



Selby Scouts Trustee Board

Date: 20th September 2022 19:00

Thorpe Willoughby Village Hall

Attendance:

Confirmed

John McAtominey (JM)
 Sarah McAtominey (SM)
 Trevor Kell (TK)
 Linda Cartwright (LC)
 Carl Gibson (CG)
 Geoff Stockill (GS)
 Sean Hick (SH)
 Andy Freer (AF)
 Julie Farley (JF)

Unable to attend

Lewis Agar-Simms (LS)
 Steven Powell (SP)

Did not respond

Decisions and actions

1. BaU – JM

- a. Conflicts of interest
 - i. SH pre declared a conflict re Olympia hire costs as GSL of one of its primary users
 - ii. LC declared a conflict re Jamboree costs contribution as a participant at the next WSJ
 - iii. JM previously declared a conflict re funding for the coach to Ignite, and declared a conflict re the discussion around the membership fee for 2023 as the Group Chair of Monk Fryston
- b. Requests for AOB
 - i. None received

2. Updates from the action tracker [\[Link\]](#) - JM

- a. SD1 - Website – JM
 - i. See agenda item 3
- b. SD2 - Governance training – JM
 - i. Despite trying for nearly a year we've not been able to confirm a date with the country training team
 - ii. Proposed and agreed to cancel this task
 - iii. JM agreed to circulate link to TSA governance training
 - iv. All trustees to complete the [e-learning module](#) if not already complete
- c. SD9 - Status of Selby Active Support Unit – CG

- i. All members marked to retired on compass
 - ii. A new active support unit for the campsite has been created
 - iii. Possibility to create a unit for Olympia if required
- d. SD11 – Development Day – JM
 - i. See agenda item 6
- e. SD17 - Funding for Jamboree and other international camp participants – CG / GS / JF
 - i. GS has looked at what we have historically paid (£150 per person)
 - ii. Proposed to continue donations to WSJ participants at this rate
 - iii. Discussion held about the level to which we support non-WSJ international participants
 - iv. Noted that £150 equates to 5% of the WSJ fee, and this rate could be used as a basis for other events
 - v. Noted that it is important to consider the number, as well as the size of donations that are requested
 - vi. Discussion held about creating an inclusion fund to support people attending non-WSJ international events, conversation paused as this crosses over with agenda item 5
- f. SD18 - Proposal to purchase and maintain laptops – LS / SM
 - i. LS has contacted SM to discuss
 - ii. Discussed average group sizes using census data
 - iii. Shared links to equipment available through YPO used in Schools
 - iv. LS Still to research direct with groups to asses demand
 - v. AF shared Thorpe Willoughby may have received a grant for IT equipment, and that sharing of equipment may impact insurance cover and cost
 - vi. Sharing equipment may impact
- g. SD19 - Offering equipment from Osgodby and Kellington to other groups – CG
 - i. This is complete
 - ii. Some Bell tents and a marquee left
 - iii. Equipment has been physically taken
 - iv. Remaining items are in effect in district stores for communal use, but suggested to store at Tamarak so they can be rented out on site
 - v. SM to discuss with Tamarak sub-committee and advise when storage is available

3. District Website - JM

- a. Progress
 - i. The site is live in a 'minimal viable product' state
 - ii. Core information about groups, joining, volunteering, campsite, Olympia etc
 - iii. More information and functionality can be added as required / requested (and JM has time)
- b. Governance information is now publicly available, an indicator of good governance
 - i. Decisions / actions won't be uploaded before they are shared and checked by the trustee board
 - ii. Any private / personal / confidential information will be removed from versions shared through the website
- c. Legal notices
 - i. All websites are required to carry legal notices to limit liability and be clear on how cookies and other data is used
 - ii. In current state, site is not interactive and does not store cookies, so a template legal statement has been used
 - iii. If we add more functionality in the future, will need a more tailored legal statement
 - iv. SH advised can help where required as has access to templated statements
- d. Cost

- i. £45 per annum but due to rise
 - ii. This was agreed with a previous executive committee but no records of that conversation are readily available
 - iii. JM happy to absorb the cost for the previous 4 years as the site was never delivered
 - iv. Now the site is live, would like to request approval (and reimbursement) of the coming years costs
 - v. Proposed SH, seconded GS, all in favour
 - vi. If we complete charitable registration, it is possible we will be able to host for free, or at least cheaper in future years
- e. [Future Development](#)

4. Update from the Campsite Sub-committee – SM

- a. Campsite sub-committee and team have been busy and the site is open fully
- b. The additional funds allocated to Tamarak by the trustees have not been fully spent out and Tamarak financials will follow with the decisions / actions from this meeting
- c. The cabin is down, the electrics have been approved and made safe, fire extinguishers have been resolved.
- d. PAT testing is waiting to be done but there are limited small appliances on site
- e. Toilets have been turned so access is from within the site, not external
- f. Bookings have been good up to end of July, September has been quiet but have agreed to open to the end of November
- g. Holding a bonfire event on 4th November, which is open to the whole District
- h. Now the site is open we are no longer running at a loss, but we are still investing in the site
- i. Putting up security camera as one unit was broken into via a shower room window
- j. Long meeting last Tuesday where we started a development plan and created a wish list for the site which will be reviewed periodically, we should have a time scale on our development plans by the time of the next District trustee board
- k. Question raised about the status of the lease, unknown at the time of the meeting, needs to be born in mind when considering development plans
- l. Planned in monthly Saturday morning working days, it would be great to see more variety of people there
- m. Looking to undertake a survey of users to understand what people want from the site

5. District budget planning – GS

- a. Covering all the points below, it was suggested and agreed to create a finance sub-committee who could look at agreed matters in more detail and work more rapidly. Initial members of the sub-committee are GS, SM, CG
- b. Contribution to Scouts transport to County Camp – JM
 - i. Consensus was £10 per head ~£430
 - ii. Likely to not use again as driver struggled to find and access location
- c. Establishing a reserves policy – JM
 - i. Noted as part of the AGM planning, we don't have such a policy and one is required
 - ii. Finance sub-committee to make proposals
- d. Establishing an investment policy – JM
 - i. Noted as part of the AGM planning, we don't have such a policy and one is required
 - ii. Finance sub-committee to make proposals
- e. District hardship fund – SH
 - i. Abbey obtained funding through Selby Hands of Hope to allow young person to attend camp
 - ii. Some groups have or are setting up their own hardship funds

- iii. The district have kept some funds for Explorers
- iv. Abbey run a uniform bank, it was discussed whether to create one as a district
- v. Suggested that the district look to setup a hardship fund groups can draw on where needed
- vi. If actioned, agreed we need to find a better name like dream / inclusion fund
- vii. Finance sub-committee to investigate need, draw up principles and proposed budget for the fund
- f. District Bank Account
 - i. Due to a technical fault with Virgin Money, JM is still not able to access / approve payments from the district banks account.
 - ii. Currently only CG and GS have direct access to the account
 - iii. CG has expenses outstanding for some time which cannot be paid out
 - iv. Trustees agreed on an exceptional basis CG can act as approver on the transaction in order that expenses can be paid, and CG not left out of pocket.
 - v. Acknowledged this was not ideal, but all other financial safeguards are in place
- g. Membership fee for 2023
 - i. During the 2 years of Covid when spend was minimal membership fee was reduced to the lowest feasible level
 - ii. Costs to the district are starting to increase, support for events, St Georges Day, AGM etc
 - iii. GS shared financial documents ahead of the meeting, including budget allocated to sectional support
 - iv. Proposal for the membership free for 2023 based on known and projected costs is £10 per head which would generate a small surplus
 - v. Discussed that it may be short notice for groups to build this into their financial planning
 - vi. Agreed that groups can opt to pay 50% of the bill 6 months later than initial due date
- h. LC shared the band fee for St Georges day is likely to go up to £600

6. Development day – JM

- a. Change to proposed dates
 - i. 2 groups weren't able to make the dates the venue had available, not conducive to trying to plan for the whole district if there is limited representation
 - ii. As of 19/09 11 booked on, with reminders going this week
 - iii. Apologies for the last minute nature of this, JM has limited personal capacity currently
 - iv. This is an event we would run every 3-5 years
 - v. Ideal to use a neutral venue, but not essential
- b. Approval of costs
 - i. Trustee agreed:
 - 1. Minimise venue costs by using Olympia
 - 2. Circa £5 per head for catering (assuming 20 attendees but this could change)
 - 3. £30 for stationery and equipment costs if needed

7. Olympia

- a. Governance – CG
 - i. SH has worked incredibly hard to maintain and improve Olympia
 - ii. As has been done with Tamarak, would be prudent to formalise the governance arrangements for the facility
 - iii. Trustees agreed to setup new sub-committee for Olympia
 - iv. JM happy to join along with SH
 - v. SH to discuss with GS if it's practicable to pass financial management over to GS
 - vi. SH to look at groups who use the centre for a third sub-committee member

- vii. JF happy to volunteer if no one else can be found
- b. Energy costs & Rent implications – SH
 - i. Currently on fixed term tariff with Eon next which ends 24th November
 - ii. Seeing a 5 fold increase in energy costs
 - iii. Unsure of what support will be offered in the impending govt announcement
 - iv. New LED lights recently installed will reduce electric consumption
 - v. Grant application has been made for solar, although feed in tariff is poor
 - vi. Discussion held about using district funds to top up any shortfall in grants
 - vii. Rent currently £4 per hour
 - viii. Energy is biggest cost and has thus far been met by commercial hirers
 - ix. Groups have effectively covered paid water costs
 - x. Rents may need to go to £12 per hour to cover energy costs in a worst case scenario
 - xi. Given market turmoil, agreed to wait 1 month and outcome of government announcement
 - xii. Olympia sub-committee will ask for an urgent meeting to be convened if government support is insufficient
- c. Containers for groups that require storage – CG
 - i. Suggestion to make space at Olympia available to store containers should they need
 - ii. Containers are likely to need planning permission
 - iii. Secured cabins less obtrusive available
 - iv. Proposed to make this facility available to groups, but they must check the proposed unit with the Olympia sub-committee
 - v. Before agreeing, imperative to resolve planning, rates and insurance implications
 - vi. CG to speak to the GSL's

8. Charitable registration – JM

- a. The guidance states that 'A Scout or Guide charity that has permanent endowment or owns a building must register if its income is more than £5,000.'
- b. JM to check with SATC if this would apply
- c. Grants available to registered charities might outweigh implications of registration, JM to proceed

9. Approval of Jonathan Fewster as District Appointments Chair – CG

- a. No objections raised, carried
- b. An appointments secretary is still need if anyone has a suggestions

10. Date of the AGM 2023 – CG

- a. Proposed to use the same format as last time
- b. Date proposed of the 10th June 2023
- c. CG to circulate dates to groups to give them plenty of notice
- d. Proposed budget for the event to be submitted to finance sub committee

11. Safety & Near misses

- a. 2 incidents, 1 hospitalised, both at Ignite
- b. No specific learning
- c. Majority of incidents at ignite we're from Zorbing
- d. Sean looking at Gas cages for Olympia, to be discussed at Olympia sub-committee

12. AOB

- a. Date of the next meeting 17th January, Thorp Willoughby Village Hall

- b. Invite young person from the Explorer Unit 'committee' to attend - JF