

**Zarząd Okręgu (ZO) Wielka Brytania**  
**UK National Executive Council Meeting PSA (UK Region) Ltd**  
**Videoconference Call**

**Tuesday 15<sup>th</sup> June 2021 19:00-21:00**  
**and Tuesday 22<sup>nd</sup> 19:30 – 21:00**

**Tuesday 15<sup>th</sup> June**

**Present:** Ali Szwagrzak hm (AS) - Chair  
Wanda Petrusiewicz- Allen hm (WPA) - UK Guide Commissioner  
Marcin Roth hm (MR)- UK Scout Commissioner  
Dzh Krysia Buyukardicli – Friend of Polish Scouts  
Teresa Ciecierska hm – Senior Scouts  
Dorota Matuszewska hm (DM) - Secretary  
Krzysztof Jakubowski hm (KJ) - St Briavels Project manager  
Jan Minor hm (JM) – COVID Response Team (Joined at 8pm)  
Wacek Mańkowski hm (WM) Project St Briavels  
Andrzej Ciuksza phm (AC) - Insurance  
Szymon Erdzik pwd (SE) (Joined at 7:30pm)  
Krystyna Wrobel pwd (KW) - Treasurer  
Jerzy Zychowicz phm (JZ)  
Irena Sobolewska phm (IS) – Data Protection, HR  
Aneta Macheta hm (AM) - Project St Briavels, Media & communication  
Dacia Zasdzka phm (DZ)  
Iwona Tarkowska h (IT) – Mental Health & Well Being  
Ania Kuciewicz hm (AK)  
Leszek Indyk phm (LI) – Health & Safety  
**Apologies:** Ks Roman Werner hm (RW) – Chaplain  
Agnieszka Wojtkowiak hm (AW) - Media & communication

**Tuesday 22nd June**

**Present:** Ali Szwagrzak hm (AS) - Chair  
Maryś Bnińska hm (MB) – Representing UK Guide Commissioner  
Marcin Roth hm (MR)- UK Scout Commissioner  
Dzh Krysia Buyukardicli – Friend of Polish Scouts  
Teresa Ciecierska hm – Senior Scouts  
Dorota Matuszewska hm (DM) - Secretary  
Krzysztof Jakubowski hm (KJ) - St Briavels Project manager  
Jan Minor hm (JM) – COVID Response Team (Joined at 8pm)  
Wacek Mańkowski hm (WM) Project St Briavels  
Andrzej Ciuksza phm (AC) - Insurance  
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Krystyna Wrobel pwd (KW) - Treasurer  
Jerzy Zychowicz phm (JZ)  
Dacia Zasdzka phm (DZ)  
Iwona Tarkowska h (IT) – Mental Health & Well Being  
Ania Kuciewicz hm (AK)  
Agnieszka Wojtkowiak hm (AW) - Media & communication  
Leszek Indyk phm (LI) – Health & Safety

**Circulation:** K Buyukardicli, A Ciuksza, T Ciecierska, S Erdzik, L Indyk, K Jakubowski, A Kuciewicz, A Macheta, D Matuszewska, W Mańkowski, J Minor, W Petrusiewicz-Allen, M Roth, I Sobolewska, A Szwagrzak, I Tarkowska, Chaplain: Rev. R Werner, A Wojtkowiak, K Wróbel, D Zasadzka, J Zychowicz.

**Apologies:** Ks Roman Werner hm (RW) – Chaplain  
 Irena Sobolewska phm (IS) – Data Protection, HR  
 Aneta Macheta hm (AM) - Project St Briavels, Media & communication  
 Wanda Petrusiewicz- Allen hm (WPA) - UK Guide Commissioner

**Agenda:**

<b>1. Opening, welcome, quorum, acceptance of agenda, declaration of conflict of interest, apologies</b>	
<b>2. Minutes</b> 2.1. Minutes from meeting 16 <sup>th</sup> March 2021 and 6 <sup>th</sup> April 2021.	19:00
<b>3. Matters arising from the minutes not covered on the agenda below:</b>	
<b>4. Finance -</b> 4.1. Financial Update – KW Trustee Report - AS 4.2. Insurance – AC	
<b>5. Operational</b> 5.1. Senior Scouts – report, update, issues – TC 5.2. Friends of Polish Scouting – report, update, issues – KB 5.3. Guide Commission – report, update, issues – WPA 5.4. Scout Commission – report, update, issues – MR 5.5. St Briavels project Phase III – KJ Business Plan Proposal for Phase III	
<b>6. Governance -</b> 6.1. Health & Safety – LI 6.2. Safeguarding – AS 6.2.1. DBS database update - MR 6.3. Mental Health – IT 6.4. Data Protection – IS 6.5. Human Resources – IS 6.6. COVID Response Team – JM 6.7. Media & Communications – AW Logo update	
<b>7. Activity Centres</b> 7.1. St Briavels centre – Wye Valley Woodside Centre –AB 7.2. Fenton Centre – WM	
<b>8. Any other business</b>	21:00
<b>Date of next meeting:</b>	

**Circulation:** K Buyukardicli, A Ciuksza, T Ciecierska, S Erdzik, L Indyk, K Jakubowski, A Kucewicz, A Macheta, D Matuszewska, W Mańkowski, J Minor, W Petrusiewicz-Allen, M Roth, I Sobolewska, A Szwagrzak, I Tarkowska, Chaplain: Rev. R Werner, A Wojtkowiak, K Wróbel, D Zasadzka, J Zychowicz.

## Minutes

<p><b>1. Opening</b></p> <p>AS welcomed everyone to the meeting. Quorum was established.</p> <p>No declaration of conflict of interest</p> <p>As the meeting agenda was very full, it was agreed by all to continue the meeting Tuesday 22<sup>nd</sup> June.</p>	<p><b>Action:</b></p>
<p><b>2. Minutes</b></p> <p>2.1. Minutes from meeting 13<sup>th</sup> March 2021</p> <p>AC change 6.2 second paragraph to 'we do not have libel and slander cover'</p> <p><b>22/6/21</b></p> <p>Minutes with revision accepted. 12 for, 1 abstain</p> <p>2.2. Minutes 6<sup>th</sup> April 2021 -</p> <p>No feedback received</p> <p><b>22/6/21</b></p> <p>Minutes. 12 for, 1 abstain</p>	<p><b>Action:</b></p>
<p><b>3. Matters arising from the minutes not covered in the agenda.</b></p> <p>3.1. Minutes from meeting 13<sup>th</sup> March 2021</p> <p>3.1.1. DM requested AG to show someone else how to update the DBS spreadsheet, but needs to confirm who the person is.</p> <p>3.1.2. AS to check that the final minutes are being added to the admin section on the website</p> <p>3.1.3. AS to update board of status of the chapel repairs at the next meeting.</p>	<p><b>Action:</b></p> <p><b>DM</b> to confirm who the person is covering for <b>AG</b> for the DBS spreadsheet.</p> <p><b>AS</b> to confirm if meeting minutes are added to the website</p> <p><b>AS</b> to update board of status of chapel repairs.</p>
<p><b>4. Financial</b></p> <p>4.1. Financial Update KW.</p> <p>Cash books were sent to KW on time and these were submitted to the auditors, Kendall Wadley. Olena Zakrzewska who this year, as in previous years, helped prepare the accounts, received final accounts in May. There were no recommendations from the auditors. The auditors asked a few questions, namely where the income and expenditure was not well explained. They read the minutes and asked for an update on the status of the Financial Regulations document. KW explained that she has started work on this, sent them the draft, and it will be submitted to the Board for approval at the September</p>	<p><b>Action:</b></p> <p><b>KW</b> to present the Financial Regulations &amp;</p>

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<p>meeting.</p> <p>All (16) agreed to the extension to September's board meeting for the Financial Regulations and more in-depth Financial Governance document.</p> <p>Despite the pandemic, PSA (UK) Ltd had a surplus for the year of £43k. The Fenton and St Briavels activity centre managers applied and received a £50k COVID grant, which contributed to the surplus.</p> <p>The final draft version of the Trustee Report for approval was sent out quite late, and not everyone had time to read it. Comments to be sent to AS (narrative) KW (finances) by 18/06, to ensure they are included in the report.</p> <p><b>22/06/2021</b></p> <p>KJ sent comment suggesting an Executive Summary from the Auditors in future reports. KW to request this from auditors. Trustee Report was accepted by All (13).</p> <p><b>4.2. Insurance AC</b></p> <p>All figures relating to last year's refund and this year's costs have been sent to KW.</p> <p>Business travel &amp; personal insurance was renewed in April. There was an accident at one camp and claim forms have been sent for completion. These will be checked by District Commissioner before they are submitted.</p> <p>Buildings and contents insurance, employer's and public liability insurance to be renewed. Zurich are asking many questions re Safeguarding. There is a risk that the premium may increase by £7k. KJ suggested other insurance brokers are contacted, namely Unity.</p>	<p>Governance Policy at the next committee meeting.</p> <p><b>ALL</b> to send any further comments on Trustee report to <b>AS</b> and <b>KW</b> by 18/6</p> <p>KW to request auditors to include an Executive Summary in future Trustee Reports</p> <p><b>AC</b> to contact other insurance brokers for quotes.</p>
<p><b>5. Operational</b></p> <p><b>5.1. Senior scouts Report -TC</b></p> <p>5.1.1. TC has spoken to everyone on the phone, as not everyone has access to Zoom.</p> <p>5.1.2. 25/4/21 telephone conference of World Committee of Senior Scouts (Główna Kwatera Starszego Harcerstwa) to discuss the results and implications of the voting which took place during PSA Intl's Extraordinary General Meeting (Nadzwyczajny Zjazd Ogólny). Some regulations which can be viewed on the website (zhpsth.org) will require adjustments.</p> <p>5.1.3. Some members joined 8/5/21 Forum of for Senior Scouts organised by ZHR; 13/5/21 90<sup>th</sup> birthday celebration of Ks.inf.hm Stanisław Świerczyński; 25/5/21 Copernicus-conversation with God organised by Polish Hearth Club.</p> <p>5.1.4. Debate based on exhibition 'All of us, Anders' people' to take place 2/10/21. Invitations to be sent out to</p>	<p><b>DZ</b> to send <b>DM</b> information about the Bialystock exhibition to forward board.</p>

<p>Senior Scouts and other senior members of the organisation.</p> <p>5.1.5. A fun general knowledge competition to be run over the summer to engage all Senior Scouts.</p> <p><b>5.2. OPH Report - KB</b></p> <p>KB has tried to contact all the units by phone, but has not been successful. She planned to organise a face-to-face meeting but with the continued lockdown, this is not possible. While there are no youth activities that need supporting the units are not required, but they are trying to engage in activities in their parishes, e.g. cake sales. KB is putting material together for a course for the unit Leaders. (przewodniczących koł). DM said that Renata Turrell (previous Senior Scouts leader), created such a course, and could be a source of material. KB asked that she is contacted if any help is required over the summer, e.g. clean the activity centres.</p> <p><b>5.3. Guide Commission Report - WPA</b></p> <p>5.3.1. Virtual meetings are continuing, however in some areas face to face meetings have started. Some areas can have meetings outside with no restriction on numbers, and in Scotland they can meet in small groups. All meetings follow the Getting Back together Framework and complete/have approval from the COVID-safe Risk Assessment form prior to resuming activities.</p> <p>5.3.2. Districts Bałtyk and Pomorze attended the Katyn Commemoration at the London Memorial and Mazowsze District at Southwell Minster.</p> <p>5.3.3. Other virtual activities were organised for Polish Heritage Day – Kominek; Earth Day – competitions and activities; Level 2 Safeguarding course 3 and 11 July. Camp Leaders course hosted by Scout Commission 19/20 June.</p> <p>5.3.4. Together with the Scout Commission, new First Aid (Zdrowia i Pierwszej Pomocy) Voluntary Working Group, to update the policies and documents.</p> <p><b>5.4. Scout Commission Report - MR</b></p> <p>5.4.1. 20/03 Instructor attended Child Protection Level 2 course</p> <p>5.4.2. Three new units registered, Scout 28DH – Wilno District, Cub (Lesne Przyjaciele) – Carlisle, Cub (Biale Orly) – Gdynia District; Re-opening of 33 DH Wilno District.</p> <p>5.4.3. 06-10/04 Virtual rangers camp.</p>	<p><b>KB</b> to contact Renata Turrell re OPH unit leaders' course.</p>
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<p>5.4.4. Laying of wreaths at Katyn Memorial Gunnersbury, Katyn plaque at Southwell Minster and Polish Air Force plaque in St Paul's cathedral.</p> <p>5.4.5. A parachute-jump to be organised. VWG meeting to meet potentially in July in Bedford aerodrome. This will be open to older scouts. Separate insurance will be sought for this activity. AM asked if this would be open to older guides. MR will confirm with the organisers.</p> <p>5.4.6. Prepare and deliver a camp leaders course for both Guide and Scout commissions; attend level 2 safeguarding training</p> <p><b>5.5. St Briavels project Phase III - KJ</b></p> <p>5.5.1. The proposal was sent out before the meeting. The Project Team has requested approval from the Board to move forward with the plans for the refurbishment of the White House.</p> <p>5.5.2. KW requested that there was more explanation of the proposed funding. DM requested that the analysis of usage demand was added to the proposal. IT did extensive analysis two years ago. Recently she has found out that the government is giving more money to schools to enable children to connect with nature, to improve their mental health and well-being. The Woodhouse and the White House will be able to cater for more than one class at the same time.</p> <p>5.5.3. DM raised the point that the Woodhouse being a new build was exempt from VAT if used for own use. KJ explained that 95% of the bookings need to be for own use. This restriction is for 10 years; however, it is a sliding scale over that period. We are now moving into year 3. Should we have an increase in the number of external lettings, there is a risk that we would be liable for a proportion of the VAT.</p> <p>5.5.4. AS proposed to vote on the approval of the proposal at the meeting 22/06/21. 6 For, 11 against. Any feedback to be sent to KJ by 18/6.</p> <p><b>22/06/21</b></p> <p>5.5.5. JM raised the point that the draft plans were not produced by an architect. KJ explained that a lot of work has been put into creating the draft plans, to ensure they include all the requirements gathered from future users. It gives a feel of what the development will include. This is required to approach organisations/individuals for funding. Next step, once funding has been secured, is design and build/engage an architect to produce plans from which we can move to the build stage.</p>	
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<p>JZ suggested that there is a requirement for a storage area.</p> <p>5.5.6. The board voted on the following proposal: The board accepts the proposal as outlined in the St Briavels Proposal Final V3.1 document to move forward with the project, by approaching for funding and further developing the draft drawings. 13 For, 1 Abstained.</p>	
<p><b>6. Governance</b></p> <p><b>6.1. Health &amp; Safety (LI).</b> Commenced writing Health and Safety Policy Organisation document. Working with DC Training (H&amp;S consultants), and getting support/advise from friend who is a H&amp;S manager at work, and a Scout who has a lot of experience in this area. LI requested funding of £400 to be approved by board for him to attend a British Safety Council course. Approved by all (14). As part of H&amp;S further training will be required for members. LI to liaise with Risk Assessment team, as this is part of H&amp;S.</p> <p><b>6.2. Safeguarding (AS)</b> No update from AS No update from MR re DBS</p> <p><b>6.3. Mental Health and Wellbeing (IT)</b> Had two meetings with Mental Health and Wellbeing Voluntary Working Party (VWP) IT working closely with AG and Karina Kulawik to create awareness courses. Provided workshop at the Camp leaders course, on mental health and how to deal with problems and where to get help. Further courses planned to support with individuals' resilience. MB, requested that the Guide and Scout commissioners are involved in these. IT explained that they are already represented at meetings.</p> <p><b>6.4. Data Protection (IS)</b> No update.</p> <p><b>6.5. Human Resources (IS)</b> No update.</p> <p><b>6.6. COVID Response Team (JM)</b> 6.6.1. Met just before and just after PM's announcements. Updated the instructions as per 17/5. Further lifting of restrictions, but no update from NYA as yet. Scouting organisation states that restrictions will be lifted after 21/6, but no detail as yet. In Scotland, camps are planned for the beginning of July, hoping that they will be allowed to go ahead. Currently only 6 people can go together and need to sleep separately which is not practical. Need regular test, every 2-3 days. If anyone</p>	<p><b>Action:</b></p> <p><b>LI</b> to liaise with Risk Assessment team</p> <p><b>MR</b> to provide DBS update at next board meeting.</p>

<p>sick, needs to be taken home. If leader is sick, camp will need to be cancelled. Hope to have more info by end of week, from NYA. All updates will continue to be communicated. If restrictions lifted 19/7 camps can go ahead. Advise to not making financial commitments still stands.</p> <p>In Scotland, 30 people, but each person in separate room.</p> <p>6.6.2. Marek Krason working with AG and JM and to simplify the risk assessment.</p> <p><b>22/06/2021</b></p> <p>6.6.3. NYA has indicated that summer camps can go ahead. Youth activities, lateral flow tests required every 3 days. AG updated readiness level. JM updated the rules to have the camps. Max 30 and 6 people can sleep in one room. This is not dependent on the size of the room. Can have more than one camp on the site but they cannot meet in any way. Andrzej Borowy organising conference call with Leaders of the 5 camps in St Briavels.</p> <p>6.6.4. LI requested that the RA are updated to include camps and sent out so that they can be submitted in good time. There are about 6 approvers for risk assessments for the camps. Marek Krason has sent a basic RA and it is currently being updated, to be ready for meeting with Guide/Scout Commissioners.</p> <p>6.6.5. IT raised the point that it was not necessary for someone to patrol the site to ensure Covid rules are followed. The role of Marek Kowalewski or AS, is to support the co-ordination of activities, not to go around checking. There will be 150 campers, 2 x scout camps, 2 x guide camps, 1 x cub/brownie camp.</p> <p><b>6.7. Media &amp; Communications (AW)</b></p> <p>Logo Policy document was accepted by All (14)</p> <p>AW to send out certificates and awards to winners.</p> <p>Continuing to create films for Regionalny Ośrodek Debaty Międzynarodowej from Poznan.</p> <p>Update on mobile compliance of the website will be provided at next meeting.</p>	<p><b>AW</b> to send out final logo to <b>DM</b> to send out.</p>
<p><b>7. Activity Centres</b></p> <p>7.1. St Briavels Centre – Wye Valley Woodside Centre – Andrzej Borowy</p> <p>A report was sent out in advance of the meeting. – no questions.</p> <p>7.2. Fenton Centre – WM.</p>	



<p>Stanica closed since March 2020, 32 bookings cancelled/rescheduled.</p> <p>A lot of work in preparation for September 50<sup>th</sup> anniversary presentations has been on-going. Replacement of roofs; painting and decorating including President Kaczorowski's room; removal of 19 damaged trees to be replaced in the autumn; rebuilding of veranda by the house; floor replacement in kitchen.</p> <p>Requirement to replace boiler cost £7k and strimmer £200.</p> <p>All works planned for this year, bar fixing of flooring and repainting chapel, have been completed.</p> <p>Continuing to work on the commemorative pamphlet (jednodniówka).</p>	
<p><b>8. AOB</b></p> <p>8.1. Updated First Aid Documents These have been updated by Scout and Guide Commissions. They will be piloted over the summer. Update in September meeting.</p> <p>8.2. DM requested that to assist in the flow of the meetings, summary updates are sent in advance by the activity centre managers, Guide and Scout Commissions, Senior Scouts and Friends of Polish Scouts. This will commence from next meeting.</p> <p>8.3. AW requested photos and info to post of ZO social media. JM asked that everyone was mindful of COVID rules, e.g. social distancing when posting on social media.</p>	<p><b>Action:</b></p>
<p><b>9. Dates of next meetings</b></p> <p>14<sup>th</sup> and 21<sup>st</sup> September 2021 - 19.30 – 21.30. This will be a Zoom meeting, but hopefully can schedule a face to face meeting soon. Location to be agreed.</p>	