

Brickhill Scout Group

Trustee Meeting – Minutes

Tuesday 5th May 2026, 7:30pm – Scout Hut

Present: Andrew, Sophie, Dawn, Enrico, Janet, Ned
Apologies: Steve, Gareth, Chris, Zoe, Rajdeep
Minutes taker: Andrew

1. Apologies

Apologies received from Steve, Gareth, Zoe, and Chris. A message was also received from Rajdeep shortly before the meeting indicating she is unwell and may wish to step down from the Trust. This will be followed up with her outside the meeting.

2. Minutes of Previous Meeting (3rd March 2026)

The minutes of the previous meeting, prepared from the recording, had been circulated to all trustees ahead of the meeting. These were accepted as an accurate record. Outstanding actions from the previous meeting were incorporated into the agenda for review.

3. Treasurer's Reports

Sophie presented the following financial updates:

Financial position

- The group ended the financial year (to end of March 2026) with a balance of approximately £28,000.
- Over the course of the year, funds increased by approximately £3,300.
- Capitation of approximately £2,000 has been paid to the Scout Association.
- The group benefited last year from a catch-up payment from Salam, which is unlikely to recur.

Water bill (Sophie / Ned)

- The water bill was reviewed. Usage from June to December 2025 was 8 cubic metres, with higher usage in the second half of the year, which was noted as normal for the summer period.
- Meter reading as of February stood at 393; by May it was 394, indicating minimal usage in recent weeks.
- Ned will take a meter reading in approximately two weeks to submit ahead of the half-yearly bill due in June.
- The water bill was noted as fluctuating in nature; no concerns were raised.

Independent examiner appointment (Sophie)

- Sophie has made contact and is in the process of arranging the appointment of an independent examiner.

Sharnbrook food cost settlement (Sophie / Gareth)

- Sophie and Gareth are in the process of confirming the final amounts owed. It is understood no individual is owed money from the Sharnbrook convention. To be resolved shortly.

Minibus fuel charge review

- Dawn raised a concern that the fuel contribution charged to individuals borrowing the minibus for short trips may need reviewing in light of increased fuel costs.
- Eamon currently manages this informally. It was agreed to ask him to review the charge and adjust if appropriate.

Minibus – District request for Night Owl (September)

- District asked whether the minibus could be made available for the Night Owl event in September. The trustees agreed this would be fine.

Water activity day

- Tickets have been sold for the water activity day at 36pp (35pp cost plus a small uplift to cover online payment fees). Virtually all tickets are sold.
- The event is being run jointly with Oakley. Oakley's treasurer is currently unavailable due to a bereavement; reimbursement may take some time but the group's funds are secure.

Fundraising – Gift Aid

- The Just Giving Bridge Walk campaign raised £410 (against a target of £100).
- There is an ongoing issue with accessing the Gift Aid login. Sophie is in the process of reconfirming her role as the responsible person to HMRC and will pursue access.

Tesco Blue Tokens scheme

- An application has been started on the Tesco Blue Tokens website. A second trustee is required to provide their details to progress the application. Dawn volunteered.

Penny collection fundraiser (sections)

- Beavers, Cubs, and Scouts are collecting 1p and 2p coins. Children will count and bag the coins and choose a charity to donate the proceeds to. This is a charitable activity for the young people, not a group fundraiser.

Easyfundraising

- The group's Easyfundraising account remains active. Members are encouraged to link it to their card for in-store transactions (available at Tesco). Andrew will draft a short paragraph for inclusion in group emails explaining how to do this.

4. Section Updates

Beavers (report submitted by Gareth via chat)

- Currently 15 Beavers; actively recruiting to reach 18.
- Summer programme: environment and nature activities (planting, pollinators), a visit to the fire station, and a trip to the Natural History Museum in London via train. Train travel has been secured at no cost. A high ratio of parent helpers is planned for the London trip.

Cubs

- Leaders Becky and Ricky (recently joined) are beginning to organise sessions and are expected to step up. Lucy and Chris have also been actively supporting. Tony attends when available. Samuel assists at times.
- With Chris stepping back a section leader to coordinate the group is still needed.
- The section continues to have a high proportion of members with additional needs, which can present challenges but is being managed effectively.
- Summer programme includes canoeing, archery, and shooting at Great Barford, and a visit to the fire station.

Scouts

- Programme this term includes bouldering at Leslie Cells and a hike. (Bouldering was noted as not requiring a permit for leaders, unlike higher-level climbing.)
- Some older Scouts are not yet stepping up into leadership roles; this is being worked on.
- Camp provision for Scouts needs to be improved; Cubs have been leading on camps and tagging Scouts along, rather than Scouts organising independently.

5. Fundraising

Covered within Item 3 (Treasurer's Reports) above.

6. HQ Matters

Floor repair quotes (Andrew)

- Andrew has not yet followed up on floor repair quotes. This is not urgent but will be progressed.

Gutters and drainage

- The gutters were raised as more pressing than the floor. A section of guttering has come down and is resting on the rear floodlight, which also has water pooling inside it.
- It was agreed to investigate replacing the rear floodlight with an LED unit
- The downpipe and drain between the buildings also need attention.
- Ned will follow up with Kevin and seek a quote for a more comprehensive gutter and floor review.

Allotment

- Gordon and Salam Bedford will take over management of the group's allotment. The group has paid for this year; Salem Bedford will reimburse this. The allotment will be transferred into their name over the coming year, noting Parish Council processes are slow.

Kitchen equipment

- It was noted that some kitchen equipment (including bowls) is becoming worn. A trip to IKEA or similar was suggested to purchase replacements.
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Kitchen cupboard lock (Andrew)

- A lock has been purchased but not yet fitted. Andrew to install in due course.

7. First Aid, Safeguarding & Prevention of Future Deaths (PFD) Actions

Safeguarding

- No safeguarding issues to report since the last meeting.
- A first aid incident occurred on a recent hike when a Scout sustained a minor hand injury. The young person resisted assistance and contacted their parents independently before leaders could do so. A follow-up conversation with the parents has been noted as appropriate.
- A separate first aid incident occurred at the Bridge Walk start, involving a child who sustained a head injury prior to the start whilst in their parent's care. The child was treated promptly; leaders provided appropriate support in the circumstances.

PFD follow-up actions – status review

Action	Owner	Status
Review and update risk assessment templates on OSM	Section Leaders	In progress – leaders reminded
Confirm and embed risk assessment process with leadership teams	Section Leaders	Ongoing – to be confirmed at next meeting
Log activity lead details in OSM when booking permitted activities	Section Leaders	Ongoing
Public liability / visitor insurance – reinstatement	Andrew / Dawn	Complete – cover reinstated including personal accident for non-members (up to 25 persons). To be reviewed at next renewal.
Young leader safeguarding briefing – documentation	Section Leaders	Outstanding

Action	Owner	Status
HQ hire agreement – draft update	Dawn	Complete – current version in place; QR codes displayed on notice board
Minibus usage policy – add to group website	Dawn	Complete
Premises signage (right of way)	Andrew	Complete – sign installed
Drop-off/collection reminders in parent communications (at least termly)	Section Leaders	Ongoing
Behaviour policy & QR code update	Dawn	Complete – QR codes displayed
Additional needs policy – draft update	Dawn	Draft to be circulated to trustees for review
Storeroom working party & under-sink lock	Andrew	Lock purchased; not yet fitted. Working party date to be arranged (poll to be issued).

Prevention of Future Deaths – forthcoming guidance

- It was noted that further PFD guidance is expected from the Scout Association relating to carbon monoxide safety, following the tragic death of a leader who cooked inside a tent using a gas stove without adequate training or communication. The group was reminded of the importance of clearly communicating this risk to all leaders, particularly those who are visual learners or may have additional needs.
- Trustees also discussed the importance of communicating the requirement for leaders to inform others before going on solo camping activity with group equipment.

First aid training audit (raised by Enrico)

- Enrico raised the question of how first aid training compliance is monitored. It was confirmed that the Scout membership system sends automated reminders at 90, 60, 30, and 10 days before expiry, and that the training lead (Andrew) chases individuals manually where needed.
- First aid must be renewed every three years. Safety and safeguarding training also requires periodic renewal; all other mandatory training is one-off.
- It was acknowledged that prompts from the system are not always reliable and that active management remains important.

8. Any Other Business

Circus event and Scout group involvement (Gareth – via message)

- Gareth confirmed the circus event is on 16th July. A fireworks event is also planned for 5th November at the Scout hut. Group involvement to be confirmed once Gareth is available.

Volunteer barbecue / thank-you event

- It was proposed to hold a volunteer appreciation barbecue at the Scout hut in late July (approximate date to be confirmed). The event would be for leaders and volunteers across all sections, to provide an opportunity to thank contributors and help people from different sections meet each other.
- Dawn to organise a suitable date and arrange food. A group event open to all young people and families may be considered for September instead, given the number of activities already planned.

Data processes (Enrico)

- Enrico presented an overview of the data landscape for the group, including where member data is held (Scout membership system for adults; Online Scout Manager (OSM) for young people and waiting lists; Google Forms/Spreadsheet for initial enquiries; Facebook groups for photos; WhatsApp groups for camps and trips; and paper forms shredded after each term).
- The group's data practices were discussed in detail, including consent processes, photo permissions (discussed with parents individually), medical information handling, and data sharing with third parties only where consent has been given (e.g. Gift Aid submissions via HMRC, external activity providers).
- No data breaches have occurred. The main ongoing challenge is data accuracy from parents, which is mitigated by termly check-ins.
- Enrico will draft a data policy for the group based on the discussion and circulate a draft at the next meeting.

Silver Acorn Award

- Ned announced he has received two letters from the Scout Association confirming he has been awarded the Silver Acorn. Trustees offered their congratulations. A suitable occasion to formally present the award will be identified – the volunteer barbecue in July was suggested as an appropriate opportunity.

9. Date of Next Meeting

Tuesday 7th July 2026, 7:30pm – Scout Hut.

Summary of Actions

Action	Owner
Take metre reading and submit to water company ahead of June half-yearly bill	Ned
Finalise Sharnbrook food cost settlement with Gareth	Sophie / Gareth
Confirm appointment of independent examiner	Sophie

Action	Owner
Ask Eamon to review minibus fuel charge for short-hire trips	Dawn
Progress Gift Aid login access with HMRC	Sophie
Provide details to support Tesco Blue Tokens application	Andrew
Follow up on floor repair and gutter quotes; speak to Kevin re LED floodlight and drain clearance	Andrew
Install storeroom lock; set up poll for storeroom working party date	Andrew
Circulate additional needs policy draft to trustees for review	Dawn
Arrange purchase of replacement kitchen equipment (bowls etc.)	Dawn
Organise volunteer appreciation barbecue for late July; confirm date	Dawn
Draft data policy and circulate ahead of next meeting	Enrico
Provide OSM admin logins to Enrico to support data audit	Dawn
Section leaders to review and update risk assessment templates on OSM	Section Leaders
Section leaders to confirm risk assessment process embedded with teams	Section Leaders

Minutes prepared by Andrew using Claude AI – 5th May 2026