

**1ST YATE SCOUT GROUP
Annual General Meeting
28th September 2024 AGM**

1. Introduction and welcome

The Chair of the Trustee Board could not make the meeting due to a recent car accident. The Group Lead Volunteer kindly filled in for the role of Chair.

The Chair welcomed everyone to the meeting and remind all present about fire safety and the fire exits. The Chair then pointed out that it will be a very quick meeting with no tea or coffee.

2. Apologies for absence

Chair: Please sign in on the attendance sheet.

Present:

Neil Spiteri, Ellen Kirk, Simon Smith, Jen Smith, Martin Butler, Amanda Pratley, Cheryl Whittles, Ian Whittles, Claire Wiltshire, Dave Wiltshire, Jon Wiltshire, Daniel Smith, Jo Sullivan

We've received apologies from 5 people for their absence today, and their names are included in the minutes of this meeting:

Emily Revell, Carly Hatwood, Steve Hanson, Angus Sheppard Hughes, Sam Jefferies

3. Governance topics

Chair: We'll use this part of the meeting to make sure the charity's foundations are in good order.

3a. Approve the minutes of the Annual General Meeting held on 30th September 2023

Chair: The Group Trustee Board have reviewed the minutes of the previous AGM at their meeting held on 14/11/2023. I put forward these minutes are taken as read and ask the Trustee Board to agree they're a true record of that meeting.

Seconded by Ian Whittles. Approved by show of hands.

3b. Adopt the model constitution from Policy, Organisation and Rules (POR)

Chair: In line with the recommendation from Scout Headquarters, the Group Trustee Board proposes 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 this meeting.

Seconded by Amanda Pratley. Approved by show of hands.

The following is the model constitution adopted:



POR Chapter 5.docx

3c. Note the Group's financial year

Chair: Can the Group Scout Council members please note our charity's financial year is 1 April to 31 March.

3d. Approve appointed and community members of the Group Scout Council

Chair: 1st Yate is an inclusive group so allow anyone to join the Scout Council.

Approved by show of hands.

3e. Agree the number of members that may be appointed to the Trustee Board

Chair: Following good practice recommendations from the Charity Governance Code, POR states Trustee Boards should have a minimum of 5, and no more than 12, Trustees in total. The outgoing Trustee Board recommends that a maximum of 12 people be appointed. I propose the Group Scout Council approves that recommendation.

Seconded by Amanda Pratley. Approved by show of hands.

It was also agreed that the quorum for the Trustee Board must be 5 members, with at least 2 core members (Group Lead Volunteer, Chair or Treasurer).

3f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)

Chair: The Group Scout Council must agree its quorum – the minimum number of Group Scout Council members that must be present at Group Scout Council meetings. The outgoing Trustee Board recommends the quorum should be set at 5 people. Does the Group Scout Council approve that recommendation?

Seconded by Dan Smith. Approved by show of hands.

4. Review of the previous year

Chair: Thank you for attending. We'll now use this part of the meeting to reflect on the activities of the past year.

4a. The Group Lead Volunteer's review of Scouts in the 1st Yate Scout Group

The Chair presented in her Group Lead Volunteer role.

Group Lead Volunteer: The group are in a good place, we have said goodbye to some team members, but welcomed some new ones. Bear Grylls has stepped down as the Chief Scout and the Cotswold Edge Commissioner has also stepped down.

There are many changes to come as the Scouting organisation transforms the approach to adult membership. There have also unfortunately been closures of two local Scout groups, Pucklechurch and Raysfield. First Yate have taken many from these groups and now have a young membership of over 200, and around 100 on the waiting list. Fortunately, a new group has started at Mafeking Hall, initially offering Beaver and Cub sections.

The adult leadership team has 22 members, which will soon be 23 as a young leader turns 18. The group now have 3 Fencing instructors and two more leaders will be trained to run air rifle courses. I would like to say a huge thank you to all of the adult volunteers.

There are 9 trustees. Their role is to cover finances, fund raising and other important activities such as Health and Safety.

There are 21 Young Leaders now, who help plan and run evening sessions. They are often thrown in at the deep end and are doing very well.

I am proud of First Yate. It has been a tough year, but the group are going from strength to strength. We want to offer great opportunities to our young members, with many camps and weekend events.

Ellen has been leading the fund raising efforts towards replacing the roof. The Festive Fiesta will be held again this year and a sponsored exercise bike ride at Tesco's is also planned (a virtual cycle ride to Brownsea Island and back). Martin has been working with a Structural Engineer and the Local Authority Building Control, towards the replacement roof.

The Group Lead Volunteer Report:



Group Lead
Volunteer AGM Yarly

4b. Receive and consider the Annual Report of the Group Trustee Board including the annual Statement of Accounts

The Group Lead Volunteer changed back to perform the Chair role.

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

The Chair asked the Group Treasurer to give their explanation of the Statement of Accounts.

The Treasurer gave the following report.

This covers the financial position from April 2023 to March 2024 inclusive.

Our membership income increased by 30%. This is mostly due to having continually full existing groups and then opening the second Squirrel group. We also increased subs fees from £12 to £15 per month midway through the year. This was to cope with the then current and anticipated cost increases of overheads and capitation. We've now got in the region of 200 children with monthly subs and camp payments.

I know I mention gift aid every year, but as it gives us a 25% boost on any subs the parents pay, then it is worth highlighting the value of it and the need to get the forms signed by any new starters that qualify.

Significant efforts were put into fundraising, from opening a higher interest bank savings account in order to get some interest on any unused funds, to archery sessions and fundraisers like the Christmas Fiesta. We secured an additional £1500 in total as grants from South Glos Council and the Tesco blue token scheme. These strategies all yielded us further, much needed income.

As anticipated, all the overhead costs for the building increased, except for the insurance costs, which will be shown in 24/25 year end, as the renewal happened in April. In the main we didn't have any significant expenditure, like the previous years heating replacement, because the roof issues became our focus, so the year-end figures show a return to the 2021/2022 spend levels.

In summary, we are still in a stable financial position, with the closing balance of £11k in our running bank account, which as a not-for-profit charity, means we have a comfortable safety net for the group, and £17k in the savings account, which we will build upon and use for the replacement roof.

If anyone has any questions regarding our audited accounts then I'm more than happy to answer them.

The Treasurer also thanked the auditor for their work. The Chair then thanked the Treasurer and continued with the meeting.

5. Making appointments

Chair: We'll use this part of the meeting to organise the set-up of the charity until the next AGM. We'll appoint a Trustee Board to oversee good governance for the charity over the next year.

5a. Appoint the Group Chair, following recommendations from the open selection process initiated by the Group Trustee Board

The Chair swapped to her Group Lead Volunteer role for this section of the meeting.

Group Lead Volunteer: This year we have not held an open selection as our current Chair has agreed to stay for another year.

The proposal was seconded by Dan Smith. Approved by show of hands.

The Group Lead Volunteer swapped back to her Chair role for this section of the meeting.

5b. Appoint the Group Treasurer, following recommendations from the open selection process initiated by the Group Trustee Board

Chair: The recommendation to the Group Scout Council is that Jo Sullivan should be appointed as Group Treasurer. Please show your hands as approval.

The proposal was seconded by Cheryl Whittles. Approved by show of hands.

5c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board

Chair: The recommendation to the Group Scout Council is that Simon Smith and Andrew Taylor should be appointed as members of the Group Trustee Board and all other members should be re-elected.

The proposal was seconded by Amanda Pratley Approved by show of hands.

The Chair thanked the Trustees for their work during the year and those members that are standing down.

5d. Independent Examiner

The Treasurer pointed out that an Independent Examiner for the 24/25 Financial Year has not yet been appointed. This will be addressed and minuted, during Trustee Board meetings.

6. Closing remarks


The Chair thanked all for attending and stated that the intention is to go back to a larger AGM next year. The Scout Council then thanked the Trustees, Treasurer and Group Lead Volunteer.


There was a question to the Treasurer about gift aid. The Treasurer stated that the drive for gift aid signatures was helping. The gift aid claim in 2023 was for £2628, the claim to go in for 2024 should be £3754.


The Chair closed the meeting and every sang 'Happy Birthday' to Baloo.

Reports from sections


Squirrels AGM
Report 2024.docx


Beavers AGM Report
2024.docx


Cubs AGM Report
2024.docx


Scouts AGM Report
2024.docx

1st Yate Scout Group
Receipts and Payments Account
For the Year from 1st April to 31st March

	2023/24	2022/23	2021/22
<u>Receipts</u>			
Membership subscriptions	25424	19617.59	14399.5
less subscription paid on (National/County/District)	9515	9396	7345
Net Membership subscription retained	15909	10221.59	7054.5
Donations			
Gift Aid	2659.24	4442.18	2264.50
Income from Hut Rental	489.00	408.00	408.00
Bank Interest	197.55	7.05	0.36
Other Grants	1500.00	1500.00	11905.21
Necker Sales etc.	1735.70	1472.14	334.47
Fund raising ie amazon smile	1947.55	483.99	5.54
Camp deposits	8717.25	12388.50	3630.00
Total Gross Income	33155.29	30923.45	25602.58
<u>Payments</u>			
Squirrels New troops for 2022	178.16	500.75	
Beavers	283.43	630.42	826.62
Cubs	325.59	1271.56	591.67
Scouts	1100.72	592.18	1141.66
Badges	2555.91	2540.86	1747.52
Scout Camps	1281.38	1282.09	1299.61
Cub Camp	1127.17	925.35	1089.16
Beaver Camp	901.50	389.49	338.18
Squirrel Camp	449.87		
Group camps	2618.13	8298.75	1513
Adult support and Training	630.00	0.00	1020
Council Tax	35.84	71.68	36.59
Bank Fees	0.00	62.54	19
Water and Sewerage	327.97	251.57	164.07
Electricity	882.48	1835.47	146.34
Insurance	0.00	1547.39	2339.14
Cleaner	1259.53	1109.88	889.23
Repairs and renewals	299.19	283.82	305.08
Materials and equipment	1392.43	7314.18	1911.89
GSL and Group Exec	221.27	631.63	1237.94
Uniforms	2386.31	2257.21	647.75
Relay for life, world jamboree, Tree of Life	0.00	397.40	0
Hut maintenance	396.00	15314.72	1652.19
Extraordinary item. Write off of historical floats pre2015	0.00	600.00	
Total Gross Expenditure	18652.88	48108.94	18916.64
Net of Receipts/(payments)	14502.41	-17185.49	6685.94
Cash funds last year end	13906.85	31092.34	24406.40

Cash funds this year end

28409.26	13906.85	31092.34
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Cash Funds

Bank Current Account	11010.75	13906.85	27195.33
Bank Deposit Account Closed 2022 - transferred to Natwest	0	0	2997.01
Bank deposit account opened 2023	17398.51		
Cash Floats Arcadia £300 Olympia £300 Scouts £300	0	0	900
	<u>28409.26</u>	<u>13906.85</u>	<u>31092.34</u>

The above receipts and payments account were approved by the Trustees on the
and signed on their behalf by

Signature

Chair

Treasurer




Auditor: ~~SOPHIE ROWLAND~~ SOPHIE ROWLAND

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

I report to the trustees on my examination of the accounts of the 1st Yate Scout Group for the year ended 2024.

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.

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: SOPHIE ROWLAND

Relevant professional qualification or membership of professional bodies (if any):

Address: 316 Dowsell Way
Yate
BS37 7EB

Date: 17/09/2024