



## **Annual General Meeting Agenda**

**Thursday 5 June 2025**

- 1. Welcome & Apologies**
- 2. Approval of 2024 AGM Minutes**
- 3. Group Chair's Report**
- 4. Group Lead Volunteer's Report**
- 5. Hunters Explorer Scout Unit Report**
- 6. Group Treasurer's Report & Approval of 2024 Accounts**

**7. Governance Matters**

It is recommended that the 13<sup>th</sup> Itchen North Scout Group:

- a) re-adopt the Constitution for a Group Scout Council and Board of Trustees as detailed in Rule 5 of The Scout's 'Policy, Organisation and Rules'.
- b) set the Group Scout Council Membership as detailed in Rule 5.4.4.2(a) of The Scout's 'Policy, Organisation and Rules'.
- c) agree the maximum number of Members on the Board of Trustees as twelve.
- d) agree a quorum of four members for all meetings of the Board of Trustees.
- e) thank Louise Nash for serving as Auditor for the 2024 accounts and to appoint Louise as Auditor for the 2025 accounts.

**8. Appointment of Ex-Officio Members of the Group's Board of Trustees**

- a) Group Lead Volunteer – Sarah Kinloch
- b) Group Chair – Nominations Received: Adam Mori
- c) Group Treasurer – Nominations Received: Daniel Cross

**9. Appointment to the Group's Board of Trustees - Nominations Received:**

- a) Jackie Bell-Tye
- b) Kathryn Beidas
- c) Theresa Booth
- d) Robert George
- e) Rhian Huckle
- f) Helen Jurd
- g) Daniel Stride

**10. Presentations**

**11. District Representative**



## **Annual General Meeting Minutes**

**Thursday 9 May 2024**

### **1. Welcome & Apologies**

Present: Adam Mori (Group Chairman), Louise Smith (Group Treasurer), Sarah Kinloch (Group Scout Leader), Theresa Booth (Deputy Group Scout Leader), Clive Gould (SL) Ross Blair (SL), Richard Clarke (SL), Nicki Fry, Rhian Huckle, Andy Johnson (Hunters ESUL), Doug Miller (District Commissioner), Malcolm Thornton (CS), Liz Stubbs, Jane Corfe, Carla & Iain Lightfoot, Lauren Jamieson, Carlos Chow, Katherine Pun, Daniel Stride, Lee & Tracy Harris, Ross Webb, Sarah & Scott Langridge, Jack & Hayley Eiler, Keith Beidas, Jo Burke, Dan Cross, Natalie & Dan Brown, Neil Parkes, Oliver Northover, Paul Huckle, Justin & Victoria Pimm, Penny & Darren Saunders, drew & Rebecca Autey, Rachael & Shane Baxter, Kate Eifer, Mandy Cheung, Michael Ng, Claire & Graham Harris, Sally & Tommy Maison, Nathan Sait, Steve Chapman, Sharon Taylor

### **2. Approval of 2023 AGM Minutes**

The minutes of the 2023 AGM were agreed as an accurate reflection of the last AGM and were unanimously agreed, proposed by Liz Stubbs and Seconded by Sarah Kinloch.

### **3. Group Chairman's Report**

Adam, Chair, summarised their report. A good year for the group with recruitment high off the back of the last AGM. Thanks to all previous BOT. Thanks to Clive as QM. Thanks to Lou as Treasurer. Thanks to all the Section Leaders.

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

Sarah, Group Scout Leader, summarised their report, reiterating thanks to each of the section leadership teams and the Board of Trustees. There were no questions.

### **5. Hunters Explorer Scout Unit Leader's Report**

Andy, Hunters Explorer Scout Leader, summarised their report, reiterating thanks to the rest of the ESU's leadership team. This was followed by a brief presentation from members of the Unit from the Jamboree to South Korea and Project 2023 trips.

**13<sup>th</sup> Itchen North Scout Group**  
**Group Scout Leader: Sarah Kinloch**  
**Group Chairman: Adam Mori**  
**Registered Charity Number 275337**

Fundraising and thanks to the 13th for the grant opportunity.

Investiture of new Explorers - Euan & Alex

## **6. Group Treasurer's Report & Approval of 2023 Accounts**

There were no questions in relation to the Group's audited accounts, which were agreed unanimously, proposed by Lou Smith and seconded by Helen. Adam thanked Lou for all her hard work in setting up the new processes which made the system easier to use.

## **7. Governance Matters**

As set out in advance of the meeting, the following was agreed unanimously by all.

- a) That the 13<sup>th</sup> Itchen North Scout Group re-adopt the Constitution for a Group Scout Council and Board of Trustees as detailed in Rule 5 of The Scout's 'Policy, Organisation and Rules'.
- b) set the Group Scout Council Membership as detailed in Rule 5.4.4.2(a) of The Scout's 'Policy, Organisation and Rules'
- c) That the maximum number of Elected Members on the Board of Trustees be set at twelve
- d) That the quorum be set at four members for all meetings of the Board of Trustees.
- e) To thank Louise Nash for serving as Auditor for the 2023 accounts and to appoint Louise as Auditor for the 2024 accounts.

## **8. Election of Ex-Officio Members of the Group's Board of Trustees**

- a. **Group Lead Volunteer** - Sarah Kinloch
- b. **Group Chair** - nominations received: Adam Mori
- c. **Group Treasurer** - nominations received: Daniel Cross

All were elected following a unanimous vote.

Thanks were given to Lou Smith for her role as Treasurer for the previous 3 years. As a sign of gratitude, a new role has been especially created for her to keep her as part of the BOT. Adam proposed that Lou should be given the title of Group President. This was seconded by Sarah Kinloch.

## **9. Appointment to Members to the Group's Board of Trustees** - nominations received:

- a. Jackie Bell-Tye
- b. Kathryn Beidas
- c. Theresa Booth
- d. Richard Clarke
- e. Robert George
- f. Clive Gould

- g. Rhian Huckle
- h. Helen Jurd
- i. Daniel Stride

Following a request for further nominations, the individuals named above were unanimously elected as members of the Board of Trustees. Each were Proposed and Seconded by Adam Mori and Sarah Kinloch respectively.

## **10. Presentations**

Doug Miller presented several awards:

- Alex Kinloch - Chief Scout Gold Award
- Euan Anstell - Chief Scout Gold Award
- Andy Johnson - Long Service
- Adam Mori - Long Service
- Iveta Burian - Long Service
- Theresa Booth - Long Service

## **11. District Representative**

Malc Thornton thanked all the volunteers at the Group for their continued efforts and shared that Hedge End was a particularly popular area for Scouting in the District. Malc also used the opportunity to thank the parents for their support and asked for their further support in becoming leaders to support the group further.

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The AGM was completed, and all enjoyed a BBQ



## Group Chair Report

As Chair of the Board of Trustees it is my role to lead the team ensuring that the Group has the strong governance arrangements required for everything to run smoothly to allow our fantastic team of volunteers to deliver an exciting and varied programme. I hope Sarah's report is an indication that we have succeeded!

This last year has seen a number of changes within Scouting, both nationally and locally. You may have noticed we are now '13<sup>th</sup> Itchen', having dropped the 'North' following our District merging with our neighbouring District, Itchen South. We have also had a new national membership system launch with a wave of updated processes for training, permits etc. alongside changes and simplification of the roles within Scouting. Little of this will be noticed by the young people in the Group, but it does mean some disruption to the volunteers in the Group, so I'd like to thank them for their patience and time spent getting used to the changes.

In the last year, the Board has:

- reviewed the Group's GDPR policy,
- reviewed the Group's risk register,
- reviewed the reserves policy and budget for the Group, and
- reviewed the annual census return.

While I would like to thank all the members of our Board of Trustees for their contributions over the last year getting all of the above in place, I would like to specifically thank our new Treasurer, Dan Cross. Dan has picked up this role and run within it, securing thousands of pounds in Gift Aid and making the role his own!

I would also like to thank Clive Gould for all the time he has dedicated to the Group as our Quartermaster. Perhaps an occasionally unrewarding role but one which truly benefits the Group as a whole and so we are all incredibly appreciative of Clive's time. Clive has decided to step down from the Board this year so I would also like to thank him for all his contributions there as well.

I hope it goes without saying that the numerous experiences and achievements the young people in the Group benefit from are only made possible due to our leadership teams – thank you all and congratulations to those who achieved wood beads or service awards! Chief amongst these is Sarah, our Group Lead Volunteer. Sarah has overall responsibility for the entire Group and her positive influence continues to be immeasurable. It is truly fantastic to see the Group come together under her leadership, and seeing the team genuinely enjoy their Scouting as a group of friends.

Adam Mori  
Group Chair - 13<sup>th</sup> Itchen Scout Group



## Board of Trustees Overview

The Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure that Scouting at the 13<sup>th</sup> Itchen is run safely and legally. At the heart of the role is a focus on strategy, performance, and assurance. Effective Trustee support helps other volunteers run the programmes that gives young people skills for life.

The purpose of this document is to set out the Board's responsibilities as per Policy, Organisation & Rules and to act as a 'live document' recording decisions made in relation to the Group's governance.

The Trustee Board must act in the charity's best interests, acting with reasonable care and skill. The Trustee Board must:

- a) develop and maintain a risk register, including putting in place appropriate mitigations.
- b) ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the charity.
- c) maintain and manage a reserves policy for the charity (including a plan for use of reserves outside the 'minimum').
- d) ensure that people, property, and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained.
- e) promote and support the development of Scouting in the local area.
- f) ensure that effective administration is in place to support the work of the Trustee Board.
- g) ensure transparency of operation, including:
- h) take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor.
- i) individually and collectively maintain confidentiality regarding appropriate Trustee Board business.

September	Review GDPR Review Hunters ESU Partnership Agreement
November	Set Budget Agree Reserves Policy
February	Review Census Plan AGM (including approving accounts).
May (AGM)	Approve the Trustees' Annual Report (which must include the Annual Audited Accounts) and file these with the Charities Commission.
June	Review Risk Register Review Equipment and Insurance



## **Group Lead Volunteer's Report – AGM 2025**

Another successful year of Scouting rolls around at 13<sup>th</sup> Itchen Scout Group. There have been some changes in Scouting afoot, both locally and at National level.

You may have noticed that we are now '13<sup>th</sup> Itchen' Scout Group – this is due to the recent merger of Itchen North and Itchen South Districts. This will have very little impact on the day to day running of the Scout Group.

Nationally, there has been a focus on revamping the training that the adult volunteers do in order to provide safe Scouting for the Young People, and a change in role names in order to better explain what each person does. I am now the 'Group Lead Volunteer', for example.

Looking back on the past year, it has been absolutely jam packed with fantastic activities. There was a great turnout for the annual Remembrance Parade in November. This was a good chance for all our members to reflect on those lost during war. In April, several of our young people took to the stage in this year's Scout and Guide show 'Roverang' at the Rose Theatre in Eastleigh. In February, Cubs and Scouts spent a chilly but exciting weekend at PGL on the Isle of Wight.

At the time of writing, we are looking forward to taking forty-five Group members to REEF District Camp in the New Forest at the end of May. We are also making plans for our next Group Camp at Lyons Copse this September.

Here is a summary of what the sections have been doing over the past year:

### **Beavers:**

- We have welcomed Finnan as a new Leader to Arapaho – a 'homegrown' Leader who started his Scouting at the 13<sup>th</sup>
- Celebrated many festivals and different cultures, including Chinese New Year, Burns Night, Pancake Day and Bonfire Night
- Completed several Challenge badges – namely Teamwork, Skills and World
- Took part in outdoor activities such as kayaking, a scavenger hunt, sports day, pond dipping, crazy golf, fire lighting (with s'mores, of course!)
- Had visitors from the Air Ambulance
- Many Beavers enjoyed the District Christmas Party at Playshack
- 3 Beavers gained their Bronze Awards, and in total 219 badges were awarded!

### **Cubs:**

- Completed the personal, home and road safety badges – this can only be a good thing!
- Participated in a fantastic Myths & Legends camp, including building a Viking long boat
- Visited the fire station
- Celebrated festivals and learned about other cultures, including Ramadan, Pancake Day, Chinese New Year and Burns night
- Took part in Christmas Camp at Fernycrofts
- 13 Cubs gained their Silver Award, and in total 569 badges were awarded!

#### Scouts:

- We welcomed Ewan, who is another 'homegrown' Leader, to Masai
- Held a joint Masai/Zulu/Hunter's Explorer Unit camp
- Both Masai and Zulu have camped as a section
- Had visits from a support worker to talk about the effects of drugs, alcohol and vaping, and the Police & Crime Commissioner
- Made use of parent and leader skills to participate in a cooking challenge and an electronics evening
- Plenty of outdoor activities including fire lighting, backwards cooking, incident hikes (to finish with a trip to the chip shop), pioneering, map reading, orienteering and water rockets
- Rifle shooting and archery
- A talk from a previous Scout about Auschwitz
- Health and fitness evenings, plus an evening based around Mental Health
- Mud Run
- Stop motion videos, National Bee Week and 'I'm a Scout, get me out of here!'
- In total, 250 badges were awarded!

At the 13<sup>th</sup>, we are now providing Scouting for 117 young people. This is due in no small part to the efforts of the Leader teams, and I would like to express my gratitude and thanks to them for all the time, effort and enthusiasm they bring.

I would also like to thank our Board of Trustees (formerly known as the Committee), for giving up their time to help run the Group.

Lastly, many thanks to you as parents and supporters of the Group, for bringing your young people to all of the activities we run, for rolling up your sleeves and getting stuck in with tent erecting, tent striking, camp cooking, volunteering for parent help on section nights... the list is endless!

It's the people within the Group that make it what it is – a huge, successful team, and I am absolutely delighted to be part of it.

Sarah Kinloch

Group Lead Volunteer (formally known as the 'Group Scout Leader')

## Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

### Independent examiner's report to the trustees of 13<sup>th</sup> Itchen Scout Group

I report to the trustees on my examination of the accounts of the 13<sup>th</sup> Itchen Scout Group for the year ended 31<sup>st</sup> December 2024.

### Responsibilities and basis of report

As the charity trustees of the 13<sup>th</sup> Itchen Scout Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

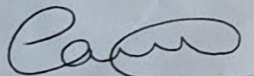
I report in respect of my examination of the 13<sup>th</sup> Itchen Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### 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 13<sup>th</sup> Itchen 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: 

Name: LOUISE NASH

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

Address: 175 WALKER GARDENS, HEDGE END, SOUTHAMPTON, HAMPSHIRE, SO30 2AJ

Date: 24<sup>TH</sup> APRIL 2025

# 13th Itchen North Scout Group

## Balance Sheet

		Income	Expenditure	
<b>Opening Bank Balances as at 01 January 2024</b>				
Lloyds Current Account	£14,985.67			
CCLA Deposit Fund	£149.68			
Prepaid card balance	£1,231.76			
		<b>£16,367.11</b>		
Activities		£369.30	£14,203.15	
Admin			£30.00	
Badge/Necker/Woggle			£56.00	
Fees			£8,195.00	
Insurance			£722.73	
QM			£373.98	
Rent			£3,411.50	
Training			£70.00	
Cricket Camp			£1,000.00	
Prepaid Cards			£9,158.80	
CCLA Interest		£7.50		
Go Cardless		£29,431.58		
HMRC Gift Aid		£7,777.48		
Misc		£30.53		
Subs		£168.00		Not through go cardless
Grant		£600.00		
<b>Closing Balances as at 31.12.2024</b>				
Lloyds Current Account	£15,133.46			
CCLA Deposit Fund	£149.68			
Prepaid card balance	£2,247.20			
			<b>£17,530.34</b>	
		<b>£54,751.50</b>	<b>£54,751.50</b>	£0.00