



Scouts

2nd Bognor (St. Mary's)
Sea Scouts

Executive Committee Meeting

Date: 22/01/2021

Venue: Zoom

Attendees:

Susan Shimell, Nathan Bilham, Katherine Bilham, Elizabeth Bilham, Mark Wisby, Caz Maskell,
Neil Haughey, Ben Hardcastle, Harry Mason, Stephen Webb, Tom Weaver

Minutes

Welcome

We began the meeting with a big thank you to all the Leaders for arranging the online Zoom meetings for the Beavers, Cubs and Scouts. Feedback from parents has been received stating that their children have enjoyed these sessions and that it gives their children something to look forward to in an otherwise depressing situation that we are all finding ourselves in during this current lockdown.

Well done everyone.

Apologies for Absence

Claire Mills

Approval of Minutes for Previous Meeting

These were reviewed and no issues identified. Minutes Approved.

Matters Arising from Last Meeting

No Issues identified

Group Scout Records

The Group Secretary needs to retain copies of the following documentation:

- Census Details – Outstanding
- Ownership details of property & equipment – Excel spreadsheet provided detailing this.
- Insurance & Financial Information – Insurance Policy subsequently provided.

ACTION – The above documents to be provided.

Treasurers' Report

An overview was provided by BH and confirmation there was £19,683 in the account. Expenditure details reviewed and in summary it was pointed out that we are in a good financial situation.

OSM Payments

Clarity on how this system works regarding payments was provided.

Website

KB confirmed that the 2nd Bognor (St. Mary's) Website was now in place and provided an overview of the functionality.

Group Scout Leader's Report

Nothing to report.

Executive Committee Checklist

This was emailed to the exec committee for reference.

Returning to Scouting Safely

- The Red to Amber COVID Risk Assessment that needs to be submitted to district was provided for an overview and discussion with the Executive.
- MW raised an issue with the 'one strike' policy being implemented by the leaders and how difficult that may be. EB confirmed that they would always be present during Beaver, Cub & Scout meetings with the children and they would be monitoring & would impose the rules where appropriate.
- The Risk Assessment is to be signed off – Executive committee was all in favour.

Section Reports

None submitted. All sections following the same online programme.

Reporting Near Misses

None to report.

Safeguarding Issues Arising

None to report.

Adventurous Activities

None to report.

Group Events requiring funding

None to Report

Safety

Risk Assessment

As of the 1st January all Risk Assessments must be recorded before an activity, and all activities must be risk assessed beforehand. The group will have a generic risk assessment for the following:

- Meeting place
- arrival/departure
- Opening and Closing ceremonies

All risk assessments will be recorded on OSM and they will be available for review for the Executive Committee upon request.

Fire

ACTION -

TW – to get in contact with a Fire Man to come to the boat house to sort fire plan and extinguisher.
BH/EB – to purchase fire blankets and extinguisher for camps (use fire man advice)

Gas

Gas is not being stored in the boathouse indoors now.

TW – to check gas piping on all camp appliances before they are used by the group again to check in date and replace as required.

Electricity

Nothing to report.

Asbestos

This was discussed in relation to the Boathouse. A survey needs to be completed. However, SS commented that there may be one from 3 years ago which would do. If not found, then we will need one and it will need to be displayed.

ACTION – Establish if we have an asbestos survey completed within the past 3 years and if not then we need to have a survey conducted.

Boathouse Update

MW will not be providing formal legal advice on these documents. MW is concerned about spending capital on the boathouse in a situation where the owners of the land (The Church) could remove us from it in the future. MW explained that as a group we need to see what the church will offer us initially.

MW explained that he could attend any meetings involving the church.

District/County News

Nothing to report.

District/County Feedback

Nothing to report.

Fundraising & Grants

It was confirmed that as a group we are not eligible for the Windfarm Grant.

The Bassil Shippam and Alsford Trust grant will be applied for in relation to Tables and Benches.
The Leslie Sells Charitable Trust will be applied for in relation to Marquees and Camp Oven.

Training

It was confirmed that in general we are up to date, although Lucy and Jack is still to complete their training, but making steady progress.

Date of Next Meeting

This has been scheduled for 18/04/2021 6pm via a Zoom meeting.

AOB

None arising.