

# **1st GILWERN SCOUT GROUP**

## **Minutes of the ANNUAL GENERAL MEETING**

Monday 17th July 2023, 6.00pm

1. **Flag and Prayers** – Pat Hillman M.B.E. and Christine Hands began proceedings with the flag break and a prayer
2. **Introduction and Welcome** – Bryan welcomed everyone to this year's AGM, thanked leaders and helpers, committee and parents.

### **3. Apologies for absence**

Rebecca Clements (secretary), Fred Morgan.

4. **Receive and approve Minutes of Annual Meeting** held on 13th September 2022 – Not available yet.

### **5. Matters Arising – N/A**

### **6. Group Executive Committee (Trustees) Election and Appointments:**

Ex-officio Members

- The Group Chair — Bryan Davies re appointed
- The Group Secretary — Rebecca Clements re appointed
- The Group Treasurer. — Eirug Mathias re appointed
- The Group Scout Leader - WD to continue
- The Deputy Group Scout Leader – None at present
- The Explorer Scout Leader – Jon Hands to be invited Action for WD
- The Scout Leaders – RE/SLS to continue
- The Cub Leader – SLS to continue
- The Beaver Leader – Vacant at present (WD to continue)
- The Squirrel Leader – SE to continue

Elected Members

- Jane Whitehead, Thomas Spinks, Helen Fairbank, Lucy Cunningham, Carl Roberts. Action - WD to email Squirrel parents.

Nominated Members

- Co – opted Members – Christine Hands to continue

Appoint Auditor or Scrutineer of Accounts — Linda Robinson nominated by Eirug Mathias.

## **7. Receive and approve Executive Committee (Trustees) Annual Report and Statement of Accounts**

- Group Executive Chair – received and approved propose AL, SLS
- Treasurers Report - received and approved propose WD, RE
- Group Scout Leader - received and approved. WD gave thanks to all involved in 1st Gilwern.
- Scout Leaders- received and approved. RE gave a summary of the report.
- Beaver Leader - received and approved
- Cub Leader - received and approved
- Squirrel Leader - received and approved

All reports available to read.

## **8. Presentation of Awards**

- Young leader Module A
- Bronze Dragon award
- Scouts, Cubs, Beavers, Squirrels
- Training Awards. — Pat Hillman awarded Les Whitehead his 5 years' service award, Jane Whitehead also her 5 years' service award has a 5 years' service award for Rebecca Clements to be presented at the next Exec meeting.

## **9. Any Other Business**

None

## **CHAIRMAN' s REPORT 2023**

Another year has passed and Gilwern Scout Group continues to prosper and grow. Credit for this ongoing success lies with Wendy Davies, our Group Scout Leader, her band of Warranted Sectional Leaders and of course our Helpers, all of whom are unpaid volunteers. Their dedication and unstinting commitment to providing our young members with life changing experiences is truly noteworthy.

Our membership numbers are now in excess of 150. The only reason that this figure is not higher is that we are short of Sectional Leaders. I make this appeal every year but none the less it bears repeating, please, please, please parents / guardians consider joining our Group Leadership Team and open up the opportunity to join our Scouting organisation to those on our waiting list. If you are interested, please make yourself known to Wendy or any of her uniformed team at our AGM on 17.7.23. It's an exciting opportunity and the skills / leadership training and development are transferable into your professional life / undertakings.

As you are probably aware 2022 saw the opening of our Squirrels Drey which caters for 4 to 6 year olds. It is now fully subscribed and has been the subject of much interest in our wider community. This is a section that is crying out for additional leaders and provides our youngest members with their initial introduction to the exciting, motivating and developmental Scouting Training Programme. Skills for life at this young age are a truly life changing and transformational opportunity.

A full and engaging programme of outside activities has been delivered during the year in all Sections. From regular sleepovers in the Scout Hut to activities at our District Campsite in Llangenny and of course our District / Area activity Programmes across Monmouthshire and Gwent. The support for all of these programmes and events has been outstanding and deserves a huge vote of "THANKS" to all our parents / guardians for facilitating the attendance of our young members.

Our Board of Trustees have continued the programme of development and renewal of our Group estate. A new kitchen has been installed, the lighting system upgraded and the security lighting system renewed. For all of those who have in some way contributed to the delivery of these programmes of work, thank you, thank you, thank you. There is work yet for us to do but in general terms we are in a much better place now than we were at the start of this 2022/23 Scouting Year.

Finally I'd like to thank our Board of Trustees who have worked so hard, during this last 12 months, to support and enhance the development of our Group. To our Parent's / Carers and Friends I would like to extend a special thanks for your support and understanding. As I stated at our last AGM, I believe and I hope that you all do, that success can best be secured by endeavouring to always look forward and upwards in pursuit of our shared goals and at the same time, placing others at the heart of all that we do.

Bryan Davies QPM, B.Sc.  
Chair of Trustees of Gilwern Scout Group.

## **Group Structure**

1<sup>st</sup> Gilwern Scouts is steered by its volunteers. This is split between the uniformed leaders who run the programme and the Group Executive Committee who are responsible for the day to day management of the Group, its assets, finances and resources

## **Administrative Information**

The Group'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 Group 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.

## **Role of Executive Committee**

This Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

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

## **Objectives and Activities**

The objectives of the Group are to run as a unit of The Scouts, with independent governance and finances.

The Aim of The Scouts is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities.

The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

Volunteers within the group give up their own time, freely, to undertake the required training of the Scout Association to ensure Scouting activities are run in accordance with the Policy, Organisation and Rules of the Association and remain safe and fun.

## **Reserve & Investment Policy**

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Board of Trustees considers that the group should hold a sum equivalent to 12 months running costs. The group has agreed the policy that a budget should be created at the start of the financial year. This budget should be managed by the Executive Committee and Leaders. All activities should be paid for in full by fees, unless agreed by the Executive Committee in advance of the activity. Trustees will review the Reserve Policy in the 2020 financial year to better support the Group.

All investments will be made in the interests of the group, and all of its current members.

Any investment will be approved in line with the Executive Committee's voting structure.

# 1st Gilwern Scout Group – Financial Summary

**2022-23**

<b>Balances as of 31<sup>st</sup> March 2022</b>	£18,335.35
Add Receipts	£47,077.71
Less Payments	<b>-£53,434.40</b>
<b>Latest Cash Book Balance</b>	<b>£11,978.66</b>

## Cashbook Balances 2022-23

<b>Camps</b>	<b>Payments</b>	<b>Receipts</b>	<b>Profit/(Loss)</b>
1. Summer Camp – 2023	<b>-£520.00</b>	£1,297.77	£777.77
2. Scouts Activities	<b>-£7,471.74</b>	£10,538.04	£3,066.30
3. Cub Activities	<b>-£592.00</b>	£1,661.25	£1,069.25
4. Beaver Activities	<b>-£1,049.17</b>	£1,271.89	£222.72
5. Normandy / Llangorse 2021	<b>-£4,053.24</b>	£6,988.66	£2,935.42
	<b>-£13,686.15</b>	<b>£21,757.61</b>	<b>£8,071.46</b>

## Ongoing Activities

Group Subs		£18,677.21	
Gift Aid		£3,016.83	
Activities & Trips		£0.00	
Scarves , Badges & Clothing		£525.46	
Fundraising		£970.93	
Interest (Lloyd's Savings Account)		£25.58	
Group Membership Costs + Refunds	£0.00		
Activities & Trips	<b>-£935.81</b>		
HQ Maintenance	<b>-£7,969.03</b>		
Utilities	<b>-£3,631.93</b>		
Scarves , Badges & Clothing	<b>-£4,156.18</b>		
Sundries	<b>-£134.14</b>		
	<b>-£16,827.09</b>	<b>£23,216.01</b>	<b>£6,388.92</b>

## Grant Purchases

Donations & Grants		£1,178.57	
New Equipment	<b>-£6,589.68</b>		
Donations & Grants	<b>-£387.36</b>		
	<b>-£6,977.04</b>	<b>£1,178.57</b>	<b>-£5,798.47</b>

**TOTAL PAYMENTS / RECEIPTS : -£37,490.28 £46,152.19 £8,661.91**

## Transfers Between Accounts

Money Transfer to Paypal Account	<b>-£944.12</b>	<b>£951.10</b>	
Money Transfer to Lloyds Savings Account	<b>-£15,000.00</b>		
<b>CASHBOOK TOTALS :</b>	<b>-£53,434.40</b>	<b>£47,103.29</b>	<b>-£6,331.11</b>
	£0.00	-£0.00	

Paypal Balance :	<b>-£1,115.42</b>
Lloyd's Bank Balance :	£13,094.08
<b>Cash Book Balance :</b>	<b>£11,978.66</b>
Lloyds Saving Balance :	£15,025.58
<b>TOTAL BANK BALANCE :</b>	<b>£27,004.24</b>
Check :	<b>-£0.00</b>

## END OF 2022-23 FINANCIAL YEAR TREASURER'S NOTES

1. Scouts Membership Fee for 2023/24 payment date moved to April 2023 – So the £8496.00 charge is not show in this year's accounts.
2. Income from Member Subscription has doubled since last year to £18,677, due to an increase in members & back full time
3. The main New Equipment purchases has been 7 Scout Camp Tents, and 10 Scout Hike Tents. These have been funded by the previous MCC Covid Grant
4. HQ Maintenance includes the build of the new porch, and start of the costs of the Kitchen project.
5. The Normandy / Llangorse Trip Balance reflects deposit held by Acorn Adventure
6. Gift Aid Claim of £3,016.83 received for the 3 years from 2019 to 2022
7. OLSM & GoCardless Fees for the year total £1,262.82, 3.13% of the Net Income of £40,340.50

## 1st Gilwern Scout Group – Year on Year Comparison

2022/23 TOTALS			2021/22 TOTALS			2020/21 TOTALS			
Balance as of 31 <sup>st</sup> March 2022	£18,335.35		Balance as of 31 <sup>st</sup> March 2021	£30,330.10		Balance as of 31 <sup>st</sup> March 2020	£15,804.19		
Add Receipts	£47,077.71			£15,384.60			£26,965.63		
Less Payments	<u>-£53,434.40</u>			<u>-£27,379.35</u>			<u>-£12,439.72</u>		
Latest Cash Book Balance	£11,978.66			£18,335.35			£30,330.10		
Uncleared Cheques from 2021-22	None		Uncleared Cheques from 2020-21	None		Uncleared Cheques from 2019-20	None		
<u>Cashbook Balances 2019-20</u>									
<u>Camps</u>	Payments	Receipts	Profit/(Loss)	Payments	Receipts	Profit/(Loss)	Payments	Receipts	Profit/(Loss)
1. May Group Camp	-£520.00	£1,297.77	£777.77	£0.00	£0.00	£0.00	£0.00	-£520.00	-£520.00
2. Scouts Activities	-£7,471.74	£10,538.04	£3,066.30	-£7,308.00	£2,186.35	-£5,121.65	£0.00	-£6,123.91	-£6,123.91
3. Cub Activities	-£592.00	£1,661.25	£1,069.25	-£552.77	£1,521.53	£968.76	-£45.00	-£592.00	-£637.00
4. Beaver Activities	-£1,049.17	£1,271.89	£222.72	-£202.38	£0.00	-£202.38	£0.00	-£1,049.17	-£1,049.17
5. Normandy 2021	-£4,053.24	£6,988.66	£2,935.42	-£7,080.00	£378.68	-£6,701.32	-£4,844.76	£4,636.31	-£208.45
	<u>-£13,686.15</u>	<u>£21,757.61</u>	<u>£8,071.46</u>	<u>-£15,143.15</u>	<u>£4,086.56</u>	<u>-£11,056.59</u>	<u>-£4,889.76</u>	<u>-£3,648.77</u>	<u>-£8,538.53</u>
<u>Ongoing Activities</u>									
Group Subs		£18,677.21			£9,005.60			£850.45	
Gift Aid		£3,016.83			£0.00			£0.00	
Activities & Trips		£0.00			£0.00			£150.04	
Scarves , Badges & Clothing		£525.46			£185.65			£188.29	
Fundraising		£970.93			£0.00			£0.00	
Interest (Lloyd's Savings)		£25.58							
Group Membership Costs + Refunds	£0.00			-£7,048.50			-£4,326.00		
Activities & Trips	-£935.81			£0.00			-£516.37		
HQ Maintenance	-£7,969.03			-£369.09			-£48.00		
Utilities	-£3,631.93			-£2,155.37			-£1,756.80		
Scarves , Badges & Clothing	-£4,156.18			-£2,057.42			-£294.54		
Sundries	-£134.14			-£193.83			-£50.00		
	<u>-£16,827.09</u>	<u>£23,216.01</u>	<u>£6,388.92</u>	<u>-£11,824.21</u>	<u>£9,191.25</u>	<u>-£2,632.96</u>	<u>-£6,991.71</u>	<u>£1,188.78</u>	<u>-£5,802.93</u>
<u>Grant Purchases</u>									
Donations & Grants		£1,178.57			£2,106.79			£21,140.54	
New Equipment	-£6,589.68			-£411.99			-£508.25		
Donations & Grants	-£387.36			£0.00			-£50.00		
	<u>-£6,977.04</u>	<u>£1,178.57</u>	<u>-£5,798.47</u>	<u>-£411.99</u>	<u>£2,106.79</u>	<u>£1,694.80</u>	<u>-£558.25</u>	<u>£21,140.54</u>	<u>£20,582.29</u>
<u>Transfers Between Accounts</u>									
Money Transfer to Paypal Account	-£944.12	£951.10		£0.00	£0.00		£0.00	-£944.12	
	<u>-£53,434.40</u>	<u>£47,103.29</u>	<u>-£6,331.11</u>	<u>-£27,379.35</u>	<u>£15,384.60</u>	<u>-£11,994.75</u>	<u>-£12,439.72</u>	<u>£17,736.43</u>	<u>£6,240.83</u>
Latest Bank/Savings/Paypal Balance :	<u>£27,004.24</u>	31/03/23		<u>£18,335.35</u>	31/03/22		<u>£30,330.10</u>	31/03/21	



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

1<sup>st</sup> Gilwern Scout Group

On accounts for the year  
ended

31/03/23

Charity no (if any)

1075970

Set out on pages

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees and examiner** The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement** 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement** In connection with my examination, no matter has come to my attention (other than ~~statement 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 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

\* Please delete the words in the brackets if they do not apply.

Signed: Lynda Robinson

Date: 10th July 2023

Name: Lynda Robinson

Relevant professional  
qualification or body (if any):

Address: 6 Orchard Close

Gilwern

Monmouthshire, NP7 0EN