

## Minutes of the 1st Castleberg (Settle) Group Scout Council

### Annual General Meeting

**2pm Sunday 2nd July 2023 at the Drill Hall, Settle.**

Carole Ogilvie, Secretary, explained the Fire Procedure, pointed out the Fire Exit and the location of the toilets prior to the opening of the meeting. She mentioned that refreshments would be served after the meeting and the outdoor Quiz would also be available .

#### **Attendees**

James Armstrong, Cherry Flitcroft, Carole Ogilvie, Daniel Nelson, Robert Yates, Sally-Anne Brown, Tabitha Brown, Valerie Chandler, Michael Pain, Megan Pain, Jane Nelson, Toby Pain, Molly Pain, Beryl James, Paul Cochrane, Emily Krickhar, Holly Brown, Henry Pain, Will Craig, Lewis Hiser-Dobson, Dick Chalmers.

#### **1. Introduction and welcome by Chair**

Cherry welcomed everyone to the meeting and thanked them for attending.

#### **2. Apologies for absence**

Sue, Haddrill, Cathy Tazzyman, Hannah Eustace, Anne Foster, Jenny Wilson.

#### **3. To approve the minutes of the Annual General Meeting held on 16th June 2022**

The Minutes were proposed by Cherry Flitcroft, seconded by James Armstrong. Approved with a show of hands

#### **4. Governance topics**

Cherry advised that this part of the meeting was necessary for the Scout Group to comply with Charity Commission regulations and to ensure the Group was well governed.

##### **a. Adopt the model constitution from Policy, Organisation and Rules**

Proposed by Paul Forrow, seconded by Carole Ogilvie. Approved with a show of hands.

##### **b. Note the Group's financial year**

Noted by the meeting that the Group's financial year is from 1st April to 31st March.

##### **c. Agree the number of members that may be elected to the Trustee Board**

Cherry proposed that 6 people could be elected to the Trust Board, seconded by Jane Nelson. Agreed by a show of hands.

##### **d. Agree the quorum for each of the Group Scout Council (including this AGM), meetings of the Group Trustee Board, meetings of any sub-committees**

Cherry proposed a quorum of 12 people for Group Scout Council meetings and a third of the members plus one for Group Trustee Board and Sub-Committee meetings as recommended by the Charity Commission. Seconded by Carole Ogilvie. Agreed with a show of hands.

#### **5. Review of the previous year**

##### **a. The Group Scout Leader's review of Scouting in 1st Castleberg (Settle) Scout Group. Section reports attached.**

Carole read the Beavers Report as Beaver Leader, Hannah Eustace was unable to be present.

Paul Forrow read the Cubs Report written by Simon Shaw.

Cherry read the Scouts report on behalf of Daniel Nelson

- b. To receive and consider the Annual Report of the Group Trustee Board including the annual Statement of the Accounts. Accounts, Chair's report and Fundraising Reports attached.

The Annual Accounts were presented by John Hall, Treasurer. Received by the Meeting - they have already been approved by the Trustee Board at the Pre-AGM meeting in May 2023. Cherry thanked John for all his hard work as Treasurer.

Cherry read the Chair's Report.

Paul Cochrane read the Fundraising Report.

## **6. Making appointments**

- a. To note any other supporters who may be admitted to membership of the Group Scout Council, including former Scouts and parents, by the Group Scout Leader, the Group Trustee Board or the Group Scout Council.

No requests for admission.

- b. To approve the Group Scout Leader's nomination of the Group Chair

In the absence of a GSL, Dick Chalmers, District Chair, took over the role of Chair of the Meeting. On behalf of the Ingleborough District Team he nominated Cherry Flitcroft as Chair of the 1st Castleberg (Settle) Scout Group. Approved with a show of hands.

Dick handed the role of Chair of the meeting back to Cherry.

## **c. Election of the Group Secretary**

Carole Ogilvie was nominated by Cherry Flitcroft and seconded by Jane Nelson. No other nominations received. Approved with a show of hands.

## **d. Election of the Group Treasurer**

John Hall was nominated by Carole Ogilvie and seconded by Cherry Flitcroft. Approved with a show of hands.

## **e. Elections of members to the Group Trustee Board**

Jane Nelson, Paul Cochrane and Jenny Wilson have been proposed and seconded by Carole Ogilvie and Cherry Flitcroft. Election approved with a show of hands.

## **f. To approve the Group Scout Leader's nominations to the Group Trustee Board**

In the absence of a GSL, Cherry as Chair, nominated Daniel Nelson, Paul Forrow, Simon Shaw, Hannah Eustace and James Armstrong. Approved with a show of hands.

## **g. To appoint the Scrutineer for 2023-2024**

Cherry appealed for a new Scrutineer as Paul Francmanis has stepped down. She thanked him on behalf of the Trustee Board for his long service to the Scout Group.

## **7. Close**

Cherry thanked everyone for attending and directed them towards the Quiz and refreshments.

# XXXX GROUP SCOUT COUNCIL - ANNUAL GENERAL MEETING

## Guide Lines / Aide-mémoire for the 20XX AGM

**Secretary** - Health & Safety and domestic announcements.

### **1. Introduction & welcome**

**Chair:**

Opening remarks.

Thanks to the venue for the use of their facilities.

Welcome to Members of the Group Scout Council and Guests especially [if not included here, have a separate list available on the day.]

### **2. Apologies for absence**

**Secretary:**

Apologies have been received from [have a separate list available on the day].

OR

Apologies have been received from NN persons and their names will be included in the minutes of this meeting.

### **3. To approve the Minutes of the Annual General Meeting held on DD MMM 20XX**

**Chair:**

The minutes have been previously reviewed by the Group Executive Committee at their first meeting after the previous AGM and so I propose that the minutes are taken as read and ask the Group Scout Council to agree that they are a true record of that meeting.

Seconder please..... / Show of hands to approve.

### **4. Governance topics**

**Chair** notes to the Group Scout Council members present that this part of the meeting is a necessary part to make sure that the charity's foundations are in good order.

#### **4a. To adopt the model constitution from Policy, Organisation and Rules**

**Chair:**

In line with the recommendation from Scout Headquarters. I propose that we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules. A copy of

this was available for review and inspection prior to this meeting, and copies are also available at the meeting.

Seconder please ..... / Show of hands to approve.

#### **4b. Note the Group's financial year**

##### **Chair:**

Members of the Group Scout Council are asked to note that our charity's financial year is **1st April to 31st March**.

#### **4c. Agree the number of members that may be elected to the Trustee Board**

##### **Chair:**

The Group Scout Council must agree at its AGM the number of people that can be elected to the Trustee Board. The recommendation from the outgoing Trustee Board is that **4** people can be elected. I propose that the Group Scout Council approves that recommendation.

Seconder please ..... / Show of hands to approve.

#### **4d. Agree the quorum for each of the Group Scout Council (including this AGM), meetings of the Group Trustee Board, meetings of any sub-committees**

##### **Chair:**

The Group Scout Council must agree at its AGM the quorum – the minimum number of Group Scout Council members that must be present at a meeting of the Group Scout Council. The recommendation from the outgoing Trustee Board is that the quorum should be set at **15** persons. The Group Scout Council is asked to approve that recommendation.

Seconder please ..... / Show of hands to approve.

##### **Chair:**

The Group Scout Council must agree at its AGM the quorum for Trustee Board meetings, and any sub-committee meetings. The Charity Commission statement of good practice is that the Trustee Board quorum should be set at one third of Trustee Board members plus one and that the sub-committee quorum should be set at one third of Trustee Board members plus one. The recommendation from the outgoing Trustee Board is that the quorum should be set the Charity Commission good practice statement. The Group Scout Council is asked to approve that recommendation.

Seconder please ..... / Show of hands to approve.

## **5. Review of the previous year**

**Chair** notes to the Group Scout Council members present that this part of the meeting is the opportunity to reflect on the activities of the past year.

### **5a. Group Scout Leader's Review of Scouting in the Group**

**Chair** asks GSL to present their Annual Review.

**GSL** gives their review.

**Chair** thanks GSL for their review.

### **5b. To receive and consider the Annual Report of the Group Trustee Board including the annual Statement of Accounts**

**Chair:** The Group Trustee Board has approved the Annual Report and Statement of Accounts and Accounts, and the report on the accounts has been received from the **Scrutineer/Independent Examiner**.

**Chair** asks the Group Treasurer, to give their explanation of the Statement of Accounts.

**Treasurer** to explain the Statement of Accounts.

**Chair** invites questions from the floor regarding the Trustee Annual Report, and the Annual Accounts.

Thanks to *Treasurer (name)*

**(NOTE - no vote is required, the Group Scout Council only 'receives and considers')**

## **6. Making appointments**

**Chair** notes to the Group Scout Council members present that this part of the meeting sets the charity up to be well-led during the period until the next AGM. Particularly, the Group Scout Council appoints a Trustee Board to ensure good governance for the charity over the next year.

### **6a. [If required] To (re-)appoint Group President and/or Vice-Presidents**

**Chair** notes that appointments as Group President and/or Vice President are made by the Group Scout Council.

Chair advises that **name(s)** is proposed as **President** and/or **Vice-President**. Show of hands to (re-)approve.

### **6b. [If required] To note any other supporters who may be admitted to membership of the Group Scout Council, including former Scouts and parents, by the Group Scout Leader, the Group Trustee Board or the Group Scout Council.**

**Chair** notes that the Group Scout Council can admit other persons to membership. Chair advises that **name(s)** are nominated as members of the Group Scout Council.

Show of hands to approve. These are persons who are to be admitted as members of the Group Scout Council in addition to the ex officio list in POR Rule 5.4.2.5.

**(Note: these nominations are to the Group Scout Council (the persons attending this AGM). They are not members of the Group Trustee Board. Note also that these nominations can be by name or by role.)**

#### **6c. To approve the Group Scout Leader's nomination of the Group Chair**

**Chair:** I now hand the chairmanship of this meeting over to the GSL.

**GSL** nominates *name* as Group Chair and asks for a show of hands as approval.

*Note: If there is to be a new Group Chair then there must be an agreement **PRIOR** to the meeting as to whether the outgoing Chair continues to chair this meeting, or whether the new Group Chair should take over immediately. However, it is **strongly** encouraged that the new Group Chair starts in role **after** the AGM is complete.*

#### **6d. To elect the Group Secretary**

**Chair:** The 'Group Secretary' is an elected appointment and, as required, *name* has been formally proposed and seconded. Since there were no other nominations by the closing date a show of hands is required to approve *name's* election.

#### **6e. To elect the Group Treasurer**

**Chair:** The 'Group Treasurer' is an elected appointment and, as required, *name* has been formally proposed and seconded. Since there were no other nominations by the closing date a show of hands is required to approve *name's* election.

#### **6f. To elect persons to the Group Trustee Board**

**Secretary** - the following have been formally proposed and seconded in writing by the due date:-

*Xxx1*  
*Xxx2*  
*Xxx3*  
*Xxx4*

**Chair** - requests a show of hands to approve their election.

**NOTE that there must not be more names elected than were approved at agenda item 4c. There can be fewer than agreed at 4c, but not more.**

**NOTE that it is very important to arrange the nominations for election BEFORE the meeting. It is very poor to be heard to be pleading for new members from the Group Scout Council members present at the meeting.**

#### **6g. To approve the Group Scout Leader's nominations to the Group Trustee Board.**

**GSL** - my nominations to the Group Trustee Board are:

Yyy1  
Yyy2  
Yyy3  
Yyy4

**NOTE: no more can be nominated than were actually elected at 6f above.**

**Chair** thanks the Trustees for their work during the year and in particular those members who are standing down – AAAAA and BBBB.

NOTE: Co-opted members (if any) of the Group Trustee Board are appointed by the Group Trustee Board themselves at one of their meetings, and not at the AGM. There can be no more co-opted members of the Group Trustee Board than the numbers actually elected at 6f above.

#### **6h. To appoint the Scrutineer / Independent Examiner / Auditor**

**Treasurer** to propose KKKKK

**Chair** - KKKKK has been proposed and seconded and is qualified for the role. May I have a show of hands to approve KKKKK's nomination.

**NOTE: The requirements for whether to appoint a Scrutineer, Independent Examiner or Auditor will be found at**

<https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/independent-examination-of-accounts/accounting-audit-requirements-for-group-districts-countiesareas-scottish-regions/>

**The template for a Scrutineer or an Independent Examiner to use to report back to the Trustee Board will be found at**  
<https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/>

#### **7. Closing Remarks**

**Chair** to close the AGM, thank all for attending and outline any arrangements for the rest of the event.

# 1st Castleberg (Settle) Scout Group (Registered Charity Number 1086093)

## Receipts and Payments - General Fund Account

Year start date

Year end date

For the year from	1st April 2022	To	31st March 2023
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### Receipts and payments

	3/31/2022	3/31/2023
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	1,610.00	8,970.50
Donations	2,711.28	1,033.82
Legacies	835.00	0.00
Gift Aid	283.24	1,610.30
Extra Activities eg Camps etc	310.00	1,255.00
Sundries	0.00	
<b>Sub total</b>	<b>5,749.52</b>	<b>12,869.62</b>
<b>Grants</b>		
Craven District Council - Business Support Grant	10,667.00	0.00
Other grants		
<b>Sub total</b>	<b>10,667.00</b>	<b>0.00</b>
<b>Fundraising (gross)</b>		
Fundraising Committee	242.37	8,523.58
Sale of second hand uniform		
<b>Sub total</b>	<b>242.37</b>	<b>8,523.58</b>
<b>Fundraising for other Charities</b>		
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Investment income</b>		
Bank interest	0.00	0.00
Building Society interest	16.21	212.90
The Scout Association Short Term Investment Service	0.00	0.00
Property Rent income (Other Scout Groups)	220.00	786.00
Property Rent income (Non Scout Groups eg Achery)	2,297.00	3,034.00
Other investment income	0.00	0.00
<b>Sub total</b>	<b>2,533.21</b>	<b>4,032.90</b>
<b>Total Gross Income</b>	<b>19,192.10</b>	<b>25,426.10</b>
<b>Asset and investment sales, etc.</b>	<b>0.00</b>	<b>0.00</b>
<b>Total receipts</b>	<b>19,192.10</b>	<b>25,426.10</b>



# 1st Castleberg (Settle) Scout Group (Registered Charity Number 1086093)

## Receipts and Payments - General Fund Account

Year start date

Year end date

For the year from	1st April 2022	To	31st March 2023
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### Receipts and payments

	3/31/2022 Restricted funds £	3/31/2023 Restricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	0.00	0.00
Donations	10,000.00	0.00
Legacies	0.00	0.00
Building Fund	147.98	250.00
Extra Activities eg Camps etc	0.00	0.00
Building Fund - Entrance	2,514.25	0.00
<b>Sub total</b>	<b>12,662.23</b>	<b>250.00</b>
<b>Grants</b>		
Other grants	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Fundraising (gross)</b>		
Fundraising Committee (sound Insulation)	361.76	0.00
Sale of second hand uniform	0.00	0.00
<b>Sub total</b>	<b>361.76</b>	<b>0.00</b>
<b>Fundraising for other Charities</b>		
	0.00	0.00
	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Investment income</b>		
Bank interest	0.00	0.00
Building Society interest	0.00	0.00
The Scout Association Short Term Investment Service	0.00	0.00
Property Rent income (Other Scout Groups)	0.00	0.00
Property Rent income (Non Scout Groups eg Achery)	0.00	0.00
Other investment income	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Gross Income</b>	<b>13,023.99</b>	<b>250.00</b>
<b>Asset and investment sales, etc.</b>	0.00	0.00
<b>Total receipts</b>	<b>13,023.99</b>	<b>250.00</b>

# 1st Castleberg (Settle) Scout Group (Registered Charity Number 1086093)

## Receipts and Payments - General Fund Account

	Year start date		Year end date
For the year from	1st April 2022	To	31st March 2023

### Receipts and payments

	3/31/2022	3/31/2023
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Group Capitation	3,439.80	0.00
Youth programme and activities	390.90	710.96
Extra Activities eg camping/trips	446.16	1,371.79
Purchase of Books, Badges & Neckers	524.94	905.35
Telephone Charges	651.48	727.95
Council Tax	45.74	89.60
Water and Sewerage	255.17	552.73
Electricity	311.08	532.74
Gas	850.66	1,068.21
Building Insurance/ Employee Liability insurance	1,003.96	1,061.59
Personal Accident Insurance	123.49	217.23
Cleaning Products	60.00	627.25
Repairs and Renewals	1,001.39	1,410.05
Building Improvements (Extension)	1,575.00	0.00
Sundry Expenses	349.80	460.45
Fund Raising Committee Expenses	0.00	207.03
Printing, photocopying and stationery	68.05	47.54
Bank Charges	30.97	121.11
<b>Sub total</b>	<b>11,128.59</b>	<b>10,111.58</b>
<b>Charity Donations</b>		
	0.00	0.00
	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Gross Expenditure</b>	<b>11,128.59</b>	<b>10,111.58</b>
<b>Asset and investment purchases, etc.</b>	<b>0.00</b>	<b>0.00</b>
<b>Total payments</b>	<b>11,128.59</b>	<b>10,111.58</b>

# 1st Castleberg (Settle) Scout Group (Registered Charity Number 1086093)

## Receipts and Payments - General Fund Account

Year start date

Year end date

For the year from	1st April 2022	To	31st March 2023
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### Receipts and payments

	£ Restricted funds £	£ Restricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Group Capitation		
Youth programme and activities		42.00
Extra Activities eg camping/trips	297.20	552.35
Purchase of Books, Badges & Neckers		
Telephone Charges		
Council Tax		
Water and Sewerage		
Electricity		
Gas		
Building Insurance		
Personal Accident Insurance		
Cleaning Products		
Repairs and Renewals		
Building Improvements (Sound Insulation)		
Sundry Expenses		
Fund Raising Committee Expenses		
Printing, photocopying and stationery		
Bank Charges		
<b>Sub total</b>	<b>297.20</b>	<b>594.35</b>
<b>Charity Donations</b>		
	0.00	0.00
	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Gross Expenditure</b>	<b>297.20</b>	<b>594.35</b>
<b>Asset and investment purchases, etc.</b>	<b>0.00</b>	<b>0.00</b>
<b>Total payments</b>	<b>297.20</b>	<b>594.35</b>
<b>Net of receipts/(payments)</b>	<b>20,790.30</b>	<b>14,970.17</b>
<b>Cash funds last year end</b>	<b>76,400.45</b>	<b>97,190.75</b>
<b>Cash funds this year end</b>	<b>97,190.75</b>	<b>112,160.92</b>

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

	3/31/2022 Total Funds £	3/31/2023 Total Funds £
<b>Cash funds</b>		
Bank A/c - Treasurer	7,187.48	7,120.92
Building society account	90,003.27	105,000.00
Unpresented Cheques	0.00	0.00
Received but not banked	0.00	0.00
Unpaid Invoices	0.00	40.00
<b>Total cash funds</b>	<b>97,190.75</b>	<b>112,160.92</b>
<b>Other monetary assets</b>		
Tax claim	0.00	0.00
Debts due from the County/Area/District/Group	0.00	0.00
Insurance claim	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Investment assets</b>		
Investment property - detail	0.00	0.00
Quoted investments	0.00	0.00
Other investments - detail	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	0.00	0.00
Shop stock	0.00	0.00
Other stock	0.00	0.00
Land and buildings (valuation of building - needs revaluation)	30,000.00	30,000.00
Motor vehicles	0.00	0.00
Scouting equipment, furniture etc	0.00	0.00
Other	0.00	0.00
<b>Sub total</b>	<b>30,000.00</b>	<b>30,000.00</b>
<b>Liabilities</b>		
Accounts not yet paid	0.00	0.00
Expenses incurred but not invoiced	0.00	0.00
Subscriptions not yet paid	0.00	0.00
Loan - detail	0.00	0.00
Other liabilities	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by

by the Trustees on

Signature


Print Name

Chair	Cherry Flitcroft
Treasurer	John Hall

**Independent examiner's report to the trustees of the 1<sup>st</sup> Castleberg (Settle) Scout Group  
(registered Charity Number 1086093)**

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> Castleberg (Settle) Scout Group for the year ended 31<sup>st</sup> March 2023.

**Responsibilities and basis of report**

As the charity trustees of the 1<sup>st</sup> Castleberg (Settle) Scout Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 1<sup>st</sup> Castleberg (Settle) Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 1<sup>st</sup> Castleberg (Settle) Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

**Name:** Paul Martin Francmanis BSc(Hons)

**Relevant professional qualification:** FCCA

**Address:** Maple House, Brockhole Lane, Settle, North Yorkshire BD24 9RF

**Date:** 12-5-2023