

	<h1 style="text-align: center;">Sheffield Don District Trustee Board Annual General Meeting</h1> <h2 style="text-align: center;">MINUTES</h2>	
	<b>Date:</b> 24/09/25	<b>Time:</b> 19:30
	<b>Venue:</b> 105 <sup>th</sup> HQ	<b>CHAIR:</b> Ed Buttimer (in place of Steve Clayton)

<b>Trustee Attendees:</b>	Andrew Walker Treasurer	Janette Mellor DLV	Sylvia West Programme LV	David Bristow D of E LV
William Hancock	Ed Buttimer 14 – 25 LV	Will Hancock	Peter Blakemore	Karen Gelsthorpe
With members of the Scout Association present				

AGENDA	
No.	DISCUSSION POINTS:
1.	Welcome
2.	Apologies for absence
3.	Chair Report
4.	Governance Topics
5.	Review of the previous year
6.	Making Appointments
7.	Vote of Thanks – Chairman Closing Reflection

ITEM		ACTION
1.	Welcome and house keeping by Ed Buttimer for and on behalf of Steve Clayton. Thanks to 105 <sup>th</sup> & team from the 105 <sup>th</sup> for the use of their HQ and equipment.	
2.	<b>Apologies for absence</b>  Received from several members of the Scout Council Trustee members	

	Steve Clayton, Matt Hardman	
	<p><b>3. Govenance Topics</b></p> <ul style="list-style-type: none"> <li>• The minutes were provided via email before the meeting. Accepted and approved by the trustee board. Carried unanimously.</li> <li>• Adopt the constitution from POR as prepared last year – 5C Accepted and approved by the trustee board. Carried unanimously.</li> <li>• Approve the financial year for the trustee board.01/04/25 – 31/03/2026</li> <li>• Agree the number of trustees as quoted in the constitution – minimum of 5 – maximum of 12. Proposed by Ed Buttimer Seconded by Robert Thurlby &amp; John Mellor</li> <li>• Agree the quorum for trustee meetings – set at 5 people Proposed by Trustee Board Seconded by Jonathon Downend</li> <li>• Agree the quorum for the 14 – 25 years sub-committee at 4 people Proposed by Ed Buttimer Seconded by Peter Blakemore Accepted and approved by the Scout Council Approved by Sylvia West</li> </ul>	
	<p><b>4. Chair Report</b></p> <p>Ed Buttimer read out the report from Steve Clayton – Chair of Sheffield Don District Trustee Board. See other sheet..</p>	
	<p><b>5. Review of the previous Year</b></p> <p>Reports read out by:</p> <ul style="list-style-type: none"> <li>• Lead Volunteer</li> <li>• Squirrels</li> <li>• Beavers</li> <li>• Cubs</li> <li>• Explorer Scouts</li> <li>• Young Leaders</li> <li>• Duke of edinburgh</li> <li>• Development</li> <li>• Hazelshawspringwood</li> <li>•</li> </ul> <p>Copies of which can be found attached.</p> <p>Financial Report by Treasurer</p> <p>Financial Accounts were accepted and approved by the Scout Council.</p>	
	<p><b>6. Making Appointments</b></p> <ul style="list-style-type: none"> <li>• Janette informed the Scout Council that Steve Clayton had agreed to be District Chair for another year. This was accepted and approved by the Scout Council.</li> </ul>	

	<ul style="list-style-type: none"> <li>Andrew walker has agreed to stand as Treasurer for another year. This was accepted and approved by the Scout Council.</li> <li>Steve Culmer has agreed to be the Scrutineer for next years accounts This was accepted and approved by the Scout Council.</li> </ul>	
7.	<p><b>Awards</b></p> <ul style="list-style-type: none"> <li>Janette presented our 'Thank You' awards to individuals that had been nominated by Groups within the District. Some of these volunteers were youth facing and others were non youth facing.</li> <li>Janette also presented a service award to Alice Marsden.</li> </ul>	
8.	<p><b>AOB</b></p> <p>Sylvia told the Scout Council about several forthcoming events:</p> <p>County ball – Friday 21<sup>st</sup> November 2025 at Holiday Inn, Barnsley.</p> <p>Christmas at Hesley – a new event for Squirrels, Rainbows, Beavers, Brownies and Cubs to be held on Saturday 6<sup>th</sup> December at Hesley Wood.</p> <p>Fun camp at Hesley Wood – back in 2026. 15<sup>th</sup> – 17<sup>th</sup> may for Squirrels, Beavers and Cubs. Bookings go live on 6<sup>th</sup> October</p> <p>Hesfest at Hesley Wood – back for 2026 for Scouts and Explorers. 26<sup>th</sup> – 28<sup>th</sup> June. Bookings go live on 6<sup>th</sup> October</p> <p>Don District St George's Day Camp – 24<sup>th</sup> – 26<sup>th</sup> April 2026 Open to all the District – being sponsored in part by the District. We will be celebrating St George's day during the camp and renewing our promise. This will be available for both weekend and day visitors.</p>	
9.	<p><b>Closing reflection</b></p> <p>Ed gave thanks to everyone for attending and especially to Sylvia for the buffet we were all about to enjoy.</p> <p>Peter Blakemore gave a closing reflection on behalf of the District.</p>	

Table 1

Sheffield Don District Executive Trustees 2025 - 2026
Jim Carroll Vice President
<b>Ex Officio Members</b>

Steve Clayton Chair	Andrew Walker Treasurer	Jannette Mellor Lead Volunteer Sheffield Don District
<b>Elected Members</b>		
Matt Hardman Programme Team Member	Note Taker Vacant	Vacant Lead Youth Volunteer District
Ed Buttimer 14 – 25 Lead Volunteer	Karen Gelsthorpe Programme Team Member	Sylvia West Lead Volunteer District Programme
<b>Nominated Members</b>		
William Hancock Lead Volunteer 82 <sup>nd</sup> Chapeltown	Peter Blakemore Support Team Member	Mick Pears Lead Volunteer 105 <sup>th</sup> High Green
Dave Bristow Support Team Member (D of E)	Vacancy	

	2025			2024	
	District Central Funds	Explorer Fund	SASU Fund	Total funds	Total funds
	£	£	£	£	£
<b>Cash funds</b>					
SSRC Funds B/fwd	111,790	-	-	111,790	107,123
Derek Dalton Fund B/fwd	5,155	-	-	5,155	5,041
76th St Peter's B/fwd	650			650	
Bank deposit account	5,119	25,845	331	31,295	23,349
<b>Deposits held for groups</b>					
182nd	-	-	-	-	1,688
Network	-	-	-	-	202
Cash/Floats	-	83	-	83	-
<b>Total cash funds</b>	<b>122,714</b>	<b>25,928</b>	<b>331</b>	<b>148,973</b>	<b>137,403</b>
<b>Other monetary assets</b>					
St George Camp Fees Outstanding	-	-	-	-	-
Loan 14th Grenoside	15,000	-	-	15,000	20,000
Capitation outstanding	-	-	-	-	-
<b>Sub total</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>20,000</b>
<b>Total net assets</b>	<b>137,714</b>	<b>25,928</b>	<b>331</b>	<b>163,973</b>	<b>157,403</b>

#### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Chair
	Treasurer

		14th Loan status	
Total Loan	£20,000	Date to	
	Due	Paid	Outstanding
2023	£0.00	£0.00	£20,000.00
2024	£4,000.00	£5,000.00	£15,000.00
2025	£4,000.00		£15,900.00
2026	£4,000.00		£16,854.00
2027	£4,000.00		£17,865.24
2019	£4,000.00		£18,937.15
<b>Total Year End</b>	<b>£20,000.00</b>	<b>£5,000.00</b>	<b>£20,073.38</b>

taken out	12/5/2023
Interest = 6%	Balance
	<b>£20,000.00</b>
£900.00	<b>£15,900.00</b>
£954.00	<b>£16,854.00</b>
£1,011.24	<b>£17,865.24</b>
£1,071.91	<b>£18,937.15</b>
£1,136.23	<b>£20,073.38</b>
<b>£5,073.38</b>	

Total	Received £705	Paid £1,122	Balance -£417
BAINES SD	£40		
R RIDOUT	£40		
MCGOVERN J&S	£40		
JANNASCH H	£40		
Booking Fee Hesley Wood		£692	
Paddock DR	£40		
Cooke RN	£40		
Adam Stone	£40		
Nicola Cromwell	£40		
N Roberts	£40		
Mrs PL & Mr PRW	£40		
O'Brien Matthew	£40		
S Cooper	£40		
AbiDunne	£40		
Olivia Humphries	£40		
PLT Lowe	£40		
Weatherer M&J	£40		
PL Expences		£346	
Freindship Building Hire		£84	
Refund	£65		



Group	Received	Paid	Balance
Total	£2,491	£2,491	£0.00
105th	£1,025		
14th	£758		
10th			
205th			
231st			
25th			
32nd			
33rd			
39th			
61st	£146		
82nd	£391		
93rd			
Sylvia	£171	£141	
Gulliver's Valley		£2,350	

Group	Received	Paid	Balance
Total	£1,956.04	£1,640.00	£316
Paddock D	£80.00		
Bains SD	£80.00		
Eeles CD	£80.00		
O Brien Matthew	£80.00		
Shaw GN	£80.00		
Dawn Bagley	£80.00		
H Manton	£60.00		
Cromwell Nicola	£80.00		
D Sharpe	£80.00		
Harris -Shaw CC	£80.00		
Ex ch Battersby	£80.00		
ExCh Smalley	£80.00		
Cooper S	£80.00		
Ex Ch Dunne	£80.00		
Ex Ch Walker	£80.00		
Ex Ch Holroyde	£80.00		
Ex Ch Jack Cocker	£80.00		
Henwood WNJ	£80.00		
A Brookes	£80.00		
M Gardner	£80.00		
M Gardner	£60.00		
M Manton	£60.00		
Ex CH roberts	£60.00		
Hesley Room Rental		£589	
Returned to Organisers		£1,051	
Sylvia's returns	£196.04		

Financial Year Due	Paid in Financial Year	Group	Young People	Young Leaders adj	No. for Capitation	Gross fee	Breakdown invoice from County	Fee payable less 50p	Due from group	Received	Owed	Groups
		Total	617	16	633	£58.00	£36,714.00	£57.50	£36,397.50	£36,225.00	£172.50	Explorers
2023/24		Explorers	49		49	£58.00	£2,842.00	£57.50	£2,817.50	£2,817.50	£0.00	105th
2023/24		105th	124	1	125	£58.00	£7,250.00	£57.50	£7,187.50	£7,187.50	£0.00	14th
2023/24		14th	85		85	£58.00	£4,930.00	£57.50	£4,887.50	£4,887.50	£0.00	10th
2023/24		10th	17		17	£58.00	£986.00	£57.50	£977.50	£977.50	£0.00	205th
2023/24		231st	19	1	20	£58.00	£1,160.00	£57.50	£1,150.00	£1,150.00	£0.00	231st
2023/24		25th	75	4	79	£58.00	£4,582.00	£57.50	£4,542.50	£4,542.50	£0.00	25th
2023/24		32nd	38	1	39	£58.00	£2,262.00	£57.50	£2,242.50	£2,242.50	£0.00	32nd
2023/24		33rd	40	3	43	£58.00	£2,494.00	£57.50	£2,472.50	£2,300.00	£172.50	33rd
2023/24		39th	38	5	43	£58.00	£2,494.00	£57.50	£2,472.50	£2,472.50	£0.00	39th
2023/24		61st	28	1	29	£58.00	£1,682.00	£57.50	£1,667.50	£1,667.50	£0.00	61st
2023/24		82nd	46		46	£58.00	£2,668.00	£57.50	£2,645.00	£2,645.00	£0.00	82nd
2023/24		93rd	58		58	£58.00	£3,364.00	£57.50	£3,335.00	£3,335.00	£0.00	93rd



**Don District Scouts**  
**(A Registered Charity No. 1038919)**  
Andy Walker, Treasurer  
5 Rookery Dell  
Deepcar  
Sheffield  
S36 2ND  
7723306423  
[Andy.p.walker@gmail.com](mailto:Andy.p.walker@gmail.com)

## CAPITATION FEES FOR 2025

39th

This is your invoice for your Group Membership Fees for 2025

Young people on Census 2025	38
Young Leaders attached to group	5
Total members payable	<u>43</u>

Annual subscription due after prompt payment rebate of 50p	£57.50
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<b>Subscription due</b>	<b><u>£2,472.50</u></b>
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In order for us to be able to pass over the funds from the District to South Yorkshire County Scout Council it is necessary to ask for speedy payment by no later than:- 21/03/2025

### Bank Transfer

Don District Scouts  
Sort Code 56-00-09  
Account number 95165304

### By cheque

Payable "Don District Scout Council" send for attention to  
Mr Andy Walker  
5 Rookery Dell  
Deepcar  
Sheffield, S36 2ND

07723306423

Sent to

[z-akhtar1@hotmail.co.uk](mailto:z-akhtar1@hotmail.co.uk)  
[sj\\_manzoor@hotmail.com](mailto:sj_manzoor@hotmail.com)



3/17/2026

## Capitation 2022

### 231st Scouts

This is your invoice for your Outstanding Loan

#### Amount Due

**£1,435.50**

In order for us to be able to pass over the funds from the District to South Yorkshire County Scout Co payment no later than 31/03/2021

You can use either: -

#### Bank Transfer

Don District Scouts  
Sort Code 56-00-09  
Account number 95165304

#### By cheque

Payable "Don District Scout Council" send for attention to  
Mr Andy Walker  
5 Rookery Dell  
Deepcar  
Sheffield, S36 2ND

07723306423

Sent to

[<netty63@talktalk.net>](mailto:<netty63@talktalk.net>)

**Don District Scouts**  
**(A Registered Charity No. 1038919)**

Ian Taylor - Chairman  
Mulberry House  
Wilkin Hill  
Barlow

Home phone 0114 2890949

Mobile phone 07595002003

E-mail [ianmulberry@gmail.com](mailto:ianmulberry@gmail.com)

until it is necessary to ask for speedy

GROUP	
	Group Lead Volunteer
10th Parson Cross	<a href="mailto:netty63@talktalk.net">netty63@talktalk.net</a>
14th Grenoside	<a href="mailto:14thgrenoside@gmail.com">14thgrenoside@gmail.com</a>
25th Ecclesfield	chaslam91@outlook.com
32nd Stocksbridge	gsl.stocksbridgescouts@gmail.com
33rd Lane End	<a href="mailto:matthscouts@hotmail.com">matthscouts@hotmail.com</a>
39th Shirecliffe	<a href="mailto:z-akhtar1@hotmail.co.uk">z-akhtar1@hotmail.co.uk</a>
61st Wincobank	joe_oglesby@blueyonder.co.uk
82nd Chapeltown	<a href="mailto:leadvolunteer@82ndchapeltownscouts.org">leadvolunteer@82ndchapeltownscouts.org</a>
93rd Stocksbridge	<a href="mailto:paul1430@live.co.uk">paul1430@live.co.uk</a>
105th High Green	<a href="mailto:mick@105highgreen.co.uk">mick@105highgreen.co.uk</a> / <a href="mailto:tchague@gmail.com">tchague@gmail.com</a>
205th St Catherines	
231st Shiregreen	melinda1973@mail.com / caz27376@live.co.uk
Explorers	<a href="mailto:edbuttimer@sky.com">edbuttimer@sky.com</a>
Young Leaders	
<b>TOTALS</b>	

Treasurer

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Name	Amount paid to date	Stage 1	Stage 2	Stage 3	Stage 4				
Alex Hopkins	£3,555.00	2,605.00	1,655.00	705.00	-245.00	1	1	1	0
Ben Hopkins	£3,424.14	2,474.14	1,524.14	574.14	-375.86	1	1	1	0
Melissa Wilson	£3,300.00	2,350.00	1,400.00	450.00	-500.00	1	1	1	0
Connie Jones	£3,300.00	2,350.00	1,400.00	450.00	-500.00	1	1	1	0
Harriet Jones	£3,300.00	2,350.00	1,400.00	450.00	-500.00	1	1	1	0
Sophie Lightbody	£3,858.13	2,908.13	1,958.13	1,008.13	58.13	1	1	1	1
Tom Moffat	£3,558.14	2,608.14	1,658.14	708.14	-241.86	1	1	1	0
Chris Hooper	£3,843.50	2,893.50	1,943.50	993.50	43.50	1	1	1	1
Charlotte Mettam	£3,558.50	2,608.50	1,658.50	708.50	-241.50	1	1	1	0
Juno Hale	£3,300.00	2,350.00	1,400.00	450.00	-500.00	1	1	1	0
Sarah Jane Sykes	£3,300.00	2,350.00	1,400.00	450.00	-500.00	1	1	1	0

3800

Accumulated donation	Paid 20th October	Paid 5th April
150	100	50
150	100	50
150	50	100
150	50	100
150	50	100
200	100	100
150	50	100
200	50	150
150	150	0
150	100	50
150	50	100
Amount due	<b>850</b>	<b>900</b>

**Scrutineer's Report to the Trustees of the  
Don District Scout Council**

I report on the Accounts of the District for the year ended 31 March 2025

**Respective responsibilities of Trustees and Scrutineer**

As the District's Trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and report to you.

**Basis of Scrutineer's Statement**

In accordance with the directions given in the District's constitution, I have scrutinised the records and the accounts set out in pages 6 - 8.

**Scrutineer's Statement**

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Signed:



Name:

Stephen Culmer

Address:

74 Stothard Road  
Sheffield  
S10 1RE

Date:

26/08/25