

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

Monday 26 January 2026

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

Apologies for absence: Samantha Sing

Minutes of last meeting: The minutes of the last meetings on 1 December 2025 were approved as an accurate record.

These actions are carried forward from previous meetings

Date of origin	Action	Who
Open actions		
Jan 23	Ongoing investigation into gig pulleys	In progress, see below
Dec 25	Give link to Paul to hall hire invoices	Andrew
Dec 25	Brief Martin Snodgrass on being Data Lead and updating our Privacy Policy	Tim
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	Ask Section leader to do one safety inspection a month each	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	Establish 'middle-ground' requirements/wishlist for galley with as specific costing as possible	Group Leadership Team Cathy will lead discussion
Dec 25	Submit request for where to spend money – now changed to ongoing investigation of budgets for activity spend by Section	Group Leadership Team
Closed Action Items		
Nov 24	Check if any policies are out of date and if there are any omissions – create link to UK Scouts policy for any omissions	Penny – done, see below
Dec 25	Speak to parent(s) to gauge reaction to safeguarding incident	Russell - done, more timely communication would be appreciated
Dec 25	Investigate use of legacy for sailing activity	Tim – done, see below
Dec 25	Remove Nigel, Robin and Russell as signatories to the main account and Cathy, Penny, Robin and Simon as signatories to the debit card (Leaders) account	Paul done
Dec 25	Advise RBK that we will use remaining grant for water testing in 2026	Andrew - done
Dec 25	Contact cleaner and set up standing order and 'tick sheet' to log cleanings	Paul - done

Dec 25	Pursue repair to leaking valve in boiler	Andrew - done
Dec 25	Ask Chris to look at slipped hinge on back gate	Andrew done, fixed
Dec 25	Update Risk Register	Andrew – done, see below

Matters arising not covered elsewhere

Group Lead Volunteer Report

A major focus has been on recruitment of volunteers. Beavers are healthy, Cubs are healthy and Scouts and Explorers need more volunteers.

Some success using waiting list, especially if parents are willing to volunteer in a different section to their child i.e. scouts and explorers.

Training and permits – James Cox and Martin Snodgrass are going on Nights Away permit weekend in March.

Robin is hoping to organise a Leadership Pulling Permit training and is looking to agree dates, hopefully around March.

Richard in Scouts is on a PB2 course next weekend and Tim has organised a Paddle Sport Safety and Rescue Course for April.

The Trustee Board confirmed that training of volunteers is a funding priority.

The legacy will be used for a dinghy sailing weekend for Cubs, Scouts and Explorers, probably at the Portland Sailing Centre in late June and using their instructors.

Finances

Our bank balances as at today are as follows:

Current account - £7,813.10

Deposit account - £2,848.23

Leaders a/c - £1,039.55

Explorers a/c - £361.72

We also have £88,828 in the Cambridge account. The meeting noted that since changing bank accounts and opening the Cambridge account, we have received around £2,500 interest compared with around £500 in the year before this.

We owe about £5K for capitation.

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.

All to review these before our next meeting in March, with a view to ratifying them.

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.

A reminder that we need to notify District if we are organising/taking young people to a permitted activity.

Premises, Safety and Insurance

Andrew will walk Tim through the Safety Inspection.

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

Premises and boats are insured and boats are licensed.

Paul will contact Chris re gig pulleys and what he knows so far (eg weight of gigs and oars etc) and will get advice and costs for the structural element of a beam attached to the eyes.

Risks

Andrew attended a Thames Landscape Strategy today and reported that it is quite likely that the boat deck will flood at some stage (it has done so in the past when spring tides were particularly high).

AOB

There was no other business.

Next Meeting Dates

9 March – Tim gives apologies (it's his birthday)

18 May

6 July

11 September (AGM tbc)

5 October

23 November