

1st Broughton Astley Scout Group

Trustee Meeting

Wednesday 25th September 2024

19:30

Broughton Astley Scout Hut

Minutes

| | | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Apologies | Kevin Malkin, Jessica Rayns, Richard Stephenson and Gerry Mallaghan | |
| Previous Minutes | The previous meeting of the meeting held on the 8 th July 2024 (AGM) was confirmed as a true and accurate record of the meeting | PB - Minutes to be uploaded to the South Leicestershire website |
| Meeting Quorum | It was confirmed that the meeting was quorate and in the absence of the Chair was led by another Trustee. | |
| Matters Arising | None | |
| Financial Updates | <p>A report was provided to the Trustees with an overview of it up to the end of August (a copy is available in the meeting pack).</p> <p>There are no concerns over the current finances with everything in order at the moment in terms of spending and income. The group continues to have very good take-up and is spending in line with the budget.</p> <p>The group continues to have issues with Barclays and getting people onto the mandate. This continues to be worked up on and a further update will be provided at the next meeting. It remains that Jessica and Phil are the only persons on the mandate. Currently trying to get Kev and Richard on the mandate.</p> <p>The group reviewed the Finance Policy for the group. This details several changes which have been introduced to tighten up procedures and benefit the group. It was agreed that rather than detail individual pricing in the main policy there would be an appendices at the end which can be changed annually without the need of changing the bulk policy.</p> <p>The Policy was approved based on this change and can be shared with all.</p> | <p>Jessica, Phil, Kev and Richard to work on this</p> <p>Sarah to update Policy</p> |

| | | |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| | <p>The Scouts HQ have put up the price of the capitation for April 2025 and it is likely that County and District will also do this. It is anticipated that these costs would be an increase of around £7. The Trustees discussed the consequences of this for the group at length including the repercussions.</p> <p>It was agreed that from the Summer Term 2025 the termly cost of scouting in Broughton Astley would rise to £50. A letter on behalf of the Trustees would be shared this term to let parents and carers know.</p> <p>It was also confirmed that the Charities Commission has been updated with the latest information from the group.</p> | Phil to produce letter to share with parents |
| Premises Updates | <p>The Trustees were updated on the current premises information and the progress towards the changes.</p> <p>Ongoing works include</p> <p>Sound Proofing of the scout hut – including a suspended ceiling</p> <p>Opening of the cupboard and roof access</p> <p>New Kitchen will over / hob</p> <p>Kitchen area to be split into a store and kitchen to improve food hygiene compliance.</p> | Matt and Alison to work on this and provide updated quotes |
| Safety and Safeguarding | <p>The Group Lead volunteer provided an update on the number of accidents in the group since the last meeting. The Trustees agreed that there are no causes for concern.</p> <p>The GLV provided an update on the transformation project and the new way of working, including the training for all.</p> <p>Trustees have asked for a copy of the training matrix for review each meeting</p> | Phil to share the matrix and any updated for each trustee meeting |
| Policies | <p>The Trustees reviewed a number of policies.</p> <ul style="list-style-type: none"> • Hardship Policy – it was agreed that the panel would be Alan, Sarah and Phil. • Fire Safety Policy • Refund and Debt Policy | Policies to be shared with wider group |

| | | |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| | <p>All policies have been approved and will be in place from October 2024.</p> <p>The Trustees agreed that an event policy was to be created so that Trustees are aware of all future events and the viability of them. The approval of this would be delegated to the GLV.</p> | |
| Risk Register | <p>The Trustees reviewed the risk register</p> <p>A focus on the reputational aspect was undertaken due to some rumblings around some disparity within sections.</p> <p>It was agreed that this should be discussed as part of the whole group self-evaluation review.</p> <p>It was suggested that camp risk was put on the register – this was approved</p> <p>The risk register was agreed</p> | Point to be added |
| Future Camps | <p>The GLV announced two significant camps for the group</p> <p>Sailing Camp – April 2025 – proposed that Phil, Dave R, Ewa and Tom C will be the leaders attending. PB has secured £650 for this trip and that the funds raised through the car parking will be put towards this event.</p> <p>Group Camp over the Whitsun Bank Holiday 2025. This involves all sections and is over 5 days.</p> <p>International Camp to Denmark in 2026 – approval has been given for this and the working party who have been looking at this will continue to be supported by Richard Coppock the County Lead for International trip. The working party consists of Phil, Kev and Ruth. Further details will be provided in due course.</p> | |
| Group Self Review | <p>The GLV shared that the group development plan is coming to an end and that there will be a self-review of the group considering all sections and the trustee board. It will allow all people, including young people, to have an input into the future of the group. This will take place over the next few months.</p> | Phil and Kev will share a self-evaluation document |