot fixed	Water Activities Team – see below
March 22	Identification and disposal of leaking coypus	Water Activities Team – c/f Tim lead
March 26	Bring quotes for hall repainting to next meeting	Group Leadership Team
March 26	Bring quotes for robot vacuum cleaner to next meeting	Group Leadership Team
March 26	Discuss possible increase in subs	Group Leadership Team
Closed Action Items		
Dec 25	Brief Martin Snodgrass on being Data Lead and updating our Privacy Policy. Tim is Data Lead for now.	Andrew
Dec 25	Explore repairs needed for fencing	Andrew - close as neighbour doesn’t seem to be pursuing
Dec 25	Split safety inspections so can be done in ‘chunks’ each month by Section leaders	Andrew with Tim - done
March 26	Review Reserves Policy and Recreational Use of Leander boats	All and GLT done
March 26	Give trustees access to digital incident log	Tim - done
May 26	Speak to Cathy re meeting to move galley forward	Andrew - done
May 26	Renew riverside ramp	Russ - done
May 26	Share website where water status is shown	Andrew - done

May 26	Ensure all trustees can access incident log, fire safety inspections and water activities log	Andrew/Tim - done
May 25	Get quotes for 'middle ground' refurb of galley with three phase power supply (see below)	Group Leadership Team Cathy will lead – close, see below

Group Lead Volunteer Report

37 members from 3 sections attended a sailing camp in Portland just over a week ago. Experienced leaders from all 3 sections and the young people got 2 full days on the water. Just over half of the gift from Bob Shackleton subsidised this. Lots of ideas for spending the rest, including a week-long sailing camp for Explorers. Many thanks to John Roscoe for organising and all the leaders who ensured it was such a success.

Also a special thanks to Nigel and Robin for the work they've done this past weekend supporting the National Sea Scout Regatta.

Pretty much all water activity permits are up to date.

Plan to take Beavers on the water in a couple of weeks.

Plans for summer camp are under way for the first week of the summer holidays. Tim will pursue getting the income for this.

Finances

Our bank balances as at today are as follows:

Current account	£ 8,240.26
Deposit account	£ 2,863.57
Leaders a/c	£ 740.71
Explorers a/c	£ 405.58

We also have £89,050.00 in the Cambridge interest-bearing account.

Paul raised the fact we will likely need to increase subs, probably to £20. This is partly due to the loss of one of our major hall-hirers. **Tim will take this to GLT for discussion.**

The Trustee Board agreed to ringfence £60,000 for the galley and £10,000 for repairs and updates to safety boats.

Policies and Legislation

Reserves Policy and Recreational Use of Leander Boats Policy have been reviewed and approved. The only change required is to replace 'Executive Committee' with 'Trustee Board'. **Penny will do this and update the dates.**

The Trustee Board agreed the Policy Framework and noted the Tracking Tag Policy.

GLT will consider a Mobile Phone Policy.

The Trustee Board reviewed and agreed the Expenses Policy and Procedure – **Tim to update.**

Premises, Safety and Insurance

Today's fire safety inspection failed on one item – too much combustible material (e.g. paper and cardboard and plastics recycling) in the galley. They will be removed this evening.

Cathy currently doesn't have capacity to lead on the galley project so this will go back to GLT to determine the way forward.

Re leak on Gordon Talbot, the planned meeting with Mark Edwards didn't happen because of the heat. Action carried forward.

Many thanks to Chris Stone for repairing one of the coypus.

Tim and Andrew will continue to do water testing this season, but next season will rely mainly on the Environmental Agency testing. Andrew is exploring progress on the Kingston University Water PhD project.

Tim is considering induction process for new permit holders.

Tim raised the issue of carbon monoxide as required by the Scout Association. We have two CO alarms – in the ward room and in the galley ie where there is gas. Tim will get a poster to put up and consider a portable alarm for use in mess tents at camp. Andrew will put an alarm in the loft/boiler area.

Risks

Tim will convene a meeting of interested parties to do a detailed risk assessment of the gig pulleys with the aim of moving this item forward. Carried forward with the aim of doing this before the AGM.

AOB

Andrew and Penny interviewed Ell Pullen and recommended that she become a Trustee. This was unanimously agreed at this meeting and Andrew is in the process of induction.

Next Meeting Dates

4 September (AGM tbc) - Penny sends apologies

5 October

23 November