

# Minutes of the 4th Stafford Scout Group Trustee Meeting

The Knot & Plough, Stafford on 9th February 2026 @ 7pm

**Present:** Karl Hilton (Chairman), Cathy Hordern (Group Lead Volunteer), Darren Hordern (Treasurer), Alex Windows, Andrew Bennett, Ian Davies, Luke Vernon, Rhys Powell.

**Apologies:** Gemma Phillips (Secretary), Sarah Phillips, Tracey Evans, Lydia Hilton, Amanda Campbell

## Last Meeting:

### Follow Ups:

- Karl Hilton to contact the council with what can be done in the town centre.
  - **Follow-Up: K.Hilton to find out more, Rolled over**
  
- Tesco Blue Token Scheme
  - R.Powell sent information about Tesco to K.Hilton to follow-up.
  - **Follow-up: K.Hilton to contact Tesco, Rolled over**
  
- Application to Council Community Fund Grant
  - C.Hordern has emailed and is in the process of sorting the application. Having to wait until the 2026 new financial year for the application to be submitted.
  - **Follow-up: C.Hordern to report back on success or failure in any future meetings**
  
- Insurance
  - Insurance documents have not been sent to the Treasurer yet and confirmation needed of updated contact details and names.
  - **Follow-up: L.Hilton & D.Hordern to liaise and get the documents in order asap**
  
- Recruitment
  - Cubs recruitment and advertising to be added to socials, numbers are steady.
  - *No follow-up required*
  
- Data Retention Policy
  - G.Phillips emailed out to all sections on 16.12.2025 and sent a confirmation email when all sections confirmed their updates on 2.1.2026.
  - *No follow-up required*
  
- Subs Increase
  - Letter was drafted, checked and sent out to all members of the group
  - *No follow-up required*

- Savings Account
  - A savings account has been opened
  - *No follow-up required*
  
- Accident Reporting:
  - G. Phillips sent new accident procedures to each section via email on 16th Dec 2025.
  - *No follow-up required*
  
- Amazon Business Account
  - Business Account opened, details circulated within the Group.
  - *No follow-up required*
  
- Group Clothing:
  - A.Windows to see if gilets are available to personalise, will enquire in May/June with the next t-shirt/hoodie order.
  - *No follow-up required*
  
- Risk Assessments
  - These are all now complete. Awaiting upload to the website.
  - *No follow-up required until 2027*
  
- The last minutes were Motioned and Approved by Everyone.

### Group Numbers:

Our current young person membership is:

Squirrels: 11

Beavers: 27

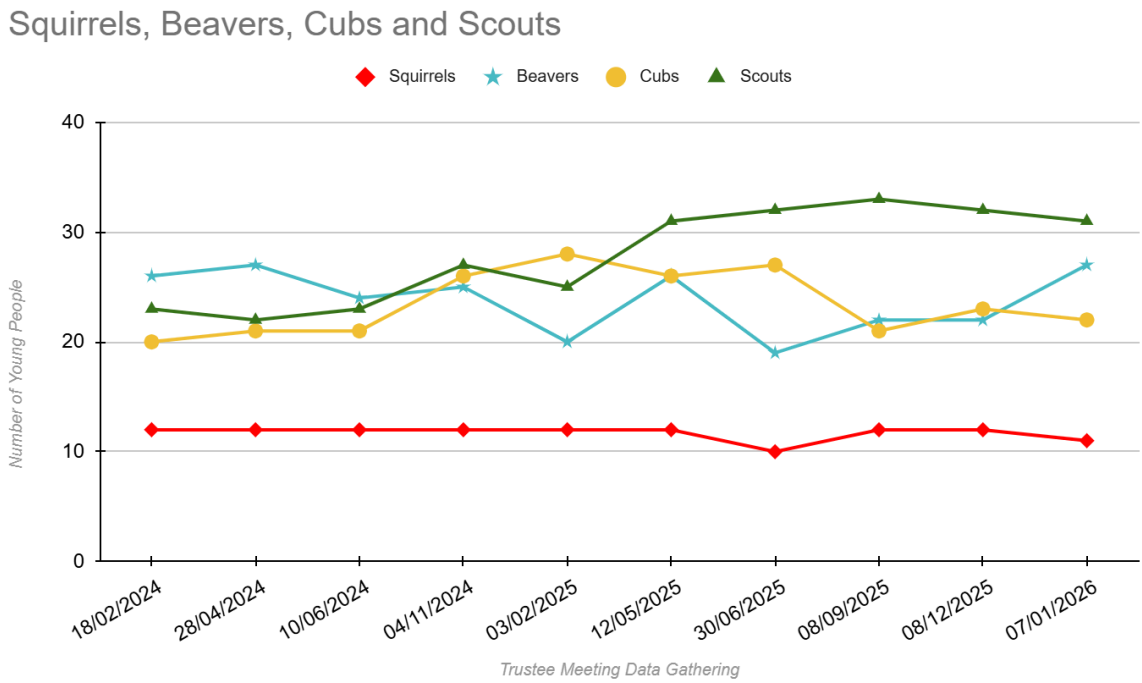
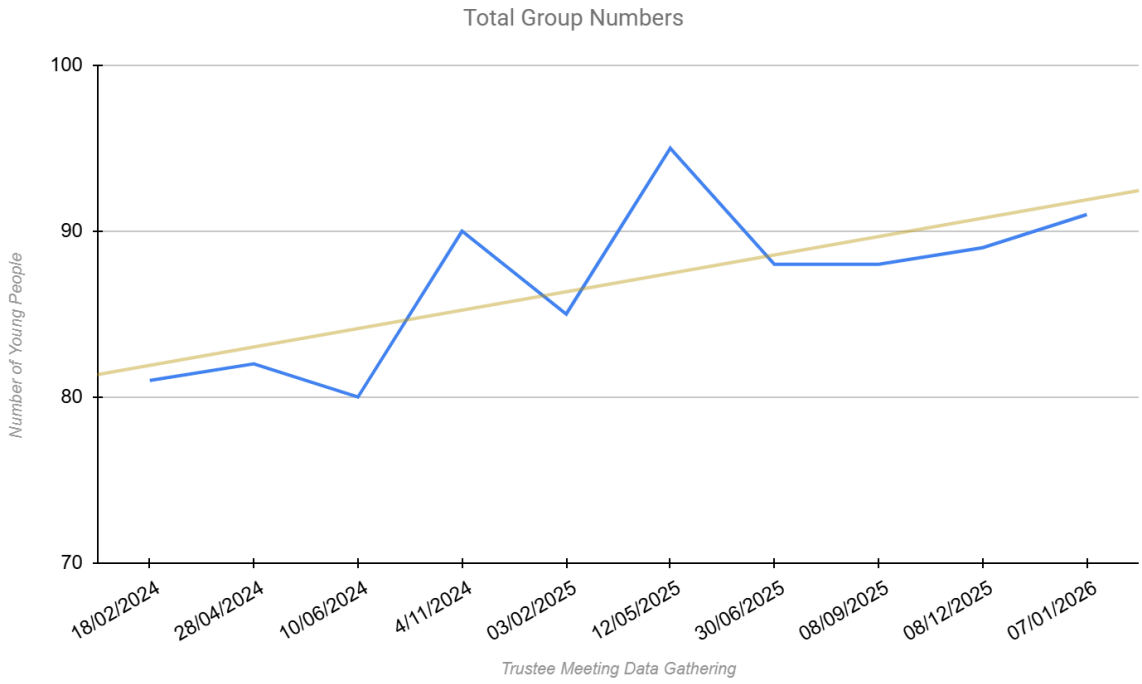
Cubs: 22

Scouts: 31

**Total: 91**

*This is +2 on the last meetings record*

	Joining List	Waiting List	Scout Helpers	Duke of Edinburgh Helpers	Young Leaders	Adult Helpers	Leaders
Squirrels	3	14	-	-	3	-	3
Beavers	-	4	2	-	7	-	3
Cubs	-	2	-	-	6	-	5
Scouts	2	1	-	-	2	-	6



## Treasurer's Report - Given by Darren Hordern

D.Hordern gave an updated financial report for the group.

Summary of items discussed:

- We had £5525 capitation in the final bill.
- Signatures needed on accounts are being sorted.
- Group camp needs approx £800 to £1k, is there money in the account to go towards it. Discussions ongoing where necessary.

## Accident Report

**None Reported**

## Trustee Regulatory Advice Notice

Notice was mentioned and adopted. All trustees are in agreement and have a record of the advice. This was emailed out by G.Phillips 4th Feb 2026.

## Any Other Business

Thanks

Thanks to Neil Pollitt for allowing the group trailer to be stored for so long at the MOD base - this really was such a helpful and kind gesture, so big thanks!

The trailer is now being stored near to The Range - thanks ongoing to L.Vernon for helping provide this. Spare keys to be kept in the safe.

Trailer Maintenance

Chocks were requested and agreed to be purchased. Cost not provided at this stage.

Gazebo

The storage bag for the gazebo needs replacing. The manufacturer to be contacted in the first instance to see if this can be purchased separately.

WhatsApp

A parental request was made to set up a Scout Whatsapp chat for parents to liaise. At this stage it was decided not to do this from a Group/leaders point of view due to ongoing maintenance of such a group and possible risk to safeguarding to any YP inadvertently added or referenced. Any such Whatsapp chat could be made between the parents themselves at their own discretion.

Group Camp Update

Planning is ongoing with programmes being finalised. Communication between leaders continues at pace.

## Young Persons Council

A.Windows mentioned that it would be good to have the young people (YP) of the group represented at the trustee meeting - helping to make decisions that benefit them. Due to the timings of the meetings it was agreed that a separate 'YP Council' could be formed where they discuss activities and suggestions important to them, which are then relayed back to the adult trustees. Youth led scouting is very important and this is a good way of getting them involved, keeping up with their interests and staying relevant to the times.

**Follow-up: A.Windows to start to organise**

## Closing Remarks

C.Hordern gave thanks to all in attendance.

## **Dates of Next Meetings (TBC):**

- Monday 13th April 2026
- Monday 8th June 2026

Meeting closed at 8.30pm

Minutes taken by C.Hordern, produced by G Phillips