

Annual General Meeting of
1st Lightwater Scout Group

1st Lightwater Scout Hut.
The Avenue
Lightwater

Saturday 30th September 2023
6pm

2023

Annual General Meeting – Saturday 30th September 2023 at 18.00hrs

1st Lightwater Scout Headquarters

The Avenue

Lightwater

GU18 5RQ

Agenda

- 1) Introduction and Welcome
 - a) Apologies for Absence
 - b) Chairman's report
 - c) Group Scout Leader's report
- 2) Approval of the minutes of the last AGM held on 28th September 2022
- 3) Approval of the Annual Report and Accounts as presented by the Group Executive Committee
- 4) To Note and approve changes to the Constitution for the Group
 - a) To adopt the Constitution as set out in Section 5.4 in Policy Organisation and Rules(POR) – April 2023 (and subsequent amendments)
 - b) To note changes to the Group Scout Council
 - c) To note that the Executive Council will be replaced by the Trustee Board
 - d) To agree the quorum for the meetings of:
 - i) the Scout Council
 - ii) the Trustee Board
 - e) To agree the maximum number of elected members of the Trustee Board
 - f) To agree the maximum number of nominated members of the Trustee Board
- 5) Group Scout Leader's appointment of Group Chairman
- 6) Election of Group Secretary
- 7) Election of Group Treasurer
- 8) Election of independent Examiner
- 9) To confirm the appointment of the ex-officio members of the Trustee Board
 - a) Group Chair
 - b) Group Treasurer
 - c) Group Secretary
 - d) Group Scout Leader
 - e) Assistant Group Scout Leader
 - f) Section Leaders who have confirmed their willingness to be an ex-officio member of the Trustee Board
 - g) Explorer Leader (as stated in Partnership Agreement) if confirmed their willingness to be an ex-officio member of the Trustee Board

- h) Elected members of the Trustee Board
- i) Nominated members of the Trustee Board

10) Any Other Business

11) Presentations

1. Introduction by Chairman

a. Chairman's report

The Chairman's report will be presented verbally at the meeting.

b. Group Scout Leader's report

The GSL report will be presented verbally at the meeting.

2. Approval of the Minutes of the last AGM held on 28th September 2022

3. Group Treasurer's Report

Financial Year 1st April 2022 to 31st March 2023

The 2022-23 financial year saw a welcome return to full, normal, scouting activity, following the Covid restrictions, with sections returning to a packed calendar of activities and camps. We were also able to return to our important, fundraising events, such as bonfire night, jumble sales and fetes.

This year, the Group has made a surplus of £5,805.

Total cash assets at the year-end were £41,732 (2021-22 £35,927; 2020-21 £49,720; 2019-20 £46,816; 2018-19 £41,277) of which £5,000 is held as a Fireworks Reserve, £5,000 as the repair fund for our ageing HQ, £15,000 for a replacement minibus, leaving a positive General Reserve of £16,732.

Total Receipts are made up of £8,846 net membership subscriptions, £15,700 from bonfire night, £5,012 from the May and Jubilee fetes and £2,710 from the two jumble sales. £1,111 was raised from the race night, £2,188 from textiles collections by Christina & Lauren Reynolds and £3,447 from other donations from Co-op, Amazon or from users of scouting equipment and facilities.

Total Expenditure, at £33,227, was higher than in recent years, due to the return to normality. Fundraising expenses included £7,601 for bonfire night and £2,646 for the fetes. There was £3,376 expenditure on providing scouting activities and £612 contribution to camp costs. £6,538 was spent on providing new camping and HQ equipment and £1,806 on maintaining the building and grounds. Utilities were higher than 2021/22 at £2,908 and £2,564 was spent on insurance. Minibus costs were higher than the previous year at £1,502.

As always, we thank Alec Ruffle FCMA, an ex GSL of the Group, who acts as independent examiner of the Annual Accounts & provides excellent advice. Please do note that, as elsewhere in Scouting, all roles are undertaken on a strictly voluntary basis.

We are obliged by Charities Accounting Standards to consider our operating requirements, and therefore we can only rely on income from subs and Gift Aid¹. We cannot rely on donations, nor the income from Bonfire Night or other fundraising events each year, since we cannot be certain of the level of income that they can provide. On the other hand, we must consider that in a lean year,

we would also not purchase any new equipment nor consider improvements to HQ. Please see over for the Calculation of Operating Requirement which shows an operating deficit of £1,763 (2021-22 surplus of £1,932; 2020-21 deficit of £1,870)

The Group had 115 Beavers, Cubs and Scouts at the date of the 2023 census (2022: 130; 2021: 117, 2020: 144, 2019: 130, 2018: 137, 2017: 143, 2016: 123). The £688 operating deficit shared among them is £5.11 each per term.

At the 2022 AGM, it was agreed to increase termly subs to £45 per term, from April 2023, which has been deferred to April 2024.

As always, anyone whose financial situation might preclude their child from continuing with Scouting, should talk in confidence to one of the Trustees.

Calculation of Operating Requirement

	2022-23	2021-22
Subscriptions	13,409	9,101
Gift Aid ¹	0	0
Grants	<u>0</u>	<u>10,241</u>
Operating Income	13,409	19,342
Less:		
Capitation ²	4,974	5,623
HQ Running Costs ³	7,747	7,775
Group Running Costs ⁴	<u>2,451</u>	<u>4,012</u>
Operating Expenses	15,172	17,410
Operating Surplus/Deficit	-1,763	1,932

1. The Gift Aid reclaim is based upon the basic rate of tax, the level of subs received but also depends upon parents completing Gift Aid forms. The more subs that which are subject to Gift Aid, the more tax can be claimed back from the Inland Revenue.

2. Capitation covers District and County subs (which help fund the training received by Leaders and Assistants among other benefits to the Group) and the basic Scout insurance which covers every member and Leader.

3. HQ running costs comprise water rates, electricity & gas, premises insurance, basic repairs & renewals. These are effectively instead of rent which would have to be paid to a community hall or other venue if we did not own the Scout Hut building.

4. Group running costs comprises all other expenses apart from HQ & minibus running expenses, and excludes the Leaders Training Camp, which would not occur in a lean year.

5. Also excluded are major items of asset expenditure and major items of equipment such as new tents which would not be purchased in a lean year, and whose lifetime is expected to be well over one year.

Appendices

Appendix 1. Minutes of the Annual General Meeting held 28th September 2022

Appendix 2. Financials from Treasurer's Report – 2022 - 2023

1st Lightwater Scout Group

Receipts and Payments Account

for the period

	1st April 2022	To	31st March 2023
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Receipts and payments

	2022-23 Unrestricted funds £	2021-22 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	13,820	9,101
Less: Membership subscriptions paid on (National/County/Area/District)	-4,974	-5,623
Net membership subscriptions retained	8,846	3,479
Youth programme and activities		160
Donations	5,375	504
Legacies		
Gift Aid		
Other similar income		
Sub total	14,221	4,142
Grants		
Maintenance grant	0	0
Other grants	0	10,241
Sub total	0	10,241
Fundraising (gross)		
Jumble Sales	2,710	
Bonfire Night	15,700	
Other Fundraising	6,382	1,136
Sub total	24,792	1,136
Investment income		
Bank interest	19	1
Building Society interest	0	0
The Scout Association Short Term Investment Service	0	0
Property Rent income	0	0
Other investment income	0	0
Sub total	19	1
Total Gross Income	39,033	15,520
Asset and investment sales, etc.	0	0
Total receipts	39,033	15,520

1st Lightwater Scout Group

Receipts and Payments Account

	2022-23 Unrestricted funds £	2021-22 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	3,988	
Adult support and training	13	0
Rent	0	0
Water and Sewerage	298	15
Electricity and Gas	2,610	2,035
Insurance	2,564	2,297
Repairs and Renewals	1,806	3,428
Materials and equipment	6,538	98
Printing and photocopying		722
Contribution to camp costs		
Uniforms	2,452	2,930
AGM and trustee expenses		
Sundry expenses	860	360
Minibus costs	1,502	1,181
Climbing Wall	0	16,249
Sub total	22,631	29,314
Fundraising expenses		
Jumble Sales	32	0
Bonfire Night	7,601	0
Other fundraising costs	2,963	0
Sub total	10,596	0
Total Gross Expenditure	33,227	29,314
Asset and investment purchases, etc.		0
Total payments	33,227	29,314
Net of receipts/(payments)	5,805	-13,794
Cash funds last year end	35,926	49,720
Cash funds this year end	41,732	35,926

1st Lightwater Scout Group

Receipts and Payments Account

Statement of assets and liabilities at the end of the year

	31st March 2023	31st March 2022
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Barclays bank accounts	49,041	49,041
Gift Aid receivable	2,000	2,000
Building society account	10,435	10,435
Refundable activity deposits	-19,242	-15,195
Cash/Floats	17	17
Total cash funds	42,250	46,298
Other monetary assets		
Tax claim	0	0
Debts due from the County/Area/District/Group	0	0
Insurance claim	0	0
Sub total	0	0
Investment assets		
Investment property - detail	0	0
Quoted investments	0	0
Other investments - detail	0	0
Sub total	0	0
Non monetary assets for charity's own use		
Badge stock	0	0
Shop stock	0	0
Other stock	0	0
Land and buildings	375,103	375,103
Motor vehicles	0	0
Scouting equipment, furniture etc	0	0
Other	0	0
Sub total	375,103	375,103
Liabilities		
Accounts not yet paid		0
Expenses incurred but not invoiced	10,371	10,371
Subscriptions not yet paid	0	0
Loan - detail	0	0
Other liabilities	0	0
Sub total	10,371	10,371

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29/09/2022 and signed on their behalf by:-

Signature

P.T. Reynolds
S Leaman

Print Name

P T Reynolds - Chairman

S Leaman - Treasurer

Independent member's report to the trustees of the 1st Lightwater Scout Group

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

Responsibilities and basis of report

As the elected members of the 1st Lightwater Scout Group, you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the Act').

I report to trustees of the 1st Lightwater Scout Group accounts prepared and under review for the 2023 year and in carrying out my examination I have followed all the applicable provisions given by the Charities Commission with section 127(2)(2) of the Act.

Independent member's statement

I have completed my examination. I consider that in material aspects there is no reason to question the trustees giving me access to the books after my examination request.

1. accounting records were not kept in respect of the 1st Lightwater Scout Group as required by section 127(2) of the Act, as
2. the accounts do not accord with these records.

I have no complaint and have made no other points 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

Ashley

Name

Ashley Ruffe

Signature position and qualification or membership of professional body (if any)

FMCA

Address

40, LOWVILLE GARDENS
LIGHTWATER

Date

9/6/23