

1ST WOOSEHILL SCOUT COUNCIL

Annual General Meeting

Saturday 8th June 2024

At 5pm

Minutes for the 2024 AGM

1. Introduction and welcome

Chair, Nicky Hopkins, welcomed everyone to the meeting, including members of the Group Scout Council and Steph Gould, District Chair. See Appendix 2 for List of Attendees.

2. Apologies for absence

Chair said that we had received apologies from Steve Capel, Sue English, Craig Koch, Sarah George and Michelle Smith for their absence today, and their names will be included in the minutes of this meeting.

3. Governance topics

Chair said that this part of the meeting is to be sure the charity's foundations are in good order

3a. Approve the minutes of the Annual General Meeting held on 8th July 2023

Chair: The Group Trustee Board have reviewed the minutes of the previous AGM at their meeting held on 8th July 2023. I put forward these minutes are taken as read and ask the Group Scout Council to agree they're a true record of that meeting.

Astrid Cobb seconded the AGM minutes and there was also a show of hands to approve.

3b. Note the Group's financial year

Chair noted to the Group Scout Council members that our charity's financial year is 1 April 2023 to 31 March 2024.

3d. Approve appointed and community members of the Group Scout Council

Chair noted the Group Scout Council can admit other people to membership. Chair advised that everyone at the meeting (on the sign-up sheet) are nominated as Group Scout Council members.

These are to be admitted as members of the Group Scout Council as well as the ex officio list in POR Rule 5.4.4 and there was also a show of hands to approve.

3e. Agree the number of members that may be appointed to the Trustee Board

Chair: Following good practice recommendations from the Charity Governance Code, POR states Trustee Boards should have a minimum of 5, and no more than 12, Trustees in total. This includes ex officio and co-opted Trustees.

The Group Scout Council must agree the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommends that 11 people are appointed. I propose the Group Scout Council approves that recommendation.

Anna Overd seconded the proposal and there was also a show of hands to approve.

3f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)

Chair: The Group Scout Council must agree its quorum – the minimum number of Group Scout Council members that must be present at Group Scout Council meetings. The outgoing Trustee Board recommends the quorum should be set at 6 people. Does the Group Scout Council approve that recommendation?

Steve Gray seconded the proposal and there was also a show of hands to approve.

4. Review of the previous year

This time in the meeting was used to reflect on the activities of the past year.

4a. The Group Lead Volunteer's review of Scouts in the 1st Woosehill Scout Group

Fiona Fairhead was invited by the chair, Nicky Hopkins to present her Annual Review. Her words were as follows:

I would like to start by saying thank you to everyone here for coming along to the AGM this evening. I appreciate that it isn't the most exciting part of scouting, but it is vital to ensure the safe and legal running of the Group which enables the sections to run fun activities for the young people. Together we make a family which works to provide life enhancing experiences for young people, leaders, support team and all the parents who get involved. We read frequently about the benefits to all ages of time spent in the outdoors and building social networks and we are making a valuable contribution to helping young people to learn to value these things.

I took over from Amanda as Group Lead Volunteer (formerly known as Group Scout Leader) at Easter. She has done an amazing job of supporting and recruiting leaders which leaves us with a strong Group that can offer scouting to many young people in this area. It will be our challenge to continue her legacy and continue to grow.

However, we need to be aware that our adult volunteers are not permanent. They give their time and energy as far as they are able to then many move on to new roles or leave scouting-staying for 30 years is not compulsory! As a result, we are always looking for new people to join our teams, both as leaders and supporters. Please think about where you could get involved or if you know someone who would enjoy it. The fun and friendship are not just for the young people. There is required training provided for leaders to give us the tools to be effective and to keep young people safe. I want to say a huge thank you to all the leaders and supporters that work hard to provide great scouting in Woosehill.

Over the last year the beavers, cubs and scouts have been busy trying many activities and you can read their full reports on the board, but I would just like to mention a few things.

Beavers have learnt money skills, visited the archaeology department at Reading University and been out hiking. I know that they are planning to work towards a night away experience in the next year. They have awarded 6 Chief Scout Bronze Awards to Joe, Reuben, Leo, Malo, Sam and Daniel.

Cubs have been kayaking, geocaching, worked on their disability badge, met police dogs and

visited the National Grid. They have had nights away experiences at a Space camp at the Scout Hut, and an action-packed camp at Paccar, Chalfont Heights. They have awarded 11 Chief Scout Silver Awards.

Scouts have made tin lanterns, been climbing and held a Mother's Day Cafe. Last summer a group of scouts joined the Wokingham District Camp in Belgium which was an amazing opportunity to get to know other scouts in our area and to experience international scouting. We also had a scout from Woosehill attend the World Jamboree in South Korea. In addition, the scouts had an autumn camp at Runways End and an expedition camp for the older scouts, plus a canoe camp. They are now preparing for their summer camp which will be in Ross on Wye this July. They have awarded 3 Chief Scout Gold Award to Erin, Arthur and Joseph (they get harder to achieve as you get older!)

Thank you again to all the leaders that make these activities possible by completing their training, giving their time, their energy, their creativity and contacting any friends and family who might be useful! My ambition for next year is to expand our Group to include Squirrels- the new section of the scout family for 4–6-year-olds. Let me know if you would like to be involved. Congratulations on another great year of scouting in Woosehill.

4b. Receive and consider the Annual Report of the Group Trustee Board including the annual Statement of Accounts

Chair noted the Group Trustee Board has approved the Annual Report and Statement of Accounts and has received the report on the accounts from the Independent Examiner, Keat How.

Chair asked the Group Treasurer, Stuart Faria to give their explanation of the Statement of Accounts.

Stuart Faria, Group Treasurer, explained the Statement of Accounts:

1st Woosehill Scout Group Treasurer's Report for the Year Ended 31st March 2024

Please see Appendix 1 for the Receipts and Payments accounts and Statement of Assets and Liabilities.

A surplus of £1,056 has been generated for the year increasing the total funds held to nearly £53,800. In terms of non-scouting activities and camps receipts were up £5,057 due to significant increases in hall bookings, fundraising and bank interest. This was largely offset by payments increasing £3,628 due mainly to increases in spending on maintenance, miscellaneous items and scouting equipment despite reductions in spending on cleaning and utilities.

It should be noted however, that the utilities figure does not include the electricity bill for the second half of the year. Due to the process involved in changing to a significantly cheaper supplier and tariff the bill for the second half of the year did not arrive until after the year end.

For scouting activities and camps receipts were down £8,393 whilst payments were down £5,289. As usual it is difficult to determine why these figures vary due to the way receipts and payments for camps and activities often occur in different financial years although last year's special whole group camp has had a large influence here. This all has resulted in last year's surplus of £2,732 reducing to the £1,056. However, without the anomaly with the electricity bill noted above instead of a surplus the accounts would show a deficit of around £1,160.

Overall then payments and receipts were more or less the same for the year and the total funds held by the group almost unchanged.

Chair invited questions from the floor regarding the Trustee Annual Report, and the Annual Accounts. There were none, so the chair thanked the Treasurer Stuart Faria and there was also a show of hands to approve the accounts for the year.

5. Making appointments

Chair stated that this part of the meeting would be to organise the setup of the charity until the next AGM. We'll appoint a Trustee Board to oversee good governance for the charity over the next year.

5a. Reappoint the Group Chair

Chair handed the chairmanship of this meeting over to the Group Lead Volunteer, Fiona Fairhead, who explained the Trustee Board's recommendation to the Group Scout Council is that Nicky Hopkins should be appointed as Group Chair. All hands went up from the Group Scout Council as approval.

Fiona Fairhead handed the chairmanship of this meeting back to Nicky Hopkins.

5b. Reappoint the Group Treasurer

Chair explained the Trustee Board's recommendation to the Group Scout Council is that Stuart Faria should be appointed as Group Treasurer. All hands went up from the Group Scout Council as approval.

5c. Appoint members of the Group Trustee Board

Nicky Hopkins explained the recommendation to the Group Scout Council is that: Andrew Jordan (Supporter), Steve Grey (Team Leader of Kestrels), Craig Koch (Team Leader of Merlins), Myles Harrison (Quartermaster), Anna Overd (Scout Hut bookings), John Queenan (Maintenance), Sarah George (Team Leader of Swifts) and Sarah Dempster (Secretary) should be appointed as members of the Group Trustee Board.

All hands went up from the Group Scout Council as approval.

Chair thanked the Trustees for their work during the year, and particularly those members who are standing down – Amanda Parker and Nicky Roberts.

5d. Appoint Group Lead Volunteer

Chair noted the Group Scout Council appoints the Group Lead Volunteer

Chair advised that Fiona Fairhead is proposed as Group Lead Volunteer. All hands went up from the Group Scout Council as approval.

5e. Appoint the Independent Examiner

Stuart Faria proposed Keat How as the Independent Examiner.

Nicky Hopkins confirmed that Keat How has been proposed by Stuart Faria, seconded by Nicky Hopkins and is qualified for the role. All hands went up from the Group Scout Council as approval for Keat How's nomination.

6. Closing remarks

Chair asked Steph Gould who was representing the District to say a few words. Steph thanked everyone for coming, thanked everyone for their hard work and said that 1st Woosehill was a thriving scout group.

Nicky Hopkins then closed the AGM, thanking everyone for attending and outlined the arrangements for the barbeque.

1st Woosehill Scout Group
Receipts and Payments Account
For the Year Ended 31st March 2024

Section A Receipts and Payments

Receipts	Total	Last Year
Bank Interest	817.69	2.10
Gift Aid	3,318.99	3,195.04
Group Fundraising	1,419.88	243.51
Grants & Donations	279.21	0.98
Hall Bookings	5,312.87	2,483.00
Miscellaneous	0.00	100.00
Scout Shop Sales	10.85	41.43
Subscriptions received	15,928.66	
Less capitation	(7,750.00)	
Net retained subscriptions	8,178.66	8,215.15
Camp Fees	8,004.14	12,346.22
Other Scouting Activities	3,479.44	7,530.35
Total Receipts	30,821.73	34,157.78
Payments		
Building & Premises		
Building Insurance	2,420.53	2,263.03
Cleaning	2,199.32	2,976.79
Maintenance	2,098.97	183.27
Rent	1,824.00	1,824.00
Rates	92.26	174.08
Utilities	2,178.00	2,575.14
	10,813.08	9,996.31
General Payments		
Fundraising	220.70	115.46
Miscellaneous	1,258.40	387.75
Other Insurance	188.00	0.00
Scouting Equipment	1,463.89	0.00
	3,130.99	503.21
Section Expenses		
Scouting Activities	6,676.73	10,290.82
Camps	7,294.25	9,220.74
Badges	1,667.01	1,415.17
	15,637.99	20,926.73
Other Scouting Activities		
Scout Shop	183.00	0.00
	183.00	0.00
Total Payments	29,765.06	31,426.25
Net Of Receipts/(Payments)	1,056.67	2,731.53
Cash Funds Last Year End	52,729.21	49,997.68
Cash Funds This Year End	53,785.88	52,729.21

Section B Statement Of Assets And Liabilities At The End Of The Period

		<u>Total</u>
Cash Funds	32 Day Notice Account	50,436.38
	Business Instant Access Account	1,179.07
	Treasurers Account	2,170.43
	Petty Cash	0.00
		<u>53,785.88</u>

Non Monetary Assets For The Charities Own Use

- Leasehold Land and Buildings used by the charity.
The building was constructed in 1990 and was funded by loans which have been fully repaid.
The original cost of the building is unknown.
The building is currently insured for £459,163.
A rental of £1,824 per annum is payable to Wokingham District Council.
- Building Contents for use by the charity.
Scouting equipment including camping equipment, costs unknown.
Furniture, fixtures and fittings in the premises, costs unknown.
All currently insured for £28,161

1st Woosehill Scouts AGM 2024 – 8th June 2024

Meeting signup sheet

Name	Role
Nicky Hopkins	Chair
Fiona Fairhead	Group Lead Volunteer
Anna O'Neil	Hut Bookings coordinator.
John Queenan	Maintenance.
MATT O'NEIL	BBQ Expert.
Eddie Hopkins	Parent
Sarah Dempster	Secretary
Julian Dempster	Parent
Stuart Faria	Treasurer.
STEVE GRAY	CST, TRUSTEE.
Astria Cobb.	Warning List coordinator
KIRSTY CABOT	Beaver leader
JASON CABOT	IT PERSON
Charlie Ellard	Cubs Assistant leader.
Simon Coleman	Buzzards Scout leader.
Selina Tolson	Parent.
Steph Gould	DISTRICT CHAIR.
Amanda Parker	? supporter.
SARAH DARE	Parent
James Dare	PARENT

1st Woosehill Scouts AGM 2024 – 8th June 2024

Meeting signup sheet

Name	Role
ANDREW JORDAN	GROUP SARGENT
Rob Slinn	Parent
Suzanne Slinn	Parent
IAN SCOTT	Parent
Tom Gatrix	Parent
Hayley Kearey	Beaver leader
LYDIA HARRISON	Hawks leader
Myles Harrison	QUARTER MASTER