



4th Uckfield (Holy Cross) Scout Group

Charity no: 291658

Minutes of Group AGM at Scout Headquarters, Rocks Park Road, Uckfield

On Thursday 17th July 2025

Present: Trustee Board members:

Andy Lees (AL) – Chairperson

Chris Weller (CW) – Group Lead Volunteer

Gill Huxley (GH) – Group Treasurer

David Brown (DB) – Phoenix Scouts

Claire Howarth (CH) – Kipling Cubs

Pat Morgan (PM) – Yukon Beavers/Alpha Scouts

Abbie Leigh-Waller (ALW) – Yukon Beavers

Angela Hayes (AH)

Grant Kerwin-Nye (GKN) – District Lead Volunteer

Other members of Group Scout Council (parents and volunteers)

1. Welcome by Group Lead Volunteer:

GVL (CW) welcomed the Members of the Scout Council

2. Apologies for absence:

Apologies have been received from the following and their names will be included in the minutes of this meeting

David Munn (DM)

3. Appointment of Chairperson:

GLV (CW) nominates Andy Lees as the Group Chair (chair@4thuckfield.org) and asks for a show of hands as approval. There were no other candidates

Proposed: CW

Seconded: GH

Approved by a show of hands

4. Minutes of previous AGM held on 22nd September 2024:

The minutes of the previous AGM were reviewed by the Trustee Board at their first meeting after the previous AGM and Chair (AL) proposed that the minutes are taken as read and ask the Group Scout Council to agree that they are a true record of that meeting

Proposed: AL

Seconded: CH

Approved by a show of hands

5. Governance Topics: Chair notes to the Group Scout Council members present that this part of the meeting is a necessary part to make sure that the charity's foundations are in good order.

a. To adopt the model constitution from POR:

Chair (AL): In line with the recommendation from Scout Headquarters. I propose that we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules. A copy of this was available for review and inspection prior to this meeting, and copies are also available at the meeting

Proposed: AL

Seconded: GH

Approved by a show of hands

b. **Note the Group's financial year:**

Chair (AL): Members of the Group Scout Council are asked to note that our charity's financial year is 1st April to 31st March.

c. **Agree the number of members who may be elected to the Trustee Board:**

Chair (AL): The Group Scout Council must agree at its AGM the number of people who can be elected to the Trustee Board. The recommendation from the outgoing Trustee Board is that up to five people can be elected. Proposed that the Group Scout Council approves that recommendation

Proposed: AL
Seconded: CW
Approved by
show of hands

d. **Agree the quorum for the AGM and for Trustee Board meetings:**

Chair (AL): The Group Scout Council must agree at its AGM the quorum – the minimum number of Group Scout Council members that must be present at a meeting of the Group Scout Council. The recommendation from the outgoing Trustee Board is that the quorum should be set at 8 persons. This can be reviewed annually. The Group Scout Council is asked to approve that recommendation.

Proposed: AL
Seconded: GH
Approved by
show of hands

Chair (AL): The Group Scout Council must agree at its AGM the quorum for Trustee Board meetings, The Charity Commission statement of good practice is that the Trustee Board quorum should be set at one third of Trustee Board members plus one and must include Chair and Treasurer. The recommendation from the outgoing Trustee Board is that the quorum should be set in line with the Charity Commission good practice statement. Propose that The Group Scout Council approves that recommendation.

Proposed: AL
Seconded: CW
Approved by
show of hands

6. **The Group Lead Volunteer's Review of Scouting.**

GVL (CW) thanked everyone for attending.

Every section has been running full and active programmes, most having done at least some camping, hiking and adventurous activities, taking part in Downsman Hike, Overland Hike, Ashdown 30 Hike and recently Goldbitz 2025. Numbers are slightly down on last year. (GKN advised this was the trend across the District and nationally)

Recent stalls at Uckfield Lions Fun Day and Nutley Fete helped to promote scouting in the locality and has resulted in enquiries to join as well as a possible leader.

Within the section leadership, Greg Richards is moving on from the Group to take up a District role within West Sussex and was thanked for his support of the Group and wished him well in his new role. Andy Riches has agreed to take over the role of section leader with Alpha Scouts. CW thanked all the leaders for the time and effort they put into the sections.

7. **To receive and consider the Annual Report of the Group Trustee Board including the Annual Statement of Accounts.**

Treasurer (GH) reported:

Income for financial year 2024/2025 - £63,454.24 (an increase of £8,207.70 from last year)

- Membership fees (subs) £20,707.00 = Group £13,518.00 (£14,411 last year)/Sections £7,189.00 (£7,756.50 last year) – overall a reduction of £1,460.50 on last year)
- Hall hire: £8,179.00 (an increase of £1,929 due to a new regular hirer)
- Donations and other income: £2,827.22. This included a very generous donation of £500 from Lloyds Bank Foundation for the volunteer hours that a leader puts into the Group and for which we are very grateful along with monies set aside for QM expenditure and other specific expenditure within the Group and Sections.

- Income from Gift Aid was slightly down on last year at £4,853.14 against £5,538.53 and we continue to encourage parents to sign up to Gift Aid on the OSM portal if they are taxpayers
- Other income to Sections totalled £26,576.88 for camps and activities

Expenditure: - £64,200.83 (an increase of £2,769.92 from last year)

- Capitation to District once again is the largest expense of £8,855.00; however, this was down on last year (£10,340.00) due to less members in the Group.
- As usual, Group expenditure mainly relates to the maintenance and upkeep of the hut and grounds together with the building and personal accident insurances. The main increases are in the cost of utilities – electricity (an increase of over £600), water rates (increase of over £300), bin collection (an increase of £300). A complete tree survey of the grounds has been undertaken, and some remedial works have been identified which will be carried out in the next few months, the cost of which is yet to be estimated
- Section expenses came to £38,664.76 and thanks go to the leaders for their continued time and support in planning and organising the many activities and camps they put together for the enjoyment of our young people

Year-end:

Bank account: £14,409.39 (Group £5,610.31; Sections £7,682.02; QM/transfer £1,117.06)

Saving account: £11,591.73

The Group accounts and Section ledgers for financial year 2024 to 2025 have been fully audited by an Independent Examiner and submitted to Ashdown District Scout Council. They will be submitted to the Charity Commission with the annual report at the end of the year.

DLV (GKN) explained that the amount paid for Capitation is proportioned to District, County and National levels. Over recent years the amount charged by District has been maintained at the same level however, this will probably have to be increased in the future to help cover expenditure incurred.

Chair (AL) invited questions from the floor regarding the Trustee Annual report and Annual Accounts. Chair (AL) thanked Treasurer (GH)

8. Elections to the Group Trustee Board

Chair (AL) advised that this part of the meeting sets the charity up to be well led during the period until the next AGM. Particularly the Group Scout Council appoints the Trustee Board to ensure good governance for the charity over the next year.

a. Group President:

Chair (AL) proposed Les Davies as President – this was approved by a show of hands

b. Group Trustee Board Secretary:

Chair (AL) advised the 'Group Secretary' is an elected appointment. DM has stood down as secretary but will remain on the Trustee Board. Angela Hayes (angelaclair002@icloud.com) agreed to take on the role. Since there were no other nominations by the closing date this was approved by a show of hands

b. **Group Trustee Board Treasurer:**

Chair (AL) advised the 'Group Treasurer' is an elected appointment and, as required, Gill Huxley (treasurer@4thuckfield.org) has been formally proposed and seconded. Since there were no other nominations by the closing date this was approved by a show of hands

c. **Election of Group Trustee Board Members:**

Chair (AL) advised the following have been formally proposed as Group Trustee Members:

David Brown – Phoenix Scouts (phoenix@4thuckfield.org)

Claire Howarth – Kipling Cubs (kipling@4thuckfield.org)

Pat Morgan – Yukon Beavers/Alpha Scouts (yukon@4thuckfield.org)

Abbie Leigh-Waller – Yukon Beavers (wigglyboo@hotmail.com)

David Munn (david.munn@kent.gov.uk)

d. **To approve the GLV's nominations to the Trustee Board:**

Andy Riches – Alpha scouts (alpha@4thuckfield.org)

Emma Radford – Phoenix parent (emmar250@gmail.com)

Aimi Brown – Saskatoon parent (gretchin@hotmail.co.uk)

All approved by a show of hands

Chair (AL) thanked the Trustees for their work during the year and to DM during his time as secretary

9. **Appointment of Independent Examiner:**

Treasurer (GH): proposed Gerald Baker FMAAT

Chair (AL): Gerald Baker has been proposed and seconded and is qualified for the role and this was approved by a show of hands

10. **Awards presented by District Lead Volunteer:**

DLV (GKN) awarded service awards to David Brown and Gill Huxley and Wood Badge to Russell Batchelor

11. **Any other business:**

Presentation made to Greg Richards on behalf of Alpha Scouts and Greg presented Andy Riches with the keys to the hut and thanked him for continuing to support Alpha Scouts

12. **Date and venue of 2026 AGM:** to be advised

Chair: thanked everyone for attending and wished all success for the forthcoming year

4th Uckfield Scout Group income and expenditure statement 2024 to 2025

Income Apr 2024 to March 2025

Income to Group from subs

Manitoba	£	858.00
Yukon	£	1,481.50
Saskatoon	£	1,235.00
Kipling	£	2,469.00
Mafeking	£	1,638.00
Martlets	£	1,494.50
Alpha	£	1,794.50
Phoenix	£	2,547.50

Total subscriptions £ 13,518.00

Other income to Group

Hall hire £ 8,179.00

Donations and other income £ 2,827.22

Total other income £ 11,006.22

Income from Gift Aid

Group	£	4,329.16
Manitoba	£	17.50
Yukon	£	52.50
Saskatoon	£	38.50
Kipling	£	102.20
Mafeking	£	66.33
Martlets	£	38.20
Alpha	£	71.75
Phoenix	£	137.00
Total Gift Aid	£	4,853.14

Section income - subs

Manitoba - subs	£	462.00
Yukon - subs	£	791.00
Saskatoon - subs	£	665.00
Kipling - subs	£	1,302.00
Mafeking - subs	£	868.00
Martlets - subs	£	798.00
Alpha - subs	£	938.00
Phoenix - subs	£	1,365.00
Total section income - subs	£	7,189.00

Section income - other

Manitoba - other income	£	372.79
Yukon - other income	£	1,214.10
Saskatoon - other income	£	0.00
Kipling - other income	£	3,371.00
Mafeking - other income	£	4,030.45
Martlets - other income	£	160.00
Alpha - other income	£	3,215.00
Phoenix - other income	£	9,173.39
Joint events	£	5,040.15
Total section income - other	£	26,576.88

Interest received on Current accot £ 40.18

Interest received on Gold account £ 270.82

Total income £ 63,454.24

CAF Current Account 01.04.24 £ 15,426.80

CAF Gold Account 01.04.24 £ 11,320.91

Total £ 90,201.95

Expenditure Apr 2024 to March 2025

Group expenses

Bin collection	£	1,300.10
Water rates	£	866.12
Electricity	£	2,389.23
WDC - rates	£	197.10
Broadband	£	488.92
Cleaning and cleaning products	£	2,626.33
Maintenance	£	2,031.47
Grass cutting	£	2,328.00
Badges, scarves and uniform	£	540.90
Insurance	£	2,307.94
WDC - land lease and license	£	153.00
OSM subscriptions	£	291.00
QM expenses	£	389.02
Capitation to District	£	8,855.00
Health & Safety	£	193.63
Donations	£	75.00
CAF fees	£	60.00
Other expenses	£	157.59
Refunds on membership fees	£	64.50
Admin expenses - donated to Group	£	221.22
	£	25,536.07

Section expenses

Manitoba	£	1,211.60
Yukon	£	2,010.99
Saskatoon	£	2,271.02
Kipling	£	4,894.94
Mafeking	£	4,676.88
Martlets	£	2,264.30
Alpha	£	5,633.91
Phoenix	£	10,606.72
Joint events	£	5,094.40
Total section expenses	£	38,664.76

Total expenditure £ 64,200.83

CAF Current Account 31.03.25 £ 14,409.39

CAF Gold Account 31.03.25 £ 11,591.73

Total £ 90,201.95

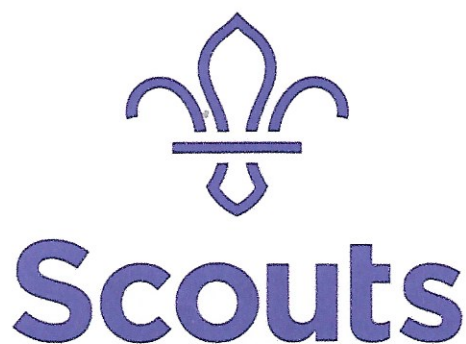
Ledger balances

	31.03.25	01.04.24
Group	£ 5,610.31	£ 3,389.88
Manitoba	£ 561.54	£ 920.85
Yukon	£ 615.86	£ 569.25
Saskatoon	£ 343.25	£ 1,910.77
Kipling	£ 718.59	£ 668.98
Mafeking	£ 1,540.26	£ 1,124.01
Martlets	£ 1,063.55	£ 2,270.77
Alpha	£ 1,042.72	£ 2,408.30
Phoenix	£ 1,796.25	£ 1,403.99
Camps	£ 0.00	£ 760.00
QM/Transfer ledgers	£ 1,117.06	£ 0.00
Total	£ 14,409.39	£ 15,426.80

Signed:  10/6/25
Gill Huxley - Group Treasurer Date:

AUDIT CERTIFICATE:
From the books and papers exhibited, I am satisfied that these accounts represent a true record of the Group's finances for the year ended 31.03.2025

Signed: 
Gerald Baker FMAAT Date: 10/6/25




4th Uckfield
Group Accounts
1st April 2024 to 31st March 2025

Income	£	Expenditure	£
Membership fees – Group	13,518.00	Group expenses	25,536.07
Hall Hire	8,179.00	Section expenses	38,664.76
Donations, etc to Group	2,827.22		
Gift Aid	4,853.14		
Membership fees – Sections	7,189.00		
Other income – sections	26,576.88		
Interest - Current account	40.18		
Interest – Gold Account	270.82		
Total income	63,454.24	Total expenditure	64,200.83
Current Account – 01.04.24	15,426.80	Current Account – 31.03.25	14,409.39
Gold Account – 01.04.24	11,320.91	Gold Account – 31.03.25	11,591.73
£ 90,201.95		£ 90,201.95	

I have examined the above Income and Expenditure account and Balance Sheet for the 4th Uckfield Scout Group and find them in accordance with the supporting papers and vouchers given to me which are to the best of my knowledge authorised transactions.

I certify that these accounts are in accordance with the supporting papers and present a true record of the Group's finances at for the year ended 31st March 2025

Independent Reviewer: 

Gerald Baker FMAAT

Date: 10th June 2025

**Independent Examiner's report to the Trustees of
4th Uckfield (Holy Cross) Group Scout Council**

I report to the Trustees on my examination of the accounts of the 4th Uckfield (Holy Cross) Group Scout Council (The Trust) for the year ended 31st March 2025

Responsibilities and basis of report:

As the charity trustees of the Trust 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 Trusts' 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:

- Accounting records were not kept in respect of the Trust as required under section 103 of the Act; or
- 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: **GERALD BAKER FMAAT**

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

Address: **13 Lashbrooks Road, UCKFIELD
E. Sussex TN22 2AY**

Date: **10th June 2025**

4th Uckfield Scout Group income and expenditure statement 2024 to 2025

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Phoenix	£	137.00
Total Gift Aid	£	4,853.14

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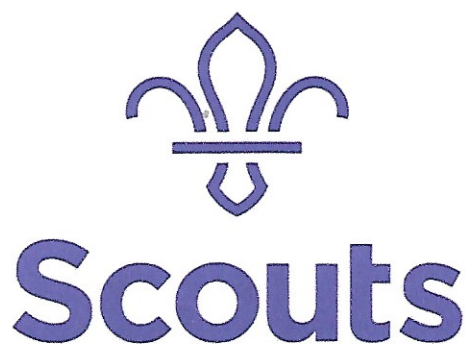
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QM/Transfer ledgers	£ 1,117.06	£ 0.00
Total	£ 14,409.39	£ 15,426.80

Signed:  10/6/25
Gill Huxley - Group Treasurer Date:

AUDIT CERTIFICATE:
From the books and papers exhibited, I am satisfied that these accounts represent a true record of the Group's finances for the year ended 31.03.2025

Signed: 
Gerald Baker FMAAT Date: 10/6/25



4th Uckfield
Group Accounts
1st April 2024 to 31st March 2025

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£ 90,201.95		£ 90,201.95	

I have examined the above Income and Expenditure account and Balance Sheet for the 4th Uckfield Scout Group and find them in accordance with the supporting papers and vouchers given to me which are to the best of my knowledge authorised transactions.

I certify that these accounts are in accordance with the supporting papers and present a true record of the Group's finances at for the year ended 31st March 2025

Independent Reviewer: 

Gerald Baker FMAAT

Date: 10th June 2025

**Independent Examiner's report to the Trustees of
4th Uckfield (Holy Cross) Group Scout Council**

I report to the Trustees on my examination of the accounts of the 4th Uckfield (Holy Cross) Group Scout Council (The Trust) for the year ended 31st March 2025

Responsibilities and basis of report:

As the charity trustees of the Trust 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 Trusts' 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:

- Accounting records were not kept in respect of the Trust as required under section 103 of the Act; or
- 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: **GERALD BAKER FMAAT**

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

Address: **13 Lashbrooks Road, UCKFIELD
E. Sussex TN22 2AY**

Date: **10th June 2025**