

Zarząd Okręgu (ZO) Wielka Brytania
UK National Executive Council Meeting PSA (UK Region) Ltd
Beavor House and Video Conference

Sunday 12th June 2022 11:00 – 15:00

Present:

- Ali Szwagrak hm (AS) - Chair
- Wanda Petrusiewicz- Allen hm (WPA) - UK Guide Commissioner
- Marcin Roth hm (MR)- UK Scout Commissioner (Zoom)(Left 14:30)
- Teresa Ciecierska hm (TC) – Senior Scouts (Zoom)
- Dzh Krysia Buyukardicli (KB) – Friend of Polish Scouts
- Dorota Matuszewska hm (DM) - Secretary
- Jan Minor hm (JM) – COVID Response Team
- Andrzej Ciuksza phm (AC) - Insurance (Arrived 11:30)
- Wacek Mańkowski hm (WM) Project St Briavels (Zoom) (Left 13:00)
- Krystyna Wrobel pwd (KW) – Treasurer (Zoom)
- Ania Kuciewicz hm (AK) (Zoom)
- Docia Zasdzka phm (DZ) (Zoom)
- Irena Sobolewska phm (IS) – Data Protection, HR
- Agnieszka Wojtkowiak hm (AW) - Media & communication (Zoom)
- Jerzy Zychowicz phm (JZ)

Apologies:

- Ks Roman Werner hm (RW) – Chaplain
- Leszek Indyk phm (LI) – Health & Safety
- Szymon Erdzik pwd (SE)
- Aneta Macheta hm (AM) - Project St Briavels, Media & communication
- Iwona Tarkowska h (IT) – Mental Health & Well Being
- Krzysztof Jakubowski hm (KJ) - St Briavels Project manager

Absent:

Agenda:

1. Opening, welcome, quorum, acceptance of agenda, declaration of conflict of interest, apologies	
2. Minutes 2.1. Minutes from meeting 13 th March 2022, 11 th May 2022.	11:00
3. Matters arising from the minutes not covered on the agenda below:	
4. Finance - 4.1. Financial Update – KW 4.1.1.Beavor House – AS 4.1.2.Aid for Ukraine – AK 4.1.2.1. Summer camp for Ukrainian Children 4.2. Insurance – AC	
5. Operational 5.1. Guide Commission – report, update, issues — WPA 5.2. Scout Commission – report, update, issues – MR 5.3. Senior Scouts – report, update, issues – TC 5.4. Friends of Polish Scouting – report, update, issues – KB 5.5. St Briavels project Phase III – KJ	
6. Governance – 6.1. Trustee Report – AS 6.2. Zjazd Okręgu 8-9/10/2022 – DM	

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 Szwagrak, I Tarkowska, Chaplain: Rev. R Werner, A Wojtkowiak, K Wróbel, D Zasadzka, J Zychowicz.

6.3. Health & Safety – LI 6.3.1.Updated First Aid Documents – WPA & MR 6.3.2.First Aid course – WPA & MR 6.4. Safeguarding – WPA & MR 6.4.1.DBS database update – MR 6.5. Mental Health – IT 6.6. Data Protection – IS 6.7. Human Resources – IS 6.8. COVID Response Team – JM 6.9. Media & Communications – AW 6.9.1.Media Crisis Management Policy – AK	
7. Activity Centres 7.1. St Briavels centre – Wye Valley Woodside Centre –AB 7.2. Fenton Centre – WM	
8. Any other business 8.1. Communications with members not working directly in one of the four commissions	15:00
Date of next meeting: 06/09/2022 – 19:00-21:00. – Zoom	

Minutes

1. Opening AS welcomed everyone to the meeting. Quorum was established TC and KB are not entitled to vote. WM has to leave early, so will discuss item 7.2 (Fenton) just before 1. No declaration of conflict of interest.	Action:
2. Minutes 2.1. Minutes from meeting 13 th March 2022 DZ – not there, and wrote GZ and instead of JZ. DM – action 4.1.5 change to JZ to prepare explanation for Beavor House to members at next Biennial General meeting. 2.2. Minutes from meeting 11 th May 2022. No comments. Minutes were accepted by All (10) DZ problem with connection.	Action:
3. Matters arising from the minutes not covered in the agenda. 3.1. Minutes from meeting 14 th September 2021 3.1.1.To avoid having to pay VAT in the new build, currently 95% of the bookings need to be youth bookings. This is on a rolling scale and will cease after 8 years. There are no other restrictions imposed. Activity Centre Manager ensures that 95% of the bookings are youth bookings. The board raised concern that some groups using the St Briavels Activity Centre are not looking after it. There is already some damage. Following discussions, it was agreed to suggest to Activity Centre Manager to take deposits from non-scouting users. WM confirmed that this is what happens at Fenton Activity Centre. CLOSED: AS confirmed that he spoke to AB and AB does take deposits from all groups	Action:

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<p>3.2. Minutes from meeting 7th November 2021</p> <p>3.2.1.KW to provide Book Keeping training for OPH treasurers 12/06/2022 – KW and KB have discussed this, but no date has been agreed. Opportunity to create a standard spreadsheet. KW to discuss with Olena Zakrzewska.</p> <p>3.2.2.WM to confirm whether the £5k cost for plastering has been budgeted for or not. If not, the approval process outlined in the Financial Regulations document will need to be followed. 12/06/2022 – WM confirmed that the cost was not budgeted, however, he is still waiting for all the quotes before submitting to the board as per the finance policy.</p> <p>3.2.3.AW to present her ideas for merchandise with new LOGO. 12/06/2022 – AW is waiting for some details and process from supplier and will send out suggestions to DM to cascade by 17/06/2022 /</p> <p>3.2.4.AK to update the Media Crisis document with Tina Małkowska. 12/06/2022 – AK absent. No update received.</p> <p>3.3. Minutes from meeting 18th January 2022</p> <p>3.3.1.A clear link on board members page to Safeguarding 12/06/2022 - A link has been added on to the home page, but you need to scroll down to see it. AS to ask Konrad Kaptur to move this to the top of the main page.</p>	<p>KW to provide book keeping course for OPH</p> <p>WM to inform KW when received quote for plastering</p> <p>AW to send ideas for merchandise with new logo by 17/06/2022</p> <p>AK to update the Media Crisis document with Tina Małkowska.</p> <p>AS to ask Konrad to move the Safeguarding link to top of home page.</p>
<p>4. Financial</p> <p>4.1. Financial Update KW.</p> <p>4.1.1.Completed GiftAid should get next week, £3k, St Briavels and Fenton.</p> <p>4.1.2.Auditors require all the documents for any receipt of funds. For donations St Briavels fund, PSA (UK Region) need to send receipts.</p> <p>4.2. Beavor House Chair of PSA (Int'l) Ltd had requested a face-to-face meeting with AS, however, due to Covid sickness it did not go ahead. Despite a couple of WhatsApp reminders from AS the meeting has still not been scheduled. At the last PSA (Int'l) Ltd committee meeting their treasurer wrote a summary and presented it to their board. BH committee meeting had noted some incorrect facts which need to be addressed at the next PSA (Int'l) Ltd board meeting. Next BH meeting is 16/6/2022, and next PSA (Int'l) Ltd board meeting 20/6/2022</p> <p>4.3. Aid to Ukraine</p> <p>4.3.1.£27,000 has been sent to ZHR. £207 left in account. We are waiting for photos from ZHR before another communication is sent out.</p> <p>4.3.2.Summer camp. Wife of the Ukrainian Ambassador through the Polish Ambassador's wife asked AK if we could organise a camp for a group of Ukrainian children in the UK. Consul Druh Mateusz Stasiak said that the Polish Consulate will cover the costs of the rental of the activity centre. AC has checked that our insurance will cover the activity, and we</p>	<p>Action:</p>

<p>have some volunteers willing to help. It is still not clear how many children, their ages, and whether the camp will go ahead.</p> <p>4.4. Personal business and accident insurance will be renewed using last year's member number as no changes were reported</p> <p>Treasurer of PSA (Int'l) Ltd inquired if UK based members of their board were covered by our insurance as he has a document stating this. AC requested copy of said document but it has not yet been received. AC explained that our insurance only covers members of PSA (UK Region) Ltd. No further action until receive document from treasurer of PSA (Int'l).</p> <p>AC informed insurance that we currently do not have an on-site caretaker at Fenton. They advised that we are covered for six months (03/011/2022) after which the insurance will only cover demolition and removal.</p> <p>Informed insurance that we are rebuilding the White House and the workers are staying in Wood House who confirmed that no changes to our insurance are required.</p>	
<p>5. Operational</p> <p>5.1. OPH Report – KB</p> <p>5.1.1.No report sent in advance. Unit numbers and members are growing, Scunthorpe, Walsall, Cambridge and Loughborough Members are really keen and working hard. KB reminds them that they are not responsible for the scout/guide and cub/brownie programs but their role is to support them. Subscriptions for the new units/members will start from new year. There are now 216 members.</p> <p>KB said that she manages the function on her own and will look for people to support her from within the commission.</p> <p>5.2. Guide Commission Report – WPA</p> <p>5.2.1.Report was sent in advance.</p> <p>A guide commission weekend camp is planned for a weekend in May 2023 and it is likely that the Scout Commission will camp nearby. AS suggested that perhaps we should have a UK Region camp, however, it was agreed that after the pandemic it would be good for the Guide and Scout commissions to have their own camps and not open it to the whole of UK Region.</p> <p>5.3. Scout Commission Report – MR</p> <p>5.3.1.Report was sent in advance.</p> <p>DZ said that the Guide documents (rozказы) are under password but the Scout documents are not and was wondering why this was the case.</p> <p>5.4. Senior scouts Report -TC</p> <p>5.4.1.No questions.</p> <p>5.5. St Briavels project Phase III – KJ</p> <p>5.5.1. Report was sent in advance.</p> <p>MC queried the LJO Construction quote of £30k professional indemnity insurance cost of this is included in the project. It is very high and the board would like to understand why LJO</p>	<p>KB to identify people who can work with her in leading the commission.</p> <p>MR and WP to confirm which documents are password protected on the website and why.</p> <p>AS to ask KJ to explain the insurance cost to the board.</p>

<p>Construction do not currently have such insurance, and why is the cost passed on as a project cost.</p>	
<p>6. Governance</p> <p>6.1. Trustee report. No questions. Approved by ALL (11) subject to one error identified by KW being amended.</p> <p>6.2. Zjazd Okregu (DM) DM will be co-ordinating the Biennial AGM with IS support. The following points were discussed/agreed.</p> <ul style="list-style-type: none"> • The AGM will be a face-to-face meeting. Anyone who cannot attend will be able to pass on their vote as per current regulations. • The program will be similar to previous AGM's, however, it was suggested that registration should start earlier. • Preferred method of voting will be via a mobile app. DM to ask PSA (Int'l) secretary for information on the system they used at their AGM. • Suggestions for chair for the meeting were, Rysiek Weber and JZ. • The new Articles of Association (Regulamin Główny) was changed in January, and it stipulates that a minimum of three people need to be elected to the board, however, there is no longer a maximum, previously nine. Potentially we could have a very large board. JZ suggested that at the beginning we present a motion restricting the number of people to be elected to the board. And then follow this up with a motion to change the statutes to restrict numbers in the future. • There are two times to have a discussion about topics that would be useful to the Instructors. Suggestions included inform everyone about Beaver House, subscriptions. • A pre-Zjazd meeting to be held for all members to inform them of any motions presented and explain the process to those who have not previously attended. <p>6.3. Health & Safety (LI) New RA was sent in advance by LI. RA approved to be tested and reviewed, subject to changes to Regional Commissioner for Hufcowy. Approve RA as a test (All 11)</p> <p>6.4. First Aid There has not been a lot of feedback on the documents so they are going to be issued as is. Voluntary group led by Marys Bnińska. First aid template has been updated. It is suggested that we deliver in-house first aid training by train-the-trainer. There is a requirement to train the trainers to have SJA/Red Cross accreditation, and an estimated cost of equipment is £15,000. Board suggested that approached RHOS, first and then approach PAFT for funding. MC asked why bring this in house. It would be a good opportunity for personal development for our members.</p>	<p>Action:</p> <p>JZ to prepare proposal on how best to raise £6k yearly, needed for Committee expenses.</p> <p>AS to schedule a pre-Zjazd meeting.</p> <p>MR to write what is needed for first aid training, and go to PUFTU, and RHOS.</p>

<p>6.5. Safeguarding (AS) Work has not started on the DBS database. DM suggested that perhaps we could have a more comprehensive database for all members over 18. JZ said that this could be created by the next meeting. Motion to create a central database for all members (18+ 9 For 1 against).</p> <p>6.6. Mental Health and Wellbeing (IT) IT said mental health is on the agenda of all pre-camp leader meetings. She will be attending with the objective to help them identify signs and give them direction on next steps.</p> <p>6.7. Data Protection (IS) Documents have not yet been updated with the Brexit changes.</p> <p>6.8. Human Resources (IS) Fenton – Caretaker resigned and left 03/05/2022. Need to get a replacement. IS, AS, DM and WM to meet to discuss recruitment and create an advert St Briavels – moving through actions agreed by DM and St Briavels caretaker at the meeting 23/03/2022.</p> <p>6.9. COVID Response Team (JM) Since last meeting, the team has met a few times and there have been some readiness changes. Units can now go abroad, subject to risk assessment. Negative LFT is required prior to travel, but regular testing is now not needed on the camp. It is advised that each person takes an LFT with them. Visitors are also asked to prove negative LFT. LFT are now in the first aid kits. One venture scout trip is planned for the Tatra mountains in Poland</p> <p>6.10. Media & Communications (AW) 6.10.1. Through Facebook have been supporting the Aid to Ukraine. Will create and submit draft Guide to Social Media Usage to be reviewed by board, prior to being published.</p>	<p>JZ to create a comprehensive database for all 18+ members by Sept 2022</p> <p>IS to review and update Data Protection documents.</p> <p>IS to schedule meeting with WM, AS and DM re recruitment of Fenton caretaker.</p> <p>AW to send draft Guide to Social Media Usage to be reviewed by board.</p>
<p>7. Activity Centres</p> <p>7.1. St Briavels Centre – Wye Valley Woodside Centre – Andrzej Borowy (AB). No report received in advance.</p> <p>7.2. Fenton Centre – WM. Report not received in advance. All works completed after fire, £25k paid by insurance. Caretaker handed in her registration and Dh Pniewski received keys. Looking for caretaker, but not successful. There are lettings that mean someone needs to be there. 23/06/2022 WM is going into hospital so will not be able to work. Fenton committee have agreed a rota for someone to be available during each of the lettings. A large Polish group, Pod Namiotem, have rented Fenton a couple of times, in March and May (387 campers). They have helped with some repairs and helped plant some trees. 150 trees have been planted. They will come again in June. Repairs have been made to the ride-on-lawn mower.</p>	

<p>8. AOB</p> <p>8.1. Communications with members not working directly in one of the four commissions. Scout and Guide commission documents are kept on their websites</p> <p>8.2. WAP suggested that we should have a Diversity and Equality and Inclusion policy. This to be added to the agenda of next meeting.</p>	<p>.</p> <p>DM to add creation of Diversity and Equality inclusion policy to next meeting agenda.</p>
<p>9. Dates of next meetings</p> <p>9.1. 06/09/2022 – 19:00-21:00 – Zoom</p> <p>9.2. 08-09/10/2022 – PSA (UK Region) Ltd Biennial AGM</p>	