

1st Broughton Astley Scout Group

Trustee Meeting

Monday 2nd December 2024

20:15

Broughton Astley Scout Hall

Agenda

Apologies	Tim Kirby, Alison McGarry and Gerry Mallaghan	
Previous Minutes	The previous minutes of the meeting held on the 25 th September 2024 was confirmed as a true and accurate record of the meeting	PB to upload these minutes to the South Leicestershire Website
Meeting Quorum	The meeting was declared quorate in line with the current constitution and no declaration of interests declared.	
Matters Arising	<p>Previous minutes uploaded to the SL Webpage</p> <ul style="list-style-type: none">• Bank Updates discussion later in the agenda• Finance Policy Updated• Letter is ready to go to parents in December• Training to be discussed later in the agenda• All Policies have been shared• Self Evaluation to be discussed later in the agenda <p>No actions have been left unresolved</p>	
Financial Updates	<p>The Trustees received an update on the current year's financial information to the end of October 2024. There are no issues on spend or income to be concerned about.</p> <p>Gift aid claim has been made to the end of October 24</p> <p>The bank remains an ongoing issue. Barclays have advised us on a new process which we will follow. The paperwork was signed by all concerned and will be sent to the bank for approval.</p> <p>At the next meeting the group will need to be working on a new budget for the 2025-2026 year</p> <p>Hardship updates have been provided. The group has approved 5 payments shared across 3 families which total £265. Thank you to the subcommittee who deal with this.</p> <p>The following expenditure has been approved</p>	PB to send paperwork

	<p>Purchase of 40 new chars for the Scout HQ at a value of £1,135.19</p> <p>A grant to be awarded to the Sailing group to increase the contribution to £1,200. The actual amount from the group is £1,200 less the amount raised from the car parking fundraisers</p> <p>(Confirmed post meeting to be £430 across 16 young people)</p> <p>A grant to be awarded to the 6 young people attending the Kent International Jamboree in July 2025 to the value of £300 equating to £50 per young person.</p>	<p>Money to be transferred</p> <p>Money to be transferred and Martyn Snow to be informed</p>
<p>Premises Updates</p>	<p>The Trustees reviewed the Scout HQ risk assessment and made the following comments</p> <ul style="list-style-type: none"> Satisfied that the risks associated with the HQ are accurate Satisfied that where the risk is medium there are no further actions to reduce the risk Add the risk of finger guards to door to prevent trapping – guards are ready to be installed Add detail to say nothing more can be achieved <p>The Risk Assessment was approved by the Trustees and can be shared with all parties</p> <p>Trustees acknowledged the Fire Risk Assessment and will work on a plan to rectify any outstanding issues. A plan to be shared at the next meeting.</p> <p>Declaration of Interest – Matt McGarry – Fuses Electrical</p> <p>The Trustee discussed a number of quotes for works that have been carried out regarding improvements to the Scout HQ.</p> <ul style="list-style-type: none"> • The Trustees have approved a spending of up to £10,000 inclusive of VAT for a suspended ceiling and aircon heating units to be installed using SCI Group. Matt to go back to the company and requests the work be completed for £7,500 + VAT but has authority to go to the above limit. Matt to advise the Group Lead once this has been approved. • The Trustees approved the electrical works to the hut to be carried out to a value of £1,495 + VAT. This will rectify all outstanding electrical issues and comply with the current regulations. 	<p>RA to be shared</p> <p>Plan to be created</p> <p>Various actions for Matt to complete</p>

	<ul style="list-style-type: none"> • The Trustees did not approve a spend of £6,500 for kitchen works and have request that Matt seeks an alternative option as it was felt this was too expensive • The Trustees did not approve the spending of £2,500 on remedial works to change the entrance to the loft space and cupboards underneath as it was felt that this was too expensive. Matt to seek alternative quotations. <p>It is expected that the works to improve the building will take place over the Xmas period</p>	
Safeguarding	<p>There are no first aid incidents to be reported to the Trustees since the previous meeting</p> <p>There are no safeguarding issues relating to the group to be declared however the Group Lead did share that a referral has been made in connection to another group by the Group Lead which has been dealt with by Gilwell.</p> <p>The Group Lead updated Trustees on the new system and asked all members to log in and complete the information as required. This would allow us to track training and other essential compliance elements more closely.</p>	Trustees to sign in
Self Evaluation	<p>The Group Lead and Deputy Lead shared that the evaluation process has begun and to date the Squirrels and Beavers have undergone the process. It has been really useful to get a good understanding of where we want to take the groups going forward.</p> <p>There has been a strong focus on section collaboration to reduce the workload of leaders by having joint events such as camps and away days.</p> <p>The Cubs, Scouts and Trustee board will have theirs in due course.</p> <p>The final plan will be shared with all at the AGM as part of the feedback on the group.</p>	
Volunteer Updates	<p>There has been a lot of work happen over the past few months with recruitment and now the new system is up and running we can get the following new members online</p> <p>Matt Mawdsley & Bethan Carter – Thursday Squirrels Luke Tribe and Emily Jones - Monday Squirrels</p>	

	<p>Pete Mclennan, Adam Whiting and Ben Cowen - Scouts</p> <p>The Trustees expressed their thanks to Jenny Row and Amanda Foxon who will be stepping down as Cubs Leaders from Christmas. They have both played a significant part in the success of the group over the many years they have been involved. They will continue in district roles.</p>	
Denmark 26	<p>This is underway with 17 young people expressing an interest in the event.</p> <p>Fundraising is in the planning stages</p>	
Santa Float	<p>The Santa float is well underway with the group ready to go.</p> <p>Trustees have been asked if they can support throughout the week.</p> <p>Thanks to Midland Rock for providing the vehicle and to Maxi Low Uk for donating all the sweets.</p> <p>A media post has been shared detailing the whereabouts of Santa in the village.</p>	
AOB	AOB	