



1st Luton Sea Scout Group

2021 Annual General Meeting



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GSL Introduction

The last 12 months have been remarkable in so many ways. When we were informed of the national lockdown due to the Covid pandemic last March, few of us believed that it would be the start of a period where, in the last year, we have only met face-to-face on a very limited number of occasions. This time has shown us more than ever the true benefits of scouting, including seeing friends and spending time together learning and developing in the outdoors.

Last March, with very little warning, we had totally rethink how scouting happened. The Scout Association has been in existence since 1908 but at no time has the way that we function had to change so much and so quickly. Almost overnight, our leadership team had to work out a new way of working without the need to meet face-to-face; I'm sure we all agree that they have done an amazing job. Over the past twelve months, our group has continued to offer weekly sessions which have still included our core programme - rethought and remapped to remain effective. This has led, in the last few weeks, to a few Chief Scout Awards being achieved within the group; a fantastic achievement considering the circumstance. As time has gone on, we have also seen greater levels of creativity and diversity in our offer, with sections delivering packs of resources for sessions and online 'visits' from experts such as reptile specialists and the RNLI. The scouts have even begun online games nights using a range of platforms to challenge each other. In having such creative and well-established teams, we have maintained our offer and therefore many of the young people who continue to enjoy their scouting.

Earlier in the year, we were lucky enough to access a grant which allowed us to purchase a number of electronic devices. These were loaned to members of the group and helped them to access our sessions throughout the recent situation.

As we expected, and following the national trend, some young people have decided not to continue with scouting in the current context; online is not for all, which is fine. This has led to smaller section sizes than we have been used to which, in turn has affected our income. We do, however, hope that as things begin to return to a 'normal', our numbers will quickly recover; we have a small waiting list and I'm sure there will be a lot of people looking to get their children out and involved.

Over the past year, we have also been able to spend time developing our adult leadership teams. At the start of last year, we only had one adult leader in cubs however we now have a team of seven, who have all taken on different roles to support the section. This has led to a much greater sharing of responsibilities and a number of new ideas being employed. Across the group, all adults have now completed basic training, in line with a number of changes that were made by HQ in September. To reflect some of these changes, we have also created a Group Positive Behaviour Policy which focuses on getting the best out of our young people at all times. This has been shared with all parents and will be fully implemented in the coming months.

I believe that the last year has been an excellent demonstration of what scouting is about. When the world seemed to be a very scary place, people pulled together, going the extra mile to ensure that no



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one was left behind. We diversified; moving online and completely changing our approach, all to make sure that could continue to access scouting. For some, scouting was a lifeline; the only time that they could see others in a social context.

Throughout this time, our leaders were amazing, doing everything that they could to ensure that our group continued as strongly as we are used to. I would like to personally thank them all. Also, to our Executive who have continued to steer our organisation through some of the most perilous times that have been known to the charity sector.

The current situation looks much more positive than it has for many months. In the coming weeks, sections will begin to meet again at Luton Hoo and, with warmer weather on the horizon, we hope to have a long and productive summer together.

We look forward to seeing you all again soon.

Allan Maher
Group Scout Leader



Our Young People

At the time of the accounting year-end, the group had worked with 86 young people in 2020. These were made up of those in our Beaver Colony, Cub Pack and Scout Troop in addition to the nine Young Leaders, who provided regular support at section meetings.

The Young People were ably guided by the strong and highly effective adult leadership team within the group. During the year, a number of adults joined our cub team, helping to organise and run the programme. We also took the opportunity during lockdown to ensure that all training requirements were met and that all adults had an up-to-date understanding of key issues, such as safety and Safeguarding.

Beavers

It's been a strange year and has presented us with a number of challenges, most notably in finding ways of how to run weekly meetings online. With the help of Zoom, we have successfully been able to run a range of activities. During the first few months, we focused on what badges could be worked on virtually, and it has been lovely to see the children join us online and all participating so well. A particular highlight was making mug cakes, which was enjoyed by all. We've had a number of sessions where external people have been engaged to run sessions, including a magic show and a reptile talk. In the last few months, we have created craft packs, which have been delivered to each Beaver to provide them with resources to make things together during our weekly sessions. This has proved very popular!

Helen Ayres (Beaver Leader)

Cubs

With this very strange year, we have still been up to lots of exciting and educational activities and have taken steps to adapt the programme so that it is suitable for online sessions. An example of this is our Chinese New Year craft and culture night, as well as learning about reptiles, seeing magic tricks and participating in many quizzes! We have also focussed on many badges which contribute to the Chief Scout Silver award. As restrictions allowed, we were lucky enough to have 2 face-to-face sessions at Luton Hoo in October, which went well as we worked on our astronomer's badge. We are excited and keen to get back outdoors soon!

Rhys Lewis and Harry Matthews (Cub Assistant Section Leaders)

Scouts

The last 12 months have been very different to our normal Scout meetings. Zoom meetings have become the norm and it has been challenging to keep the meetings interesting and exciting. We have completed a few badges and managed to complete some of the activities for our core Challenge badges. We have also had some fun nights cooking online, playing games, having quizzes and the scouts have introduced the Leaders to the online game "Among Us". We have had online visits from the RNLI, and we have learnt some sign language. It has been great to see the Scouts online each week.

We had a brief period when we managed some face-to-face meetings at the Hoo. We did some basic Scouting, including fire lighting and backwoods cooking and we also managed to get one day on the water. Hopefully this year we will be back on the water and even have our Summer Camp in August.

Phil Jeffrey (Scout Leader)

Our Group Executive

Charity Commission Registration Number: 300465

Composition

At each AGM, the Group Executive for the following year is elected. The Executive is composed of a range of adults who have the skills and knowledge to help shape the strategic direction of the group and to support its aims.

In 2020, the Group Executive was made up of the following:

Chair	Steve Morris
Secretary	Paddy Higgins
Treasurer	Jo Illsley
Group Scout Leader	Allan Maher
Section Leaders	Helen Ayres Nicky Marshall (to August 2020) Phil Jeffrey
Nominated Representatives	Rhys Lewis Harry Matthews Sandra Rawstorne Scott Spilsbury Lisa Conran
Elected Representatives	Terry Jones Gareth Philips Scott Roberts
Co-opted Representatives	Ian Jeffrey (Quartermaster)

Treasurer Report

We have had an interesting year and have been affected financially by the Coronavirus Pandemic. As an executive, we decided to reduce subs in order to support the financial burden on our families. This halved our monthly income. In addition, we were unable to hold any fundraising events or water activity days and yet still had all the regular outgoings and insurances to pay.

Fortunately, because of previous fundraising activities, a number of COVID-relief grants from local and national government, and the receipt of Gift Aid from HMRC, we have raised sufficient funds to keep the group solvent during an exceedingly difficult period. However, like all charities, we continuously need to fundraise to cover the many costs that are not covered by the subscription payments. Fundraising is essential and we will continue to explore different methods of doing this in order to further develop our group's offer to provide the best possible scouting to our young people.

We have a lot of equipment that continuously needs replacing, but this has all had to be put on hold over the past year. This includes:

- Costs involving building maintenance, the repair of Bowling Green Lane HQ and the Boathouse at Luton Hoo.
- Equipment repair and maintenance including boats, helmets, buoyancy aids.
- The regular replacement of other equipment, including catering equipment and tents.

By putting these things on hold, we have remained financially stable as a group.

With the ease of lockdown on the horizon, we are extremely excited to welcome all the children back and look forward to a long spring and summer with lots of activities at Luton Hoo and hopefully some much needed fundraising along the way.

I would like to thank all the parents, children and all the leaders and helpers for supporting the group over the past year, as without you all, we may not have had a group to come back too.

My thanks and best wishes to you all,

Jo Illsley
Group Treasurer

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Annual Accounts

The Trustees present their Annual Report together with the independently examined accounts for the twelve months ended 30 November 2020.

The Charity's accounts are prepared on a Receipts and Payments basis.

Objectives

The Purpose of 1st Luton Sea Scouts is to continue the work of the worldwide scouting movement which is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society and to provide them with water-based skills.

Activities and achievements

The charity carries out a number of activities in order to fulfil its charitable objectives. In particular, Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise

The main achievements during the year are considered to be:

- admiralty
- young people were selected for the jamboree
- A number of Chief Scouts Awards were gained across all sections
- Which demonstrates the balanced programme the charity is providing to include a number of nights away.

Covid-19

Many of the Groups standard activities were significantly affected during the 2020 year due to the COVID pandemic. All face-to-face activity was prohibited for much of the year, meaning that programme delivery happened largely virtually. The group continued to offer these sessions throughout this time, with whole group activities also offered on a number of occasions.

The pandemic also meant that many of the group's usual fundraising activities, such as the County Water Activity Days, were not able to take place. This had a large impact on the group's ability to fundraise and led to a much lower income for the year. The impact of this on the group's accounts was minimised through a number of local government and charitable grants in addition to lower levels of expenditure in many areas, including the maintenance and provision of new equipment.

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Reserves

1st Luton Sea Scout Group holds reserves in accounts that earmark the use of those funds. The Group current account holds sufficient to cover the running costs for one year. The Group Development Fund account is used for developing the Group's Buildings. The Training Fund account is used to manage training revenues received and for making payments to coaches and instructors for our own Group training.

Surpluses are then transferred to the Equipment Fund. The Equipment Fund account is used to maintain and replaces boats and other relevant equipment.

The level of reserve for the Group Development fund and the Equipment fund will vary from year to year depending on planned scheduled or replacement expenditure required on repairing and replacing equipment and buildings over several years.

The Trustees consider that the level of reserves is appropriate in order to ensure that the charity is likely to be able to meet future costs, in particular in respect of equipment and site costs so that activities can continue. At the year end, the free reserves of the charity amounted to £124,972 (30 November 2019: £148,568).

The cash funds held at the year- end are slightly lower than one year's running costs but the trustees are monitoring cash and are taking steps to ensure sufficient reserves are held in future years.

All funds of the charity are unrestricted in nature. The charity has no designated or restricted funds.

Financial Review

The charity received income of £36,468 in the year (8 months to 30 November 2019: £72,043) and incurred expenditure of £46,362 (8 months to 30 November 2019: £43,525). This included £400 of expenditure to purchase fixed assets (8 months to 30 November 2019: £11,112) and £19,313 on repairs and renewals of buildings and equipment (8 months to 30 November 2019: £4,341). The net decrease in cash for the year was £9,894 (8 months to 30 November 2019: net increase was £28,518).

At the year end, the charity held cash of £44,723 and tangible fixed assets comprising boating and other equipment of £80,248. This means that the total assets of the charity at the year-end stood at £124,972.

Governing Document

Policy, Organisation and Rules (POR) defines the structure of Scouting in the United Kingdom, the Channel Islands and the Isle of Man and provides information about its management and training.

The Scout Association is a national charity and exists by authority of a Royal Charter granted in 1912 and supplemented by further charters granted by King George V and Queen Elizabeth II. It was founded in 1907. With a membership of over 618,000 young people and adult leaders, it is the largest co-educational youth movement in the UK.

Scouting activity is delivered through around 8,000 community-based Scout Groups nationwide (all independent charities in their own right).

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Trustees

The trustees of the group are appointed at the Annual General Meeting in line with the rules and requirements of the Scout Association.

The Group Scout Leader appoints the Chairman. The Secretary and Treasurer are automatically appointed.

Public Benefit

We are the UK's biggest mixed youth organisation. We change lives by offering 6 to 25-year-olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in communities and teach them about good citizenship. Scouts helps children and young adults reach their full potential. Scouts develop skills including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.

The Trustees are aware of the Charity Commissions guidance on public benefit and consider that the charitable objects fall well within the public benefit guidelines. In setting the charitable objectives, the charity has given due regard to the Charity Commission's guidance on public benefit. The trustees also regularly monitor the skills available to them as a trustee body and aim to seek new trustees where additional skills are needed.

Signed on behalf of the Trustees

Mr Stephen Morris,
Chairman

Date: 10th March 2021

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Independent Examiner's Report to the Trustees of First Luton Sea Scout Group

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30 November 2020 which are set out on pages 7 to 8.

Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under section 145 of the 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 charity as required by section 130 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.

Stephen Monico FCA DChA Steve Monico Ltd
19 Goldington Road Bedford
MK40 3JY

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FIRST LUTON SEA SCOUT GROUP YEAR ENDED 30 NOVEMBER 2020

RECEIPTS AND PAYMENTS ACCOUNT

	Unrestricted funds		Unrestricted funds	
	30 Nov 2020	30 Nov 2020	30 Nov 2019	30 Nov 2019
	Year	Year	8 months	8 months
	£	£	£	£
RECEIPTS				
Subscriptions		14,881		13,837
Grants		14,825		16,328
Gift Aid		-		4,100
Donations		-		13,165
Sundry income		569		361
Fundraising		4,370		10,729
Camp and trip deposits		5		10,201
Activity income and swimming fees		1,620		1,771
Leisurewear and uniform sales		198		846
Training and course fees		-		705
Total receipts		36,468		72,043
PAYMENTS				
Membership fees	5,290		-	
Camp expenses and site fees	100		5,995	
Activity, trip and boat expenses	1,967		5,459	
Catering costs	294		3,031	
Cleaning costs	293		288	
Accountancy fees	840		897	
Legal fees	-		511	
Electricity	771		562	
Equipment	893		463	
Fundraising costs	3,585		553	
Insurance	5,202		2,836	
Leisurewear, uniforms and badges	764		1,625	
Rates and water	125		46	
Repairs and maintenance	19,313		4,341	
Sundry expenses	897		937	
Swimming pool and lifeguard costs	1,020		3,570	
Training and course costs	354		1,217	
Stationery	64		82	
Computer costs	4,190		-	
Subtotal		45,962		32,413
Purchases of assets		400		11,112
Total payments		46,362		43,525
Net of receipts and payments		(9,894)		28,518
CASH FUNDS AT LAST YEAR END		54,617		26,099
CASH FUNDS AT THIS YEAR END		44,723		54,617

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FIRST LUTON SEA SCOUT GROUP YEAR ENDED 30 NOVEMBER 2020

STATEMENT OF ASSETS AND LIABILITIES AS AT 30 NOVEMBER 2020

	30 Nov 2020 £	30 Nov 2019 £
ASSETS		
Cash funds		
Beavers and Cubs account	275	894
Equipment fund account	1,339	9
Group account	8,655	9,306
Group Development account (Hoo fund)	34,191	43,351
Scout Troop account	50	1,004
Training account	213	53
Total cash funds	44,723	54,617
Assets retained for the charity's own use		
Stock of leisurewear	-	-
Boats and boating equipment	48,038	56,514
Other equipment	32,211	37,437
Total assets retained for the charity's own use	80,249	93,951
TOTAL ASSETS	124,972	148,568
LIABILITIES	-	-
EXCESS OF ASSETS OVER LIABILITIES	124,972	148,568

All assets relate to unrestricted funds.

Signed on behalf of the Trustees
Mr Stephen Morris, Chairman
Date:

Minutes of 2019 AGM

**First Luton Sea Scout Group
Annual General Meeting
of the
Group Council at the HQ. Bowling Green Lane
Wednesday 11th March 2020**

The Chairman, Steve Morris, welcomed everyone to the meeting.
There were 14 in attendance and their names are shown on the attached list.

1. Apologies for Absence:

Apologies were received from:
Nicky Marshall & Harry Matthews (2)

2. Minutes of the previous AGM held on 3rd July 2019:

The minutes of the previous AGM held on 3rd July 2019 had been distributed before the meeting.
They were approved and signed by the Chairman.

3. Matters Arising:

There were no matters arising from the minutes.

4. Reports:

GSL: An annual report had been circulated before the meeting and this included the Group accounts and minutes of the 2019 AGM.

The GSL also made a presentation of the Group Development Plan for 2020, copies of which were given to the meeting. The presentation included both a review of the previous plan and the plan for 2020.

Chairman: The Chairman thanked the adult members of the Group who provide an active programme of Scouting to the young members of the Group and also the Young Leaders (YL's). He would like to have more parental involvement in Group activities.

5. Revised Group Accounting Period-December to November:

The Group now has a new accounting period and this started on 1st December 2019 and will end on 30th November 2020. This means that the previous accounting period was one of only eight months.

6. Presentation of Annual Accounts:

The Annual Accounts, which had been approved by the Group Executive on 20th February 2019, were distributed before the meeting.
There were no questions and the accounts were duly adopted.

7. Appointment of Auditors 2019/2020:

It was proposed by Jo Illsley and seconded by Allan Maher that Steve Monico Ltd. of Bedford continue as Group Auditors for the current accounting period (1/12/19 to 30/11/19)
The proposal was unanimously adopted.

8. Nomination of Group Chairman by GSL:

The GSL nominated Steve Morris to be Group Chairman for the coming year.
The nomination was approved.

9. Election of Group Officers:

There was no need to hold an election as there were no new nominations.
This means that Jo Illsley will remain as Group Treasurer and Paddy Higgins will remain as Group Secretary.
Both will be ex-officio members of the Group Executive.

10. Group Executive:

The Section Leaders, Helen Ayres (Beavers), Nicky Marshall (Cubs) and Philip Jeffrey (Scouts) have opted to be members of the Group Executive.

Nominated by the GSL are:

Sandra Rawstorne:	Harry Matthews:
Scott Spilsbury:	Rhys Lewis

Elected Members:

There was not a need to hold an election:	
Lisa Conran:	Gareth Philips:
Terry Jones:	Scott Roberts:

Co-opted Members:

Ian Jeffrey (Quartermaster)

Total membership of the Group Executive will be 16 including the Chairman & GSL.
Further members will be co-opted by the Executive as required.

11. Any Notified Other Business:

There were no notified items of AOB.

The meeting closed at 8.15 pm