

**89<sup>th</sup> READING (MILESTONE WOOD) SCOUT COUNCIL**  
Annual General Meeting

**Tuesday 11th June at 7:00pm**  
**89<sup>th</sup> Reading HQ, Jefferson Close, RG4 8US**

**AGENDA**

Present: The meeting was attended by 24 people, including Robin Kent (GSL), Roy Gordon (Chair), Bill Foster (Treasurer) and Lesley Chambers (Secretary).

**1. Introduction and welcome**

Robin Kent (GSL) welcomed members of the Group Scout Council and guests to the meeting.

**2. Apologies for absence**

Amy Fletcher, Ana Joanes-Cox, David Arnold and Helen Curtis

**3. Governance topics**

- a. Approve the minutes of the Annual General Meeting held on 07/06/2023

RK stated that the Group Trustee Board had reviewed these on 22<sup>nd</sup> May 2024. He put forward that they were taken as read and were a true record of the meeting. This was seconded by Colin Blount and approved by a show of hands.

- b. Adopt the model constitution from Policy, Organisation and Rules (POR 5.4)

RK told the meeting that in line with recommendations from Scout Headquarters, the Group Trustee Board proposes that we adopt the model constitution from chapter 5 of POR. This was seconded by Lesley Chambers and approved by a show of hands.

This can be viewed at: <https://www.scouts.org.uk/por/5-local-governance-and-finance-of-groups-districts-counties/#5.4>

- c. Note the Group's financial year

This was noted as being from 1<sup>st</sup> April – 31<sup>st</sup> March.

- d. Agree the number of members that may be appointed to the Trustee Board

RK explained that the outgoing Trustee Board recommends that a maximum of 12 people are appointed, and the quorum will be 1/3 of the number of trustees plus 1 person. Robin Kent proposed this; Georgie Dixon seconded this, and it was approved by a show of hands.

- e. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)

Robin Kent stated that the outgoing Trustee Board recommends that the quorum should be set at 15 people. Colin Blount seconded this, and it was approved by a show of hands.

**4. Review of the previous year**

a. The Group Lead Volunteer's review of Scouts at the 89<sup>th</sup> Reading Scout Group.

RK started by saying that our focus is summed up by "Fun, Friendship and Fresh air". All sections are camping this summer and have been getting outside as much as possible in the summer months.

We have a new Cub pack so currently have 2 Beaver sections, 3 Cubs, 2 Scouts and 1 Explorers. We have 203 young people coming each week and 48 volunteers (around 100 in total across the Group). The waiting list is currently at nearly 200.

We have bought a new mess tent using funds from the Christmas post.

There is potential for a Squirrels drey, but we need someone with Scouting experience to set it up. The main focus, however, is how to open another Scout section, with the possibility of half a troop running on a Tuesday evening. We could use families on the waiting list to build a leadership team.

Cub and Scouts are over the limit at the moment.

Roy Gordon took this opportunity to thank all volunteers at the 89<sup>th</sup>.

b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts

RK noted that the Group Trustee Board had approved the Annual Report and Statement of Accounts and had received the report on the accounts from the Scrutineer at their meeting on 22<sup>nd</sup> May 2024.

Bill Foster thanked leaders for their cooperation.

He told the meeting that revenue over the year 2023-2024 had been £57,000. Emma Lawrence has collected lots of outstanding subs and got lots of gift aid payments from parents.

He reminded the meeting that we can get 10% back from the Scout shop, so people should drop all receipts from there into his tray.

Spending for the year has included several new tents and other equipment, and work on tree cutting on site.

We have had a successful year and have made a profit (which will be ploughed back into the Group). Accounts showed a bank balance of £33,000 at the end of the year.

**5. Making appointments**

a. Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board.

RK explained the open selection process agreed by the Trustee Board. He said that the recommendation was that Colin Blount be appointed as Group Chair, and this was approved by a show of hands.

- b. Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board

RK told the meeting that the Trustee Board had recommended that Bill Foster be appointed as Treasurer. This was approved by a show of hands.

- c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board

Robin Kent presented the recommendations from the Group Trustee Board:

Richard Curtis, a parent – new trustee

Simon Davies, an independent, new trustee

John “Rusty” Wright

Julian Rae

Nicolas Willenbrock

Natalie McCabe

These were approved by a show of hands.

He thanked trustees for their work, particularly Lesley Chambers, who is stepping down, and welcomed new trustees.

- d. Appoint the Group President

Robin Kent advised that Roy Gordon is proposed as President for Life in recognition for his services to the 89<sup>th</sup> and to Scouting in general. This was approved by a show of hands.

- e. Appoint the Scrutineer

Bill Foster proposed David Gillingham. This was seconded by Lesley Chambers and approved by a show of hands.

## **6. Closing remarks**

Tony Phillips, District Commissioner, addressed the meeting. He thanked leaders and the rest of the team and commented that the 89<sup>th</sup> is now the largest Group in the District.

Tony presented a 15-year service award for Mark Tovell.

He told the meeting that transformation was about building teams and commented that the 89th had already started to successfully implement this new teams-based approach.

He thanked RK for his passion and energy.

After the meeting participants were able to view the new access to toilets and showers and the new mess tent.

# Template for the scrutineer's report to the trustees

## Scrutineer's Report to the Trustees of the 89<sup>th</sup> Reading Scouts – Milestone Woods Scout Council

I report on the accounts of the Group/District for the year ended 31<sup>st</sup> March 2024

### Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages ..... to .....

### Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.



Name: David Gillingham  
Address: 1 Woodlands Grove  
Caversham  
Berkshire  
RG4 6NB  
Date: 1<sup>st</sup> May 2024



**89th Reading (Milestone Wood) Scout Group**

**Statement of Assets & Liabilities as at 31st March 2024**

	<b>2023/24</b>	<b>2022/23</b>
	<b>£</b>	<b>£</b>
<b>Fixed Assets</b>		
Premises	740,000	375,000
Camping Equipment and Premise Contents	17,024	15,823
Climbing Equipment	4,514	4,166
Fixed Activity Equipment	107,836	107,712
Trailers	1,500	1,500
	<b>870,875</b>	<b>504,201</b>
<b>Current Assets</b>		
<b>Bank Accounts</b>		
00027869 Main account	31,499	30,169
00101692 Gold Sav Acc	2,001	-
	-	-
	<b>33,500</b>	<b>30,169</b>
	<b>904,374</b>	<b>534,370</b>
<b>Current Liabilities</b>		
Accruals	0	0
District Loan	0	0
Creditor Income in Advance	0	0
	0	0
<b>TOTAL ASSET VALUE AS AT 31st MARCH</b>	<b>904,374</b>	<b>534,370</b>
<b>Capital Account</b>		
Profit and Loss account brought forward	534,204	532,014
Revaluation Surplus	365,000	
Net profit for the year adj for deprec	5,171	2,356
Total funds	<b>904,374</b>	<b>534,370</b>

**Approved by the Trustee Board 22nd May 2024**

**89th Reading (Milestone Wood) Scout Gro**  
**Receipts and Payments Summary for the Year Ending 3**

	<b>2023/24</b>
	<b>£</b>
<b>Income</b>	
Subscriptions Received	25,400
Donations and grants received	3,604
Gift Aid	6,932
Hall/Site rental	10,447
Neckers	505
Unit Outings	10,254
 Less Capitation paid	 (9,611)
<b>Total Income</b>	<b><u>47,529</u></b>



**Expenses**

Activities	Consumables	748
Activities	Health and Safety	1,176
Activities	Jamboree	450
Activities	Other	1,168
Activities	Unit Expenditure	13,001
Admin	Bank Charges	60
Admin	Insurances	1,485
Admin	Other incl Licences	393
Admin	Stationery	20
Admin	Website /Broadband	594
Premises	Cleaning	3,000
Premises	Electricity	4,107
Premises	Fire/Security	509
Premises	First Aid/H & S	136
Premises	General Rates	85
Premises	Water charges	707
Premises	Repairs & Maintenance	9,198
Premises	Telephone	-
Premises	Waste Removal	460
Premises	Badges & Neckers	2,970
Premises	Equipment	-

**Total Expenditure**

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**40,265****Net profit for the year**

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**7,265**

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31st March 2024

2022/23  
£

18,467  
611  
2,542  
13,298  
308  
4,237

(9,419)  

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30,044

640  
812  
-  
357  
6,108  
72  
1,021  
321  
83  
339  
3,000  
1,560  
828  
248  
159  
778  
5,792  
217  
456  
2,569  
-

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**25,359**

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**4,685**

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## 89th Reading (Milestone Wood) Scout Group

### Profit Adjustment Summary for the Year Ending 31st Ma

**2023/24**

Profit per P&L	7,265
Deprec written off Assets	(2,260)
Add Back	

Unity Combined Insurance	
£1390.91 paid for 26/7/23 to 25/7/24	
116 days prepaid = $\text{£}1390.91/365 \times 116$	<b>442</b>

Unity Personal Accident and Medical Expenses	
£94 for the period 01/2/24 to 31/1/25	
305 days prepaid = $\text{£}94.00/365 \times 305$	<b>79</b>

PPLPRS Music Licence	
£209.56 paid for 18/2/24 to 17/2/25	
322 days prepaid = $\text{£}209.56/365 \times 322$	<b>185</b>

Less	<b>Reverse 2022/23</b>
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Unity Personal Accident and Medical expenses	(77)
Unity Combined Insurance	(295)
PPLPRS Music Licence	(167)

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**5,171**

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**March 2024**

**2022/23**

**£**

4,685

(2,517)

295

77

167

**Reverse 2021/22**

(70)

(280)

-

2,356

## **89th Reading (Milestone Wood) Scout Group**

### **Bank Summary for the Year Ending 31st March 2024**

**2023/24**

**£**

Total Receipts for Year **59,140.82**

Total Payments for Year **55,810.23**

Net Bank movement for the Year **3,330.59**

Cash and Bank Balances Brought Forward **30,169.19**

Cash and Bank Balances Carried Forward **33,499.78**

Balance as statement Curr Acc **31,498.68**

Balance as statement Sav Acc **2,001.10**

Balance as statement Total **33,499.78**

Difference -

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Unity Combined Insurance	(295)	(280)
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	<u><u>2,001.10</u></u>
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Difference	-