



# Selby Scouts Trustee Board

**Date: 26<sup>th</sup> September 2023 19:30**

**Riccall Methodist Chappel, Main Street, Riccall**

## Attendance:

### Attended

Carl Gibson (CG)  
 Dan Shipstone (DS)  
 Geoff Stockill (GS)  
 John McAtominey (JM)  
 Linda Cartwright (LC)  
 Sarah McAtominey (SM)  
 Sean Hick (SH)  
 Steven Powell (SP)  
 Trevor Kell (TK)

### Unable to attend

Andy Freer (AF)  
 Julie Farley (JF)  
 Lewis Agar-Simms (LS)

### TBC

## Agenda

### 1. BaU – TK

- a. Conflicts of interest
  - i. JM for items 4 c i & 9
  - ii. CG for item 3b
  - iii. SP for item 8
- b. Requests for AOB

### 2. Tasks in the action tracker – JM

- a. SD5 - Office 365 registration now in progress
- b. SD6 - Charity registration
  - i. Trustees to read Safeguarding Duties for Charity Trustees
  - ii. Consent for JM to administer online – **approved**
    1. Action - JM to check GS name is correct on the Charity Commission site
    2. Action - JM to remove AF due to resignation from the board
    3. Action - JM to add DS as registration began before his appointment
- c. SD16 – Bank account, no progress despite regular contact
- d. SD22 – Lease shared, item 4 b i
- e. SD23 & SD28 – Policies proposed, items 4 a i – 4 a viii
- f. SD24 – Sub committee established

### 3. Request made since last in person meeting – JM

- a. Tamarak Insurance
  - i. Action - JM to add to future board agenda our long term approach to insuring both assets
- b. CG Expenses
  - i. To note, cost was for 20 frames, not 2

### 4. Updates from sub-committees of the Trustee board

- a. Finance – GS
  - i. Trustee Board Accounts
    - 1. To note:
      - a. Insurance and badges have gone out
      - b. Deficit £34.32, but no income yet this year
      - c. Should be £2600 surplus for full the year

On all policies, items 4 a ii to 4 a viii:

- To note:
  - All policies were approved
- To action:
  - JM to add copy of all policies to the governance page of the website
  - JM to table a review of all policies to the agenda in 12 months time

#### ii. Supported Events Policy

- 1. To note:
  - a. Suggested to create a pro-forma budget and form
  - b. October deadline may be a challenge for some groups
  - c. Clarity required on whether a request is to contribute to, or underwrite an event

#### iii. Inclusion Fund Policy

- 1. To note:
  - a. Need to think about the application element sensitively, don't want to put people off applying
  - b. Suggestion that relevant leaders apply to the Trustee board, rather than families
  - c. Suggestion to use existing means test like free school meals / pupil premium
  - d. Policy approved as is, to be reviewed and adapted as needed

#### iv. Investment Policy

#### v. Procurement & Tendering Policy

- 1. To note, this will not block paying for utilities costs for Tamarak / Olympia

#### vi. Reserves Policy

- 1. To note, 18 months averages as £30k, inclusive of the membership fee

#### vii. Sub-committee Financial Limits Policy

#### viii. Training Policy

- 1. Action - A specific training budget is to be established (GS)

- ix. Olympia Insurance
  - 1. To note:
    - a. Like for like renewal price with NFU similar to last year
    - b. Suggestion from SP contents cover needs to raised to £10k
    - c. Band equipment still being stored, not used
  - 2. To action:
    - a. JM to add resolution on band equipment to next meeting agenda
    - b. SH to seek amended quote from NFU, and a quote from Unity
- x. St Georges Day
  - 1. To note:
    - a. £2000 donation from Wetheralls, thus made surplus of £898 as a result
    - b. Some disappointment that due to the press article we are in effect committed to delivering 2024 event per 2023 event
    - c. Outstanding action to review for future years per the April 2023 trustee board decision
  - xi. Requests for event support (discussed as items 8 & 10-13)
- b. Tamarak – SM
  - i. Tamarak lease
    - 1. To note:
      - a. Lease now shared per action tracker
      - b. Have had 3 recent queries for events like weddings, explicitly prohibited by the lease agreement
      - c. SP shared concerns about how quickly the lease can be terminated
    - 2. To action:
      - a. Agreed in May meeting for SP to register the lease via his employer
      - b. JM to ensure this action logged on action tracker
  - ii. Toilet block
    - 1. To note:
      - a. Paper with options circulated ahead of the meeting
      - b. Significant discussion around viability of different options
      - c. SP & DS view that both male and female toilets are in need of replacement
      - d. JM shared feedback from Up For Yorkshire & Two Ridings Foundation that capital works on a campsite will be difficult to secure grant funding for
      - e. No option within the paper formally agreed
    - 2. To action:
      - a. DS to speak to Lloyd L about potential fundraising support
      - b. DS to speak to a contact at Portakabin for potential options
      - c. JM to schedule a meeting in November / once responses received for trustees to agree next steps
- c. Olympia – SH
  - i. Internet connection
    - 1. To note:
      - a. Current connection is through a mobile sim card and mains router
      - b. Connection is slow and interferes with heater management
      - c. With better internet connection and other enhancements the building could be marketed as a meeting space to drive additional revenue
      - d. Switch to landline internet should be covered by a reduction in energy costs
    - 2. Action – SH approved to purchase internet up to £30 / month average cost

- ii. Sub committee update, to note:
  1. New subcommittee formed with representatives from Scouts, Guides and CoderDojo
  2. Has met twice, has undertaken 1 working day with another planned 28<sup>th</sup> October
  3. Have undertaken a check for RAAC, don't believe it is present
  4. Risk Assessments are being reviewed, when complete JM will add to the website

#### 5. Nominations for additional County Scout Council Members – TK

- a. One Explorer Scout member, nominated by District Explorer Scout Meetings
  - i. Action – CG to raise with DESC
- b. One District Scout Network member, nominated by the District Scout Network
  - i. Action – CG to raise with DSNC

#### 6. Trustee board WhatsApp group (or alternative) – JM

- a. Request to setup an instant comms group, reduce reliance on emails – **Approved**

#### 7. District Development Plan – JM

- a. Request for comment and input
  - i. Plan well received and clear, like the inclusion of photos of the day
- b. Agreement of next steps
  - i. Action – JM to work with CG to identify people to lead of key strands of the plan

#### 8. District Events – SP

- a. District Cub Camp 2023
  - i. More than 50% of Cub packs, 50% of groups attending
  - ii. 60 young people, 15 Explorers as service crew attending
  - iii. Event fully costed, and projected to make small surplus
  - iv. Request for £250 for a cave pod for an additional activity
  - v. Some discussion around being consistent with our new supported events policy
  - vi. Approved, owing to SP's work on the event, and assumption surplus would be paid to the District
- b. District Section Events 2024
  - i. SP happy to lead on a Cub section event for 2024
  - ii. Action – CG to form an events team with SP / DS / LC
- c. District Camp 2025
  - i. Some appetite to run a district wide camp in 2025, but planning would need to begin now
  - ii. Consideration of different car parking models at Tamarak required
  - iii. Action – SP & JM to work on a survey for leaders / sections

#### 9. Invoice for selbyscouts.org.uk hosting & domain – JM

- a. Request to approve expense (£59.62) – **Approved**
  - i. Hosting costs will be significantly reduced thanks to Microsoft Azure grant
  - ii. Website delivers 5-10 want to join enquiries per month

#### 10. Request to support Network annual camp – LS

- a. Request for District to pay deposit (£30)
  - i. To note:
    1. Network should have a budget like other parts of the District
    2. Suitable cash handling needs to be established
    3. Suggested to ring fence an amount of money for Explorers and Network as a 'float'

4. For any events with other districts, costs should be equally distributed

ii. To action:

1. GS to ring fence a float of £100 in the district account for activity deposits
2. CG to speak to Network leadership about establishing / managing a budget in line with other district operations, with support from GS as required

### 11. County Conference Easingwold – CG

- a. Request for District to pay for bus hire (£500)
  - i. Event is now to be held in Knaresborough
  - ii. A self drive minibus has been identified costing £150
- iii. Contribution of up to £150 approved to support volunteer travel costs

### 12. Presidents Dinner – CG

- a. Suggestion to reinstate the event
- b. Request to cover deposit
- c. To note:
  - i. Principle is that any event would be self funding
  - ii. Feedback that a dinner might be too formal given our ambition to be more inclusive
  - iii. The principle of supporting an event to reward and recognise volunteers was agreed
- d. To action:
  - i. CG to engage with GSL's to discuss suitable options
  - ii. CG to work with JM on an email / Facebook group survey if required

### 13. Adult training events - CG

- a. Request to cover lunch costs for participants – **Not approved**
  - i. We will cover the expenses of those who attend training in order to be able to deliver training within the district
  - ii. We will cover tea and coffee for those attending district run training events
  - iii. We will consider future requests to cater specific events

### 14. District Calendar – CG

- a. Request to add to the website
  - i. We can provide a district wider calendar, but will require members to engage with it and provide content
  - ii. We will start with district events, then work to include all group events
- iii. Action – JM to investigate links to group OSM calendars

### 15. St Georges Day – LC

- a. Wetheralls Sponsorship
  - i. As discussed under item 4 a x
- b. 2024
  - i. Abbey and institute booked
  - ii. Pipers ready to be booked
  - iii. Haven't heard from TM yet
- c. 2025 onwards
  - i. To be discussed at a future trustee meeting before any decisions / bookings are made

**16. Safety – TK**

- a. All working days must have a written risk assessment in place – CG
  - i. Appreciate it is a lot of work but it's critical to be done ahead of any event
- b. Recording near misses across the district – CG
  - i. **Action – JM to setup a form through the website to capture near miss information**
- c. Personal claim in respect of WSJ – LC
- d. Good news first response story re Scout at Brayton – LC
  - i. Scout helped a friend who fell off their bike, performed first aid using skills learned at Scouts, sought help from members of the public. Will be shared through County channels.
  - ii. **Action – CG to present a DC's commendation**

**17. AOB – TK**

- a. Remembrance Sunday – LC
  - i. Invite for 3 Scouts and 3 guides to take part in an element of the service
    - 1. **Action – SH to follow up**
- b. 6<sup>th</sup> Selby (Brayton) 2<sup>nd</sup> Scout Troop – LC
- c. **Action - JM to add awards to adults and young people to a future trustee board meeting**