



Date: Tuesday 30th April 2024

Venue: 2nd Portishead Scout Hut

Minutes of AGM

AGM opened at 8.10pm by GSL: Scott and Caroline

Welcome:

Trustees: Emma, Rich, Clive, Shaun, Jacqui, James

Apologies: Jo

Scott Bryant (SB) standing in for role of Chair:

- Introduced Co-District Commissioner Tony Tween (District Lead Volunteer)
- The minutes have been previously reviewed by the Group Executive Committee at their first meeting after the previous AGM Thursday 7th September and it was therefore proposed that they were taken as read. The Group Scout Council agreed that they are a true record of that meeting, this was seconded and a show of hands approved.
- It was noted to the Group Scout Council members present that this part of the meeting was a necessary part to make sure that the charity's foundations are in good order.
- In line with the recommendations from Scout Headquarters, the Chair (SB) proposed that the model constitution from Chapter 5 of Policy, Organisation and Rules was adopted. A copy of the document was emailed to all section parents prior to the meeting to enable them to review and inspect the document. This was seconded and a show of hands approved.
- Members of the Group Scout Council were asked to note that our charity's financial year is January to December.
- Group Scout Council were informed that there had to be an agreement during the AGM of the number of people that can be elected to the Trustee Board. The recommendation from the outgoing Trustee Board is that fifteen people can be elected. It was proposed that the Group Scout Council approved the recommendation and it was duly seconded and a show of hands approved.
- The Chair (SB) informed the Group Scout Council that there had to be an agreement during the AGM of the quorum which will be the minimum number of Group Scout Council members that must be present at a meeting of the

Group Scout Council. The recommendations from the outgoing Trustee Board is that the quorum should be set at five. It was proposed that the Group Scout Council approved the recommendation and it was duly seconded and a show of hands approved.

- The Chair (SB) informed the Group Scout council that the quorum for Trustee Board meetings and any sub-committee meetings needed to be agreed and that the Charity Commission statement of good practice is that the Trustee Board quorum should be set at one third of the Trustee Board members plus one. It was proposed that the Group Scout Council approved the recommendation and it was duly seconded and a show of hands approved.
- The Chair (SB) noted to the Group Scout Council members present that this part of the meeting was the opportunity to reflect on the activities of the past year. The Chair (SB) therefore presented the Chair's Annual Review and subsequently requested the GSL to present the GSL Review.

Annual Review

GSL Review:

- We currently have 6 sections operating: 2 Beavers, 2 Cubs and 2 Scouts
- Chief Scout Awards:
- 7 Bronze awards - Beaver
- 17 Silver - Cubs
- 4 Gold - Scout
- Recruitment: successfully recruited new leaders to keep the two beaver sections open, those leaders are still with us
- Leader recruitment is always ongoing especially as new children join the group

Chair (SB) :

- Scott Bryant standing in for Chair, a position which is currently vacant. Actively searching for a new Chair to lead the Trustee Board and help to continue building the group
- For a large group, our Trustee Board is relatively small with a number of leaders serving as members. We would like to recruit new members to support governance of the group
- Fundraising has been a key success this year. Jo has worked tirelessly on behalf of the group to apply for grants and funding available to continue the development of our building and minibuses
- Molly, our oldest bus, is in great need of replacement and is no longer financially viable. Jo has managed to secure sufficient grants to purchase a replacement which has been actioned in the last two days
- Persimmon Homes has also come forward with a grant of £1.5k for funding sound deadening
- New event shelter was requested and money secured via donation

- Quotes for major overhaul of the car park are the next area for development and sourcing funding
- It was now stated that we would now receive and consider the Annual Report of the Group Trustee Board including the Annual Statement of Accounts.
- The Treasurer was asked to give their explanation of the Statement of Accounts.

Treasurer:

- Incurred legal fees in purchasing the land adjacent to the hut which will benefit the group greatly
- Cost of Scout activities has increased during the financial year
- Minibus usage and rental has continued to be an area of strength
- Minimal purchase of new equipment - benches, BBQ
- Finances are in the black
- The Group Trustee Board approved the Annual Report and Statement of Accounts and the reports on the accounts are being scrutinised by the Independent Examiner, Emma Brown

GSL:

- Position of Chair still vacant
- GSL stated that the Group Secretary is an elected appointment and Emma Parish was proposed, seconded and a show of hands approved. Given the size of the group, we are also choosing to appoint the Secretary as a member of the Trustee Board
- GSL stated that the Group Treasurer is an elected appointment and Jacqui Acton was proposed, seconded and a show of hands approved.
- It was stated that following had been formally proposed and seconded for the Group Trustee Board prior to the meeting and they were then approved by a show of hands:
Richard Drew, James Smith, Clive Madders, Joanna Bradley and Shaun Parker
- GSL Scott Bryant and Caroline Hill are also members of the Group Trustee Board
- These positions are for a three year term to be reviewed on an annual basis

Closing Remarks:

- Caroline publicly thanked Jo via her husband for her work on securing the minibus through fundraising over £30K - gift handed over
- Tony Tween (District Lead Volunteer) thanked the parents for being part of the Scouting journey. Tony thanked the volunteer team for driving 2nd Portishead forward and giving young people such an amazing experience on behalf of Gordano District.

- Tony presented Scott with the certificate for his Wood badge
- GSL closed the AGM at 8.35pm, thanking the council for attending the AGM.

2ND PORTISHEAD SCOUT GROUP

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2ND PORTISHEAD SCOUT GROUP

RECEIPTS AND PAYMENTS

YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
RECEIPTS			
Donations, legacies and similar income		930	0
Membership subscriptions		32,637	33,572
Less Scout Assoc Capitation		-8,052	-9,000
Net membership subscriptions retained		<u>25,515</u>	<u>24,572</u>
Scout Activities		25,919	15,148
2Parc receipts		0	0
Investitures and Badges			
Gift Aid		0	13,113
Other similar income			
Other - Unknown income		0	26
Bank compensation		0	0
Sub Total		<u>51,434</u>	<u>52,859</u>
Grants			
Maintenance grant		0.00	0.00
Other Grants		0	2667
Sub Total		<u>0</u>	<u>2667</u>
Fundraising (gross)			
Mini Bus Income		5879	1984
Uniform Sales		20	0
Hut bookings		894	889
HQ Income		0	0
Tuck Sales		0	0
Fundraising for group		1277	1996
Fundraising for Others		0	3
Other fundraising activities (inc Lottery)		1123	346
Sub Total		<u>9192</u>	<u>5218</u>
Investment Income			
Bank Interest		84.13	7.68
Building Society interest		0	0
Other Investment income		0	0
Sub Total		<u>84.13</u>	<u>7.68</u>
Total Gross Income		<u>60,710</u>	<u>60,752</u>
Assets and Investment sales, etc.		<u>0</u>	<u>0</u>
Total receipts		<u>60,710</u>	<u>60,752</u>
Deposit/Savings accounts Transfer total in/out of Current account		4,637	11,389

2ND PORTISHEAD SCOUT GROUP

RECEIPTS AND PAYMENTS

YEAR ENDED 31 DECEMBER 2023

	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
PAYMENTS		
Charitable Payments	0.00	0.00
Uniform	1222.51	1858.44
Adult support and Training	380.00	268.59
Investitures and Badges	1,712	1,838
Water and Sewerage	89.26	104.65
Elec & Gas	1575.84	1911.98
Insurance	1116.16	1002.32
Repairs and Renewals	1,682	25,320
Hall Cleaning & Materials	447	475
Biffa Waste	282	373
Materials and equipment	575	235
Printing, photocopying and stationary for group	2,481	1,642
Social Media - Facebook, Twinkle 1&1	0	0
Scout activities and camping	33,581	20,573
Go Cardless Costs	2,044	1,674
Loan repayments	0	0
AGM expenses	0	0
Sundry items	0	0
Mini bus running cost	14,909	13,547
2 Parc Expenses	0	89
Other (OSM Subscription)	119	46
Sub total	62,216	70,958
 Fundraising expenses		
Tuck purchased	0.00	0.00
Vertical Extreme	0	0
Other fundraising Exps	600	0
Sub Total	600	0.00
 Transfer from Building Society		
Total Gross Expenditure	62,816	70,958
Transfer to deposit account	0	0
Total payments	62,816	70,958
 Net of receipts/(payments)	-2,106	-10,237
 Total Cash Funds Last Year (money in bank at end of year)	15,005	25,122
Total Cash Funds This Year (money in bank at end of year)	12,899	15,005
Total Net Cash movement	-2,106	-10,117

2ND PORTISHEAD SCOUT GROUP

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE YEAR

YEAR ENDED 31 DECEMBER 2023

Note	Unrestricted Funds	Unrestricted Funds
	2023 £	2022 £
Cash Funds		
Capitation Savings Account Lloyds	7,741.90	6,752.45
Other Savings Account Lloyds	1,736.35	3,200.35
Bank current account Lloyds	1,897.28	1,957.72
Unpaid items / Uncleared Cheques	-120.30	-120.30
Fundraising Account	1,288.76	2,862.60
2 Parc Account	355.24	352.14
The Scout Association Short term Investment Service	0	0
Cash/Floats	0	0
Total Cash Funds	12,899	15,005
Other monetary assets		
Tax Claim	12,636	6,500
Debts due from County/Area/District/Group	0	0
Insurance Claim	0	0
Sub Total	12,636	6,500
Investment assets		
Investment property - Scout Hut	125,000	125,000
Quoted Investment		
Other Investments - detail		
Sub Total	125,000	125,000
Non monetary assets for charity's own use		
Badge Stock	0	0
Shop Stock	0	0
Land and Buildings	0	0
Motor vehicles	1,500	1,500
Scouting equipment, furniture, etc.	10,597	11,523
Other	0	0
Sub Total	12097.47	13023
Liabilities		
PGL/Camp monies received but not paid out as at YE	1,736.35	3,200.35
Expenses incurred but not yet invoiced	0	0
Subscription not yet paid	0	0
Loan - Mini bus	0	0
Other Liabilities	0	0
Sub Total	1736.35	3200.35

2ND PORTISHEAD SCOUT GROUP

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE YEAR (CONTINUED)

YEAR ENDED 31 DECEMBER 2023

Contingent liabilities and future obligations

The above receipt and payment accounts and statement of assets and liabilities were approved by the Trustees on 30th Apr 2024 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by:

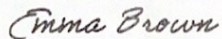
Signature



Signature

Treasurer Jacqui Acton

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Audit Emma Brown

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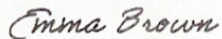
Signature



Signature

Treasurer Jacqui Acton

Signature



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