

Trustee Board COMMITTEE MEETING Minutes

Attendees: Zena, Gill, Richard, Nuala, Tracey, Kim, Tom, Luke, Jo
Apologies: Michael, Julie, Justine

1. Minutes of last meeting

Minutes of the last meeting agreed to. The Trustees approved the account, out of committee on the 27th of September. No response from Courtney. NO1 doesn't want his stuff. Tom with Mark/ Tim to change Pickle/ Ardent steering by easter if not she is to sold as is.

2. Accounts

Camp Account £1,838.99

Treasurer's £1,776.75

Saving £24,169.09

I was asked about the accounts when James Boulton was Treasurer and then when his Summit Aviation accountant was doing the book keeping for me as Treasurer.

Its now over 7 years since I became treasurer in April 2017 and all Annual accounts prior to then have been disposed of - *the Charities Act 2011 specifies that charities must keep their accounting records for at least six years from the end of the financial year in which they are made*". I did confirm this with Richard Philpot in September 2023. These would have all been audited, any irregularities would have been raised on the report, signed off by the executive committee and minuted at the time to comply with the accounting requirements of the Charities act.

When I took on the treasurer role in 2017, one of the first things I did was to introduce GoCardless payment scheme. This meant leaders no longer had to collect subs and then hand them into the treasurer to be banked. This was phased in during 2017/18. Prior to then it was not unusual for various leaders to have Scout Group money sitting on their mantelpiece for long periods of time before it got to the treasurer. Who in turn would have to find time to bank it at Lloyds in Margate during the working day. This has now been extended to events and camp fees.

I do have a P/L comparison summary for the last year James was Treasurer and my first year. Subs increased from £10592 in 16-17 to £12946 17-18. The capitation was similar for

these two years £4284 v £4440. The 22% increase in subs could be partially down to an increases in members, capitation, subscription fees and also all money now being banked.

James helped me as treasurer by getting his Summit Aviation works accountant to do the day to day book keeping until April 2023. This came to an end when they stopped using quick books accounting system. I had run the new Scouts accounting system in parallel for the 2022 23 tax year and this was comparable to the Summit Aviation quick books one. I was not aware of any unusual items or disclosures in the accounts by James when his accountant was doing the book keeping from April 2017 to March 2023. These were also all independently audited.

In my opinion I have no concerns regarding his role as book keeper. With regard to his role as treasurer prior to 2017 I would have to revert to the executive committee at that time.

3. Scout, Cub and Beaver reports

Beavers Report

We have done the disability awareness badge, builders badge, remembrance/ Sunday, science badge thanks to Gill's help. A sleep over and a visit to Wild Wood. Currently we are doing Christmas craft. Currently we have 25 beavers with a new one in January

Cubs Report

We've lost a few Cubs these last few weeks, which often happens as they move up to Cubs from Beavers and sporting activities and life takes over. We had a new Cub start 2 weeks ago who was a friend of another cub and now have 28 Cubs with none due to move up from beavers anytime soon. Considering sending out an email to parents/ putting it on the Facebook page that we have spaces in Cubs, shall we include Scouts too? What about Beavers?

This term we've covered first aid and scientist badges and some parts of the challenge badges with Diwali and skills. It's been lovely this term for Nuala and Charlie to have been organising and running some of the Cub evenings. Charlie is doing an excellent job keeping the Cubs in order whilst running games too! We had a great sleepover on HMS Belfast again in October and since then have been doing Christmas tree craft for the church tree festival and table decorations last night. We have a date booked in June for Cub camp and Daniel is organising this for us so he can get his nights away permit. We're looking to book a swim sleepover at the start of February too.

Scout Report

At the moment we have 33 Scouts. We have completed the air badge, task master night, science badge, 4 tasks of the search and rescue badge, made poppies, movie maker night,

Parliament week. Potential visit to the houses of parliament. Christmas Table craft and tree decorations. With a Christmas games night and hot chocolate hike still to come.

4. New Scout Membership System

Tom hasn't had a proper look at it yet. However, once he has he will organise the different teams. The leadership teams Beavers Zena, Cubs Gill and Scouts Tracey and Niall. Nirav and Craig Ward are able to help if needed. However everyone should log in and have a look and update there information.

5. Training/DBS update

Everyone needs to log onto the new system and due there safety and safeguarding training.

DBS for Imogen and Esther

Action: All to do new safety and safeguarding Training by May 2025

6. AOB

Suspension of a Scout

Moved to the OSM waiting list. Our position hasn't shifted on the matter. The safeguarding report has been shut down. The district complaint appears to be going no where as there is no longer a district team so no way to tell what progress has been made on the issue. Therefore, the issue will likely not be resolved, however our position will remain the same.

Develop a code of conduct for the different section and other potential improvement for those that might not get as much attention.

Risk Register to cross reference with the risk assessment dates.

7. Date of next meeting

February 4th at Gill and Richards House @7pm

Annual Report Comparison 2023-2024 v 2022-2023

	2023-2024	2022-2023
Income		
Badges / Scarves	278.00	146.10
Bank Interest	403.45	46.62
Donation	19,445.21	4,784.63
Events - Beavers	468.00	1,156.00
Events - Cubs	1,569.50	3,986.50
Events - Scouts	12,945.00	8,953.00
Fundraising	2,681.97	306.72
Gift Aid	2,856.88	2,679.29
Marine	0.00	300.00
Meetings	56.00	0.00
Membership Fees	13,115.26	10,873.50
Minibus	830.00	80.00
Expense		
Activity Equipment	63.75	114.31
Admin	308.16	290.45
Badges	660.35	872.25
Bank Fees	1,006.74	868.65
Boat Park	2,192.23	500.00
Camping Equipment	177.94	457.90
Events - Beavers	561.06	1,094.41
Events - Cubs	2,042.27	2,925.17
Events - Scouts	10,176.47	5,334.83
Insurance	1,894.33	1,761.00
Marine	10,169.55	3,379.02
Meetings - Beavers	409.83	402.16
Meetings - Cubs	667.63	453.87
Meetings - Scouts	845.80	305.55
Membership Costs	4,571.00	3,888.50
Minibus	2,652.08	1,147.01
Miscellaneous	128.39	0.00
Rates	27.65	0.00
Rent	3,557.28	2,842.50
Training	0.00	60.00
Venue Maintenance	123.98	17.50
Account balances		
Lloyds Treasurer Account	574.45	403.02
Lloyds Camp / Event Account	4,124.09	4,042.69
Lloyds Saving Account	39,627.10	27,434.38
Petty Cash Beavers	0.00	100.00
Petty Cash Cubs	0.00	100.00
Petty Cash Scouts	0.00	100.00
Expense Account	436.35	169.12
Summary		
Account balance brought forward	32,349.21	25,751.93
Total income	54,649.27	33,312.36
Total expenditure	42,236.49	26,715.08
Net income	12,412.78	6,597.28
Account balance carried forward	44,761.99	32,349.21



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

1st St Peter's in Thanet Sea Scouts

On accounts for the year
ended

31st March 2024

Charity no
(if any)

1093532

Set out on pages

P & L at 31.01.24 and Balance Sheet at 31.03.24

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

Date: 02.09.24

Name:

Barbara Redman

Relevant professional
qualification(s) or body
(if any):

HNC Business Studies, ACCA parts 1 & 2

Address:

Stones Throw, Haine Road

Ramsgate

Kent

CT12 5AE

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

Income from subs and camp fees can only be verified to that which is banked. The Group's responsibility is to maintain robust controls on income to the Group.

A new accounting system was in use for 23/24, moving from a Sage accounting system to Scouts Association accounting system. The change has bedded in well. Entries under Account Headings were checked to validate a clear picture of expenditure and income was being depicted by the new accounting system

Receipts and payments were validated to the Group's Lloyds bank accounts, treasurer's account, savings account and camp account.

A stripe card account was operated during the year covering sundry small purchases. Tree cards in operation by the petty cash account holders. The entries were checked from the accounting records to base document. Stripe statements were not available so could not check a sample of entries on statement to base documents

Subs and activity receipts are in the main via Go Cardless.
A sum up card payment machine was purchased in the year.

Major purchases in the year: -

2 main sails	£1168.52
4 outboard engines	£4725.00
3 Boat covers	£ 536.00
1 Canoe Trailor	£ 600.00
1 Box Trailor	£ 863.40

Major Donations:-

Cantiacor cantiacorum	£4400
TSA Charity	£2500
Broadstairs & St Peters Grant	£7600
Broadstairs & St Peters Grant	£2900