

## **SOUTH LEEDS AND MORLEY DISTRICT SCOUT COUNCIL**

### Annual General Meeting

26 September 2023, 7.30pm  
Tingley Scout HQ and Online

## **AGENDA**

1. Introduction and welcome
2. Apologies for absence
3. To approve the minutes of the Annual General Meeting held in September 2022
4. **Governance topics**
  - a. Adopt the model constitution from Policy, Organisation and Rules
  - b. Note the District's financial year
  - c. Agree the number of members that may be elected to the Trustee Board
  - d. Agree the quorum for each of the District Scout Council (including this AGM), meetings of the District Trustee Board, meetings of any sub-committees
5. **Review of the previous year**
  - a. The District Commissioner's review of Scouting in [SLAM District](#)
  - b. To receive and consider the Annual Report of the District Trustee Board including the annual Statement of the Accounts
6. **Making appointments**
  - a. To note any other supporters who may be admitted to membership of the District Scout Council, by the District Commissioner, the District Trustee Board or the District Scout Council.
  - b. To approve the District Commissioner's nomination of the District Chair
  - c. Election of the District Secretary
  - d. Election of the District Treasurer
  - e. Elections of members to the District Trustee Board
  - f. To approve the District Commissioner's nominations to the District Trustee Board
  - g. To appoint the Independent Examiner
  - h. To nominate representatives of the District Scout Council to represent the District on the County Scout Council
7. Close

# South Leeds and Morley Scout District Scout Council (charity number 1043976)

## Receipts and payments account

INCOMPLETE - UNAPPROVED

For the year from	Year start date	To	Year end date
	01/04/2022		31/03/2023

### Receipts and payments

	2021-22	2022-23
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions 2023 received - including for County and National	39,590	43,380
Less Money Collected for County and National	-	-
<b>Membership Fees Received</b>	33,762	36,309
Membership fees for previous years	5828	7071
Donations	-	-
Legacies	1	31
Gift Aid	-	-
Mongoose Youth Activities	-	-
Sand Vipers Youth Activities	2,918	2,148
Meerkat Youth Activities	1,662	5,840
Other similar income	365	789
<b>Sub total</b>	10,775	15,879
<b>Grants</b>		
COVID Grants from LCC		
(Of which received for Phoenix Scout Campsite)	21,334	
(Of Which received for Tingley Scout HQ)	(10667)	
Lloyds Bank Foundation	(10667)	
Grants to Beavers	500	
Explorer Grants	-	
Other grants	3,466	1,650
<b>Sub total</b>	4,000	
<b>Fundraising events (gross)</b>	29,300	1,650
Detail 1		
Detail 2		
Detail 3		
Other fundraising activities		
<b>Sub total</b>		
<b>Hire and Activities</b>		
Phoenix Hire		
Tingley Hire	1,774	6,844
International	1,535	4,000
Event Expenses, Deposit returns etc.	19,660	72,969
Badge Sales	7,642	11,185
<b>Sub total</b>	594	1,064
<b>Investment income</b>	31,205	96,062
Bank interest		
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
<b>Sub total</b>	-	-
<b>Total Gross Income</b>	71,279	113,591
Asset and investment sales, etc.	-	-
<b>Total receipts</b>	71,279	113,591





# South Leeds and Morley Scout District Scout Council

## Receipts and payments account

For the year	Year start date		Year end date
from	01/04/2022	To	03/03/2022

### Receipts and payments

	2020-21	2022-23
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities		
Youth programme and activities - Mongoose ESU	9,077	10,744
Youth programme and activities - Sand Vipers ESU	2,918	2,354
Youth programme and activities - Meerkat ESU	3,151	4,136
Adult support and training (inc. Zoom subscription)	359	1,478
Rent to LCC (Phoenix Campsite)	545	
Online Scout Manager for Groups	1,500	1,500
Water and Sewerage	1,080	1,080
(Of which Phoenix Campsite)	2,760	1,105
(Of which Tingley Scout HQ)	(2633.65)	(943.42)
Electricity and Gas	(126)	(162)
(Of which Phoenix Campsite)	-	5,338
(Of which Tingley Scout HQ)	(-5964.66)	(607.41)
Insurance	(1698)	(4730.72)
(Of which Phoenix Campsite)	1,719	1,838
(Of which Tingley Scout HQ)	(1350)	(1459.90)
Maintenance	(369.69)	(378.40)
(Of which Phoenix Campsite)	2,523	1,184
(Of which Tingley Scout HQ)	(1536.98)	(231.75)
Development	(986)	(952.07)
(Of which Phoenix Campsite)	4,322	16,310
(Of which Tingley Scout HQ)	(3294.59)	(4700.33)
Business Rates	(1027.34)	(11609.31)
(Of which Phoenix Campsite)	110	227
(Of which Tingley Scout HQ)	(71.87)	(140.8)
Printing and photocopying	(37.77)	(85.76)
Contribution to camp costs	-	
Badges Purchases	-	
Development	337	
AGM and trustee expenses	1,131	569
<b>Misc Expenses</b>		120
Leader Expenses	-	
Leader Expenses	84	188
Misc Expenses	-	27
International (Explorers)	8	1,004
International (Main Account)	-	24,601
International - Scout Section Account	3,372	9,126
<b>Sub total</b>	<b>5,000</b>	<b>82,928</b>
<b>Fundraising expenses</b>	<b>35,730</b>	
Lloyds Match Funding Gildersome		
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>35,730</b>	<b>82,928</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>35,730</b>	<b>82,928</b>

# Net of receipts/(payments)

## Cash funds last year end

(of which SLAM 1 Account)

(of which Tingley Account)

(of which Badge Account)

(of which Scout Section Account)

(of which Cub Section Account)

(of which Beavers Account)

(of which Sand Vipers ESU account)

(of which Meerkat ESU account)

(of which Mongoose ESU International account)

(of which Mongoose ESU account)

## Cash funds this year end

35,549	30,663
88,540	124,089
53,163	72,014
21,173	29,364
725	983
4,174	10,534 ✓
1,337	1,337
1,076	1,076
904	2,796
779	775
1,825	1,825
3,385	3,386
124,090	154,752



# South Leeds and Morley Scout District Scout Council

## Receipts and payments account

For the year	Year start date	Year end date
from	01/04/2022	To 03/03/2022

### Statement of assets and liabilities at the end of the year


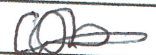
2021-22

2022-23

	£	£
<b>Cash funds</b>		
No 1 Account		
No 2 Account (Tingley)	72,009	74,865 ✓
Badge Account	28,036	16,544 ✓
Scout Section Account	983	1,478
Cubs Section Account	10,534	37,099 ✓
Beavers Section Account	1,337	1,337
Mongoose ESU Account	1,076	1,076
Mongoose ESU International Account	3,386	3,180 ✓
Sand Viper ESU Account	1,825	2,917
Meerkat ESU	2,796	14,453 ✓
Cash Phoenix	775	87 ✓
Cash Tingley	20	1,697
Unpresented Cheques	1,728	20
<b>Total cash funds</b>	416	20
	124,090	154,752
(agree balances with receipts and payments account)		
<b>Other monetary assets</b>		
Tax claim		
Debts due from the County/Area/District/Group		
Insurance claim		
<b>Sub total</b>		
<b>Investment assets</b>		
Investment property - detail		
Quoted investments		
Other investments - detail		
<b>Sub total</b>		
<b>Non monetary assets for charity's own use</b>		
Badge stock		
Shop stock		
Other stock		
Land and buildings		
Motor vehicles	70,000	70,000
Scouting equipment, furniture etc		
Other	10,200	10,200
<b>Sub total</b>	80,200	80,200
<b>Liabilities</b>		
Accounts not yet paid		
Expenses incurred but not invoiced		
Subscriptions not yet paid		
Loan - detail		
Other liabilities		
<b>Sub total</b>		
<b>Total net assets</b>	204,290	234,952

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees and signed on their behalf by

Signature

Print Name

K. KIRKWOOD	Chair
G. J. LUBY (Acting)	Treasurer

**Independent examiner's report to the trustees of South Leeds and Morley District Scout Council**

I report on the accounts of the South Leeds and Morley District Scout Council for the year ended April 2022

**Independent examiner's qualified statement**

In connection with my examination, no matter has come to my attention other than that disclosed below:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 63 of the Charities Act 2008, and,
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2008 have not been met or,
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:

STEVEN PERIGO

Signature



22/9/2023

# 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

South Leeds and Morley District Scout Council

Other names the charity is known by

Registered charity number (if any)

1 0 4 3 9 7 6

HQ registration number

1 0 0 0 1 7 6 0

Charity's principal address

Correspondence Address: 6 Woodkirk Gardens

Dewsbury

Postcode

W

F

1

2

7

H

Z

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	Gareth Luby	District Commissioner	
2			
3	Chris Ingham	Trustee	
4	John Fullerton	Trustee	
5	Andrew Hebden	Trustee	
6	Edwin Kirkwood	Chair	
7	Ken Grayson	Trustee	
8	Daniel Wood	Trustee	
9	Trevor Holdsworth	Trustee	
10	Alison Fell	Trustee	
11	Andy Neil	Secretary	
12			
13			
14			
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



**Section B****Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The District's governing documents are those of the 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.

How the charity is constituted

(e.g. trust, association, company)

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

Trustee selection methods

(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The District is managed by the District Executive Committee, the members of which are the 'Charity Trustees' of the Scout District 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.

Policies and procedures adopted for:

a) the induction and training of trustees;  
b) trustee' consideration of major risks and the systems and procedures to manage them

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the District Commissioner, District Youth Commissioner, District Explorer Scout Commissioner, District Scout Network Commissioner and Elected, Nominated and Coopted members.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

This District Executive Committee exists to support the District Scout Leader 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.

Section B	Structure, governance and management (continued)
	<p data-bbox="603 230 900 259"><b>Risk and Internal Control</b></p> <p data-bbox="603 264 1315 423">The District Executive Committee 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:</p> <p data-bbox="603 461 1276 557">Damage to the building, property and equipment. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p data-bbox="603 595 1299 719">Injury to leaders, helpers, supporters and members. The District through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p data-bbox="603 757 1315 983">Reduced income from fund raising. The District is primarily reliant upon income from subscriptions and fundraising. The District does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the District on an ongoing basis, either temporarily or permanently.</p> <p data-bbox="603 1021 1315 1247">Reduction or loss of leaders. The District is totally reliant upon volunteers to run and administer the activities of the District. If there was a reduction in the number of leaders to can unacceptable level in a particular section or the District as a whole then there would have to be a contraction, consolidation or closure of an area of support provided. In the worst case scenario the complete closure of the District.</p> <p data-bbox="603 1285 1315 1476">Reduction or loss of members. The District provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the District as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the District.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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>
Summary of the main activities in relation to these objects	
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
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

2022-23 continued to be a year of development for our District. We are proud of our 4.3% growth in troubling times, including a 6% growth in the number of adult volunteers. Thanks to the support of the District Team, County Development and dedicated group volunteers, we have also launched new sections in Squirrels and Scouts, making the opportunities and fun of Scouting more accessible to more young people across our District. As DC, I have been proud to see a wonderful assortment of programme activities happening every day of the week, alongside active participation in County events and activities across the District. Scouts marked with respect and reverence important ceremony events this year, including the return of our St George's Day parade and the sad death of our Patron, HM the Queen. We prepared for the upcoming celebrations of Scouting in Challenge 23, our first Cub Scout international as a District. Thank you to the hard work of all our volunteers.

**Section E****Financial Review**

Brief statement of the charity's policy on reserves

**Reserves Policy**

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

The District held reserves of approximately £55000 against this at year end. This is above the level required for operating expenses. However this can be explained by money reserved for payment on a new lease on the campsite with LCC, currently ongoing; expected costs

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

#### Investment Policy

invest in longer term investments. The District has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies. However, this policy will be reviewed in the 2023-4 financial year.

Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s) 

GJLuby

Full name(s) 

Gareth Luby

Position (eg Secretary, Chair) 

District Commissioner

Date 

2023