

## **Minutes of the 1<sup>st</sup> Ightham Scouts Trustee Board Meeting 13<sup>th</sup> October 2025 at 7pm**

Held at the Ightham Scout Pavilion

### **Attendees:**

Marcella Dunne (Chair)

Simon Mavroleon (Trustee)

Chris Jameson (Trustee)

Penny McCulloch (Group Lead Volunteer)

Julia Weller (Invited guest)

Apologies from: Sophie Sarchet (Treasurer) Lynda Harrison (Trustee), Emily Bullus (Trustee)

The meeting was called by Penny McCulloch (PMC) to discuss the changes required following the departure of the previous Group Lead Volunteer James Reid and to agree a date for the overdue AGM.

### **Naming Convention**

Previously this Board was known as the Executive Committee. Now the Group has adopted a Constitution which refers to this Board as the Trustee Board and has created a separate entity referred to as the Scout Council.

It was agreed to adopt this terminology in all references to ensure consistency and avoid confusion. [All to action]

### **Treasurer**

Sophie Sarchet had advised PMC that she would like to step down as Treasurer at the AGM. Julia Weller (JW) had expressed interest in taking on the position and joining as a Trustee. JW has suitable accounting qualifications, has been a member of the Group for many years including as the Beaver Section Leader and has 4 children who have been active members from Beavers through to Scouts. This is historically a difficult role to fill, however, as there is an agreed process for selecting the candidate PMC invited Julia to meet the Trustees and contribute to the meeting as a potential future Trustee and/or Treasurer. The opportunity to take on the Treasurer role and for new Trustees to join will be communicated with details of the AGM.

### **Accounts and Banking**

On Sophie Sarchet's behalf PMC took the Trustees through the accounts explaining the various entries including the bank accounts and Flagstone investments held.

The process to remove James Reid as a signatory from the online Nat West current account had already been set in motion.

It was agreed that Peter Sheldon (known as Nick Sheldon) and Pat Lloyd should also be removed as signatories as these are both prior Treasurers. [SS to action]

It was agreed that Penny McCulloch will be added as a signatory once a new Treasurer has been confirmed so both can be added at the same time. [SS to action]

It was explained that the camp bank account is a legacy account which uses a cheque book and has no online presence. The camp bank account has been successfully used for many years to collect funds for camps both from fundraising for specific camps and camp fees. The costs of camps are then paid out from this account by cheque, sometimes direct to suppliers and sometimes as a reimbursement for leaders who have paid costs themselves. It was explained that some camps effectively make a profit and some make losses. The surpluses are retained in the camp bank to cover more expensive camps ensuring all camps remain affordable to all members. Currently the Online Scout Manager (OSM) system for collecting payments for camps – GoCardless – transfers funds paid by parents to the camp bank.

It was explained that what was achieved by having a separate bank account could be achieved by having separate nominal codes in the accounts. It was also felt that an alternative method to leaders effectively paying costs and claiming them should be sought.

It was agreed to arrange to transfer the balance in the camp account into the Nat West current account. This account will be kept open while the GoCardless system is changed to direct payments to the NatWest account. [PMC to action]

It was agreed to look into alternative methods of paying for costs that occur on camp for example where the scouts are away on a weeks camp they may decide to visit a local attraction due to weather constraints and tickets would be purchased at the ticket office on arrival. It is primarily Scouts who are impacted so PMC suggested asking the Scout Leader Nick Pointon to look into a solution he felt would work. [PMC to action]

It had previously been discussed and agreed to collect subs for new entrants by direct debit using the GoCardless system direct rather than via OSM to avoid the OSM fees which are about 4.8% of the transaction. This was discussed again in the light of the changes agreed to the camp bank. Currently it was noted that when joining parents are advised to set up a standing order and that the fee will not change while the child remains within the group.

It was agreed that the subs and all event fees would be collected using GoCardless via OSM. This will be communicated to Steven Pressland who is leading on this activity as Beavers are the main new entrants. Steven will also be asked to ensure that the new paperwork removes the set fee comment allowing fees to rise if necessary in the future. [PMC to action]

It was explained that Gift Aid had not been claimed for this year and therefore the next claim would cover 2 years. Currently there is no financial information provided during the year to either the section leaders, GLV or Trustees.

It was agreed to ask the new Treasurer to bring the Gift Aid up to date and also to develop a monthly financial report giving people involved in the Group information to support their roles. [PMC to work with the new treasurer to develop the reports]

### **Charity Commission Website**

The Charity Commission website contains some inaccurate information e.g. Pat Lloyd is still shown as a Trustee.

It was agreed that the website would have a full review of each area and be brought fully up to date before the AGM and then be updated again straight after the AGM to reflect all new appointments. [SS to action]

### **New Trustees**

There will be a number of resignations expected at the AGM as the Treasurer will stand down and Emily Bullus has also indicated she would like to step down as has the Secretary Christie Verrechia. The opportunity to be a Trustee will be communicated with the AGM notice. The Scout Association also favours having young people (under 25 years) on the Trustee Board. A number of potential people were discussed and the best two candidates were felt to be Hal Pointon and James Booth. Hal is a new entrant to the Group and his father is the Scout Leader Nick Pointon. Hal is about 22 years old and has not attended Scouts as a child but his two younger brothers were both members of Ightham Scouts. This gives him a unique perspective which will bring a different view to the Board. James Booth started at Beavers aged 6 years and has attended all sections plus all his family is very involved in scouting and have been for many years including his grandparents. This means James will provide a very different perspective to other Trustees. James is about 18 years old. Including Hal and James will require adjustments and it is likely that meetings will also need to include an online option as James is away at University.

It was agreed to approach Hal Pointon and James Booth. [PMC to action]

### **AGM Date**

Dates were discussed for the AGM and it was agreed that it would be held on Tuesday 4<sup>th</sup> November 2025 at 7:30pm at the Scout Pavilion.

It was agreed that a communication would be issued to all parents and the District Commissioner. [PMC to action]

**The meeting closed at 8:30pm**

Ightham Scout Group - Income & Expenditure 01.04.2024 / 31.03.2025

		----- 2024/25 -----			----- 2023/24 -----		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<u>Opening Balance</u>	Bank - Savings	£13,007	£724	£13,730	£87,679	£724	£88,403
	Bank - Current	£10,565	£0	£10,565	£12,985	£0	£12,985
	Savings - Flagstone	£72,355	£0	£72,355	£0	£0	£0
Adjustment to remove unpaid interest	Savings - Flagstone	-£2,109	£0	-£2,109			
	Camp Account	£24,993	£0	£24,993	£6,643	£0	£6,643
<u>TOTAL B/F</u>		£118,810	£724	£119,534	£107,307	£724	£108,031
<u>PLUS INCOME:</u>							
Subs		£9,259	£0	£9,259	£9,851	£0	£9,851
Bank Interest less Management Fees		£1,209	£0	£1,209	£2,683	£0	£2,683
Adjustment to remove unpaid interest		£0	£0	£0	-£2,109	£0	-£2,109
Donations/Grants/Sale/Hire of equip		£605	£0	£605	£15,100	£0	£15,100
Gift Aid		£2,253	£0	£2,253	£2,340	£0	£2,340
Pavillion Rent		£10	£0	£10	£0	£0	£0
Camp Account		£13,139	£0	£13,139	£24,707	£0	£24,707
<u>TOTAL INCOME</u>		£26,475	£0	£26,475	£52,572	£0	£52,572
<u>LESS EXPENDITURE:</u>							
Insurance		£878	£0	£878	£72	£0	£72
Electricity		£0	£0	£0	£0	£0	£0
Hut Repairs/upkeep		£2,124	£0	£2,124	£8,049	£0	£8,049
Gifts/Prizes/Hospitality		£1,406	£0	£1,406	£1,479	£0	£1,479
Sundries		£830	£0	£830	£1,439	£0	£1,439
Equipment		£1,390	£0	£1,390	£5,781	£0	£5,781
Training/Mileage		£1,722	£0	£1,722	£1,041	£0	£1,041
Rental		£340	£0	£340	£0	£0	£0
Office Costs		£901	£0	£901	£0	£0	£0
Capitation		£4,940	£0	£4,940	£4,478	£0	£4,478
Uniform & Badges		£1,088	£0	£1,088	£642	£0	£642
Camp Fees		£3,144	£0	£3,144	£7,160	£0	£7,160
Activities		£4,381	£0	£4,381	£4,571	£0	£4,571
Camp Account		£25,546	£0	£25,546	£6,357	£0	£6,357
<u>TOTAL EXPENDITURE</u>		£48,690	£0	£48,690	£41,068	£0	£41,068
<u>Closing Balance</u>	Bank - Savings	£2,891	£0	£2,891	£13,007	£724	£13,730
	Bank - Current	£890	£0	£890	£10,565	£0	£10,565
	Savings - Flagstone	£81,294	£0	£81,294	£72,355	£0	£72,355
Adjustment to remove unpaid interest	Savings - Flagstone				-£2,109	£0	-£2,109
	Less O/S payts	£0	£0	£0	£0	£0	£0
	Plus income due	£0	£0	£0	£0	£0	£0
	Camp Account	£12,586	£0	£12,586	£24,993	£0	£24,993
<u>TOTAL C/F</u>		£97,662	£0	£97,662	£118,810	£724	£119,534
Creditor	Expense claims	£352	£0	£352	£0	£0	£0
Debtor	Football Fee	£10	£0	£10	£0	£0	£0
Balance check				£0.00			

**Independent Examiner's Report to the Trustees of 1<sup>st</sup> Ightham Scout Group,  
Charity Registration Number 1039620**

I hereby report on the accounts of 1<sup>st</sup> Ightham Scout Group for the year ended 31<sup>st</sup> March 2025, which are set out in the attached pages 7 and 8.

**Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts for the charity. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention

- 1) which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
  - proper accounting records are kept (in accordance with section 41 of the Act); and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature ..... 

Mr Simon Collins

Date

14.10.2025.