



GILWERN SCOUT COUNCIL

Annual General Meeting

Monday 15th July 2024, 6.30pm

Gilwern Scout Group Hut

AGENDA

1. Introduction and welcome

Bryan Davies – Chairperson welcomed all to the meeting and explained the difference in the AGM format meeting which now follows the Nationwide guidelines which is managed as a charity and board of trustees.

BD asked that all that complete the Gift Aid permissions to help contribute to the group funds to keep the group running.

2. Apologies for absence

Community Council and Hope Church.

3. Governance topics

a. Approve the minutes of the Annual General Meeting held on 17th July 2023.

Minutes have been approved by the board of the trustees and will be circulated for wider consideration. These will be circulated with the minutes from this meeting.

b. Adopt the model constitution from Policy, Organisation and Rules (POR)

The group approved this approach.

c. Note the Group's financial year

EM explained the summary of accounts for the last financial year. Two lots of Scout subs were paid to Scouts Cymru. in one financial year which is why this shows as a deficit.

The group has moved energy suppliers to Octopus energy. EM asked that if anyone is thinking of moving, please let the group know as we can do a referral which gives both the customer and group £50 each.

The subscription charges will increase by £1.50 per month this year as a financial review has shown as the group is running at a loss and no increases have been made for some time.

d. Approve appointed and community members of the Group Scout Council

BD asked all in attendance to sign the register to record the membership of the Scout Council and explained that they are the Scout Group Council

e. Agree the number of members that may be appointed to the Trustee Board

BD we currently have 8 trustees who are happy to continue whilst the new guidelines and processes are embedded.

- f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)

All agreed.

4. **Review of the previous year**

- a. The Group Lead Volunteer's review of Scouts in the Gilwern Scout Group
WD has included a report in the handouts.

- b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts

BD included a Chairs report in the handouts.

BD gave thanks to the wonderful group of volunteers who make the Scout Group possible. Gilwern has strong and long history of scouting in the village. Over 150 members are currently registered which is the biggest group in Monmouthshire.

BD explained that the Scout Hut facilities need updating to reflect the size of the group.

NFU are kindly making a donation to the group to support the renovations.

5. **Making appointments**

- a. Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board

BD was re-appointed.

- b. Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board

EM was re-appointed.

- c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board

- d. (Re-)appoint Group President and/or Vice Presidents

- e. Appoint the Scrutineer / Independent Examiner / Auditor

The scrutinner is currently on holiday but this will also be circulated with the other papers.

6. **Closing remarks**

Presentations to the groups sections

BD closed the meeting and gave thanks to parents for all their support.

Group Structure

1st 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 – Receipts & Payments**2023-24**

Camps	Receipts	Payments	Profit/(Loss)
1. Summer Camp	£5,222.59	-£7,714.72	-£2,492.13
2. Scouts Activities	£2,335.66	-£2,309.84	£25.82
3. Cub Activities	£3,487.67	-£3,256.31	£231.36
4. Beaver Activities	£913.35	-£782.35	£131.00
	£0.00	£0.00	£0.00
	£11,959.27	-£14,063.22	-£2,103.95

Ongoing Activities

Group Subs	£17,414.05		
Gift Aid	£0.00		
Activities & Trips	£0.00		
Scarves , Badges & Clothing	£243.96		
Fundraising	£55.00		
Interest (Lloyd's Savings Account)	£112.00		
Group Membership Costs + Refunds		-£17,121.00	
Weekly Activities		-£984.60	
HQ Maintenance		-£6,555.64	
Utilities		-£3,890.99	
Scarves, Badges & Clothing		-£3,251.24	
Sundries		-£181.24	
	£17,825.01	-£31,984.71	-£14,159.70

Grant Purchases

Donations & Grants	£3,409.61		
New Equipment		-£1,438.51	
Donations & Grants		£0.00	
	£3,409.61	-£1,438.51	£1,971.10

Total Receipts / Payments

£33,193.89	-£47,486.44	-£14,292.55
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Balance Sheet for the year ended March 31st 2024

Opening Reserve 1 st April 2023	£27,004.24	Lloyd's Saving Account	£10,137.58
Add Profit/Loss	-£14,292.55	Lloyd's Current Account	£2,574.11
		Paypal	£0.00
Closing Reserve 31/3/24	£12,711.69	Bank Balances	£12,711.69

END OF 2023-24 FINANCIAL YEAR TREASURER'S NOTES

Summer Camps - Forest Fest deposits of £1297.77 made in 2022-23. Payment of Poacher Coach of £769.50, and deposit for £253.60 for Summer Camp 2024 included.

Group Subs - Annual Membership of £8,496 was paid on the 1st of April 2023, plus £8,625.00 on the 13th March 2024 for the coming year.

Gift Aid – We can now claim Gift Aid refunds for the last two year!

HQ maintenance - Includes the final payments to complete the kitchen of £5306.33. Making the total for Kitchen and Electrics upgrade £10,418.91.

Utilities - We have changed Electricity Supplier to Octopus Energy Business, on a 1 year fixed deal. A £235 refundable bond had to be paid, but the monthly bills should be reduced from £100 to close to £50. Also referral scheme would give us £50 for each referral - <https://share.octopus.energy/azure-squid-2>

Donations - Two donations were received from the Tudor Cule Trust, £1000 towards the Kitchen Refit and £500 towards Heating Costs. Also Abergavenny Rotary have donated £1000 towards All Wales Scout Camp.

New Equipment – Includes additional camping stoves, map cases and sides for the event shelters,

The £14,292.55 loss for the year can be attributed to the cost of Kitchen & Electrical Refit, plus payment of 2 years of Membership Subscription.

1st Gilwern Scout Group – Year on Year Comparison

2023/24 TOTALS			2022/23 TOTALS			2021/22 TOTALS			
Balance as of 31 st March 2023	£27,004.24		Balance as of 31 st March 2022	£18,335.35		Balance as of 31 st March 2021	£30,330.10		
Add Receipts	£33,193.89			£47,077.71			£15,384.60		
Less Payments	-£47,486.44			-£53,434.40			-£27,379.35		
Latest Cash Book Balance	£12,711.69			£11,978.66			£18,335.35		
Uncleared Cheques from 2022-23	None		Uncleared Cheques from 2021-22	None		Uncleared Cheques from 2020-21	None		
Cashbook Balances 2019-20									
Camps	Payments	Receipts	Profit/(Loss)	Payments	Receipts	Profit/(Loss)	Payments	Receipts	Profit/(Loss)
1. Summer Camp	-£7,714.72	£5,222.59	-£2,492.13	-£520.00	£1,297.77	£777.77	£0.00	£0.00	£0.00
2. Scouts Activities	-£2,309.84	£2,335.66	£25.82	-£7,471.74	£10,538.04	£3,066.30	-£7,308.00	£2,186.35	-£5,121.65
3. Cub Activities	-£3,256.31	£3,487.67	£231.36	-£592.00	£1,661.25	£1,069.25	-£552.77	£1,521.53	£968.76
4. Beaver Activities	-£782.35	£913.35	£131.00	-£1,049.17	£1,271.89	£222.72	-£202.38	£0.00	-£202.38
5. Normandy 2021	£0.00	£0.00	£0.00	-£4,053.24	£6,988.66	£2,935.42	-£7,080.00	£378.68	-£6,701.32
	-£14,063.22	£11,959.27	-£2,103.95	-£13,686.15	£21,757.61	£8,071.46	-£15,143.15	£4,086.56	-£11,056.59
Ongoing Activities									
Group Subs		£17,414.05			£18,677.21			£9,005.60	
Gift Aid		£0.00			£3,016.83			£0.00	
Activities & Trips		£0.00			£0.00			£0.00	
Scarves , Badges & Clothing		£243.96			£525.46			£185.65	
Fundraising		£55.00			£970.93			£0.00	
Interest (Lloyd's Savings)		£112.00			£25.58				
Group Membership Costs + Refunds	-£17,121.00			£0.00			-£7,048.50		
Activities & Trips	-£984.60			-£935.81			£0.00		
HQ Maintenance	-£6,555.64			-£7,969.03			-£369.09		
Utilities	-£3,890.99			-£3,631.93			-£2,155.37		
Scarves , Badges & Clothing	-£3,251.24			-£4,156.18			-£2,057.42		
Sundries	-£181.24			-£134.14			-£193.83		
	-£31,984.71	£17,825.01	-£14,159.70	-£16,827.09	£23,216.01	£6,388.92	-£11,824.21	£9,191.25	-£2,632.96
Grant Purchases									
Donations & Grants		£3,409.61			£1,178.57			£2,106.79	
New Equipment	-£1,438.51			-£6,589.68			-£411.99		
Donations & Grants	£0.00			-£387.36			£0.00		
	-£1,438.51	£3,409.61	£1,971.10	-£6,977.04	£1,178.57	-£5,798.47	-£411.99	£2,106.79	£1,694.80
Transfers Between Accounts									
Money Transfer to Paypal Account				-£944.12	£951.10		£0.00	£0.00	
Money Transfer to Lloyds Savings				-£15,000.00					
	-£47,486.44	£33,193.89	-£14,292.55	-£53,434.40	£47,103.29	-£6,331.11	-£27,379.35	£15,384.60	-£11,994.75
Latest Bank/Savings/Paypal Balance :	£12,711.69	31/03/24		£27,004.24	31/03/23		£18,335.35	31/03/22	

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

1st Gilwern Scout Group

On accounts for the year
ended

31/03/24

Charity no (if any)

1075970

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of the charity's trustees and the 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 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 Act
 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.

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

Signed:

Lynda Robinson

Date:

31.8.2024

Name:

Lynda Robinson

Relevant professional
qualification or body (if any):

Address:

6 Orchard Close

Gilwern

Monmouthshire, NP7 0EN

Only complete if the examiner needs to highlight material problems.

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