

Annual General Meeting of
1st Lightwater Scout Group

1st Lightwater Scout Hut
The Avenue
Lightwater

Tuesday 22nd October 2024
7.30pm

2024

1st Lightwater Scout Group SCOUT COUNCIL

Annual General Meeting

Tuesday 22 October 2024 at 7:30pm
1 st Lightwater HQ, 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. Governance topics

- a. Approve the minutes of the Annual General Meeting held on 30/09/2023
- b. Adopt the model constitution from Policy, Organisation and Rules (POR)
- c. Note the Group's financial year
- d. Approve appointed and community members of the Group Scout Council
- e. Agree the number of members that may be appointed to the Trustee Board
- f. Agree the quorum for future meetings of the Group Scout Council

4. Review of the previous year

- a. The Group Lead Volunteer's review of Scouts in the 1st Lightwater Scout Group
- b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts

5. Making appointments

- a. Appoint the Group Chair, following recommendation from the Group Trustee Board
- b. Appoint the Group Treasurer, following recommendation from the Group Trustee Board
- c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board

6. Appoint the Independent Examiner

7. Closing Remarks

1. Introduction

b. Chairman's Report

I am pleased to report another successful year for the Group in the terms of activities for our young people membership levels, fund raising, our contribution to the Lightwater community, and financially.

Scouting is a youth organisation, rather than a youth club. This means that we have a role to play in the local community, and through events like the Lightwater Bonfire and Lightwater Fete, as well as our Jumble Sales we both generate Group funds and help the wider Lightwater community. It also means that our scouting families have a part to play in the 1st Lightwater community.

Being part of the local community means that we get support from individuals, businesses and the parish, borough and county councils. We are thankful for their financial and physical assistance through sponsorship, donations and grants as well as their helping out at our events.

A special thanks for the supporters who do so much behind the scenes to make the events happen and be the success they are. They need more parents to join to provide the longevity and succession of the supporters as the children of existing supporters reach the end of their 1st Lightwater scouting journey. As those who take part in these events will know there is a lot of fun whilst helping our fund-raising activities. Without a successful supporters committee running our fund-raising activities we would not have the finances to fund the HQ and activities, requiring increases to subscription rates.

As we have highlighted in previous years, after 25 years the HQ is now requiring more extensive maintenance and enhancements to keep it being a durable effective base. Our finances, with reserves earmarked for such works, have enabled these works to be carried out when they were needed without having to raise additional funds. Further works are planned to ensure we meet the relevant building requirements for future years.

We are in discussion with Surrey Heath BC regarding the renewal of the Lease on our HQ. This may mean additional costs when the council charges are known.

Our finances have enabled us to build up a stock of equipment to enable our young people to get the wide range of activities we provide as well as supporting our fund-raising activities, and are able to add to this stock as a result of our sound financial standing. I am pleased that we are able to help the wider Lightwater and local scouting communities through the use of our HQ, the loan of our minibus, and equipment for their activities. It means that our assets are helping us and others in their activities whilst also supporting our finances.

Thanks also to all those within the 1st Lightwater community for their help in maintaining our HQ and grounds, whether as part of the cleaning rota, or for the ad-hoc sessions. The many hands that you have provided have eased the load on a small core of individuals who tend to react to, and deal with, what is needed on a day-to-day basis.

The last few years have seen changes as far as UK Scouting is concerned. The death of Queen Elizabeth II meant that UK Scouting lost its patron. Royal patronage has been restored with King Charles III becoming the new patron in June 2024. Royal involvement does not stop with the King, with the Princess of Wales and Duke of Kent as Joint Presidents. We are all aware of the Royals' recent health issues, and they have the Group's best wishes for their recovery. We also saw Bear Grylls (who has Surrey Heath connections as his father was our MP from 1974 to 1997) standing down as Chief Scout after 15 years in the role. He has been succeeded by Dwayne Fields. We wish Dwayne every success in the role.

Last year, we were required to adopt a new constitution introduced by UK Scouts, who have made further changes for this year - a few lessons learned from last year's changes, and brings it into line with many other charitable institutions in managing ongoing governance and succession. This means that we have to adopt a further new constitution, including changes to the Trustee appointment requirements, which we are addressing in the Trustee appointments this year.

I would like to thank all those in the 1st Lightwater community - trustees, supporters, leaders, young people and their families, who have helped over the year.

c. Group Scout Leader's Report

It's been another busy and successful year none of which would be possible without the team of volunteers that give their time to make scouting at Lightwater what it is. On a personal note, I would like to thank Debbie Jackson for being my deputy, I really couldn't do this without her help.

This year saw us open our new Squirrel's dray and welcome a number of 4–6-year-olds into the Scouting family, some of which have already moved up to Beavers.

We have delivered exciting and varied weekly programme, not forgetting Scoutabout, Scouts in Jersey, Cubs camping in the New Forest and a Beaver sleepover, all of which have allowed the young people to gain skills for life and memories to be cherished.

We say a sad farewell to Cheril Anderson who has moved to pastures new, to Simon Goodwin who leaves Seeonee but is still with us as District Treasurer, and to Tim Brooks from Seeonee who has stepped down after an amazing 20 years. We are always on the lookout for additional help so please consider joining us.

Congratulations go to;

- Alison (Ali) Porter for becoming Borrowers Leader, from Assistant which was long overdue
- Karen Harris for becoming Assistant Leader in Coronation from Section Assistant in Cubs
- Abbie Dean who is the Leader of Woodland Squirrels
- Chris Hegedus for achieving his Wood badge

Well done to all those newly invested:

- Gill Cole at Woodland Squirrels
- Kane Magee, Emma Christian, Stuart Fadden and Ryan Green at Nemo
- Melissa Fleming and Rachel Dale at Borrowers
- Sab Saroya at Waingunga and Coronation
- Jon Cleverly and Kali Mines at Seeonee
- Kulj Chawla at Coronation

4. Group Treasurer's Report

b. Financial Year 1st April 2023 to 31st March 2024

The 2023-24 financial year saw another year packed full of scouting activity, camps, and fundraising.

This year, the Group has made a surplus of £17,733. Total cash assets at the year-end were £59,465 (2022-23 £41,732 and 2021-22 £35,927). This is held as reserves - £5,000 is held as a Fireworks Reserve, £10,000 as the repair fund for our ageing HQ, increased this year from £5,000, £35,000 is held for the replacement of our minibus, increased from £15,000. We have added a new reserve of £2,000 for financial support, leaving a positive General Reserve of £7,465.

Total Receipts, £57,320, are made up of £9,045 net membership subscriptions, £18,155 from bonfire night, our biggest fundraising activity of the year, £5,802 from the village fete and Coronation festival and £3,624 from the two jumble sales. £1,375 was raised from other fundraising activities, such as the textiles collections by Christina & Lauren Reynolds. The scout group was awarded £8,172 in grants, in the year, from Surrey County Council, Windlesham Parish Council and The Scout Association, to support equipment purchases, such as the new cooker and audio equipment, and to support the start-up of the new Coronation scout troop. An additional £7,717 was received from gift aid claims relating to 2020 to 2024, and £2,770 from donations.

Total Expenditure, at £39,587, was higher than last year (£33,227). Fundraising expenses included £9,478 for bonfire night. There was £1,331 expenditure on providing scouting activities. The cost of utilities increased from £2,908, in 2022-23, to £3,655 and £2,886 was spent on insurance. and £1,806 on maintaining the building and grounds. Minibus costs were higher than the previous year at £2,010.

£10,406 was spent on providing new camping and HQ equipment, compared to £6,538 in the previous year. £4,324 was spent on new troop tents and dining shelters, £960 on new gazebos, £710 on the new cooker and £731 on a new projector. £764 was spent on card readers, to use at fundraising events

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 surplus of £2,536 (2022-23 deficit of £1,763; 2021-22 surplus of £1,932)

The Group had 142 Beavers, Cubs and Scouts at the date of the 2024 census (2023: 115; 2022: 130). The £2,536 operating surplus deficit shared among them is £5.95 each per term.

Termly subs increased from £40 to £45 per term, from April 2024. Due to the continuing increase in the cost of utilities and maintenance, as well as a planned increase in capitation cost (District and County subs), the subs will remain at £45 per term.

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

	2023-24	2022-23
Subscriptions	14,924	13,409
Gift Aid ¹	3,286	0
Grants	<u> </u>	<u>0</u>
Operating Income	18,210	13,409
Less:		
Capitation ²	6,781	4,974
HQ Running Costs ³	7,413	7,747
Group Running Costs ⁴	<u>1,480</u>	<u>2,451</u>
Operating Expenses	15,674	15,172
Operating Surplus/Deficit	2,536	-1,763

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.

			Bonfire Night			9,478					7,601						
			Jumble Sales			37					32						
			Fetes			1,885					2,646						
			Other			31	11,431				317	10,596					
			Total payments year to date						45,466					37,789			
			Net surplus to date						17,733					5,805			
			Surplus b/f						41,732					35,927			
			Surplus c/f						59,465					41,732			
			<u>Summary of Balances</u>														
			As at:-			Sunday, March 31, 2024					Friday, March 31, 2023						
			Barclays Current Account			28,201.76					19,573.55						
			Barclays Savings Account			51,681.82					52,262.07						
			Britannia Building Society			10,435.00					10,435.00						
			Explorers' Account			1,518.95					856.81						
			Gift Aid Receivable			8,474.00					2,000.00						
			Petty Cash Balance			2,146.75					3,023.83						
							102,458					88,151					
			Refundables balance			-42,993					-43,916						
			Liabilities			0					-2,503						
			Rounding			0					0						
							-42,993					-46,419					
			Balance c/f at end of period						59,465					41,732			
			Fireworks Reserve						5,000					5,000			
			HQ repair fund						10,000					5,000			
			Minibus replacement fund						35,000					15,000			
			Financial Support						2,000								
			General Reserve						7,465					16,732			
									59,465					41,732			
						diff			0		diff			0			

Gross Income				
Gross Income				
Gross Income				
Gross Income				
Gross Income				
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Gross Income				
Gross Income				
Gross Income				
Gross Income				
Gross Income				
Gross Income				
57,320	39,033	Gross Income		
Gross Expenditure				
Gross Income				
Gross Expenditure				
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Gross Expenditure				
Gross Expenditure				
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1st Lightwater Scout Group Receipts and Payments Account

For the pe

1st April 2023

To

Receipts and payments

2023-24
unrestricted
funds
£

Receipts

Donations, legacies and similar income		
Membership subscriptions	15,825	
Less: Membership subscriptions paid on (National/County/Area/District)	-6,781	
Net membership subscriptions retained	9,045	
Youth programme and activities		
Donations	2,770	
Legacies		
Gift Aid	7,717	
Other similar income	220	
Sub total	19,751	
Grants		
Maintenance grant	4,672	
Other grants	3,500	
Sub total	8,172	
Fundraising (gross)		
Jumble Sales	3,624	
Bonfire Night	18,155	
Other Fundraising	7,177	
Sub total	28,956	
Investment income		
Bank interest	441	
Building Society interest	0	
The Scout Association Short Term Investment Service	0	
Property Rent income	0	
Other investment income	0	
Sub total	441	
Total Gross Income	57,320	
Asset and investment sales, etc.	0	

Total receipts

57,320

1st April 2023

To

Receipts and payments

2023-24
unrestricted
funds
£

Payments

Charitable Payments		
Youth programme and activities	1,331	
Adult support and training	0	
Rent	0	
Water and Sewerage	348	
Electricity and Gas	3,307	
Insurance	2,886	
Repairs and Renewals	3,729	
Materials and equipment	10,406	
Printing and photocopying		
Contribution to camp costs		
Uniforms	1,480	
AGM and trustee expenses	544	
Sundry expenses	2,115	
Minibus costs	2,010	
Climbing Wall	0	
Sub total	28,156	
Fundraising expenses		
Jumble Sales	37	
Bonfire Night	9,478	
Other fundraising costs	1,916	
Sub total	11,431	
Total Gross Expenditure	39,587	
Asset and investment purchases, etc.		
Total payments	39,587	
Net of receipts/(payments)	17,733	
Cash funds last year end	41,732	
Cash funds this year end	59,464	

Statement of assets and liabilities at the end of the year

31st March 2024

Unrestricted funds
£

Cash funds		
Barclays bank accounts	81,403	
Gift Aid receivable	8,474	
Building society account	10,435	
Refundable activity deposits	-42,993	
Cash/Floats	2,147	
Total cash funds	59,465	
Other monetary assets		
Tax claim	0	
Debts due from the County/Area/District/Group	0	
Insurance claim	0	
Sub total	0	
Investment assets		
Investment property - detail	0	
Quoted investments	0	
Other investments - detail	0	
Sub total	0	
Non monetary assets for charity's own use		
Badge stock	0	
Shop stock	0	
Other stock	0	
Land and buildings	375,103	
Motor vehicles	0	
Scouting equipment, furniture etc	0	
Other	0	
Sub total	375,103	
Liabilities		
Accounts not yet paid		
Expenses incurred but not invoiced	0	
Subscriptions not yet paid	0	
Loan - detail	0	
Other liabilities	0	
Sub total	0	

Contingent liabilities and future obligations

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

Signature

Print Name

riod

31st March 2024

2022-23
unrestricted
funds
£

13,820
-4,974
8,846
5,375
14,221
0
0
0
2,710
15,700
6,382
24,792
19
0
0
0
0
19
39,033
0

39,033

riod

31st March 2024

2022-23
unrestricted
funds
£

3,376
13
0
298
2,610
2,564
1,806
6,538
612
2,452
860
1,502
0
22,631
32
7,601
2,963
10,596
33,227
0
33,227
5,805
35,926
41,732

31st March 2023

Unrestricted funds
£

72,692
2,000
10,435
-43,916
3,024
44,236
0
0
0
0
0
0
0
0
0
0
0
375,103
0
0
0
375,103
0
2,503
0
0
0
2,503

Trustees on 22/10/2024 and

Print Name

P T Reynolds - Chairman

S Leaman - Treasurer

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

I report to the trustees on my examination of the accounts of the the 1st Lightwater Scout Group for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity trustees of the the 1st Lightwater 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 the 1st Lightwater 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 the 1st Lightwater 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:

Alec Ruffle

Name:

ALEC RUFFLE

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

FCMA

Address:

40, COLVILLE GARDENS, LIGHTWATER, SURREY

Date:

25 / 7 / 24