



Annual General Meeting

Date: 10th January 2024, 7:30pm

Venue: 1st Rayleigh HQ, Kenilworth Gardens, Rayleigh

Minutes

1) Introduction & Welcome

- a) Mark Gibson opened the meeting with a short explanation of the Transformation changes taking place in Scouting with a view to making it teams based, more friendly and less confusing to those outside scouting looking to volunteer and in line with the Charity Commission requirements.
- b) The previous executive committee is being split into a Trustee Board which will look after financial and governance matters, the Leadership team which will look after support and operational tasks such as fundraising, facilities etc and the Section Team which will run the sections.
- c) Parents make up the Group Scout Council and are invited to appoint trustees, and scrutinise accounts and other running of the group.
- d) Andy Austin was welcomed as the representative from the District team.

2) Apologies for Absence

- a) Mark Elliot who is in charge of the maintenance sent his apologies due to work commitments.

3) Minutes of Previous AGM

- a) The previous year's minutes have been circulated electronically and agreed. Danielle Beaney signed a printed copy and was countersigned by Lisa Smith. Copies are available should anybody wish to receive them.

4) Governance Topics

- a) Danielle explained that we were adopting the model constitution as set out by Scouting.
- b) The groups financial year runs from Apr to March.
- c) The minimum number of trustees is 5 plus the ex-officio member who is Mark Gibson as the Group Lead Volunteer. The maximum number is 12 and there are currently 6 members. There will be the opportunity for others to join at the next AGM and we will advertise for this.

5) Review of previous year

- a) The Chair, Danielle Beaney, explained that this AGM covers the period where we were returning to face-

to-face scouting. We were lucky enough to be in a comfortable financial situation so that we could use the new air con system to heat the premises whilst keeping doors and windows open and purchase items for handwashing etc to help try and keep us safe.

- b) We were also able to subsidise events and families facing financial hardship due to the pandemic.
- c) The highlight was being able to take 20 Scouts and 20 explorers to the Kent international jamboree.
- d) The treasurer, Leanne Hickey, presented the accounts, copies of which are available on request. We are in a strong financial position even though the accounts show a negative balance. This just reflects the situation where we received grants during lockdown in the previous period but spent them in this period as we were able to return to face to face Scouting.
- e) With safety in mind, equipment was purchased so that there was enough for one each and no one had to share and along with handwashing stations etc.
- f) Lighting was installed in the outdoor area to allow for more activities to take place outside and the loft refitted so that only one person needed to go up there at a time.

6) Making Appointments

- a) Mark Gibson as the Group Lead Volunteer explained that now Trustees could choose between 1, 2 or 3 year term and can remain in role for up to 9 consecutive years (with a minimum of a 3 year gap required before returning). He as the ex-officio member has no time limit in role.
- b) As there had been no one else coming forward for the position, Danielle Beaney was appointed as Chair for a term of 3 years. She was nominated by Mark Gibson and seconded by Tina Baines.
- c) As there had been no one else coming forward for the position, Leanne Hickey was appointed as Treasurer for a term of 3 years. She was nominated by Leah Baines and seconded by Lisa Smith.
- d) Cheryl Gibson was nominated by Noah King and seconded by Rachel Smith.
- e) Tina Baines was nominated by Danielle Beaney and seconded by Donna Lawson
- f) Pete Baines was nominated by Julia Tamlyn and seconded by Leigh Wolfe
- g) Noah King has volunteered to be the youth representative, having been a Beaver, Cub, Scout, Explorer, Young Leader and now Leader at 1st Rayleigh.
- h) The reason this AGM was delayed was that there were issues finding someone who had no connections with the group willing to audit the accounts. Paul Sharp was eventually found and has also agreed to be our auditor for next year.
- i) The key message is that the group is in a very strong position with its leadership working very hard to provide opportunities for the young people and to keep costs down.
- j) We are now in a position to be able to fundraise again to help keep subs low and subsidise activities and events. Bag packing has historically been a big source of fundraising income but this opportunity is now reduced.
- k) Donna Lawson is heading up the fundraising team and everyone was encouraged to contact her if they could help out in any way. For those not able to contribute financially, donation of time to help out is just as valuable and important. We are looking for people not just to run fundraising events but also acquire donations from companies, grants etc.
- l) The facilities team, lead by Mark Elliot is also looking for anyone who can help out in any way.

Meeting closed at 8:10pm



1st Rayleigh

Scout Group



Independent Examiners Report to the Trustees of 1st Rayleigh Scout Group

I report of the accounts of the Group for the year ended 31st March 2023 which are attached.

Respective responsibilities of trustees and examiner

As the Charities trustees responsible for the preparation of the accounts, you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissions under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit view given by the accounts.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention;

- which give me reasonable cause to believe in any material respect the requirement to keep accounting records in accordance with Section 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirement of the Act have not been met, or,
- which gives me reason to believe that in any material aspect the accounting rules of the Groups' constitution have not been met.

Signature

Name

P D SHARP

Date

6.11.23

	2022-2023	2021-2022
Income		
Admin	0.00	120.00
Camp Equipment	129.50	0.00
Donation	40.06	143.63
Donations	0.00	94.96
Events	66.00	0.00
Events - Beavers	529.00	0.00
Events - Cubs	2,107.00	870.83
Events - Scouts	12,653.80	7,939.99
Fundraising	118.43	0.00
Gift Aid	0.00	2,303.43
Grant	0.00	8,000.00
Meetings	27.30	21.98
Membership Fees	7,307.00	3,784.41
Rent	612.00	0.00
Target sports	1,180.00	217.05
Training Course	0.00	210.00
Transfer	21,412.61	496.44
Expense		
Activity Equipment	151.10	918.57
Admin	3,046.11	3,102.51
Badges	584.75	655.38
Camping Equipment	1,241.61	1,690.00
Donations	0.00	25.00
Events	547.04	0.00
Events - Beavers	475.98	0.00
Events - Cubs	2,481.15	20.54
Events - Scouts	18,662.11	4,975.00
Go cardless fees	62.94	37.00
Group	734.64	1,259.33
Insurance	1,730.89	1,684.30
Meetings - Beavers	125.42	505.71
Meetings - Cubs	333.18	1,390.83
Meetings - Scouts	1,206.74	763.39
Membership Costs	166.15	71.50
Membership Fees	6.50	0.00
OSM	158.50	131.21
Rates	0.00	438.79
Target Sports	707.25	5.40
Training	0.00	240.00
Transfer	15,631.20	2,463.29
Utilities	-1,496.86	1,881.66
Venue Furniture	0.00	210.18
Venue Maintenance	4,761.69	10,288.01

Account balances

Beavers - Old Account	0.00	1,233.01
Cubs	1,554.14	1,835.59
Scouts	1,546.84	2,170.19
Target Sport	810.32	367.57
Group Nat West	804.47	15,808.01
Group Barclays	9,885.19	0.00
Beaver New Account	1,778.01	99.99
Group Petty Cash	382.35	382.35

Summary

Account balance brought forward	21,896.71	30,451.59
Total income	46,182.70	24,202.72
Total expenditure	51,318.09	32,757.60
Net income	-5,135.39	-8,554.88
Account balance carried forward	16,761.32	21,896.71



1st Rayleigh

Scout Group



Independent Examiners Report to the Trustees of 1st Rayleigh Scout Group

I report of the accounts of the Group for the year ended 31st March 2023 which are attached.

Respective responsibilities of trustees and examiner

As the Charities trustees responsible for the preparation of the accounts, you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissions under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit view given by the accounts.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention;

- which give me reasonable cause to believe in any material respect the requirement to keep accounting records in accordance with Section 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirement of the Act have not been met, or,
- which gives me reason to believe that in any material aspect the accounting rules of the Groups' constitution have not been met.

Signature

Name

P D SHARP

Date

6.11.23

	2022-2023	2021-2022
Income		
Admin	0.00	120.00
Camp Equipment	129.50	0.00
Donation	40.06	143.63
Donations	0.00	94.96
Events	66.00	0.00
Events - Beavers	529.00	0.00
Events - Cubs	2,107.00	870.83
Events - Scouts	12,653.80	7,939.99
Fundraising	118.43	0.00
Gift Aid	0.00	2,303.43
Grant	0.00	8,000.00
Meetings	27.30	21.98
Membership Fees	7,307.00	3,784.41
Rent	612.00	0.00
Target sports	1,180.00	217.05
Training Course	0.00	210.00
Transfer	21,412.61	496.44
Expense		
Activity Equipment	151.10	918.57
Admin	3,046.11	3,102.51
Badges	584.75	655.38
Camping Equipment	1,241.61	1,690.00
Donations	0.00	25.00
Events	547.04	0.00
Events - Beavers	475.98	0.00
Events - Cubs	2,481.15	20.54
Events - Scouts	18,662.11	4,975.00
Go cardless fees	62.94	37.00
Group	734.64	1,259.33
Insurance	1,730.89	1,684.30
Meetings - Beavers	125.42	505.71
Meetings - Cubs	333.18	1,390.83
Meetings - Scouts	1,206.74	763.39
Membership Costs	166.15	71.50
Membership Fees	6.50	0.00
OSM	158.50	131.21
Rates	0.00	438.79
Target Sports	707.25	5.40
Training	0.00	240.00
Transfer	15,631.20	2,463.29
Utilities	-1,496.86	1,881.66
Venue Furniture	0.00	210.18
Venue Maintenance	4,761.69	10,288.01

Account balances

Beavers - Old Account	0.00	1,233.01
Cubs	1,554.14	1,835.59
Scouts	1,546.84	2,170.19
Target Sport	810.32	367.57
Group Nat West	804.47	15,808.01
Group Barclays	9,885.19	0.00
Beaver New Account	1,778.01	99.99
Group Petty Cash	382.35	382.35

Summary

Account balance brought forward	21,896.71	30,451.59
Total income	46,182.70	24,202.72
Total expenditure	51,318.09	32,757.60
Net income	-5,135.39	-8,554.88
Account balance carried forward	16,761.32	21,896.71