

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

Monday 23 March 2026

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

Apologies for absence: None

Minutes of last meeting: The minutes of the last meetings on 26 January 2026 were approved as an accurate record.

These actions are carried forward from previous meetings

Date of origin	Action	Who
Open actions		
Mar 26	Employ structural engineer to advise on gig pulleys	Paul
Dec 25	Get link to hall hire invoices	Paul
Dec 25	Brief Martin Snodgrass on being Data Lead and updating our Privacy Policy	Andrew
Dec 25	Set up interviews with two potential Trustees	Sam
Dec 25	Explore repairs needed for fencing	Andrew
Dec 25	Order falls for gigs – max 12mm width	Tim
Dec 25	Split safety inspections so can be done in 'chunks' each month by Section leaders	Andrew with Tim
March 26	Check buoyancy aids and kayaks	Andrew and Tim
March 26	Discuss possible increase in subs	Group Leadership Team
March 26	Review Reserves Policy and Recreational Use of Leander boats	All and GLT
March 26	Give trustees access to digital incident log	Tim
Jan 26	Complete weighing and recalibrating of fire extinguishers	Andrew
Mar 26	Discuss water testing regime	Andrew and Tim
Actions for other teams		
Nov 23	Get leak on Gordon Talbot fixed	Water Activities Team
March 22	Identification and disposal of leaking coypus	Water Activities Team
May 25	Get quotes for 'middle ground' refurb of galley with three phase power supply (see below)	Group Leadership Team Cathy will lead
Dec 25	Submit request for where to spend money – now changed to ongoing investigation of budgets for activity spend by Section	Group Leadership Team
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
Closed Action Items		
Dec 25	Activity spend requests by Section	See below

Jan 26	Walk Tim through safety inspection	Done
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Group Lead Volunteer Report

Camp last weekend for Martin in Cubs and James in Scouts to get their Nights Away permits – very successful and lots of fun.

Pulling permit course planned for 11 and 12 April and we're also running kayak permit courses. Martin also has Leander's first ever hiking permit.

Scouts had a good night hike in Richmond Park.

Helen and Andrew went on an Autism and ADHD training course run by District and GLT considering next steps.

Robin went on a Greater London District Adventurous Activity Day. The aim is that every group should have some sort of Adventurous Training. Scouts is already the biggest provider of Adventurous Activity in Europe. However, there was nothing concrete about when things are going to happen. Changes in the permit process for Adventurous Activity are unlikely to happen until 2027 at the earliest. Also need more specifics around when and how the training will be offered. HSE Exec have asked that for each group, there is a named individual responsible for logging PPE e.g. buoyancy aids etc. **Andrew and Tim will organise for our BA's to be checked during the next kayak check.**

John Roscoe is organising the sailing weekend – once we have firm numbers and costs we can report back to the donor on what the legacy is providing.

Finances

Our bank balances as at today are as follows:

Current account	£4,588.53
Deposit account	£2,855.44
Leaders a/c	£ 683.06
Explorers a/c	£ 95.55

We also have £88,756.91 in the Cambridge interest-bearing account.

We paid £6,000 for capitation - £1,500 more than last year. The capitation we pay is about 10% of our turnover, and the increase represents about 3% of our capitation.

Increasing subs was raised – this will be discussed by the Group Leadership Team.

We are trialling a system of budgets for each section. £25 per head per term for activities, with some adjustment to reflect water activities in the summer. Based on last year, this will mean that we spend more this year on activities which isn't unreasonable as we probably underspent on activities last year. Now that sections have a clearer idea of the funds available to them, they will be able to submit requests for activity spend.

Galley progress: the 'silver' or middle ground option looks to cost about £40-£50K. This will include new cookers, shutters, countertops. The drawback is that we are replacing gas with gas because of the limitations on our electric supply. We will apply for grants and so need to get formal quotes.

We will go for a grant for the three-phase power supply which will then allow us to have electric cooking facilities, with gas as a fallback option.

The meeting agreed to move forward with getting quotes for a three-phase power supply and the 'silver' refurbishment option, with electric cooking facilities.

Policies and Legislation

The Scout Association deem the following to be Key Policies:

Duty of Candour Policy
Equal Opportunities Policy
Data Protection Policy
Religious Policy
Safeguarding Policy
Safety Policy
Vetting Policy
Anti-Bullying and Harassment Policy

These are now listed in the Policies section of our intranet, with links to the Scout Association policies and, where relevant, procedures. The meeting ratified this approach.

All to also review our Reserves Policy and our Policy on Recreational Use of Leander Boats before March, as these are now due for review. All to review and comment. GLT will review too.

The meeting discussed the recent Regulatory Advice Note. All trustees were satisfied that we are taking all reasonable steps in terms of safety and safeguarding. Meeting minutes show that leaders and assistant leaders are trained and have the required permits, premises and boats are reported on and regular safety inspections are logged.

Tim will give Trustees access to the digital incident log so they can be satisfied that incidents are being logged.

Premises, Safety and Insurance

Group leadership team looked at re-painting the hall – quotes are in the region of £10-12K and are itemised so we can 'pick and mix'. The Group Leadership Team will bring the quotes to the next meeting.

GLT will bring quotes and requests for a robot vacuum cleaner.

The meeting authorised Paul to employ a structural engineer to advise on the best way forward with gig pulleys.

Andrew is in the process of weighing and recalibrating fire extinguishers.

Safety Inspections: Andrew and Tim will look at splitting into sections so it doesn't have to all be done at once.

Risks

Risk of boat deck flooding: mitigate by being aware of what we're storing at floor level and raise if possible.

Andrew and Tim will discuss the testing regime re water quality.

We have sent a letter of support to the safe bathing consultation.

AOB

There was no other business.

Next Meeting Dates

18 May

6 July – Sam gives her apologies

11 September (AGM tbc)

5 October

23 November