

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

Monday 19 May 2025

Present: Andrew Jackson (Chair), Penny D'Souza (Secretary), Paul Lomas-Clarke (Treasurer), Robin Burr, Tim Pullen, Samantha Sing

Apologies for absence:

Minutes of last meeting: The minutes of the last meeting on 10 March 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 coypus	Water Activities Team
Jan 23	Ongoing investigation into gig pulleys	Andrew will talk to Chris and Paul will talk to lifting equipment specialist
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Nov 24	Check if any policies are out of date and if there are any omissions – create link to UK Scouts policy for any omissions	Penny
Jan 25	Review Privacy Policy	Andrew, Tim and Penny
Jan 25	Circulate Expenses Policy for review and approval	Penny
Jan 25	Talk to True Life Church about allowing people on to the boat deck and staying beyond their agreed hours	Andrew and Jo
Mar 25	Inspect other craft (already done for kayaks) and log date with findings	Water Activities
Mar 25	Review Group Risk Register and comment	All
Closed Action Items		
Mar 22	Sunfish now sold for £100	
Jan 25	Talk to True Life Church re leaving property in the way of our resources	Andrew and Jo
Mar 25	Circulate list of categories for expenditure and list of which sections spent what last year to inform their budgets.	Categories are as per the annual accounts (attached)
Mar 25	Ensure we meet COSHH documentation requirements	Russ
Mar 25	Review Beavers' form for expense claims to see if would be helpful in other sections	Leadership team
Mar 25	Annual inspection of fire extinguishers	Andrew
Mar 25	Progress update on Alert	Andrew

Group Lead Volunteer Report

Biggest concern this term was getting Scouts on the water each week; so far, this has gone well, with Russ and Robin helping with permits, so the Scouts have been out every week so far.

Several Scouts took part in an archery competition – not only did they come back with medals, but their behaviour was remarked upon (favourably!)

Four Scout leaders currently doing their kayak training and so getting on a 'permit pathway'.

With Cubs, behaviour continues to be a challenge so another session on Scout values is planned. Other than that, new leaders working well and Cubs will be out on water after half term.

Finances

Paul tabled draft accounts for the end of the financial year.

Tim will ask Mike to submit our Gift Aid claim.

Our bank balances as at today are as follows:

Current account - £5758.91

Deposit account - £5807.47

Leaders a/c - £567.54

Explorers a/c - £623.90

In addition, we have Savings Account funds of £82,038.52 which earn additional interest.

We are trying to get Tim added as a signatory to the Barclays account.

Andrew clarified that invoices are only used for hirers – **Andrew** will check that all invoices have been issued, particularly for the church.

Policies and Legislation

Regarding expenses, the leadership team have reviewed the claim form currently used by Beavers and are happy to adopt it. This only needs to be used if more than one item is on the claim – otherwise, the receipts (or a photo/screenshot) and the reason for the expense will suffice.

The meeting agreed that expenses need prior approval as follows:

Up to £150 - section lead approval

£150-£500 - Group Lead Volunteer approval

£500+ - Trust Board approval

Penny will update the draft Expenses Policy and Procedure following this meeting's discussion.

Paul will circulate a list of which sections spent what last year. He confirmed that the categories of expense are as per annual accounts (last years' are attached).

Water Activities Standard Operating Procedure has been in place for some time and working well.

Premises, Safety and Insurance

Andrew has completed the annual (weight) inspection of fire extinguishers.

A Cub parent is now helping Andrew with fortnightly safety inspections.

Andrew confirmed that we meet all the documentation requirements for the COSHH cupboard, and the documentation is in the COSHH cupboard.

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

Alert progress update: thanks to Chris, Mutineers and Explorers, Alert (wooden gig) has had its first coat of varnish and been inspected by Dick. Expect to be back on the water within a month.

Galley: to be picked up at Team Leadership meeting to establish 'middle ground' requirements/wish list. The meeting noted that it would be helpful for costings to be as specific as possible.

Andrew has spoken to Councillor James Mantel re getting bank fixed. Huge delays in both Council and EA processes, so James has asked for an interim solution.

Risks

All to ensure they are up to date with their mandatory training to avoid suspension.

All to review the Group Risk Register (last updated about a year ago) and suggest any changes or updates. (link below) - we will go through it at next meeting.

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

AOB

There was no AOB.

Next Meeting Dates

7 July

5 September (AGM tbc)

17 November

All are on Monday and are in term time.

Penny to add calendar invites.