



Selby Scouts Trustee Board

Date: 29th January 2024 19:00

Olympia District HQ

Attendance:

Confirmed

Carl Gibson (CG)
 Dan Shipstone (DS)
 Geoff Stockill (GS)
 John McAtominey (JM)
 Julie Farley (JF)
 Lewis Agar-Simms (LS)
 Sarah McAtominey (SM)
 Sean Hick (SH)
 Steven Powell (SP)
 Trevor Kell (TK)

Unable to attend

Linda Cartwright (LC)

TBC

Decisions & Actions – Items in red are decisions / actions

1. BaU – TK

- a. Conflicts of interest
 - i. SH and JM as users of Olympia
- b. Requests for AOB
 - i. CG expenses for RBL wreath
 - ii. St Georges Day update (JM on behalf of LC)
 - iii. Water activities proposal - SP

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

- a. 1299050918 – Record details of Olympia insurance approvals - to note that On 06/10/23 Sean advised via the trustee board WhatsApp group that Unity quoted £550.03 and NFU £504.69 to insure Olympia. Owing to Unity's position as a specialist insurer for Scouting, the board agreed to insuring with Unity despite the higher cost.
 - i. **Noted**
- b. 1299031089 – Link to group OSM calendars
 - i. **There is some difficulty with implementation, individual calendars not identified**
 - ii. **Technology isn't designed for this number of calendars to be concurrently shared**
 - iii. **JM continuing to work on options**

- c. 1298900746 – Online events platform – please see attached paper
 - i. Recommendation approved
 - ii. To be tested then reviewed in spring next year
 - iii. JM to review options for free events – Likely Microsoft 365
- d. 1299027100 – Add key policies to governance page
 - i. Complete
- e. 1299031134 – Near miss form
 - i. Draft online at selbyscouts.org.uk/nearmiss
 - ii. All trustees advised to review form and feedback
 - iii. will require update to privacy policy

3. Updates from sub-committees of the Trustee board

- a. Finance – GS (please read the recommendations in the trustee board finance report)
 - i. Outcome for the year looking positive due to St Georges donation and slight increase in membership fee, cheaper AGM & unused activity costs. Insurance for Tamarak was an unexpected cost, but overall doing better than budgeted overall.
 - ii. Recommendation 1 – Membership fee - agreed
 - iii. Recommendation 2 – Tamarak electricity contract - agreed
 - iv. Recommendation 3 – Investment of reserves - agreed
- b. Tamarak – SM
 - i. Limited update as the site has been shut since last meeting. Some maintenance has been happening in the background, but activity will be fairly quiet until we open on 1st March
 - ii. GS share the Tamarak accounts post meeting
- c. Olympia – SH
 - i. Sub-committee met last week. Half of the path to the fire door is laid. A working day booked to finish and replace the gate on 23rd March.
 - ii. Grant towards solar power (£7.5k) ended 3 weeks ago, SH negotiated to retain grant agreement to Nov 24. A further £10k required, SH looking to do some further fundraising, will liaise with finance sub-committee.
 - iii. Doing some remedial electrical work but within spending sub-committee limits

4. Tamarak toilet block resolution – SM

- a. The following are the key discussion points captured:
 - i. The second option provides enough toilets for site (circa 3 toilets required per 100 people)
 - ii. Option 2 can't be unisex.
 - 1. Advice for schools is to retain m/f split
 - 2. Would only be an option if making each toilet completely separate floor to wall
 - iii. Centre section could be made a dedicated toilet, however external door might be too narrow to be classed as accessible toilet
 - iv. There is no specific plan on location, likely easier to remain where they are, however the septic tank needs decommissioned
 - v. Recommendation to find cost to get the toilets fitted commercially
 - vi. The team believe the cabins can be delivered to site on a wagon
 - vii. Discussion around how, if at all, we can recover some of the cost of the units
 - 1. Unlikely we can charge more for the site given the activities and facilities on offer
 - 2. Only option would be to further increase the membership fee
 - viii. Life span of either option is expected to be 10-15 years
 - ix. Some internals from the current units could be recycled
 - x. Don't have the long enough lease in place to get a large grant

- x. Also a risk of a break in the lease, losing the investment in the toilets, and facing the costs to make the site good
 - xii. We must consider the option of closing the site, nothing in our objects to say we need to run a campsite, need to take the most prudent long term decision
 - xiii. There is a possibility to convert the campsite to 'greenfield status' in the short term
 - xiv. Suggest we need to survey membership which would run for circa 2 months
 - xv. Open site at a minimal safe standard with the 3 toilets we have, or hire out beaver lodge only
 - xvi. Potential to hire in toilets for large camps where there is significant income
 - xvii. Option to look at a transportable toilet block to use for 12 months
- b. Agreed actions:
- i. Operate the site in 'mvp' mode, greenfield / Beaver lodge only – Tamarak sub-committee
 - ii. Draft a survey to our members – JM
 - iii. Produce a more detailed costings on option 2 – Tamarak sub-committee
 - iv. Produce a budget implication based on a mid-term or close down of the site – Finance and Tamarak sub-committees
 - v. Research into options / viability to extend the lease – SP
 - vi. Identify and apply for grants – Finance sub-committee & SH
 - vii. Tamarak sub-committee approved to hire in toilets to enable large camps already booked provided the hire costs don't result in a financial loss – Tamarak sub-committee
 - viii. Identify a surveyor who can assess the site and cost to 'make good' – JM, DS

5. District band equipment resolution - SH

- a. The following are the key discussion points captured:
- i. 7 – 8 Xylophones, 2 brass / woodwind instruments, Drums
 - ii. The band folded before Covid
 - iii. Options are to leave them in situ or dispose of them
 - iv. Suggested to see if they can be of use to another Scouting unit in exchange for donation
 - v. If not, suggest to donate to a local school or other band contact
- b. Agreed actions:
- i. SH to send complete list of assets to CG
 - ii. CG to speak to NY Scouts CC / technical advisor
 - iii. Failing this, CG speak to JM who will advertise them

6. Long term approach to insuring Tamarak & Olympia – TK

- a. Tamarak previously not insured
- b. Olympia previously used for 'free' in exchange for free access
- c. From next renewal, each asset will cover its own costs on insurance – GS / SH / SM
- d. Ask the insurers for 1 cost for next year split between – GS / SH / SM
- e. Assets will 'charge' for district use, e.g. trustee meetings – SH / SM
- f. Assets to keep a tally and invoice at the end of the year – SH / SM
- g. Implement from the beginning of the financial year - GS / SH / SM

7. Awards to adults and young people – CG

- a. County have launched an unsung hero award
- b. No submissions received from Selby
- c. Emails from County regularly going into spam / too long to absorb

8. Transition to trustee boards – JM

- a. Useful webinar and slides available [here](#)
- b. Eligibility checks, e.g. insolvency are to be done locally
- c. TSA template on risk registers coming, can also look at CC26
- d. Renewed version of POR
- e. Removing secretaries, admin moving to the support team
- f. Elected / nominated trustees becoming additional appointed trustees
- g. Quorum moving to 1/3 +1
- h. DESC / DSNC being removed from trustee boards
- i. Co-option continues
- j. Appointment to trustee boards for up to 3 years per stint, max of 9 years
- k. Trustee boards to decide the selection process for appointed trustees
- l. What are we doing for Groups? Could do with support for those who weren't able to attend the county day.
 - i. No defined actions agreed

9. Safety – TK

- a. SH – Grass churned up by parents of the CoderDojo
 - i. Dojo team will 'risk assess' this going forward - JM

10. AOB – TK

- a. CG expenses for RBL wreath
 - i. Approved
 - ii. Approved for JM to notionally approve similar expenses going forward
- b. St Georges Day update (JM on behalf of LC)
 - i. Key elements in place, Selby Abbey, the band, Community TM
 - ii. Abbey Group informed they are leading and what is required
 - iii. Suggest CG sends invite to civic part and non-uniformed trustees asap
 - iv. Potential for volunteer training from Community TM which would reduce future costs
 - v. Theme TBD with Guides, potentially the Olympics
- c. Water activities proposal – SP
 - i. The following are the key discussion points captured:
 1. No boat licence needed (provided by TSA)
 2. Can be towed by newer drivers due to changes to licensing
 3. Potential to negotiate lower purchase cost
 4. Potential to get more sections / groups using them – drives income
 5. Not practical to share purchase costs with another district
 6. Could cut down some initial costs, saving circa £1k
 - ii. Agreed actions:
 1. SP approved to negotiate purchase of assets up to £3k - SP
 2. Identify further future investment required and bring to future meetings - SP
 3. Confirm and circulate insurance cost - SP