

# Annual General Meeting of 1st Lightwater Scout Group

1<sup>st</sup> Lightwater Scout Hut  
The Avenue  
Lightwater

Tuesday 7<sup>th</sup> October 2025  
7.30pm

# 2025

**1<sup>st</sup> Lightwater SCOUT COUNCIL**  
**Annual General Meeting**

7th October 2025 @ 7:30pm  
1<sup>st</sup> Lightwater HQ, The Avenue, Lightwater, GU18

**AGENDA**

**1. Introduction and welcome**

- a. Chairman's report

**2. Apologies for absence**

**3. Governance topics**

- a. Approve the minutes of the Annual General Meeting held on 22<sup>nd</sup> October 2024
- b. Adopt the model constitution from Policy, Organisation and Rules (POR)
- c. Note the Group's financial year
- d. Agree the number of members that may be appointed to the Trustee Board
- e. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)

**4. Review of the previous year**

- a. The Group Lead Volunteer's review of Scouts during the past 12 months in the 1<sup>st</sup> 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 members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
- b. Appoint the Independent Examiner

**6. Closing remarks**

## **1. Introduction**

### **a. 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 these fund-raising activities we would not have the finances to fund the HQ and section activities, which would otherwise require increases to subscription rates.

As we have highlighted in previous years, after over 25 years the HQ is now requiring more extensive maintenance to ensure it provides an effective base for our sections. Our finances, with reserves earmarked for such works together with Council funded grants, have enabled these works to be carried out when they were needed without our having to raise additional funds. The kitchen is now finalising a necessary refit, generated in part by a leaking water heater. My thanks to those involved in getting this work done.

We have been in discussion with Surrey Heath Borough Council regarding the renewal of the Lease on the site of our HQ, which we financed with the help of grants and fundraising activities nearly 30 years ago. These discussions included an opportunity to purchase the Freehold for the site, and we are now progressing the legal steps to complete that purchase. This purchase will provide the Group with significant security in Lightwater, with the ownership of both the land and buildings on the site. Financing is initially being drawn from our reserves, with the need for additional fundraising activities specifically for the purchase of the Freehold, to restore these reserves.

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 who have provided their support in all our activities over the year. The many hands that you have provided have eased the load on a small core of individuals who tend to find, react to, and deal with, what is needed on a day-to-day basis.

Chrissy Welding stood down as a Trustee during the year. She continues in her role as Scout Leader for Cornwell.

The last year has seen the end of a significant era as Helen Christian, who has been Chil, Akela and Hathi over more than 30 years with Waingunga, has stepped back from a leadership role at 1<sup>st</sup> Lightwater. We thank her for her contribution over those years.

#### **4. Review of the previous year**

##### **a. Group Scout Leader's Report**

###### **People:**

We said goodbye to Sally Mardghum (Cornwell) Emma Christian & Adam Binks (Nemo), Moira Wood (memberships) and Louise Day (cleaning rota), thank you for your dedication.

We welcomed Yog Raj Dhakal, Darren Gray, Brad Tunnell, Teige MacCarthy-Morrogh, David & Tricia Bell, Peter Mitchell, Claire Perry and Joseph Ho.

Jon Cleverly is moving from Seeonee Cubs to Scouts and Katie Leaman is now a leader. Chris Hegedus has stepped back for a while from leading due to personal commitments, we look forward to him returning. And finally, to Helen Christian who has played a huge role within Scouting in numerous roles but has now stepped down from her responsibilities. Thank you for the many years you have dedicated to 1<sup>st</sup> Lightwater Scouts.

###### **New membership system:**

The new membership system introduced by The Scout Association as a replacement for Compass presented us with a number of challenges, the biggest of which was that all of the Leaders have had to redo their safety training, thank you to everyone for doing this.

Combined with the new system we also moved to the new structure under the transformation programme, this had very little effect on the way we operate and was largely unnoticed.

###### **Sections:**

All of the sections have been running with near full capacity, as ever we are so grateful for the time and energy the Leaders put into making Scouting in Lightwater a genuinely life changing experience.

###### **Squirrels**

I had the pleasure of presenting our first ever Acorn Awards earlier in the year, it was a great achievement for the 7 Squirrels that are now proudly wearing their badge. During this year some the activities have included a trip to a farm and litter picking in the Country Park.

###### **Beavers**

15 beavers achieved their bronze award this year. The Beavers attended Bazzaz and had a great day, other activities included a visit to the pantomime and donutting on the dry ski slope.

###### **Cubs**

18 silver awards were presented to the Cubs. The Cubs took part in the District Nite Hike and some of the other activities included canoeing, climbing and bowling.

###### **Scouts**

With an incredible amount of hard work 22 of our Scouts achieved their gold award this year. The pinnacle of this year was undoubtedly the trip to Iceland, but there were lots of activities throughout the year including raft building and a trip to Aldershot Museum.

We came together as a Group for Remembrance Sunday, Christmas service and St. George's Day and all were very well attended. For St. George's Day we extended an invite to the other Groups in Surrey Heath to join us, of which 2 did, next year we are hoping for even more.

###### **HQ:**



We have upgraded the floodlighting on the front of the building which will be safer for outside activities during the winter months. Following the leak of the hot water system in the kitchen we decided to replace the entire kitchen as finding matching units and replacing them without further damage was rather difficult. We would like to thank Surrey County Council and Cllr. Rebecca Jennings-Evans for the grant they gave us and also to Rob Fadden for donating the new floor covering.

## **b. Group Treasurer's Report**

### **Financial Year 1st April 2024 to 31st March 2025**

The 2024-25 financial year saw another year packed full of scouting activity, camps, and fundraising.

This year, the Group has made a surplus of £9,920. Total cash assets at the year-end were £69,385 (2023-24 £59,465). This is held as reserves with £5,000 held as a Fireworks Reserve, £10,000 as the repair fund for our ageing HQ, £35,000 is held for the replacement of our minibus, £2,000 for financial support, leaving a positive General Reserve of £17,385.

**Total Receipts**, £53,294, are made up of £12,118 net membership subscriptions, £19,138 from bonfire night, our biggest fundraising activity of the year, £3,074 from the village fete and £2,976 from the two jumble sales. £772 was raised from other fundraising activities.

The scout group was awarded a £6,704 grant, from Surrey County Council, for the kitchen refurbishment that has been completed over the Summer 2025 break. An additional £4,146 was received from gift aid claims and £3,161 from donations.

**Total Expenditure**, at £43,374, was higher than last year (£39,587) driven by £11,673 expenditure on maintenance and improvements of the scout hut and grounds. Projects included electrics work and new floodlights. The area next to the garage was paved and the underfloor and radiator-based heating were put onto separate, thermostat-controlled circuits to improve the overall heating in HQ. Fundraising expenses included £8,780 for bonfire night. There was £1,980 expenditure on providing scouting activities. The cost of utilities increased significantly from £3,655, in 2023-24, to £6,273 and £2,658 was spent on insurance. Minibus costs were higher than the previous year at £2,509 due to some bodywork repairs. £3,184 was spent on new equipment, including 6 gazebos. The annual HQ/County/District subscription increased by 11% to £53 per youth, totalling £7,897.

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 subscriptions and Gift Aid<sup>1</sup>. 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 £3,788 (2023-24 surplus of £2,536; 2022-23 deficit of £1,763)

The Group had 149 Beavers, Cubs and Scouts registered to Group at 31 Jan 2025 (2024: 142). The £3,788 operating deficit shared among them is £8.47 each per term.

In order to ensure the ongoing maintenance of our facilities and to continue the delivery of our high-quality Scouting programmes, the proposal is to increase the termly subscription fee from £45 to £50 for the next financial year 2026-2027, with future annual increases broadly in line with increases

in inflation. We would encourage everybody able to do so to register their subscriptions for gift aid. This means that we benefit from a 20% uplift from HMRC in respect of the subscription payments.

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

<b>Calculation of Operating Requirement</b>		
	<b>2024-25</b>	<b>2023-24</b>
Subscriptions	19,187	14,924
Gift Aid <sup>1</sup>	3,413	3,286
Grants	<u>0</u>	<u>0</u>
<b>Operating Income</b>	<b>22,600</b>	<b>18,210</b>
Less:		
Capitation <sup>2</sup>	7,897	6,781
HQ Running Costs <sup>3</sup>	12,616	7,413
Group Running Costs <sup>4</sup>	<u>5,875</u>	<u>1,480</u>
<b>Operating Expenses</b>	<b>26,388</b>	<b>15,674</b>
<b>Operating Surplus/Deficit</b>	<b>-3,788</b>	<b>2,536</b>

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 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.

**Group Treasurer's Report**  
**2020-21**

<b><u>Receipts and Payments Summary</u></b>									
		<b>As at:-</b>			<b>Monday, March 31, 2025</b>			<b>Sunday, March 31, 2024</b>	
		<b>Receipts</b>			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
		<i>Operational</i>							
		Subscriptions			20,015			15,825	
		less OSM/GC charges			-828			-901	
		Donations			3,161			2,770	
		Gift Aid			4,146			7,717	
		Other receipts				26,493		220	25,631
		<i>Fundraising</i>							
		Jumble Sales			2,976			3,624	
		Bonfire Night			19,138			18,155	
		Fetes			3,074			5,802	
		Other fundraising			772	25,959		1,375	28,956
		<i>Grants</i>							
		Coronation Start Up			0			3,500	
		Surrey CC			6,704			2,672	
		Windlesham Parish Council			0	6,704		2,000	8,172
		<i>Investment Income</i>							
		Bank savings interest			1,206			441	
		Building Society Interest				1,206			441
		<b>Total receipts year to date</b>					60,363		63,199
		<b>As at:-</b>			<b>Monday, March 31, 2025</b>			<b>Sunday, March 31, 2024</b>	
		<b>Expenditure</b>			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
		<i>Charitable Payments</i>							
		Youth Programme & activities			1,980			1,331	
		District Subs			7,897			6,781	
		Adult Support & Training							
		Equipment				9,877			8,112
		<i>Premises Expenses</i>							
		Water & Sewerage			302			348	
		Electricity & Gas			5,971			3,307	
		Insurance			2,658			2,886	
		Repairs			11,673			3,729	
		Equipment			3,184	23,789		10,406	20,676
		<i>Minibus</i>							
		Licenses, Insurance & MOT			1,848			1,498	
		Repairs & Servicing			625			428	
		Petrol & diesel			36	2,509		84	2,010
		<i>Other Group Expenditure</i>							
		Printing, stationery etc			674			626	
		Contribution to camp costs							

**Group Treasurer's Report**  
**2020-21**

		Uniforms & badges	2,885			1,480			
		AGM & Trustee expenses	133			544			
		Sundry	203	3,895		588	3,237		
		<i>Fundraising expenses</i>							
		Bonfire Night	8,780			9,478			
		Jumble Sales	0			37			
		Fetes	1,592			1,885			
		Other	0	10,372		31	11,431		
		<b>Total payments year to date</b>			50,442			45,466	
		Net surplus to date			9,920			17,733	
		Surplus b/f			59,465			41,732	
		Surplus c/f			69,385			59,465	
		<b><u>Summary of Balances</u></b>							
		<b><u>As at:-</u></b>		<b><u>Monday, March 31, 2025</u></b>		<b><u>Sunday, March 31, 2024</u></b>			
		Barclays Current Account	3,930.54			28,201.76			
		Barclays Savings Account	127,302.06			51,681.82			
		Britannia Building Society	0.00			10,435.00			
		Explorers' Account	2,330.07			1,518.95			
		Gift Aid Receivable	3,726.07			8,474.00			
		Petty Cash Balance	2,769.04			2,146.75			
				140,058		102,458			
		<b>Refundables balance</b>	-68,074			-42,993			
		<b>Liabilities</b>	-2,598			0			
		<b>Rounding</b>	0			0			
				-70,672		-42,993			
		<b>Balance c/f at end of period</b>			69,385			59,465	
		Fireworks Reserve			5,000			5,000	
		HQ repair fund			10,000			10,000	
		Minibus replacement fund			35,000			35,000	
		Financial Support			2,000			2,000	
		General Reserve			17,385			7,465	
					69,385			59,465	

# 1st Lightwater Scout Group

## Receipts and Payments Account

For the period

	1st April 2024	To	31st March 2025
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### Receipts and payments

	2024-25 Unrestricted funds £	2023-24 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	20,015	15,825
Less: Membership subscriptions paid on (National/County/Area/District)	-7,897	-6,781
Net membership subscriptions retained	12,118	9,045
Youth programme and activities		
Donations	3,161	2,770
Legacies		
Gift Aid	4,146	7,717
Other similar income	0	220
<b>Sub total</b>	<b>19,425</b>	<b>19,751</b>
<b>Grants</b>		
Maintenance grant	6,704	4,672
Other grants	0	3,500
<b>Sub total</b>	<b>6,704</b>	<b>8,172</b>
<b>Fundraising (gross)</b>		
Jumble Sales	2,976	3,624
Bonfire Night	19,138	18,155
Other Fundraising	3,846	7,177
<b>Sub total</b>	<b>25,959</b>	<b>28,956</b>
<b>Investment income</b>		
Bank interest	1,206	441
Building Society interest	0	0
The Scout Association Short Term Investment Service	0	0
Property Rent income	0	0
Other investment income	0	0
<b>Sub total</b>	<b>1,206</b>	<b>441</b>
<b>Total Gross Income</b>	<b>53,294</b>	<b>57,320</b>
<b>Asset and investment sales, etc.</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>53,294</b>	<b>57,320</b>

# 1st Lightwater Scout Group Receipts and Payments Account

For the period

	1st April 2024	To	31st March 2025
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## Receipts and payments

	2024-25 Unrestricted funds £	2023-24 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	1,980	1,331
Adult support and training	0	0
Rent	0	0
Water and Sewerage	302	348
Electricity and Gas	5,971	3,307
Insurance	2,658	2,886
Repairs and Renewals	11,673	3,729
Materials and equipment	3,184	10,406
Printing and photocopying		
Contribution to camp costs		
Uniforms	2,885	1,480
AGM and trustee expenses	133	544
Sundry expenses	1,706	2,115
Minibus costs	2,509	2,010
Climbing Wall	0	0
<b>Sub total</b>	<b>33,001</b>	<b>28,156</b>
<b>Fundraising expenses</b>		
Jumble Sales	0	37
Bonfire Night	8,780	9,478
Other fundraising costs	1,592	1,916
<b>Sub total</b>	<b>10,372</b>	<b>11,431</b>
<b>Total Gross Expenditure</b>	<b>43,374</b>	<b>39,587</b>
<b>Asset and investment purchases, etc.</b>		
<b>Total payments</b>	<b>43,374</b>	<b>39,587</b>
<b>Net of receipts/(payments)</b>	<b>9,920</b>	<b>17,733</b>
<b>Cash funds last year end</b>	<b>59,464</b>	<b>41,732</b>
<b>Cash funds this year end</b>	<b>69,385</b>	<b>59,464</b>

# 1st Lightwater Scout Group

## Receipts and Payments Account

### Statement of assets and liabilities at the end of the year

	31st March 2025	31st March 2024
	Unrestricted funds £	Unrestricted funds £
<b>Cash funds</b>		
Barclays bank accounts	133,563	81,403
Gift Aid receivable	3,726	8,474
Building society account	0	10,435
Refundable activity deposits	-68,074	-42,993
Cash/Floats	2,769	2,147
<b>Total cash funds</b>	<b>71,984</b>	<b>59,465</b>
<b>Other monetary assets</b>		
Tax claim	0	0
Debts due from the County/Area/District/Group	0	0
Insurance claim	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>
<b>Investment assets</b>		
Investment property - detail	0	0
Quoted investments	0	0
Other investments - detail	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>
<b>Non monetary assets for charity's own use</b>		
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
<b>Sub total</b>	<b>375,103</b>	<b>375,103</b>
<b>Liabilities</b>		
Accounts not yet paid	0	0
Expenses incurred but not invoiced	2,598	0
Subscriptions not yet paid	0	0
Loan - detail	0	0
Other liabilities	0	0
<b>Sub total</b>	<b>2,598</b>	<b>0</b>

#### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 30/09/2023 and signed on their behalf by:-

Signature	Print Name	Print Name
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<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<div style="border: 1px solid black; height: 40px; width: 100%; text-align: center;">S Leaman - Treasurer</div>

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E99: Fiona:  
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## 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