

**1<sup>st</sup> Broughton Astley Scout Group**

**Trustee Meeting**

**Wednesday 14th January 2026**

**19:30**

**Broughton Astley Scout Hall**

**Minutes**

<b>Apologies</b>	Gerry Mallaghan and Jessica Rayns  The Board welcomes Nic Rowe – District Chair	Actions
<b>Confirmation of Previous minutes</b>	The previous minutes of the meeting held on Wednesday 15 <sup>th</sup> November 2025 is confirmed as a true and accurate record of the meeting	
<b>Declaration of Interests</b>	The meeting was declared quorate in line with the current constitution, and no declarations of interest were declared.	
<b>Matters Arising</b>	<ul style="list-style-type: none"><li>• Mandate Changes</li><li>• Reply from District request for funding for Denmark – this was declined</li></ul>	Resolved Resolved
<b>Group Update</b>	<p>The Group Lead Volunteer (GLV) shared the results of this year's parental survey about the group. The feedback has been outstanding with strong commentary around our engaging and diverse programmes, opportunities to try new things, supportiveness of SEND young people, and our amazing volunteers.</p> <p>Just two suggestions to improve – welcome pack for parents about each section and whether we could introduce a drop in youth club over the weekends</p> <p>The Board wanted to thank everyone involved on such an amazing set of feedback.</p> <p>The group 2025-2030 strategy was shared by the GLV. Consultation with all leaders, parents, and stakeholders has taken place and given us direction for the future. The areas have included programme ideas, board development, leadership development, and facilities development.</p> <p><b>The board approved the plan</b></p>	Resolution
<b>Financial Updates</b> <ul style="list-style-type: none"><li>• Current Finances</li><li>• Bank Mandate Update</li></ul>	The board received an update on the current finances of the group up to 31 <sup>st</sup> December 2026. There were no questions. The board continues with the view that the group is financial stable and well managed	

<ul style="list-style-type: none"> <li>• Gift Aid Update</li> <li>• Confirmation of the 2026-2027 Budget</li> </ul>	<p>The GLV confirmed the following camps</p> <p style="text-align: center;">Squirrels Sleepover in March Beavers Sleepover in January Cubs Camp in Feb Scout Camp in Feb</p> <p>The board noted these events run by the group</p> <p>The board was updated that we successfully managed to claim our gift aid after some struggles. This has now been paid in full.</p> <p>The board reviewed the proposed budget for 2026-2027 and agreed with the figures.</p> <p><b>Resolution - The budget was approved</b></p>	<p><b>Resolution</b></p>
<p><b>Premises Updates</b></p> <ul style="list-style-type: none"> <li>• Completion of work</li> <li>• To review the building schedule of maintenance and safety</li> <li>• Confirmation of Insurance for the group 2026</li> </ul>	<p>The Board confirmed the flooring works which have now been completed at the Scout HQ and the installation of new toilets</p> <p>The board confirmed the completion of the new store – The Board wanted to thank our Quartermaster Luke Tribe for his work</p> <p>The board reviewed our current set up for monitoring Health and Safety within the group and to ensure we are compliant. It was proposed we would use a Compliance Diary which would be stored in the Fire Box</p> <p>This decision was approved, and the diary would be shared with the Board at each meeting.</p> <p>The Board confirmed the insurance arrangements for the year. The group is using Unity for the service.</p>	<p><b>Resolution</b></p> <p><b>Resolution</b></p>
<p><b>Safety and Safeguarding</b></p>	<p>No reported first aid since the previous meeting</p> <p>The GLV reported a small safeguarding concern although there was nothing of concern as this was more age-appropriate silliness. All appropriate parties have been informed and incident closed.</p> <p>No hardship updates</p> <p>Training is in a good place although there are a number of leaders requiring first aid training which is being processed.</p>	

<p><b>Governance Updates</b></p>	<p>The board discussed the upcoming AGM and the actions needed to be taken</p> <p>Any Trustee who did not wish to continue should notify the chair asap so the group can put in place a recruitment plan</p> <p>The chair and GLV will prepare a draft Trustee Annual Report for sharing and agreement at the next meeting</p> <p>The finances will be prepared for scrutiny and handed over to the independent reviewer in March.</p> <p>The Board will then need to approve the finances, TAR and any processes at the next meeting in readiness for the AGM.</p>	
<p><b>Policy Updates</b></p>	<p>The following policies were reviewed, discussed and approved</p> <p style="text-align: center;">Grants &amp; Hardship Policy Debt Management Policy</p> <p>The board also reviewed the Policy Schedule to ensure that we have a record of the policies and when they need updating. We have included the main scout policies which have trustee responsibilities so the board can ensure they are up to date with the latest POR.</p>	<p>Resolution</p>
<p><b>AOB</b></p> <p><b>Award Committee Update</b></p>	<p>An update was provided on our awards Committee work. several submissions have been made to the district, but they only do awards annually. This has been a source of dissatisfaction from some leaders who would welcome awards earlier in recognition of their work.</p> <p>Next meeting date TBC</p> <p>Appointment of a clerk to the board – we are delighted that we have appointed a clerk to the scout's board who will support with clerking our meetings. The individual is currently undergoing their training and will be onboard for the next meeting.</p>	<p>GLV to contact district</p> <p>AM to share dates</p>