

Brickhill Scout Group

Trustee Meeting – Minutes

Tuesday 7th July 2026, 7:30pm – Janet's House

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

1. Apologies

Apologies received from Dawn and Steve.

2. Minutes of Previous Meeting (5th May 2026)

The minutes of the previous meeting hadn't been shared. Andrew to post in the Trustee WhatsApp. Outstanding actions from the previous meeting were incorporated into the agenda for review.

3. Treasurer's Reports

Financial position

- The group began the financial year with approximately £28,000 in the bank and is now just over £25,000, reflecting normal higher spend in the first three months of the year.
- A backdated rent charge of approximately £800 was paid to the council, covering two years, as the council had not issued a bill for the previous year.
- Costs relating to the water activity day have now largely been settled.
- An incoming payment of approximately £115 could not immediately be matched to a family; the reference did not clearly show a known surname. The Treasurer will investigate further and message parents if needed.

Insurance

- The annual insurance premium of approximately £800 was paid in April.
- Additional non-member personal accident insurance was purchased this year, covering up to 25 non-members for approximately £50.
- It was confirmed that the group's policy does not include public liability separately, as this is already provided under the Scouts HQ public liability cover. It was agreed this remains the most practical approach compared with the cost of a standalone policy.

Membership subscriptions (Dawn)

- Dawn proposed changing subscriptions from £15 per month to £20 per month, charged nine times a year (excluding the summer holiday period), to reduce cases where members leave partway through the summer without paying for time already used.
- The proposed rate was discussed against other local groups, who charge in a similar range (circa £15–£20 per month, or termly/annual lump sums); the total annual amount remains broadly comparable.

- The change was agreed in principle, most likely to start from September. Section leaders will need to communicate this change to parents, likely via an end-of-term email.

4. Section Updates

Beavers

- Still a strong team of 4 leaders Gareth, Elizabeth, Brendan, and Pauline.
- We have one Beaver in September moving up to Cubs. We are looking to go up to 18 Beavers in September. That should mean that most of the waiting list get a place.
- Sadly, when the Beavers went to the fire station the fire engines headed out the door and were unable to do their tour, but the leaders had a Plan B and went for a lovely walk around Priory Marina instead. Dawn will try and organise another fire visit for next year the summer term is usually the best for fire station visits.
- We have organised a police visit for the autumn term for the Beavers.
- The Beavers had a trip out to London which went well. Hopefully we will have a sleepover or similar in the autumn term.

Cubs

- Tony is stepping away from Cubs going to focus on scouts from now on
- Chris is stepping away from being akela but continuing to support as an assistant leader when he is available.
- Becky and Ricky are both doing well with their training and are becoming much more confident.
- Lucy is willing to step up to be the akela this September, Dawn will sort out the paperwork over the summer.
- Samuel is still attending but not regularly at the moment
- The cubs have had a very busy term air rifle shooting, archery, fire station visit, a very successful at night where we had all sorts of pets come in including snakes and tortoise. Two cubs will be going up to scouts after the summer, we will keep the number at 18 as we have one transferring in from a group in the north of the UK who is moving house and then we will have two people off the waiting list.

Scouts

- There is a potential volunteer coming on Thursday for a visit they might be interested in helping at scouts. They are local and an ex Brickhill Beaver
- Leaders are William, Levi, Tony and Steve
- We have a couple of young people coming for a visit on Thursday and a number coming for a visit in September currently at 15 scouts actually this will increase next year.
- This term has been mostly hikes and wide games with a very interesting archaeology night organised by Tony.
- Some concern was raised that Scout leaders are not always able to plan sufficiently far ahead, leading to sessions being planned at the last minute and added stress for leaders.
- It was agreed that encouraging leaders to complete an outline term plan and risk assessments before term starts (as previously suggested by Dawn) would help reduce this pressure.

5. Fundraising

Tesco grant scheme (Andrew)

- The Tesco Blue Token scheme has been replaced with a new grant scheme requiring a food-related element. The group's application has been repurposed towards a kitchen refurbishment, linked to food-related badges undertaken across the sections.
- The new scheme requires confirmation of permission to carry out building works. It was confirmed the Scout hut is held on lease by the Scout Association Trust Corporation (SATC); the council owns the land but not the building, which the group would need to remove if the site were ever vacated. Day-to-day management sits with the trustees.

6. HQ Matters

Gutters (Ned)

- Kevin has been looking at the guttering. The main issue is that gutter brackets are fixed to rotten wood blocks set into the concrete, rather than directly into the concrete; Kevin will fit proper brackets directly into the concrete to resolve this.
- The section between the two buildings was already addressed previously with a temporary lining; this will continue to be patched with an additional layer as needed until a longer-term, custom-shaped guttering solution can be arranged, which is a more complex job due to the offset shape of the two buildings.
- Overhanging branches near the store will also be cut back to reduce leaf build-up in the gutters.

Minibus review

- Trustees discussed whether to continue running the minibus, given rising fuel costs and a shrinking pool of leaders able to drive it, since the D1 licence entitlement is now uncommon and the required test costs approximately £800.
- Currently only a small number of leaders (including Tony and Dawn) are able to drive it.
- It was agreed that costs (insurance, servicing, fuel) and usage/income figures should be gathered and shared via the WhatsApp group ahead of the September meeting, so a decision can be made before committing to some outstanding welding repair work.
- It was suggested the minibus could be advertised as a shared asset via the district website to generate more hire income, rather than relying on word of mouth.

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

Safeguarding / first aid incident

An incident occurred during a water activity at Great Barford that day: a young person overbalanced and broke their wrist. They were treated by leaders on site before attending hospital for an X-ray. The incident has been logged and HQ has been informed

PFD follow-up actions – status review

Action	Owner	Status
Confirm and embed risk assessment process with leadership teams	Section Leaders	Not confirmed – only one section leader present; carried to September meeting

Action	Owner	Status
Young leader safeguarding briefing – documentation	Section Leaders	Paused – no young leaders currently in Cubs or Scouts; to revisit if/when applicable
Additional needs policy – draft update	Dawn	Draft to be circulated to trustees for review
Under-sink lock	Andrew	Lock purchased; not yet fitted.
New action: purchase battery-operated carbon monoxide detector for camping kit		To be confirmed – required if cooking with gas stoves in an enclosed mess tent; low cost, fire service may also provide one free of charge

8. Any Other Business

Data policy (Enrico)

- The data policy is not yet complete and will be carried over to the next meeting.
- Discussion touched on a planned member survey (linked to the annual census and OSM records); it was agreed that where names are temporarily needed to confirm a response, this data should be securely destroyed afterwards, and this will be reflected in the data policy

Water activity safety

- Water sports at Great Barford have resumed after a temporary suspension due to water quality concerns. The group now has a testing kit to check water safety before activities; testing is mainly needed after heavy rainfall, when agricultural run-off or sewage overflow is more likely, rather than routinely.

Energy tender (Ned)

- Ned shared details of a National Charity energy tender scheme aimed at securing cheaper electricity for small charities. Andrew registered interest and received further information, including a sample contract, for review.
- The group's current energy contract, arranged through an existing broker, runs until March 2027. Ned will review the tender offer and share the outcome with other district groups if it appears worthwhile.

Volunteer barbecue

- The volunteer appreciation barbecue is confirmed for this coming Friday.

Silver Acorn Award

- Ned's Silver Acorn Award will be formally presented at Friday's barbecue. Ned has invited several guests from his scouting history and family.

9. Date of Next Meeting

Tuesday 8th September 2026, 7:30pm – Scout Hut.

Summary of Actions

Action	Owner
Investigate unmatched incoming payment (approx. £115) and contact parents if needed	Sophie
Circulate additional needs policy draft to trustees	Dawn
Confirm subs change (£20 x 9 payments) start date and communicate to parents via end-of-term email	Dawn / Section Leaders
Fit storeroom under-sink lock	Andrew
Confirm and purchase carbon monoxide detector for camping kit if not already done	TBD
Finalise Tesco grant application, including hut ownership/permissions details	Andrew
Follow up with Kevin on gutter bracket repairs and longer-term guttering solution	Ned
Gather minibus costs (insurance, servicing, fuel) and usage/income figures ahead of September meeting	Sophie
Review National Charity energy tender offer and share outcome with district groups if useful	Ned
Confirm risk assessment process embedded with all section leadership teams	Section Leaders
Complete and circulate data policy draft, including approach to survey data retention	Enrico

Minutes prepared by Andrew using Claude AI, from an automated meeting transcript – 7th July 2026