



# Selby Scouts Trustee Board

**Date: 4<sup>th</sup> April 2023 19:30**

**Olympia HQ**

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## Attendance:

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### Confirmed

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

### Unable to attend

Lewis Agar-Simms (LS)  
 Sean Hick (SH)

### TBC

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## Decisions / Actions (actions denoted in red)

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### 1. BaU\* – TK

- a. Conflicts of interest
  - i. JM & SM declared a conflict in relation to point 7
- b. Requests for AOB
  - i. 2 new and 1 existing item added to point 9

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

- a. Updates where known / given added directly to the tracker

### 3. Subcommittee updates\*

- a. Tamarak – SM
  - i. It's been a busy time for the team getting the site ready again for the new season
  - ii. The toilet floor has fallen through again
    1. The toilet is likely to last one more season then will need entirely replaced
    2. Approached a local architect to get a view on the cost to build a new block
    3. Have started researching a container based / modular toilet block
    4. Overwhelming preference is to install individual complete toilet 'units' rather than like for like replacement with a 'male and female' block.

- iii. Risk assessments
  - 1. Risk assessments and associated docs online (selbyscouts.org.uk/bookings)
  - 2. All new hirers will be asked to review these documents before arrival
  - 3. Page has a very clear disclaimer that risk assessments are there for information but hirers must undertake their own RA's
  - 4. Approached Ian Powell to assist with water quality and fire risk assessments
- iv. Easter egg hunt fundraising event
  - 1. Only 3 bookings received so event was cancelled
  - 2. Snowballs event was posted on our Facebook page before us, was cheaper, and was sold out
  - 3. In discussion with Monk Fryston, it was noted there is an additional charge to take payments through OSM
    - a. Having 1 district wide fixed price could be more challenging for groups that use OSM
    - b. Agreed that cash at the event was also not a practicable solution
    - c. **Agreed that JM would look at an online platform to manage events and / or take payments at the District level which may be a viable solution**
- v. The site now open for the 2023 season
  - 1. Bookings are looking reasonable for the season ahead
  - 2. Geoff has produced a historic financial report that shows average **income** between £2000 and £4000 per year
- vi. Question from SP – Can a list of jobs that need undertaken be placed on the website?
  - 1. **Yes – SM / JM to follow up**
- vii. Comment from JM – Huge amount of work undertaken by Sarah, Dan and the rest of the campsite team on both the site, and to bring policies and documents up to date.
  - 1. As a trustee board we should give some recognition of this, board agreed.
  - 2. **JM to follow up with CG / TK**
- b. Olympia – SH
  - i. By email; no update since the previous meeting
  - ii. Discussed the need to centrally store / share online as appropriate the risk management documents for Olympia in the same way we have for Tamarak.
    - 1. **JM to follow up with SH**
- c. Finance – GS
  - i. Please see attached finance update
  - ii. Suggestion from SP & CG to include in the budget funding for Squirrels, Explorers & Network in line with Beavers, Cubs & Scouts
    - 1. **GS to review and update**
  - iii. Question from SP – is the training budget line sufficient?
    - 1. Agreed that it would cover most training we deliver 'in house' such as first aid
    - 2. Likely would not cover a significant external course that might include travel and accommodation, but as yet no requests for this support

#### 4. Tamarak - SM

- a. Request to update TOR to allow the chair to nominate an acting chair if they cannot attend
  - i. **Agreed, and suggested to update other sub committee TORs – JM to action**
- b. Support with a fire safety policy
  - i. Existing documents for other properties / facilities we've not yet approached?
    - 1. Suggested to contact Scout Adventures (Gilwell Park)
    - 2. Suggested to contact PGL

- ii. Do we know individuals with expertise in this area?
  1. Suggestion of Fire Service training centre
  2. Suggestion of where Drax send their teams for training
  3. Suggestion of Ian Powell
  4. AF advised he has contacts who might be able to help
- iii. Can this be outsourced?
  1. Trustee board agreed we can consider outsourcing if we are not able to resolve this ourselves

## 5. Development Plan – JM

- a. JM advised this has not yet been completed and apologised, will be completed asap as not to lose momentum

## 6. AGM 2023 – JM

- a. Budget
  - i. Total spend for last years event was just under £2000, budget this year £500
  - ii. Given feedback from groups about return of membership fee to previous levels JM suggested we re-consider the format of the event
  - iii. If we remove external catering and activities significantly reduces the cost, but to run an event people will want to come to, we'll need groups to help with activities
  - iv. Board discussed and agreed that:
    1. We invite people to bring their own picnic
    2. We offer BBQ / Campfire for people to cook their own food
    3. JM to speak to Monk Fryston to see if we can run axe throwing
    4. SP suggested Brayton could provide soft archery
    5. Will be an afternoon event ~4pm
    6. District could still provide drinks and cake by way of thanks
    7. JM to follow up on detailed actions
- b. Approval of annual report & accounts
  - i. As the trustee board we need to approve the annual report and accounts
  - ii. Per the current plan for the AGM this would need to be W/C 8<sup>th</sup> May
  - iii. JM to circulate doodle poll for an online meeting date
- c. Trustees for 2023/24
  - i. Please can all trustees who have not yet replied please contact JM about serving for the coming year

## 7. Selby CoderDojo – JM

- a. A request to hire Olympia at Scout rates in exchange for the provision of coding and digital maker training to Selby Scouts young people and volunteers.
  - i. Trustee board agreed

## 8. Safety\* - TK

- a. One incident reported from the Young Leader Unit
  - i. Incident occurred at Brayton HQ on 10<sup>th</sup> March
  - ii. Before the YL meeting, young people playing with a foam ball
  - iii. One young person stood on the hand of another young person by accident
  - iv. Result was a cracked bone in the finger
  - v. Parent called and collected young person, parent advised to take young person to hospital
  - vi. Young person taken to hospital the next day at which point cracked bone discovered

**9. AOB\* - TK**

- a. Next meeting review and discussion re St Georges day 2024 – JM
  - i. Approval for increased costs given electronically
  - ii. Feedback from trustees that event should be reviewed, and should not be assumed to continue in current format year on year
  - iii. Agreed to review at the next trustee board meeting following 2023 event
  - iv. Suggested to survey members to get their views to inform future events
  - v. **Not defined who owns this action**
- b. Equipment in Kellington – LC
  - i. Scout parent has kit from Eggborough village hall
  - ii. **LC to contact parent and copy in CG to arrange collection**
- c. POR cash and banking – GS
  - i. Concerns raised about receiving payments from personal not group bank accounts
  - ii. Where volunteers pay, then claim as a legitimate expense from their group no issue
  - iii. Where money is collected in cash and deposited in individual accounts this is a breach of POR
    - 1. *5.6.5.4 Under no circumstances must any monies received by a section or supporter on behalf of the Group, District or County be paid into a private bank account.*
  - iv. A district event / payment system could resolve this issue
  - v. **CG to discuss at GSL's meeting to see if any support needed**

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\* Indicates a standing item