



## 1<sup>st</sup> ROTHLEY GROUP SCOUT COUNCIL

### Annual General Meeting

Tuesday 5th November 2024  
Rothley Scout Hut

### AGENDA

1. Introduction and welcome
2. Apologies for absence
3. To approve the minutes of the Annual General Meeting held on 10<sup>th</sup> October 2023
4. **Governance topics**
  - a. Adopt the model constitution from Policy, Organisation and Rules
  - b. Note the Group'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 Group Scout Council (including this AGM), meetings of the Group Trustee Board, meetings of any sub-committees
5. **Review of the previous year**
  - a. The Group Scout Leader's review of Scouting in 1<sup>st</sup> Rothley Scout Group
  - b. To receive and consider the Annual Report of the Group Trustee Board including the annual Statement of the Accounts
6. **Making appointments**
  - a. To approve the Group Scout Leader's nomination of the Group Chair
  - b. Election of the Group Secretary
  - c. Election of the Group Treasurer
  - d. Elections of members to the Group Trustee Board
  - e. To approve the Group Scout Leader's nominations to the Group Trustee Board
  - f. To appoint the Independent Examiner / Auditor *[delete as appropriate]*
7. Close
8. Awards Ceremony

# GROUP ROLES 2023 - 2024

## GROUP TRUSTEE COMMITTEE

- Suzanne Smith– Chair
- Rachael Newman – Secretary
- Claire Cooper – Treasurer
- Group Lead Volunteer – Tim May
- Matt Chapman – Trustee
- Mark Hutchin – Trustee

## LEADERS

- Group Lead Volunteer – Tim May

## Babington Groups

- Team Leader – Chris Sykes
- Team Member – Paul Fletcher
- Team Leader – Luke Smith
- Team Member – Emma Briggs
- Team Member – Jacqui Bridges
- Young Leader – Annabel Rashleigh
- Team Leader – Matt Chapman
- Team Member – Suzanne Millward
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- Young Leader – Georgia Stanford

## Macaulay Groups

- Team Member – Mark Hutchin
- Team Member – James Butcher
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- Young Leader – Emily May
- Young Leader – Isabella Brouillette
- Team Leader – Chris Severyn
- Team Member – Steve Brannan

## Group Lead Volunteer's Report - 2024

Scouting in Rothley is still going from strength to strength. It is as popular as ever and we are still providing young people with skills for life whilst enabling them to have fun developing them.

Beavers have had another superb year. They are more active than ever, getting out and being busy, they are now very rarely in the hut on a session night. They have had two nights away experiences, with the 1:1 Camp last September and the Space Centre Sleepover. They have taken part in all the district events this year, particularly enjoying the swimming tournament. An incredible twenty-six Beavers from the group have gained their Chief Scout Bronze award, which is a testament to the hard work and the programme the Leadership Team is delivering. The leadership team is also growing with new recruits. Beavers is leading the way and doing all the right things.

It has all changed at Cubs this year, after 9 years Mark has decided it is time to step down as Cub Leader. We currently have a leadership team of Emma, Jacqui, Luke and Clare, assisted by the young leaders and they are delivering a great programme that the Cubs are enjoying. It was fantastic to see so many of them on our Group Camp in June putting into practise the skills they have been developing. There have been 5 silver awards earned this year and I am sure more to come.

Scouts is as popular as ever; our numbers are still strong, and we have a nice balance of ages. We have a good balanced programme that the young people are engaging with, we make sure the Scouts are actively involved in programme planning, whilst working towards our goal of developing independent young people. We have set the Scouts a goal of working towards being able to camp under a Nights Away Passport (Camping with Leaders being present) and show us they have a skills and ability to do so. We have had two camps in the last year, the expedition challenge last October around Charnwood, where the Scouts demonstrated their ability to plan, navigate and survive on a two-day expedition, plus the Group Camp where again we gave them more independence and made them look after themselves for the weekend. Over the last 12 months 10 Scouts have achieved their Chief Scouts Gold Award, which is a real achievement, all those who have earned it should be very proud.

The skills we are developing with the young people are obviously working. It is great to see the young people develop and flourish. We are now getting the members that started in Beavers when I first started helping the group back as young leaders. I am also seeing on a regular basis at Scouts the older ones helping the younger members and the leadership skills these young people are gaining is working and they will use these skills during their lives.

None of what we try to do for our young people would be possible without the support of the adults who volunteer within the group. We have recruited lots of new leaders recently, but we have also lost some who have been with the Group a while. We are always in need of new help

so if you think you could spare some time, it doesn't even have to be every week then please let us know.

The Group Trustee Board has had a good year. Suzanne does fantastic job as Chair, her organisational skills are making our meetings more efficient. It is wonderful to have someone who is lessening my workload. Rachael performs a great job as Secretary, and Claire has managed the group finances with great skill. I would like to thank them all for their hard work.

The Group Trustee Board have lots of plans for fundraising for the group, they are small in numbers now and they do need help. If you can help, please let us know. We are financially stable as a group, have a premises we should be proud of and wonderful members, what more could we ask for.

I would like to thank everyone who has volunteered their time for the group, Leaders, Trustees, parent helpers and anyone else. What you give makes a massive difference for the young people of our community.

Thank you all.

Tim May  
Group Lead Volunteer



**1<sup>st</sup> ROTHLEY SCOUT GROUP**

**TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

# 1<sup>st</sup> ROTHLEY SCOUT GROUP

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mrs S Smith – Chair Mrs R Newman – Secretary Mrs C Cooper – Treasurer Mr T May - GSL Mr M Hutchin - Trustee Mr M Chapman - Trustee
<b>Secretary</b>	Mrs R Newman
<b>Charity Number</b>	1123350
<b>Scout Headquarters</b>	1 <sup>st</sup> Rothley Scout Group North Street Rothley Leicestershire LE7 7NN
<b>Bankers</b>	Barclays Bank 2, Bishop Meadow Road Loughborough Leics LE11 5RE

# 1<sup>st</sup> ROTHLEY SCOUT GROUP

## TRUSTEES' REPORT YEAR ENDING 31 MARCH 2024

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### Structure, Governance and Management

The 1<sup>st</sup> Rothley Scout Group is a trust established under its rules which are common to all Scouts. The Group's governing documents are those of the Scout Association (registered charity no. 306101). 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 managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group 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.

The Group Trustee Board currently consists of six members including, a Secretary, a Treasurer and the Chair, and meets at intervals throughout the year as necessary.

This Group Trustee Board exists to support the Group Lead Volunteer 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 committees that may be required.

Appointing Group Administrators and Advisors other than those who are elected.

The trustees who served during the year are:

Mr T May – Group Lead Volunteer

Mrs S Smith – Chair

Mrs R Newman – Secretary

Mrs C Cooper – Treasurer

Mr M Hutchin - Trustee

Mr M Chapman - Trustee

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. New trustees are recruited at the AGM.

### Objectives and activities

#### Risk and Internal Control

The group has in place systems of **internal controls** that are designed to provide reasonable assurance against material mismanagement or loss; these include 2 signatories for all payments and a comprehensive insurance policy to ensure that insurable risks are covered.

#### Summary of the objects of the charity set out in its governing document

The objectives of the group are as a unit of the Scout Association.

The Aim of The Scout Association 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.

### **Public Benefit Statement**

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

### **Achievements and Performance**

The Group continues to be popular with enough local young people, both boys and girls, to ensure its future viability and usefulness to the local community. In fact the demand for membership, particularly at the bottom end of the age range, while it might be met by the current adult leadership would overwhelm the present deteriorating accommodation facilities currently available to the Group in its home village.

The activities offered to the young people are in accordance with the policy, organisation and rules of the UK Scout Association, of which the 1<sup>st</sup> Rothley Scouts are all members. These rules require the Group to be self-funding, and their day to day running expenses and membership fees payable to the Scout Association and Leicestershire Scout Council are met by a charge on the parents/guardians of the Scouts. This is supplemented by an annual programme of fundraising events organised by the Group Trustee Board.

The individual Scouts within the Group continue to be successful in achieving the aims of the training programme provided by their adult Leaders in accordance with the Aims and Methods of the Scout Association. The latter provides a framework within which the Leaders can offer the Scouts personal choice, responsibility, commitment and achievement. Many of the Scouts in the Group achieve the highest Scout award available to their particular age group.

The Scout Group in Rothley which consists of approximately 130 children is an important part of the local community and by its number of members within the age range of 6 to 14 years it seems to be as attractive to today's youth as it ever was in the past. Its scouting method of training young people to become useful members of society, both locally and in a wider sense, is well proven on a world-wide stage. The Group is set to increase in size due to the increase in the population of the village due to new housing projects.

### **Reserves 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 Group Trustee Board considers that the group should hold a sum equivalent to 1 ½ times annual running costs of £2500 so reserve of £4000.

The Group held reserves of over £47,000 against this at year end. This is higher than is required but is held so that we can purchase equipment e.g. new tents, cooking equipment for camping and renovation to various parts of the building. The leaders' expenses for running costs in the operate a receipts and payments system therefore these expenses may not have all been accounted for.

### **Investment Policy**

The Group does not have sufficient funds to invest in longer term investments. The Group 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.



**1<sup>st</sup> Rothley Scout Group****Income and Expenditure Year ended 31 March 2024**

	<u>2023/24</u>	<u>2022/23</u>
	£	£
<b><u>Income</u></b>		
Subscriptions	14,320.00	12,445.00
Donations(Rent etc)	88.00	2,425.00
Gift Aid	2,900.61	3,659.55
Grants (x2)	700.00	5,000.00
Camp/Activities	9,572.80	7,265.30
Fund Raising	971.40	2,232.80
Interest/Income	0.00	0.00

28,522.81
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33,027.65
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**Expenditure**

Utilities	1,348.89	1,338.86
Membership Fees	6,793.00	6,744.00
Camp/Activities	11,624.47	9,936.89
Fundraising	234.26	1,582.54
Insurance	1,258.38	1,028.15
Training & Administration/hut upkeep	1,206.26	1,089.37
Uniform & Equipment	2,006.11	6,003.05
Repairs	273.67	3,025.00
Banking Costs	1,069.85	803.76

25,814.99
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31,551.62
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Balance b/f

45,264.13
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43,788.10
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Surplus / Deficit for the Year

2,737.82
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1,476.03
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Ac balance

**End of Year Bank Balance**

48,001.95
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45,264.13
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**Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

Full name(s) Claire Cooper

Date 02 09 24



## **1<sup>st</sup> ROTHLEY GROUP SCOUT COUNCIL**

### **Annual General Meeting**

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Thank you all.

Tim May  
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**1<sup>st</sup> ROTHLEY SCOUT GROUP**

**TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

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43,788.10

Surplus / Deficit for the Year

2,737.82

1,476.03

Ac balance

**End of Year Bank Balance**

48,001.95

45,264.13

**Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

Full name(s) Claire Cooper

Date 02 09 24

I report on the accounts of the 1<sup>st</sup> Rothley Scout Group for the year ended 31<sup>st</sup> March 2024.

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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:

(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 2011 Act; and
- To prepare accounts which accord with the accounting records and comply with the accounting records of the 2011 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.

Neil Thorne ACMA  
Calmax Accountancy Ltd  
Chartered Management Accountants  
The Willows, 1092 Loughborough Road, Rothley, LE7 7NL



Date: 29<sup>th</sup> January 2025