

Brighouse District Scout Council

AGM 2023

9th July 2023



Registered Charity Number 1026831



Brighouse District Scout Council

AGM 9th July 2023

Lightcliffe Scout Hall

Agenda

- 1. Welcome by the District Chairman – David Burge**
- 2. Apologies**
- 3. Minutes of the last meeting and matters arising**
- 4. Governance**
 - a) Vote to adopt the model constitution in Section 5 Policy, Organisation and Rules (POR). <https://www.scouts.org.uk/por>
 - b) To agree the number of members (4) that may be elected to the Trustee Board
 - c) Resolution to adopt that 1/3 of members must be present to form a quorum, for meetings of the District Trustee Board, and meetings of any sub-committees and that the minimum Scout Council quorum be 15 members
 - d) District Scout Council to note that the Financial Year is 1st April to 31st March
- 5. Year Review**
 - a) District Commissioner Report
 - b) Treasurer's Report (no vote is required, the District Scout Council only 'receives and considers' the accounts, The District Trustee Board has already approved)
- 6. Dissolution of 2022/2023 Trustee Board**
- 7. Appointments**
 - a) Installation of District Chairman
 - b) Passing of Secretary and Treasurer Officers
 - c) District Scout Council Election of District Trustee Members
 - d) District Commissioners Nomination of District Trustee Members
 - e) To approve the re-appointment Independent Examiner for 23/24
 - f) To approve the re-appointment of the President Dr Allan Dowson
 - g) To nominate representatives of the District Scout Council to represent the District on the County Scout Council
- 8. Guest Speaker – County Representative**
- 9. District Commissioner Challenge Shield Presentation**
- 10. Close**



MINUTES OF THE BRIGHOUSE DISTRICT SCOUT COUNCIL AGM

Held Sunday 3rd July 2022

Lightcliffe Scout Hut

28 Members + 2 Guests attended.

Chairman's Welcome

David Burge called the meeting to order at 18:31 and thanked everyone for attending. He welcomed Phil Pearson and Carey Dowson representing The West Yorkshire Scouts' County Commissioner to the meeting.

Apologies

Julie Bramley, Mark Jay, Nick Watson, Mark Bridgeman, Debbie Pullen, Mark Pullen, Joe Quinn, Siobhan Smith, Bradley Midgley, Laurence Dowson, David Manning, Becky Ford, Anthony Ford, Diane Stead.

Minutes of the last meeting

Matters Arising - No matters were noted.

Proposed by Colin Watson, Seconded by Simon Crosswaite. Accepted by all in attendance.

District Commissioner – Andrew Robinson

Andy expressed his thanks and appreciation to the entire district for their support over the last year, he is encouraged by more young people wanting to join the executive, and more roles will be filled by young people by the end of the day.

Section Reports

Thanks were extended to the ADCs for submitting their reports as they really do reflect scouting in each section within the Brighouse District. It is expected that Brighouse will have at least one more Squirrel Drey by the end of the year. Copies of the reports were included in the AGM pack.

Treasurer's Report

After a short explanation by the Treasurer for 2021/2022 including noting that Jo the paid bookkeeper will no longer be required next year, the accounts having previously passed by the 2021/2022 executive were proposed by Colin Watson, and seconded by Simon Crosswaite. Accepted by all in attendance.

Appointment of Independent Examiner

Mr Barry Smith, of Adam & Co Financial Management, Bradford, was proposed to continue in his voluntary role of independent examiner by Chris Jay, seconded by Brian Reeves, and voted and accepted by all in attendance.



Executive

David Burge thanked the previous executive members for their service.

The 2021/22 District Executive was dissolved by the chairman.

Election of District Officers & Executive Committee

Chairman: The District Commissioner Andrew Robinson nominated David Burge as Chairman

District Secretary: Chris Jay to continue in his role as District Secretary

District Treasurer: Margaret Knapton to continue in her role as District Treasurer

Election of Executive members

Only four members had requested to be members, so no election was required

Brian Reeves

Debbie Pullen

Indra Parkinson

Bradley Midgley

The following were nominated by the District Commissioner onto the District Executive.

Nick Watson

Julie Bramley

Heather Wood

Fearne Robinson – Assistant Youth Commissioner

The above were confirmed as representatives of the Scout Council onto the District Executive.

Ex-officio officers

Andrew Robinson – District Commissioner

David Burge – Chair

Chris Jay – Secretary

Margaret Knapton – Treasurer

DESC – Position Vacant

Youth Commissioner – Adam Watson

Network Commissioner – Mark Jay



County representative Phil Pearson thanked the executive and section leaders for returning after Covid times, he hoped that the trend of the young people returning in swarms continues, and hopefully leaders who haven't returned will follow, he iterated that good program was the key to a successful group.

The County Commissioner, Ian Womersley, passes on his best wishes to everyone, Phil continued to say that GSLs should take the step with Squirrels - new leaders will come - it has been proven in all cases, if you go for it.

Big changes are under way with roles, renaming many to facilitate new ways of sharing responsibilities, new ways of training and creating easier access to flexible volunteering, reminding the older leaders that there have been many changes over the years, this is a movement after all.

The group is what's important, however leaders should allow the young people to look to the bigger picture - how many are given the opportunity to attend district and county events such as the recent dusk to dawn camp? Please do try and give our young people every opportunity to see beyond the limited view of just their scout group. More opportunities are occurring later in the year, especially with the partnership with Bradford University, with science, health and media days about to be announced, including a young peoples' conference.

Presentations

Margaret Knapton was presented with her 50 years Service award by the county representative, Phil Pearson.

Harry Funk was invested as ADC Scouts.

District Commissioner's Challenge Shield was awarded to Julie Bramley. However, she was not present on the evening and a suitable time will be arranged to present the award to her for the hard work she has put in at Bailiff Bridge and within the district.

David Burge closed the AGM at 18:57 hrs.



The following attended / Signed in the AGM

David Burge	Courtney Goswell
Andy Robinson	Rachel Goswell
Chris Jay	Richard Goswell
Brian Reeves	Kevin Wood
Margaret Knapton	Terry Firth
Helen French	Linda Clegg
David Kingston	Indra Parkinson
Connor Michaels	Alan Dowson
Heather Wood	Colin Knightley
Rob Stead	
Fearne Robinson	
Diane Jay	
Adam Watson	
Julie Santa	
Harry Funk	
Colin Watson	
Simon Crosswaite	
Peter Eliot	
Joseph Bramley	
Phil Pearson	
Carey Dowson	

DC Report AGM 2023

This year has been a busy time and I can't believe it has been nearly two years since I took on the DC role.

I would like to thank everyone for their support this year, especially the GSLs, and the district members who have given excellent advice and a listening ear when required.

I believe we have a strong district team who will go from strength-to-strength moving forward. We do, however, need additional help generally across the district but I will talk about that later. All groups appear to be in a good financial position, and this is very encouraging.

Taking a historic view, of the young people in the district.

- 2019 = 425.
- 2020 = 405.
- 2021 = 243 (covid)
- 2022 = 359
- 2023 = 364 (1.4% increase)

To add to this, we have a new Squirrels Drey and our Explorers have increased from 29 to approaching 40 members which is very positive.

I still see opportunities in the district to add Squirrels to their groups and I am sure Heather would give some good advice on this.

Some groups have worked very hard to improve the facilities and activities they offer to young people recently. Lightcliffe has improved their outdoor activities and Central has made great use of the outside area recently.

The development and refurbishment of Bradley Lodge continues and will ultimately give us a building we can be proud of. We will be adding a new hard standing and shelter to the pod area in the very near future.

I plan to hold an award ceremony as soon as we can arrange a suitable date so everyone can see the progress that we have made.

The district and county will be introducing new positive changes to the way we operate in scouting in the near future. As a district we have been chosen to pilot these schemes and this should prepare us for the changes before they are rolled out nationwide.

One of the changes will be the review and development of new Trustee boards for both district and individual groups. I have discussed this with some groups but will touch base again in early 2024.

For the district the aim moving forward over the next 12 months must be to: -

- Recruit more frontline volunteers
- We must be able to demonstrate the benefit of volunteering for The Scouts making the role more attractive
- Ensure our volunteer roles are modern, exciting, manageable, and fit for purpose, to suit the individual and the needs of the group
- Have an improved joining and learning journey
- Have more volunteers from a diverse range of backgrounds that reflect the demographics of society

I will be discussing this with groups moving forward as we develop our new recruitment plans.

We need to continue the good work we are currently doing, remembering every team member in every group is valuable and important.

We need to keep up with training requirements. I know this can be challenging at times but well worth the effort. We will be seeing welcome changes in training and the way it is delivered and implemented in the future.

I am looking forward to the coming year as we continue the progress we have made helping young people to gain lots of new skills and experiences, as well as having lots of fun.

Thank you all for what you do in your roles across the district and all you achieve as you continue to deliver good quality Scouting to your young people.

Andy Robinson

DC Brighouse

Treasurer's Report for Brighouse District AGM Sunday 9 July 2023

Annual Subscriptions received were £20,266.25, almost double the previous year which is a positive sign towards recovery from the Covid year. We paid £14,360 to County/HQ and passed £718 into the International Fund which now totals £976.50 after contributing £3,000 to 6 members representing our District at the Jamboree later in 2023.

With the Bradley Lodge refurbishments almost complete, we can look forward to spending money on enhancements. Bookings have now improved, generating £10,400.20 and leaving a balance of £4,060.43.

Section sub-accounts stand at Beavers £653.43, Scouts £236.20 and Explorers £7,114.43.

The Badge account stands at £828.37.

There is only one more payment outstanding for the World Jamboree (£2,750) and all five participants are on track for me to pay this over to County before the due date.

A unanimous decision made by the 1940s weekend fundraisers enabled the District to donate £449 to Emily Goswell who is attending the World Jamboree as part of the International Service Team.

In summary, the District is in a good place financially with a surplus of £47,791.22, £32,338.99 in working funds (which is less the Sections, Badge account, International Fund and Bradley Lodge) and £15,452.23 in the 32 day savings account.

Looking forward to 23/24

Annual Subscriptions to County/HQ will be £15,790.50 and District will receive £21,515.75 with £726 being allocated to the International Fund.

Plans for Bradley Lodge are installing/replacing the patio paving and guttering and erecting an external dining shelter.

My thanks go to our Scrutineer, Barry Smith, for his help and perseverance in checking our final accounts and I present them here.

Margaret Knapton
Treasurer, Brighouse District Scouts

Brighouse District Scouts Receipts and Payments Account

For the year from	01/04/2022	To	31/03/2023
----------------------	------------	----	------------

Receipts and payments

		2022/23 Unrestricted funds £	2021/22 Unrestricted funds £
		This Year	Last Year
Receipts			
Donations, legacies and similar income			
Membership subscriptions from Groups		20,266	10,503
Monthly subscriptions from Explorers	Explorers	3,488	2,441
Donations		157	59
Petty Cash		24	-00
Badge Stock Sales (Badges)	Badge	2,625	2,702
	Sub total	26,561	15,705
Grants			
Covid Grant to Bradley Lodge		-00	1,000
HMRC Gift Aid	Explorers	1,868	505
	Sub total	1,868	1,505
Fundraising (gross)			
Fundraising (Explorers)	Explorers	290	1
Other fundraising activities		219	-00
	Sub total	509	1
Investment income			
Bank interest		180	6
Property rent income (Bradley Lodge)		10,440	626
Other investment income (Hove Edge Repayment)		-00	1,300
	Sub total	10,621	1,932
Youth Programme & Activity Income			
World Jamboree		11,617	2,885
Activities & Events (District)		1,939	410
Activities & Events (DofE)	Explorers	938	1,049
Activities & Events (Explorers)	Explorers	792	550
Miscellaneous Income (Explorers)	Explorers	10	-00
	Sub total	15,295	4,894
		54,854	24,038
Asset and investment sales, etc.		-00	-00
Total receipts		54,854	24,038

Brighouse District Scouts

Receipts and Payments Account

For the year from	01/04/2022	To	31/03/2023
----------------------	------------	----	------------

Receipts and payments



		2022/23 Unrestricted funds £	2021/22 Unrestricted funds £
		This Year	Last Year
Payments			
Donations, legacies and similar expenses			
Membership subscriptions to WYCSC		14,360	9,483
Membership subscriptions to WYCSC (Explorers)	Explorers	1,567	1,354
Donations		1,817	-00
Honorariums		250	-00
	Sub total	17,994	10,837
Youth programme and activities			
Activities & Events (District)		2,010	800
Activities & Events (DofE)	Explorers	1,204	23
Activities & Events (Explorers)	Explorers	1,429	1,547
World Jamboree		12,750	2,781
	Sub total	17,394	5,151
Overheads			
Accounting, Legal and Professional		252	252
Adult Support and Training (District)		91	557
Adult Support and Training (Explorers)	Explorers	60	-00
Advertising		220	-00
Badge & Uniform Purchases (District)		83	418
Badge & Uniform Purchases (Explorers)	Explorers	-00	195
Badge Stock Purchases (Badges)	Badge	2,765	2,464
Bradley Lodge Repairs and Renewals		5,447	11,904
Computer Domain & Consumables		229	52
Hall Hire (Explorers)	Explorers	1,318	1,373
Insurance		933	865
Materials and Equipment (Explorers)	Explorers	806	43
Miscellaneous (District)		191	55
Miscellaneous (Explorers)	Explorers	108	135
Online Scout Manager		562	-00
PAT tester		71	-00
Petty Cash returned to c/a		26	-00
Regulatory and Entertainment licences		294	303
Refund (Explorers)	Explorers	-00	400
	Sub total	13,455	19,016
Community Presence and Donations			
Charitable Donations		-00	30
		-	30
Total Gross Expenditure		48,843	35,034
Net of receipts/(payments)		6,011	-10,996
Cash funds last year end		55,650	66,644
Cash funds this year end		61,662	55,650

Statement of assets and liabilities at the end of the year

		31/03/2023	31/03/2022
		Unrestricted funds	Unrestricted funds
		£	£
Cash funds			
Lloyds Bank Treasurers Account		5,773	9,612
Lloyds Bank Online Saver		32,284	23,528
Brighthouse Tykes Explorers Sub Account	Explorers	7,114	6,174
Lloyds Bank 32 Day Notice		15,452	15,342
Expense Cards		208.09	-00
Petty Cash		-00	26
District Badge Secretary Account	Badge	828	968
Total cash funds		61,661	55,649
Other monetary assets			
		-00	-00
Sub total		-00	-00
Investment assets			
Other investments - Laptops and Printers		-00	1,463
Sub total		-00	1,463
Non monetary assets for charity's own use			
Badge stock	Badge	395	189
Sub total		395	189
Liabilities			
Accounts not yet paid		-00	-00
Expenses incurred but not invoiced		-00	-00
Subscriptions not yet paid		-00	-00
Other liabilities		-00	-00
Sub total		-00	-00
Contingent liabilities and future obligations			
		-00	-00
Sub total		-00	-00
Total Assets		62,056	57,301
Total Liabilities		-00	-00
Solvency		62,056	57,301

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 28 June 2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

David R Burge (Chair)
 Margaret Knapton (Treasurer)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Brighouse District Scout Council

**On accounts for the year
ended**

31 March 2023

**Charity no
(if any)**

1026831

Set out on pages

Attached 4 pages

1 to 4 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2023.

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Signed:

J.B. Smith

Date:

23/03/2023

Name:

John Barry Smith FCA

**Relevant professional
qualification(s) or body
(if any):**

Institute of Chartered Accountants

Address:

First Floor

1 Edmund Street, Bradford

West Yorkshire BD5 0BH

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 2

to end date

3 1 0 3 2 3

Section A

Reference and administration details

Charity name

BRIGHOUSE DISTRICT SCOUT COUNCIL

Other names the charity is known by

Brighouse District Scouts

Registered charity number (if any)

1026831

HQ registration number

2677

Charity's principal address

35 Close Lea

Rastrick,

Brighouse

Postcode

HD6 3AR

Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	David Burge	Chair	
2	Andrew Robinson	District Commissioner	
3	Margaret Knapton	Treasurer	
4	Christopher Jay	Secretary	
5	Adam Watson	Youth Commissioner	
6	Mark Jay	Network Commissioner	
7	Brian Reeves		
8	Debbier Pullen		
9	Indra Parkinson		
10	Bradley Midgley		
11	Nick Watson		
12	Heather Wood		
13	Julie Bramley		
14	Fearn Robinson	Assistant Youth Commissioner	
15			

Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address

The District's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

The District is a trust established under its rules which are common to all Scouts.

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

The District is managed by the District Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The District consists of 3 independent representatives, Chair, Treasurer and Secretary together with the elected Trustees from the District Scout Council.

Members of the Trustee Board complete all Mandatory training modules and the Trustee module within the first 5 months of joining the committee.

This District Trustee Board exists to support the District Commissioner in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of District property;
- The raising of funds and the administration of District finance;
- The insurance of persons, property and equipment;
- District public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing District Administrators and Advisors other than those who are elected.

The District Trustee Board has identified the major risks to which they believe the District is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The District through the Membership fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

The District is primarily reliant upon income from subscriptions and rental of property at Bradley Wood. The Board could raise the value of subscriptions to increase the income to the District on an ongoing basis, either temporarily or permanently.

The District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.</p>

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

Public benefit statement

The District meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

Annual Subscriptions received were £20,266.25, almost double the previous year which is a positive sign towards recovery from the Covid year. We paid £14,360 to County/HQ and passed £718 into the International Fund which now totals £976.50 after contributing £3,000 to 6 members representing our District at the Jamboree later in 2023.

With the Bradley Lodge refurbishments almost complete, we can look forward to spending money on enhancements. Bookings have now improved, generating £10,400.20 and leaving a balance of £4,060.43. In summary, the District is in a good place financially with a surplus of £47,791.22, £32,338.99 in working funds (which is less the Sections, Badge account, International Fund and Bradley Lodge) and £15,452.23 in the 32 day savings account.

Section E**Financial Review****Reserves Policy**

The District's policy on reserves is to hold sufficient resources to continue the charitable activities of the District should income fall short.

Approx £15K

Investment Policy

The District's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in stocks and shares.

District has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

Section F**Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)

Annual Subscriptions to County/HQ will be £15,790.50 and District will receive £21,515.75 with £726 being allocated to the International Fund.

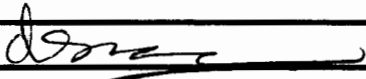
Plans for Bradley Lodge in the financial year are installing/replacing the patio paving and guttering and erecting an external dining shelter.

Section G**Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Christopher Jay

Position (eg Secretary, Chair)

Secretary

Date

06/07/2023