

# Minutes of the 1<sup>st</sup> Cowfold Scout Group Executive Committee Meeting

Monday 28<sup>th</sup> March 2022 via Zoom

AGENDA ITEM	MINUTES	ACTION POINTS
<b>In Touch Sign In</b>	Completed. Present – Ellen Barker (EB), Angie Bell (AB), Richard Cooper (RC), Adam Smith (AS), Claire O’Brien (COB), Steve Sims (SS), Nita Reynolds (NR), Mark Van Lock (MVL), Suzanne Redford (SR), Caroline King (CK).	
<b>Apologies</b>	Becky Clark (BC), Joanne Nelson (JN), Ian Jewell (IJ), Steve Marshall (SM), John Stapleton (JS).	
<b>Approval of minutes of last meeting</b>	The minutes from the last Exec meeting were approved.	
<b>Matters arising</b>	<p><u>Bank mandate</u>: there has been a slight change. NWD no longer to be a signatory. Signatories will be EB, SS, IJ, NR and SR. IJ requires a copy of these minutes to submit with the mandate paperwork.</p> <p><u>Insurance</u>: IJ has made the payment. Completed.</p> <p><u>The Fold</u>: ongoing.</p> <p><u>Chairperson vacancy</u>: ongoing.</p> <p><u>Tree</u> – SS is waiting to catch up with Dave Wilkins. The issue is likely to become clearer as spring progresses. Ongoing.</p> <p><u>Pathway</u>: AS has tried to contact NWD by email but had no response. AS requested NWD phone number. EB to provide. Awaiting Parish Council AGM minutes.</p> <p><u>Squirrels</u>: running for about 3 months now, 20 attendees. The first has now moved up to Beavers with another following shortly. One more permanent leader is required.</p>	<p><b>AB</b></p> <p><b>EB</b></p>
<b>Covid-19 update and impact</b>	<p>Mask wearing for leaders is now optional. If a family member has Covid-19 members are currently asked to stay away until the family is clear. Free testing is ending later this week and the process going forward is unclear. It is important to be consistent across the group. The Scout Association are leaving it to group discretion. Good ventilation is key. Scouts and Explorers are meeting outside. The measures required can be activity dependant. District are not making any allowances for Covid-19 for the planned cub camp. It is harder to socially distance in the younger sections.</p> <p>It was agreed to maintain the current approach with members notifying the group if there is a case in their family and staying away until everyone is clear. EB to notify parents in line with Government date for end of free testing.</p> <p>Other leaders will also be consulted. It is hard to enforce any guidance with current Government advice and the end of free testing.</p>	<b>EB</b>
<b>Finances</b>	<p><u>Accounts</u>: NR was thanked for all her hard work in balancing the accounts.</p> <p>A message and associated paperwork regarding</p>	

	<p>acceptance of the accounts was circulated before the meeting. Two historic errors were spotted by Alison Austin and have been accounted for this year. The accounts were accepted by the Executive. NR to upload to the Charities Commission. A copy of these minutes need to be uploaded with them. AB to share minutes with NR asap.</p> <p>The main account balance was £24,993.28 as of 01/03/22. Capitation is due and IJ has sent this off. There are two payments – one for Explorers and one for the remaining sections. NR requires second invoice amount, EB to provide.</p> <p>NR requested the receipt for the oil purchased in April 2021 and the receipt for a payment to Phoenix Fire Solutions from July 2021.</p> <p>NR has £22 in £1 coins from a recent section meeting. EB requested NR transfer amount to main account and keep the change.</p> <p>Alison's help is very much appreciated. A thank you gift is to be arranged.</p> <p><u>Fees:</u> SR reported that hopefully nearly there. The next statement will make the situation clearer. Online banking will make the process much easier when it is available.</p> <p><u>Gift Aid:</u> this has been set up on OSM by EB. A reminder will be sent out. Once the process is complete a list can be created and used for a Gift Aid claim.</p>	<p><b>NR</b> <b>AB</b></p> <p><b>EB</b></p> <p><b>EB</b></p> <p><b>NR</b></p>
<b>Fundraising &amp; events</b>	<p>A change in testing and removal of restrictions gives the opportunity to hold events again. It was suggested that members be encouraged to attend the village Jubilee picnic in uniform, possibly as a group. There is unlikely to be a fundraising opportunity at this event.</p> <p>It looks like the fete is going ahead on the first Saturday of July, further details awaited. The group have been invited to book a stall. It would be good to have a presence at the event and include a fundraising element. One of the village coffee shops is doing sandwiches etc. Ideas discussed included a tombola, gift bag tombola, Lego walk and car wash. It was decided a car wash is not possible due to the water pressure and metered water supply. Another idea raised was auctioning off jobs/time e.g. weeding, car cleaning.</p> <p>Hosting an indoor event was covered with the idea of a quiz night or race night in the autumn being settled on. CK suggested hosting a family fun run from the Scout Hut. There could be an entrance fee and people could be encouraged to gather sponsorship. A route could be set with markers and manned by marshals with water and medals at the finish line. A BBQ could be offered afterwards with a bar. CK can hopefully borrow a finish arch from Henfield Joggers. Entrants could walk or run their chosen distance category. Prizes could be offered and fancy dress suggested. A potential date of 15<sup>th</sup> July was proposed which gives an opportunity to advertise at the fete. A licence would need to be obtained for the bar which needs to be submitted 4 weeks in advance of the event.</p>	

	A cycling event was also raised but this would need more thought as there are not any bridleways accessible from the Scout Hut.	
<b>District News</b>	<p>EB advised that District are cancelling warrants if DBS checks, GDPR training and safeguarding training are not up to date.</p> <p>Further details are awaited for the District cub camp. A separate leaders meeting will be held to discuss the combined Jamboree, Riverside Walk and St. George's Day event.</p> <p>Go Beavers is taking place on the 12<sup>th</sup> June. One more leader is required.</p> <p>There is a rumour that Colony Capers will be back in September.</p>	
<b>Leaders &amp; Exec</b>	<p>One more leader is required for Squirrels, Beavers, Cubs and Scouts.</p> <p>Adult to member ratios have changed. EB to circulate.</p> <p>AS commented that he has Cubs that are registered but do not attend. EB advised that one has notified her that they will not be returning to Cubs. Inconsistency is attendance is challenging but tricky to do anything if they have paid their fees.</p> <p>Exec vacancies are Chairperson, fundraising representative and parent representatives from Squirrels, Beavers and Cubs.</p> <p>The fete can be used for a recruitment drive.</p>	<b>EB</b>
<b>AOB</b>	<p><u>Storage unit</u>: an Ikea style unit for the lobby area has been designed in the past. This would be for storing first aid kits, high vis, t-shirts etc. it would be good to progress this project. Some of the funds from the Coop are for a storage unit. Paperwork to be located.</p> <p><u>Minibuses</u>: RC requires two minibuses for planned trips. Community groups and other Scout groups have been approached but with no joy. Any help welcomed.</p> <p><u>Bin storage</u>: SR has a single bin storage unit available. SR to take measurements and send to EB. Leaders were asked to be careful with what is left in the bins indoors. People were also reminded that recycling needs to be clean and loose (not bagged).</p>	<p><b>AB/EB</b></p> <p><b>SR</b></p>

Next meeting - Monday 6th June at 8pm (aiming for face to face but TBC)

**1ST COWFOLD SCOUT GROUP**  
**Statement of Financial Activities**  
**Year ended 31 March 2021**

**2021**

**INCOME**

Fundraising - balloons	205
Fundraising - quiz	100
Fundraising	<u>305</u>
Donations / Grants	19,982
Income: Badges	141
Income: Subscriptions - Group / Capitation	8,491
Tax Recovered/Gift Aid	-
Camp and Trip Receipts plus DoE	
Interest received	3
Uniform/Hut Hire	-
Misc (Cash deposit,last year left over and Amazon Refund)	45
	<u>28,968</u>

**EXPENDITURE**

**Direct Charitable Expenditure**

Subscriptions - Group / Capitation	5,880
Scout badges	833
Scout expenses	2,606
Camps and trips	200.00
Equipment	-
Scout supplies - Tshirt design	25

**Other Expenditure**

Fundraising Costs/Donations	19
OEX: Premises costs inc Heat Light&Water	532
Scout Hut Insurance and Rent	830
Water Company - business stream	106

	<u>1,486</u>
Council Tax	132
Stationery	80
Telephone	-
PPE	239
Misc	8
	<u>11,491</u>
SURPLUS / SHORTFALL FOR YEAR	17,477
BALANCES BROUGHT FORWARD	18,678
BALANCES CARRIED FORWARD	36,155
MOVEMENT	17,477

**1ST COWFOLD SCOUT GROUP**  
**Balance Sheet**  
**Year ended 31 March 2021**

**2021**

**ACCUMULATED FUNDS**

36,155

36,155

**CURRENT ASSETS**

Current Accounts	28,150
Deposit Accounts	8,005
Cash	-
	<u>36,155</u>

2020

44

44

977

-

13,220

-

5,137

21

981

350

20,730

5,886

1,304

3,165

6,474

756

1,090

222

2,685

804

-

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3,489

186

-

43

-

-

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22,615

- 1,885

20,563

18,678

- 1,885

**2020**

18,678

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18,678

8,135

10,501

42

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18,678

# Alison Austin

Chartered Accountant (FCA BFP)

## **Independent Examiner's Report to the Trustees of 1<sup>st</sup> Cowfold Scout Group Council**

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> Cowfold Scout Group for the year ended 31<sup>st</sup> March 2021.

### **Responsibilities and basis of report**

As the charity trustees of the 1<sup>st</sup> Cowfold 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 1<sup>st</sup> Cowfold 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 have not been kept in respect of the 1<sup>st</sup> Cowfold 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:

Alison Austin (BFP FCA)

Date: 23/03/22

