



Selby Scouts Trustee Board

Date: 4th June 2024 19:00

Barwic Parade Community Primary School

Attendance:

Confirmed

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

Unable to attend

Lewis Agar-Simms (LS)

Did not respond

Decisions and actions – Items in red are decisions / actions

Please note that following the trustee board meeting, 1 trustee disputed point 5 d 2 when the draft decisions and actions document was shared,

1. BaU – TK

- a. Conflicts of interest
 - i. SP & DS declared a conflict in relation to an item to be raised under AOB (1 b i)
- b. Requests for AOB
 - i. Query around rent due from the Explorer unit to Brayton Scout & Guide HQ - SP

2. Tasks in the [action tracker](#) – JM

- a. 1299031134 – Near miss form
 - i. No feedback from the board, assuming everyone is content.
 - ii. Not clear that all members know about the form as there have been no submissions.
 - iii. Sending to GSL's not comprehensive enough.
 - iv. **JM to circulate to all members in upcoming comms.**
- b. 1442624156 – Kayak insurance; to confirm agreed insurance cost of £190.61 for kayak insurance, including storage, transport, use of kayaks and public liability, shared via WhatsApp on 31/01/24
 - i. Confirmed all trustees present in agreement

3. Updates from sub-committees of the Trustee board

- a. Finance – GS
 - i. Comprehensive finance update circulated ahead of the meeting
 - ii. SP suggested moving the £7.5k ring fenced funding to a savings account to generate some interest. Not carried, pending discussion of Tamarak toilets later in this meetings agenda
 - iii. TK informed that Co-op community funding is about to 'go live'
 - iv. GS reported that accounts are almost ready for audit, except for some Olympia receipts
- b. Tamarak – SM
 - i. Campsite fees approval – JM
 - 1. Update to the board as the decision agreed via email:
 - 2. Per POR 5.5.9.8 we need 75% approval for decisions over email.
 - 3. 11 trustees, so 9+ needed for approval, 2 people split their response
 - 4. Net result is:
 - a. Camping = 7 – Not approved
 - b. Beaver Lodge = 9 -Approved
 - ii. Updates to risk assessments – TK / SM / DS
 - 1. TK & CG received an email on 27th expressing concern that RA's haven't been updated
 - 2. Decision was make to hold off on updates pending outcome of Tamarak survey
 - 3. Website copies may be out of date
 - 4. Legionella guidance is for assessment every 2 years, fire RA is most urgent
 - 5. Ian Powell offers a preferential rate of £12 per hour to review RA's
 - 6. Trustees agreed to get all RA's brought up to date – action DS / SM
 - iii. General update – SM
 - 1. Bookings are steady within the confines of the toilet situation
 - 2. 1 toilet block has been removed
 - 3. The kitchen and other parts of the site have been painted, with thanks to the Explorers and volunteers who have supported the works
 - 4. SH - 1st Selby Abbey group visited recently and thought the site looked good
- c. Olympia – SH
 - i. Recent working day saw half of the path laid down and back rooms emptied and sorted
 - ii. Recent incident demonstrated that the first aid kit requires and eyewash kit etc, the sub-committee are actively looking for a replacement
 - iii. Risk assessments are up to date but expire in the next 6 weeks
 - iv. Unsuccessful with a groundworks assessment which would have opened funding opportunities. Feedback was we didn't impact enough individuals directly
 - v. Other funding bids have been submitted and are awaiting decision
 - vi. Question raised about proceeding with the funding we have. SH advised we could approach current funder to see if we can just install solar panels, but without the batteries to store energy generated it would not a worth pursuing.
 - vii. Question raised about disposing of the band equipment. CG has made no progress, SP has a potential buyer, will take them to look at the instruments

4. Tamarak toilet block resolution – TK

- a. Hire in temporary toilets as required – SM / DS
 - i. Not been required as yet
- b. Run the site in 'mvp (minimal viable product) mode' – SM / DS
 - i. Done
- c. Survey - JM
 - i. Results previously circulated to the board
 - ii. Lots of helpful constructive feedback, desire to see the site thrive
 - iii. **Some feedback was very poor considering we are a values based organisation. JM looking for CG to deal with this appropriately.**
 - iv. Per the email already circulated:
 - 1. The survey was sent to 160 recipients, excluding occasional helpers 122 recipients
 - 2. We received 52 responses
 - 3. This equates to 32% / 42% of recipients responding, so again, more than half were not moved to respond
 - 4. 43 people (83%) voted to invest in the site (15 as is, 28 invest further)
 - 5. 6 people said close the site, 4 of which suggested finding a new site
 - 6. 27 people said they would (or already do) volunteer on working days
 - v. Less than 50% of people responded, we need to be mindful of this
 - vi. It was positive to get so much support from people for working days
 - vii. Of those who did respond, overwhelming number wanted to see investment in the site, gives us some mandate / justification for proceeding with the toilets
- d. More specific costings - DS
 - i. Option 1, previously most expensive is now the cheapest as the seller wants rid of the units
 - ii. Units are half price, £5k per unit, and come pre-fitted
 - iii. Total cost including delivery and ground works circa £13k
 - iv. Based on current projections, represents circa 10 year return on investment
 - v. Ground work costs depend on inspection of the septic tank
 - vi. For privacy and safeguarding best practice agreed to get 2 x units all with cubicles, not with urinals
 - vii. Units come with water heaters
- e. Extension of the lease – SP / DS
 - i. DS spoke to YWT, one of the decision makers
 - ii. YWT have no intention of leaving the site nor using the break clause
 - iii. 20 years remaining on the lease
 - iv. YWT are also operating in MVP mode
 - v. Not viable to get rid of the break clause
 - vi. Toilet units and some assets would still be retained and could be moved if evicted
 - vii. If YWT get evicted we could bid for the site, but this is an unlikely scenario
- f. Cost to clear site – JM / DS
 - i. JM did not progress this due to personal capacity and after seeing result of survey
 - ii. DS did look into some prices, prohibitively expensive, site clearance would have to be manual
- g. **Final decisions:**
 - i. **To commit to purchase the toilet blocks listed as option 1 in previously circulated papers**
 - ii. **Commit to spending from our own funds if required**
 - iii. **Have the septic tank inspected asap**
 - iv. **Speak to the seller to see if a deposit can be paid to secure the units in the short term**
 - v. **Explain to the seller that we are seeking external funding and would like to hold on**

- invoicing as long as possible
- vi. Hold off invoicing as long as possible pending funding bids
- vii. Finance sub committee to decide on payment structure, is this a gift or loan, and if the latter what the terms of repayment would be, e.g. in a year where the site makes revenue over a certain figure, this is transferred to the district account
- viii. Invest further in marketing / branding the site to drive further bookings and income

5. 2024 AGM – TK / JM

- a. Agree a date
 - i. **AGM confirmed for 4th September 2024**
- b. Annual report and accounts approval
 - i. Vanessa is available to audit accounts from July
 - ii. Accounts almost completed except for some Olympia receipts
 - iii. **JM to contact GLV's and Unit leads to get annual report content**
- c. Agree number of appointed trustees
 - i. TSA recommended board size is 5 to 12
 - ii. Ex-officio roles are District Lead Volunteer & District Youth Lead only
 - iii. Secretary role is removed / no longer a trustee
 - iv. All other roles, including chair and treasurer are **appointed trustees**
 - v. TSA have encouraged sub committees to be converted into operational teams under the purview of the DLV
 - vi. JM raised strong concerns about this, as the trustee board is still ultimately responsible for managing risk, money, buildings and property
 - vii. POR continues to allow for the existence of sub-committees
 - viii. After robust debate, it was agreed to retain the sub-committees in their current form
 - ix. **It was agreed the trustee board will recommend to the District Scout Council the trustee board be set at 9 members**
- d. Decide on an open selection process
 - 1. We have openly advertised for roles on the trustee board at the last 2 AGM's, there was little interest
 - 2. **Agreed to advertise roles, including chairs of sub-committees**
 - 3. **Agreed to organise a vote / ballot at the AGM if we are over-subscribed**
- e. Advertising vacancies
 - i. Excluding ex-officio members, there are 7 trustee roles to advertise
 - ii. **Definitive list to advertise are:**
 - 1. **Chair**
 - 2. **Treasurer and chair of the Finance sub-committee**
 - 3. **Trustee and chair of the Tamarak sub-committee**
 - 4. **Trustee and chair of the Olympia sub-committee**
 - 5. **Trustee x3**

6. St George's Day – LC

- a. St George's day went well, with good press coverage, and good joint work with the Guides
- b. All invoices have now been received
- c. Survey
 - i. Summary of the survey is the parade is well received, but the church service is not
 - ii. **CG to share the full survey results with the trustee board**
 - iii. The events team will review the survey results in detail

- d. Plan for 2025
 - i. We would need a decision by September if we used the same format
 - ii. Events team will review and make a recommendation on format to the trustee board

7. Privacy policy

- a. With the creation of surveys, near miss and potential NAN forms through website, need to re-affirm the board is content with the privacy policy.
- b. Please review policy at <https://selbyscouts.org.uk/downloads/legal/privacy.pdf>
 - i. Approved

8. Safety – TK

- a. All trustees encouraged to read the Great Orne report
- b. Per item 3 c ii, Olympia needs a better first aid kit including eye washing kit
- c. Per item 2 a, concern was raised that not all incidents or near misses are being reported
 - i. The near miss form needs to be better circulated – JM to send to all members
 - ii. Need to make clear what we expect to be reported and why - JM
 - iii. Need to ensure every group trustee board has risk on their agenda – CG/TK

9. AOB – TK

- a. Explorer Rent – SP
 - i. Nothing in the districts accounts showing rent being paid
 - ii. Last year rent written off as a show of good faith by Brayton Scout & Guide HQ
 - iii. 2024/2025 rent approximately £900
 - iv. Brayton Scout & Guide HQ unable to invoice as rent is calculated per head and they don't have access to membership numbers
 - v. GS to speak to Tanya to investigate
 - vi. CG to supply Explorer numbers to SP
 - vii. Agreed to cover costs up to £1200 pending GS conversation with Tanya
 - viii. Concern flagged there is no cross referencing of membership fee payments from Explorers.
 - 1. GS to discuss with Tanya
- b. Explorer trip to Denmark – CG
 - i. CG / Explorer team to submit a fully costed budget to the trustee board
- c. Kayaks – SP
 - i. Price agreed with North Yorkshire Scouts of £1200 for the kayaks
 - ii. Buoyancy aids and helmets are on order via North Yorkshire Scouts