

1ST Yate Scout Group - Executive Committee AGM

Saturday 30th September 2023 at Scout Hall

1. Introduction and welcome by the Chair

The chair opened the meeting and welcomed everyone. He thanked all of the leaders, young leaders and members.

2. Present

Justin Blackett, Chris Howat, Charlotte Lloyd, Jen Smith, Debbie Squire, Geoff Hill, Andy Pillinger, Steven Hanson, Alison Host, Kate Jones, Jason Smith, Vivien Whiffen, Chris Hatwood, Carly Hatwood, Daniel Smith, Dave Wiltshire, Ian Whittles, Ellen Kirk, Gemma Sharples, Helen Smith, Cheryl Whittles, Jason Moore, Katie Moore, Lianne Gilmour, Amanda Pratley, Emily Revell, Claire Wiltshire (Group Lead Volunteer), Sam Jefferies (Trustee Chair), Joanna Sullivan (Treasurer), Martin Butler (Secretary).

3. Apologies

No apologies received.

4. Receive and consider the Minutes from AGM on 17th September 2022

The Chair asked if there were any comments on the minutes from the previous AGM.

No comments were raised, the 2022 AGM minutes were agreed.

5. Undertake governance oversight:

a. Adopt the constitution.

The Chair explained that new guidance from the Scout Association is that all Trustee Boards need a constitution. As recommended, 1st Yate have adopted the model constitution from chapter 5 of the Policy, Organisation and Rules (POR).

b. Confirm the dates of the group's financial year.

The dates of the groups financial year were confirmed as April 1st to March 31st.

c. Agree the number of elected trustees.

The group agreed to stay with three elected trustees (see section 7 of the minutes).

6. Review the previous year:

a. Considering the trustees annual report.

The chair confirmed that the group receives well below the annual threshold of £500k in funding. The group therefore does not need to produce a trustee's annual report.

b. Consider the treasurer's report and presentation of the accounts 2022/23.

The chair handed over to the treasurer. The treasurer stated this was her fifth year in post and went through the financial report (see the attached report and accounts).

7. Make appointments:

a. Approve group leader's proposed chair of trustees.

The group lead volunteer proposed Sam Jefferies for chair of the trustees, this was seconded by Dan Smith and Carly Hatwood; then approved by the AGM.

b. Elect a secretary to the group.

Claire Wiltshire nominated Martin Butler for secretary, this was seconded by Ellen Kirk and Dan Smith; then approved by the AGM.

c. Elect a group treasurer.

Claire Wiltshire nominated Jo Sullivan for group treasurer, this was seconded by Dave Wiltshire and Dan Smith; then approved by the AGM.

d. Approve the members of the group trustee board.

Geoff Hill has stood down from the trustee board. The rest of the trustee board have agreed to stay on for another year.

e. Appoint an auditor.

The current auditor stood down after auditing the figures for the last financial year. The trustee board are looking for a new auditor, and have a couple of likely candidates. The AGM delegated the election of a new auditor to the trustee board.

8. Agree meeting quorum for the trustee board and any sub-committees

The AGM agreed that the trustee board needs two key individuals (e.g., chair and secretary) and more than half of the membership present, for it to be quorate.

1st Yate have one sub-committee, which is the fundraising sub-committee. The group may in future have a formal Hall Improvement sub-committee; this will be decided next year.

9. GSL's report

The chair handed over to the Group Lead Volunteer for the GSL report.

Claire Wiltshire thanked the young leaders, especially for their work on camps.

There are 8 members of the trustee board, and they meet about once per term. The trustee board has to cover things like health and safety, fundraising and finance. The trustee board needs new members, especially parents of younger children.

The 1st Yate membership has grown; it is still the largest group in the district; we are aiming for 200 members by January.

Squirrels Drays are now open on both Monday and Wednesday. As very few local Scout groups have Squirrels, both Drays are full (total 40 Squirrels). The District Lead Volunteer is keen to get more Squirrels Drays going. Claire has agreed to provide help with guidance.

As the 1st Yate numbers are going up, the group need more leaders. The parent rotas are a great help, but both Squirrels and Thursday Beavers need additional leaders.

Each of the sections have produced an annual report, these were pinned to the section notice boards (*a copy is also filed with the minutes*).

The increased numbers mean the group needs more space. The first stage of removing the wall gives more space for groups, and allows for indoor archery. The group want to do more; an extension and a room in the roof. The roof needs to be replaced pretty soon, due to the age of the building. We need parental help with this project, as none of the current trustees have any real experience of the building industry.

The group would also like to hold a first international trip; aiming for some time in 2025. This will take planning and we need to make sure it is affordable.

Otherwise we plan to continue to do what we are doing and grow the group. There are some organisation changes around changes in the Policy, Organisation and Rules (such as the change from the Exec to trustee board)

Claire Wiltshire thanked parents and members for their support and for joining us at the AGM.

10. Conclusion and thanks

The chair thanked everyone for their attendance, then handed over to Andy Pillinger to say a few words about Geoff Hill.

Andy Pillinger thanked Geoff for all of his help over the years. Geoff helped Andy with the work over the last 10 years to get the group to what it is now. Geoff had been a Scout leader since 1964, starting with a group in Hampshire. Geoff came to volunteer at 1st Yate in 2013. The group did not have a sign, so few people knew it was a Scout group. Geoff did all of the chasing to get the planning permission for the sign (this took 6 months). He then used his carpentry skills to make and erect the sign. Geoff has been a member of the Exec for 10 years; he has also helped at the Yate Heritage centre and 1st Yate supermarket bag packing fundraisers. Andy also passed on thanks from Cotswold Edge.

11. Meeting Close

The chair brought the meeting to a close. Owen Wiltshire then gave a presentation about his time at the Jamboree in South Korea.

Independent examiner's report to the trustees of 1st Yate Scout Group Scout Council

I report to the trustees on my examination of the accounts of the 1st Yate Scout Group for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of the 1st Yate 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 1st Yate 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 1st Yate Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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: Malcolm P Prickett

Retired Bank Manager

Address: 18 Hampden Close, Yate, Bristol, BS37 5UW

Date: 4 June 2023