

# 9TH AYLESBURY SCOUT GROUP

England & Wales - Charity number 300652

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1963-06-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 8 Hastoe Park  
Aylesbury  
Buckinghamshire  
HP20 2AD

**Phone** 07800725840

**Email** [jackie.richards68@btinternet.com](mailto:jackie.richards68@btinternet.com)

## Activities

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**Objects:** 9TH AYLESBURY BOY SCOUT GROUP

**Activities:** Scout Group offering scouting activities to young people

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training, Amateur Sport
- **Who:** Children/young People

## Geography

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- **Area of benefit:** AYLESBURY
- Buckinghamshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£27,099	£36,694	-	-
2024-03-31	£25,929	£20,395	-	-
2023-03-31	£16,885	£16,877	-	-
2022-03-31	£21,032	£10,272	-	-
2021-03-31	£27,899	£8,617	-	-

## Trustees

Name	Role	Appointed
<b>Paul James Sypko</b>	Chair	2019-06-26
Allyson Louise Leaver		2024-07-17
Ayse Kongur		2023-07-17
JACQUELINE RICHARDS		2015-08-01
Kelvin Charles Leaver		2017-06-16
Paul Terence Biswell		2019-06-26
SUSAN JANE BISWELL		2017-06-16

**9TH AYLESBURY SCOUT GROUP**

England & Wales - Charity number 300652

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# Accounts

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# 9th Aylesbury Scout Group Annual General Meeting 2025

Held at our 9th Aylesbury HQ at 7.00  
p.m. on Wednesday 25th June 2025

Volunteering is easier than you think.  
With full support and training, you can  
volunteer on a flexible basis.

[9thaylesburyscoutgroup@gmail.com](mailto:9thaylesburyscoutgroup@gmail.com)



  
**Scouts**

  
**Scouts**  
9th Aylesbury

# **9th AYLESBURY SCOUT COUNCIL**

## **Annual General Meeting**

Wednesday

25th June 2025 at 7.00p.m.

at the 9<sup>th</sup> Aylesbury Scout Headquarters Oakfield Road

## **AGENDA**

- 1. Introduction and welcome**
- 2. Apologies for absence**
- 3. Governance topics**
  - a. Approve the minutes of the Annual General Meeting held on 26 June 2024
  - b. Note the Group's financial year
  - c. Agree the number of members that may be appointed to the Trustee Board
  - d. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)
- 4. Review of the previous year**
  - a. The Group Lead Volunteer's review of Scouts during the past 12 months in the 9<sup>th</sup> Aylesbury Scout Group
  - b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
- 5. Making appointments**
  - a. Appoint the Scrutineer
- 6. Closing remarks**

# Minutes of 9th Aylesbury Scout Group

## Annual General Meeting

Held at 9<sup>th</sup> Aylesbury Scout Headquarters  
Monday 26 June 2024 at 7.00pm

Present:

### Current Trustee Board Members:

[Paul Sypko \(Chair\)](#)

[Kelvin Leaver \(GLV\)](#)

[Ayse Kongur Hunter-Watts](#)

[Jackie Richards \(Treasurer\)](#)

[Paul Biswell \(Facilities Manager\)](#)

[Dave Rayner \(Beaver Sectional Leader\)](#)

[Sue Biswell \(Administrator\)](#)

### Other Attendees

[Murray Dobbie \(District](#)

[Commissioner\)](#)

[Nick Mutasa](#)

[James Remmington](#)

[Mai-Sand Ayres](#)

[Hazel Loader](#)

[James Loader](#)

[Lovita Furtado](#)

[Belinda Twissell](#)

[Kristina Anastasova](#)

### Other Attendees (Cont)

[Oli Baron](#)

[Dipa Patel](#)

[Rakesh Patel](#)

[Jeewantin Mutukumarana](#)

[Iain Burnett](#)

[Allyson Leaver \(Cub Sectional Leader\)](#)

[Catherine Mannion \(Cub Sectional Leader\)](#)

[Lee Elliott \(Cub Sectional Leader\)](#)

### **1. Introduction and welcome**

Paul Sypko (Chair) opened the meeting and thanked everyone for attending.

### **2. Apologies for absence**

Apologies were received from: Chris Harper (District Chair), Ruth Target, Louisa E Whidborne, Cara Underwood, Sarah Davis, Jen Staszewski and Alison Hall.

### **3. Governance topics**

The Chair explained this part of the meeting was to make sure the charity's foundations are in good order.

#### **3a. Approve the minutes of the Annual General Meeting held on 17 July 2023**

The Group Trustee Board reviewed the minutes of the previous AGM held on 17 July 2023 at their meeting on 28 September 2023. By way of a reminder, given its particular importance, please note that the Group Scout Council, at the previous AGM in 2023, adopted the model constitution from Chapter 5 of Policy, Organisation and Rules in line with the recommendation from Scout Headquarters – and this decision is recorded in the minutes. I put forward these minutes are taken as read and ask the Group Scout Council to agree they're a true record of that meeting.

This was Seconded by Mai Sand Ayres and a show of hands was requested to approve the minutes. The minutes were approved.

#### **3b. Note the Group's financial year**

The Chair asked the Group Scout Council to note the charity's financial year as running from 1 April to 31 March.

# Minutes of 9th Aylesbury Scout Group

## Annual General Meeting

### **3c. Agree the number of members that may be appointed to the Trustee Board**

Following good practice recommendations from the Charity Governance Code, POR states Trustee Boards should have a minimum of 5, and no more than 12, Trustees in total. This includes ex officio and co-opted Trustees.

The Chair advised The Group Scout Council that they must agree the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommends that a maximum of 10 people are appointed. He proposed the Group Scout Council approves that recommendation.

This was Seconded by Iain Burnett and a show of hands approved this proposal

### **3d. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)**

The Group Scout Council must agree its quorum (this is the minimum number of Group Scout Council members that must be present at Group Scout Council meetings). The outgoing Trustee Board recommends the quorum should be set at 15 people.

This proposal was Seconded by James Loader and a show of hands approved the number.

## **4. Review of the previous year**

### **4a. The Group Lead Volunteer's review of Scouts in the 9<sup>th</sup> Aylesbury Group**

The Group Lead Volunteer (Kelvin Leaver)'s review of Scouting in the 9<sup>th</sup> Aylesbury Scout Group is detailed in the AGM booklet.

Kelvin explained that he had a very good Leader Team and this has helped offer the young members lots of activities and experiences, like Nights Away, etc. and many of the young people achieve top awards in their sections. He thanked them all for their hard work.

The Chair also added his thanks for the time and effort put in by all the Leadership team, along with others involved 'behind the scenes'.

### **4b. Receive and consider the Annual Report of the Group Trustee Board including the annual Statement of Accounts**

The Chair advised 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. These documents are detailed in the AGM booklet.

The Group Treasurer (Jackie Richards) explained that our bank balance was looking very healthy at present as we had benefitted from grants in previous years.

There were no questions raised regarding the accounts

The Chair thanked Jackie for her hard work.

# Minutes of 9th Aylesbury Scout Group Annual General Meeting

## 5. Making appointments

The Chair explained we use this part of the meeting to organise the setup of the charity until the next AGM and we need to appoint a Trustee Board to oversee good governance for the charity over the next year.

### **5a. Appoint the Group Chair, following recommendations from the open selection process initiated by the Group Trustee Board**

At this point, the Chair stood down from his role and handed the chairmanship of the meeting over to the Group Lead Volunteer.

The Group Lead Volunteer explained the open selection process agreed by the Trustee Board and following this, he recommends to the Group Scout Council that Paul Sytko should be (re)-appointed as Group Chair. A show of hands approved the recommendation of Paul as Chair.

### **5b. Appoint the Group Treasurer, following recommendations from the open selection process initiated by the Group Trustee Board**

The Chair explained the open selection process agreed by the Trustee Board and the recommendation to the Group Scout Council was that Jackie Richards should be appointed as Group Treasurer. A show of hands approved the recommendation of Jackie as Group Treasurer.

### **5c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board**

The Chair explained that following the open selection process agreed by the Trustee Board, the recommendation to the Group Scout Council was that Sue Biswell, Paul Biswell, Dave Rayner, Ayse Hunter-Watts and Allyson Leaver should be appointed as members of the Group Trustee Board. A show of hands approved these recommendations.

The Chair advised the Group Scout Council that Stuart Millward, who was a Trustee Board Member since the previous AGM, would no longer be standing. He went on to thank him and all the Trustee Board Members for their work during the year.

### **5d. Appoint the Scrutineer**

The Chair advised the Group Scout Council that Helen Calcutt was proposed for the role of Scrutineer by the outgoing Trustee Board, and confirms that she is qualified for the role. It was noted that Helen had very recently got married and her married name is now Helen Green. (Congratulations to Helen and her husband). A show of hands approved Helen Green's appointment as Scrutineer.

## 6. Closing remarks

Murray Dobbie (District Commissioner) thanked the Trustee Board and Leaders for what they do for the Group.

# Minutes of 9th Aylesbury Scout Group Annual General Meeting

Another parent added his thanks, stating that he thought the Leadership Team at the Group were exceptional. Further comments were made regarding how many of the volunteers had helped the Group for years, and no one should be worried about how much or how little they could offer. Many hands make it easier for all - this is why it has been decided to re-introduce the Parent-Rota to some of the sections. A little offer of time can make a big difference ..... and you may realise how much you enjoy the experience!

The Group Lead Volunteer presented Jason, Assistant Scout Leader with his 5 Year Award Certificate, Well done Jason.

The Chair thanked everyone again for attending and advised refreshments were available in the garden.

The meeting closed at 19.30.

## **Chair's Report**

It is my privilege to present the Chair's Report for the 9th Aylesbury Scout Group's Annual Report. This has been a year of exceptional progress and achievement, marked by key milestones that will shape the future of our Group for many years to come.

One of the most significant highlights was securing the freehold of our Oakfield HQ. This is a landmark moment, ensuring that we have a permanent home to support the activities and opportunities we offer to young people, now and for generations to come.

This, of course, complements and underpins the broad, engaging and excellent programme of activities that have been delivered throughout the year for all of our Beavers, Cubs and Scouts. More about this is provided in the Group Lead Volunteer's report.

None of this would have been possible without the dedication and hard work of our incredible volunteers. From leading activities and supporting events to handling vital administrative tasks, every contribution makes a real difference. A heartfelt thank you goes to all our adult volunteers and section leaders for the time, effort, and enthusiasm they bring to the Group. In particular, I want to express special gratitude to our Group Lead Volunteer for his unwavering dedication and the immense amount he does to ensure the success of the 9th Aylesbury Scout Group.

Our trustees also play an essential role, working diligently behind the scenes to support the Group's operations and ensure we remain on a strong foundation. Their efforts, alongside those of our other volunteers, allow us to continue growing and offering young people a truly enriching experience.

As we look ahead, we always need more adult volunteers to support our work. Whether it's helping occasionally as a parent volunteer, taking on a more regular role in leading activities, or joining as a trustee, there are many ways to get involved. Every contribution, big or small, helps us to continue delivering life-changing opportunities for our young members.

Thank you to everyone who has contributed to the success of the 9th Aylesbury Scout Group this year. Your dedication and teamwork ensure we continue to thrive and provide a welcoming, supportive space for young people to grow and achieve.

Paul Sytko  
Chair, 9th Aylesbury Scout Group



# Scouts

9th Aylesbury Scout  
Group



## Volunteering goes both ways.

## It's good for them, and it's good for you.

[scouts.org.uk/volunteer](https://scouts.org.uk/volunteer)

**#GoodForYou**

We all want young people to have the chance to dream big, give it a go, and build skills for life.

But it's not just the young people who benefit from Scouts.

Volunteering is good for boosting your wellbeing, developing CV-friendly skills, making friends and building memories.

Whether you want to support young people directly, or if you're more comfortable helping behind the scenes or planning an adventure from the sidelines, we've got space for you.

**Contact:**

[9thaylesburyscoutgroup@gmail.com](mailto:9thaylesburyscoutgroup@gmail.com)



## 9th Aylesbury Treasurers Report 2024-2025

We have again this Financial Year End continued to maintain a strong financial position which in turn will bode well in enabling us to look at projects to future proof our HQ and make necessary adaptations and refurbishments which we are aware are much needed and will endeavour to gain additional funding via a Grant. We are also mindful of the funding for ongoing expenses such as the general upkeep and running of the HQ along with replacement equipment as and when required.

The monthly subscriptions are currently £12.50 and have not been reviewed or changed since September 2016 so after careful consideration this will be increasing to **£13.50 per month with effect from September 2025**. Please note subscriptions are due by the 9<sup>th</sup> of each month via regular standing order or bank transfer and we would ask that you contact your bank in order to change the amount payable accordingly.

Annually we apply to the HMRC for Gift Aid against the subscriptions we receive from those of you who have signed up for Gift Aid (which is at NO additional cost to yourselves). This enables us to gain additional income and last year we claimed back £2273 for which we are very grateful and it does make a significant difference to our Group so please consider completing a form or let us know if you are unable to Gift Aid and I will remove you from my chase up list. For more information please ask.

We are also still always looking for new supporters through the Vale Lottery which enables you to support us here at the 9<sup>th</sup>, whilst being in with a chance of winning some funding for yourselves! If you would like more information please visit our page on their website: [www.valelottery.co.uk/support/9th-aylesbury-scout-group](http://www.valelottery.co.uk/support/9th-aylesbury-scout-group).

We would like to take this opportunity to thank you for your continued support and prompt subscription payments.

Kind regards

**Jackie Richards - Group Treasurer**

## 9th AYLESBURY SCOUT GROUP

### FINANCIAL STATEMENT Prepared on 1 April 2025 Figures Calculated up to and including 31 March 2025

Receipts			Payments		
Budget £	<b>MEMBERSHIP SUBSCRIPTIONS</b>		Budget £	<b>PREMISES</b>	
	Total Subs To Date(from above)	14877.50		Gas	1620.42
	Member Subs to HQ	-6240.00		Cleaning	0.00
				Refuse Collection	192.50
					0.00
	<b>Membership Sub Total</b>	8637.50		Electricity	1599.61
				Oakfield Road Ground Rent	78.08
				Water Charges	380.64
				Building Insurance	1842.20
				Annual Maintenance Contracts	413.04
				Cleaning/Premises Supplies	247.21
				Repairs and Renewals	1024.16
				Oakfield Road Lease Purchase	14023.60
				<b>Premises Sub Total</b>	21421.46
				<b>YOUTH PROGRAMME</b>	
	Scouting Activities	5337.00		Scouting Activities	5816.70
				Paid To Sections	1259.00
				<b>Youth Programme Sub Total</b>	7075.70
	<b>MISC INCOME</b>			<b>MISC PAYMENTS</b>	
	Badges Etc	0.00		Badges Etc	529.00
	Uniforms	0.00		Uniforms	274.40
	Admin Items	0.00		Admin Items	202.33
	Equipment	0.00		Equipment	821.93
	AGM	0.00		AGM	29.20
	Compensation	0.00			0.00
	Gift Aid	2273.67		Training	20.00
	Donations	67.00		Special	80.00
	Fundraising	171.50		Fundraising	0.00
	Grants	0.00		Grants	0.00
	<b>Misc Receipts Sub Total</b>	2512.17		<b>Misc Payments Sub Total</b>	1956.86
	<b>INVESTMENT INCOME RECEIVED</b>				
	Bank interest	571.87			
	<b>TOTAL RECEIPTS FOR THE YEAR</b>	20858.54		<b>TOTAL PAYMENTS FOR THE YEAR</b>	30454.02

Total receipts for the year	20858.54
Total payments for the year	30,454.02
Net receipts (payments) for the year	- 9,595.48
Cash, bank and similar funds brought forward	60075.29 ✓
Cash, bank and similar funds carried forward	50479.81

CURRENT ASSETS	
Bank Current Account(s)	2274.01
Bank Deposit Account(s)	48205.80 *
	+ £25
<b>Total Bank accounts/Cash</b>	50479.81

**TREASURER NOTES:**

Difference	$\begin{array}{r} 48180.80 \\ - 2274.01 \\ \hline 50454.81 \end{array}$	0.00
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**9th Aylesbury Scout Group (Charity No. 300652)**  
**Receipts and payments account**

	Year start date	Year end date
For the year from	01/04/2024	31/03/2025

**Receipts and payments**

	2023/24 Unrestricted funds £	2024/25 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	13,132	14,878
Donations	53	67
Legacies	-	-
Gift Aid	1,823	2,274
Other similar income (Compensation)	30	-
<b>Sub total</b>	<b>15,037</b>	<b>17,218</b>
<b>Grants</b>		
Maintenence grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising events (gross)</b>		
Detail 1 Misc	138	172
Detail 2 Scouting Activities	6,647	5,337
Detail 3 Badges/Scarves Receipts	11	-
Other fundraising activities	-	-
<b>Sub total</b>	<b>6,796</b>	<b>5,509</b>
<b>Scout hut income</b>		
Hire of building	3,525	3,800
Hire of equipment	-	-
Other Scout hut income	-	-
<b>Sub total</b>	<b>3,525</b>	<b>3,800</b>
<b>Investment income</b>		
Bank interest	571	572
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
<b>Sub total</b>	<b>571</b>	<b>572</b>
<b>Total Gross Income</b>	<b>25,929</b>	<b>27,099</b>
Asset and investment sales, etc.	-	-
<b>Total receipts</b>	<b>25,929</b>	<b>27,099</b>

+25-?

**9th Aylesbury Scout Group (Charity No. 300652)**  
**Receipts and payments account**

	<small>Year start date</small>		<small>Year end date</small>
For the year from	01/04/2024	To	31/03/2025

**Receipts and payments**

	2023/24 Unrestricted funds £	2024/25 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Membership subscriptions paid on (National/County/Area/District)	4,154	6,240
Youth programme and activities	6,544	7,076
Adult support and training	260	20
Rent	300	78
Water and Sewerage	543	381
Electricity and Gas	2,973	3,220
Insurance	1,664	1,842
Repairs and Renewals	1,988	1,877
Materials and equipment	615	822
Printing and photocopying	212	202
Contribution to camp costs	-	-
Uniforms	383	274
AGM and trustee expenses	-	29
Other costs detail 1 Badges	684	529
Other costs detail 2 Special	75	80
Other costs detail 3 Purchase of Oakfield Road Lease	-	14,024
<b>Sub total</b>	<b>20,395</b>	<b>36,694</b>
<b>Fundraising expenses</b>		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>20,395</b>	<b>36,694</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>20,395</b>	<b>36,694</b>
<b>Net of receipts/(payments)</b>	<b>5,533</b>	<b>9,595</b>
<b>Cash funds last year end (Total Balance in Bank)</b>	<b>54,542</b>	<b>60,075</b>
<b>Cash funds this year end</b>	<b>60,075</b>	<b>50,480</b>

# 9th Aylesbury Scout Group (Charity No. 300652)

## Receipts and payments account

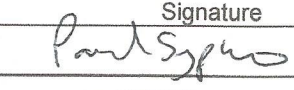
	Year start date	Year end date
For the year from	01/04/2024	31/03/2025

### Statement of assets and liabilities at the end of the year

	31/03/2024	31/03/2025
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	2,168	2,274
Bank deposit account	57,907	48,206
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	60,075	50,480
(agree balances with receipts and payments account)	ok	ok
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	-	-
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	-	-
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	-	-
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	-	-
<b>Total net assets</b>	60,075	50,480

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on **date TBC** (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature



Print Name

Paul Sypko - Chair

Jackie Richards - Treasurer

# Template for the scrutineer's report to the trustees

## Scrutineer's Report to the Trustees of the 9<sup>th</sup> Aylesbury Scout Group Scout Council

I report on the accounts of the Group/District for the year ended ..... 31<sup>ST</sup> MARCH 2025 .....

### 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 ..... 1 ..... to ..... 4 .....

### Scrutineer's Statement

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

Name: HELEN CALCUTT .....

Address: .....  
.....  
.....  
.....

BLANKED/  
REDACTED  
FOR PRIVACY

Date: 24-3-2025 .....

\* additional credit £25.00 on 31-3-25 ∴ current balance on deposit account is £48180.80

# Trustees' Annual Report

For the period

From (start date) 

0	1	0	4	2	4
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 to end date 

3	1	0	3	2	5
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## Section A Reference and administration details

Charity name 

N	I	N	T	H	A	Y	L	E	S	B	U	R	Y	S	C	O	U	T	G	R	O	U	P
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Other names the charity is known by 

9	t	h	A	Y	L	E	S	B	U	R	Y	S	C	O	U	T	G	R	O	U	P
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Registered charity number (if any) 

3	0	0	6	5	2
---	---	---	---	---	---

HQ registration number 

				2	8	4	9	5
--	--	--	--	---	---	---	---	---

Charity's principal address 

Mrs J Richards											
8 Hastoe Park											
AYLESBURY											
Postcode			H	P	2	0	2	A	D		

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Paul James Sypko	Chair	
2	Kelvin Charles Leaver	Group Lead Volunteer	
3	Jacqueline Richards	Treasurer	
4	Paul Terence Biswell		
5	Susan Jane Biswell		
6	Ayşe Kongur		
7	Allyson Leaver		26/06/2024 onwards
8	Dave Rayner		To 3/02/25
9			
10			
11			
12			

Names and addresses of advisers

Type of advisor	Name	Address

**Section B****Structure, governance and management**

Description of the charity's trusts

Type of governing document

The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association. We also have a 'Terms of Reference' document.

How the charity is constituted

The Group is a trust established under its rules which are common to all Scouts.

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Policies and procedures adopted for:

a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them

The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Trustee Board consists of the Chair, Treasurer and 5 Trustees (including 1 Ex Officio Trustees), and meets approximately every 2 months.

Members of the Trustee Board complete 'Being a Scouts Trustee' learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

Section B	Structure, governance and management (continued)
	<p><b>Risk and Internal Control</b></p> <p>The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss.</p> <p>Organisational risks are reviewed and discussed at regular meetings of the trustee board. Financial controls include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.</p>
Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p><b>The Purpose of Scouting</b></p> <p>Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b></p> <p>As Scouts we are guided by these values:</p> <p><b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.</p> <p><b>Respect</b> - We have self-respect and respect for others.</p> <p><b>Care</b> - We support others and take care of the world in which we live.</p> <p><b>Belief</b> - We explore our faiths, beliefs and attitudes.</p> <p><b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b></p> <p>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> <li>- enjoy what they are doing and have fun</li> <li>- take part in activities indoors and outdoors</li> <li>- learn by doing</li> <li>- share in spiritual reflection</li> <li>- take responsibility and make choices</li> <li>- undertake new and challenging activities</li> <li>- make and live by their Promise.</li> </ul>

Summary of the main activities in relation to these objects

The Leaders continue to provide excellent and varied experiences for the young people of the Group.

Additional details of the objectives and activities

- policy on grant making;
- contribution made by volunteers;
- policy on investments.

In view of the recent purchase of the land on which the 9th Aylesbury Scout Group Headquarters building sits, the Trustee Board will be pursuing some financial grants to enable improvements to the premises.

Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

Successfully purchasing the land on which the HQ stands. This mean we no longer have to negotiate a lease (and risk not securing one) and ensures Scouting can continue at the 9th Aylesbury HQ for generations to come.

**Reserves Policy**

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to 18 months running costs, circa £15000.

The Group's bank balance is healthy at present and a large amount of these funds came about by the grants previously received. During this financial year, we have completed the purchase of the land (on which the building sits) so we will start looking at ways to improve the premises and surrounding land for the current generation and those to come. It is likely that some of the improvements will draw on the reserves.

**Investment Policy**

In view of the recent purchase of the land and forthcoming expenses, the Group Trustees do not wish to invest their current funds in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in 'cash' using only mainstream banks or building societies.

**Gift Aid Scheme**

The Group operates a Gift Aid Scheme and during this financial year, applied for and received a total of **£2273** from HMRC for the previous financial year. If you belong to this scheme, we thank you for your support. If you do not but are a UK tax payer, please consider joining the scheme. To do so, simply talk to one of the Leaders, the Treasurer or Trustee Board members, as if you join, our funds can be increased with no cost to yourselves.

**Section F****Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)

We are looking to start a Squirrel section (for 4 - 6 year olds) in the near future, but this is dependent on finding more volunteers to assist the Group.

We have supportive parents in some sections and are looking to do similar for all our other sections

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

**REDACTED**

Full name(s)

Paul James Sypko

Susan Jane Biswell

Position (e.g. Secretary, Chair)

Chair

Trustee

Date

2 0 0 6 2 5

**9TH AYLESBURY SCOUT GROUP**

England & Wales - Charity number 300652

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# Accounts

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# 9th Aylesbury Scout Group Annual General Meeting 2024

26th June 7pm at Scout HQ



# Let's talk! Join us at our AGM

We're holding our annual general meeting this year on Thursday 26 June at 7pm.

All parents, Scouts and volunteers are invited to join us and reflect on some brilliant moments from the year.

Put your skills to use, learn new ones, and contribute to an amazing life-experience for you and your local community.

Volunteering is easier than you think. With full support and training, you can volunteer on a flexible basis.

[scouts.org.uk/join](https://scouts.org.uk/join)  
**#SkillsForLife**



**Scouts**

9th Aylesbury

**9<sup>th</sup> AYLESBURY SCOUT COUNCIL**  
Annual General Meeting

26 June 2024  
9<sup>th</sup> Aylesbury Scout HQ, Oakfield Road

**AGENDA**

- 1. Introduction and welcome**
- 2. Apologies for absence**
- 3. Governance topics**
  - a. Approve the minutes of the Annual General Meeting held on 17 July 2023
  - b. Note the Group's financial year
  - c. Agree the number of members that may be appointed to the Trustee Board
  - d. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)
- 4. Review of the previous year**
  - a. The Group Lead Volunteer's review of Scouting in the 9<sup>th</sup> Aylesbury Group
  - b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
- 5. Making appointments**
  - a. Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board
  - b. Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board
  - c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
  - d. Appoint the Scrutineer
- 6. Closing remarks**

# Minutes of 9th Aylesbury Scout Group Annual General Meeting

Held at 9<sup>th</sup> Aylesbury Scout Headquarters

Monday 17 July 2023 at 7.00pm

Present: Kelvin Leaver (GSL)                      Paul Sypko (Parent Rep.)                      Parents:  
          Sue Biswell (Administrator)              Dave Rayner (Parent Rep.)                      Ayse Kongur Hunter-Watts  
          Jackie Richards (Treasurer)              Dave Yates (Scout Sectional Leader)              Hannah Burnett  
          Paul Biswell (Facilities Manager)              Abi Bailey (Beaver Sectional Leader)              plus other parents  
          Nick Cornwell (Quartermaster)              Vicky Dodds (Secretary)  
          Stuart Milward (Parent Rep.)              Allyson Leaver (Cub Sectional Leader)  
          Claire Snowden (Cub Leader)              Kate Christensen (Training Manager)  
          Murray Dobbie (District Commissioner)

## Agenda Item

1.	<p><b><u>Introduction &amp; Welcome</u></b></p> <p>Sue Biswell (Administrator) welcomed everyone to the meeting and thanked them for their attendance. Sue introduced District Commissioner Murray Dobbie and Training Manager Kate Christensen, and notified all attendees of the fire escape routes. Kelvin Leaver (GSL) confirmed he will be presenting the meeting in the absence of the Chair, and with 25 attendees which fulfilled the required quorate, the meeting commenced.</p> <p>Kelvin Leaver (GSL) presented a County Commissioners Commendation to Cub Olivia, for her work with the Wombles Group and her fundraising efforts.</p>
2.	<p><b><u>Apologies for absence</u></b></p> <p>Apologies received from Phil Minett (Chair), George Perry (Scout Leader) and parents Louisa Whidbourne, Yelena Dedjula, Belinda Twissell, Carl Wilson and Chloe Wilson. Kelvin Leaver (GSL) explained that Phil is standing down as the Chair.</p>
3.	<p><b><u>Minutes from 2022 AGM</u></b></p> <p>The minutes of the AGM held on 30 June 2022 have been reviewed by the Group Executive Committee (and a copy has been circulated in the Annual Report booklet). Sue Biswell (Administrator) proposed that the minutes are taken as read and asked the Group Scout Council to agree that they are a true record of that meeting. Proposal seconded by Nick Cornwell (Quartermaster) and no objections were raised. Minutes approved and no questions raised on the reports contained within the AGM booklet.</p>
4.	<p><b><u>Governance Topics</u></b></p> <p>Sue Biswell (Administrator) confirmed that the Executive Committee has carried out all the required duties over the past year and members were registered as Trustees. The Scout Association has changed the terminology and going forward the Executive Committee will now be called the Trustee Board.</p> <p>Kelvin Leaver (GSL) stated this part of the meeting is necessary to make sure that the charity's foundations are in good order.</p> <p>4.a. <b><u>To adopt the model constitution from Policy, Organisation and Rules</u></b>          In line with the recommendation from Scout Headquarters, Sue Biswell (Administrator) proposed that we adopt the model constitution from The Scout Association's Policy, Organisation and Rules, section 5.4 as our Constitution. Proposal seconded by Dave Rayner (Parent Rep.) and no objections were raised. Constitution therefore formally adopted.</p> <p>4.b. <b><u>Note the Group's financial year</u></b>          The Group's financial year runs from 1 April to 31 March.</p>

# Minutes of 9th Aylesbury Scout Group Annual General Meeting

4.c	<p><u>Agree the number of members that may be elected to the Trustee Board</u> Kelvin Leaver (GSL) advised the Group Scout Council must agree the number of people that can be elected to the Trustee Board. The recommendation from the outgoing Executive Committee is that 5 (five) people can be elected. Kelvin Leaver (GSL) proposed that the Group Scout Council approves that recommendation. Proposal seconded by Hannah Burnett and no objections were raised. Approved.</p>
4.d	<p><u>Agree the quorum for each of the Group Scout Council (including this AGM), for meetings of the Group Trustee Board and for meetings of any sub-committees</u> Kelvin Leaver (GSL) advised 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 Executive Committee is that the quorum should be set at 15 persons. Kelvin Leaver (GSL) proposed that the Group Scout Council approves that recommendation. Proposal seconded by Ayse Kongur Hunter-Watts.</p> <p>Allyson Leaver (Cub Sectional Leader) challenged as to whether the number could be reduced in case we can't get a minimum of 15 attendees, and made a second proposal that the quorum is 10. Paul Biswell proposed that due to the latest changes from the Scout Association, the quorum stays at 15 and is reviewed again later in the year. Murray Dobbie (District Commissioner) agreed and this second proposal was rejected. No further objections raised and the proposal for a quorum of 15 was approved.</p> <p>Kelvin Leaver (GSL) advised the Group Scout Council must agree at its AGM the quorum for each meeting of the Trustee Board. The recommendation from the outgoing Executive Committee is that the quorum should be set at 5 (five) members, one of whom must be either the GSL or the Chair. Kelvin Leaver (GSL) proposed that the Group Scout Council approves that recommendation. Proposal seconded by Claire Snowden and no objections were raised. Quorum of 5 (five) was approved.</p> <p>Kelvin Leaver (GSL) advised the Group Scout Council must agree at its AGM the quorum for each meeting of any sub-committee. The recommendation from the outgoing Executive Committee is that the quorum should be set at 5 (five) members. Kelvin Leaver (GSL) proposed that the Group Scout Council approves that recommendation. Proposal seconded by Allyson Leaver (Cub Sectional Leader) and no objections were raised. Quorum of 5 (five) was approved.</p>
5.	<p><b><u>Review of the previous year</u></b> Kelvin Leaver's (GSL) review of scouting in the 9<sup>th</sup> Aylesbury Group is in the AGM booklet and shows how much work the leaders do.</p> <p>The Group Scout Council are to consider the Annual Report of the outgoing Executive Committee including the annual Statement of Accounts.</p> <p>Kelvin Leaver (GSL) thanked the Executive Committee for their work over the past year, especially to Phil Minett who is standing down as Chair and Vicky Dodds who is standing down as Secretary, and the Committee formally stood down.</p>
6.	<p><b><u>Appointments</u></b> <u>Group Chair:</u> Kelvin Leaver (GSL) seeks approval from the Group Scout Council for his nomination of Paul Sypko as Chair of the Trustee Board for the coming year. There being no objections to this nomination, Paul was duly elected as Chair for the coming year and took over the meeting.</p> <p><u>Group Secretary:</u> This role is vacant. Kelvin Leaver (GSL) confirmed the role involves taking minutes of the Trustee Board meetings and dealing with correspondence. No volunteers received so role remains vacant.</p>

# Minutes of 9th Aylesbury Scout Group Annual General Meeting

Group Treasurer: Jackie Richards said she was willing to stand again as Treasurer and this was proposed by Paul Sypko and seconded by Sue Biswell. There being no other nominations, Jackie was duly elected as Group Treasurer for the coming year.

## Elections of members to the Group Trustee Board

Kelvin Leaver (GSL) advised this role involves attending Trustee Board meetings to help with the governance of the group in areas such as finance, health & safety, resources etc. The Board is an oversight to ensure as a registered charity we are doing what we should to meet both our scouting objectives and charity objectives. Sue Biswell added that it will be a learning curve for Trustees this year as the focus will be more on governance.

- Nick Cornwell said he was prepared to stand for re-election to the Board as Quartermaster. Nick was proposed by Sue Biswell and seconded by Paul Biswell.
- Dave Rayner said he was prepared to stand for re-election to the Board as a parent rep. Dave was proposed by Kelvin Leaver and seconded by Vicky Dodds.
- Ayse Konga said she was prepared to stand for election to the Board as a parent rep. Ayse was proposed by Sue Biswell and seconded by Claire Snowdon.
- Stuart Milward had said he was prepared to stand for re-election to the Board as a parent rep. Stuart was proposed by Kelvin Leaver and seconded by Abi Bailey.

There were no other nominations and as there were no objections to the above named nominated people, Nick Cornwell, Ayse Kongur Hunter-Watts, Stuart Milward and Dave Rayner were duly elected as members of the Trustee Board for the coming year. A maximum of 5 (five) Elected Members are allowed.

## Nominated Members to the Trustee Board

- Kelvin Leaver (GSL) proposed that Sue Biswell (as Administrator) be nominated to the Board.
- Kelvin Leaver (GSL) also proposed that Paul Biswell (as Facilities Manager) be nominated to the Board.

Kelvin Leaver (GSL) added that the role of the Administrator is a vital role, and especially will be in the year ahead with all the changes from the Scout Association. And Paul Biswell (Facilities Manager) does an excellent job.

There being no other nominations and no objections to the above two named nominations, Paul Biswell and Sue Biswell were nominated as members of the Trustee Board for the coming year. A maximum of 5 (five) Nominated Members are allowed.

## Appointment of independent examiner (Scrutineer) for the accounts

Helen Calcutt had agreed to be Scrutineer for the accounts for the current financial year. As there were no objections to Helen carrying out this role, her appointment was agreed.

**7.**

## **Awards**

Kelvin Leaver (GSL) presented Paul Sypko (Chair) with his 5yr Service Award.

Kelvin Leaver (GSL) presented Sue Biswell (Administrator) with her badge for being the home contact for the last group camp.

Meeting closed 7.36pm



## 9<sup>th</sup> Aylesbury Group Scout Leaders Report

The return to face-to-face Scouting has been welcomed by Leaders, the Young People & their parents, as well as the general public [it is nice to hear positive comments about Young People when the sections are out & about]. This report covers some of the many sessions, activities & events held over the last year or so for the Beavers (ages 6-8), Cubs (ages 8-10) and the Scout sections (ages 10-14).

### Beavers [Leader Team: Dave + Adrian with Eleanor & Darcie as Young Leaders]

This year at Beavers we have done lots of exciting things inside and outside the Scout HQ. We currently have 24 members (the maximum we are allowed to have). During the year we have had Beavers moving on to Cubs and we have been able to maintain good numbers by recruiting new Beavers from our waiting list.

- This year, we have based the programme on all aspects of the Beaver badges as well as adding in some other exciting activities.
- We have completed many *activity badges*, including: cook, experiment, international, space, faith...
- We have awarded *stage badges*, including: emergency aid, community impact, hikes, nights away...
- We have worked on *challenge badges*, including: adventure, teamwork, skills, outdoors, personal... Some have [proudly] earned their 'Nights Away Stage 1' & 'Navigator Stage 1 badges' when they attended a sleepover in our HQ recently
- Some of the Beavers have taken part in larger-scale activities including: **The Big O** (County Orienteering event in Wendover Woods), a **District Activity Day** at BraidWood (A Scout camp site near Chesham), the **District Christmas Party**, and the **County Beaverree at Paccar** (A Scout activity centre near Chalfont St Giles)
- Over the year, they have also learnt how to apply the Green Cross Code, followed a trail made of natural materials, planted sunflowers, used some pedal karts, built & flew a kite, took part in a trading game, did some craft & creative activities played games and [hopefully!] made friends, learnt skills, took part in everyday adventures and had fun.
- The Beavers have enjoyed completing and receiving their badges. Some have even been presented with the Chief Scout Bronze Award – the highest award for Beavers – for completing all of their challenge badges.

Overall, a successful Beaver Colony...

...This is all made possible with the time, resourcefulness & skills of the leader team and the support of the Beaver parents on the parent rota & other events...maybe you too would like to be part of the fun?



## Cubs

[Leader Team 'Birch': Allyson + Elliot +Matthew]

[Leader Team 'Ash': Catherine + Lee with Harry & Daisy as Young Leaders]

During February of 2023, in order to deal with the level of interest of young people wanting to join the fun & adventure of Scouting, we opened a second Cub Pack (Ash). We now have nearly 60 Cubs over the 2 Packs. Both packs work closely together.

- They have been on some nature rambles, to see changes within seasons, a chip hike to compare chips from different chip shops, firelighting, learnt about disability awareness, done some art / creative activities and worked towards Artist, Athletics, Backwards Cooking, Chef, Gardener, Pioneer and many more badges.. They've celebrated the Chinese New Year with different foods, played games, done target shooting, tent pitching, raced pedal karts and completed some team challenges. Some helped out at a local nursing home (and talked to some of the residents about their Scouting adventures)
- The Cubs took part in **The Big O Orienteering** competition at Wendover Woods and the **Endurance 10 event**, walking 10Km from Chesham to Great Missenden. They took part in a **District Cub Camp** at Braidwood (near Chesham), held a **sleepover inside St Mary's Church** (and rang the church bells and visited the bell tower...) and recently spent **5 nights in Cromer**, Norfolk...playing on the beach, visiting a lifeboat launch, seal watching, a dusk hike along the beach to toast marshmallows and much more!...They've taken part in the **Gilwell Funday**, where so many activities (including high ropes, low ropes, rafting, circus skills, firelighting, grass sledging...) were on offer. An afternoon at **College Lake** gave a good insight into some of the natural world around us. **Clip n Climb** was fun.
- Some Chief Scout Silver Awards have also been earned – these are the highest awards for Cub Section
- A couple of the Cubs have represented the 9<sup>th</sup> at District Youth Squad days, to gather & share activity ideas between the other packs in the area.

Overall, a couple of successful Cub Packs...

...This is all made possible with the time, resourcefulness & skills of the leader teams and support from the parents on the parent rota & other events. Why not volunteer and join in the fun?



### Scouts [Leader Team: David + George + Jason + Nick]

- Over the last year, the Scout section have: become more proficient with the (proper) use of knives, saws axes, fires... ie, not for anti-social behaviour. They have completed some **Teamwork challenges** (eg, remotely lighting candles, un-ravelling Scouts joined together by rope, bridge building, tent pitching etc). Badges have been earned, **skills** have been learnt, practised and passed on...not only are these traditional Scouting skills – ie, fires / knife & axe but also 'skills for life' including ironing clothes, changing lightbulbs, maintaining cars, cooking etc.
- A team of Scouts also practised for, took part in & completed the **County Endurance 40 event** – walking & navigating 40Km in 14hours around the Chilterns (whilst carrying kit)...
- Some of the Scouts have also recently planned and executed an **Expedition**, *walking from the HQ to BraidWood (near Chesham, a distance of ~20km)*, setting up hammocks & tents under a parachute canopy, then cooking dinner for themselves and their supporting leaders.
- A couple of the Scouts have represented the 9<sup>th</sup> at District Youth Squad days, to gather & share activity ideas between the other Scout Troops in the area.
- Over the next few months we are supporting several of the troop that are looking to earn their Chief Scouts Gold Award

Not bad for a few hours of effort a few times a month ...

...This is all made possible with the support, time, resourcefulness & skills of the leader team. (whilst we don't have a parent rota in Scouts, as it is seen as too embarrassing by the older Young People... if you do want to get involved in any way, please do get in contact)

### Group, i.e. all sections

- A visit to the pantomime – it really should count towards a water activity badge with the amount of water pistols being used [by the Young People & Leaders!]
- The Group was very well represented at the St George's Day event organised by Aylesbury Town Council.
- Recently a tidy up was carried out of main storage areas within the premises. High on the agenda is a tidy up of the outside compound area, so we can how the area could be more useful to us.
- We are looking to start the journey soon with Squirrels – [a relatively new section, aimed at 4-6 year olds]. We've done a couple of taster sessions, to gauge interest – both from young people & team of volunteers – to see if we can move this forward. Still work in progress.
- We currently have ~100 Young People actively Scouting within the Group, and a waiting list [so we all must be doing something right]
- We are looking at organising some events and activities over the next year that will involve all of the Group sections – and hopefully some of the parents!
- We are also looking into moving our membership records & some of our sectional admin fully on line. We will be inviting all parents to sign up to the Parent Portal within On-Line Scout Manager in due course.

Challenges have been set – and accepted. There has been the opportunity to master new skills and try new things. To go on adventures, develop friendships, expand knowledge of the world, make a



difference in the local community...and have fun. Tents have been pitched. Fires have been lit, food has been cooked & eaten, games have been played, badges and top awards have been earned. Everyone has been working hard gaining and passing on '*Skills for Life*'...and not just the Young People.

Some of our volunteers have also been awarded Good Conduct / Long Service Awards as well as carrying out training (involving safety, safeguarding, first aid, program planning, inclusion, gaining adventurous activity permits, etc...) Skills for life as well the CV!



**THANK YOU** to all the **volunteers** – the talented, skilled & resourceful team of Leaders, Young Leaders [aged 14-18] & helpers (who run the weekly Beaver, Cub & Scout sections) to ensure that exciting, fun, safe and adventurous programs can be delivered safely AND the Group Committee [many of whom are Trustee Board Members] that look after our resources, HQ, finances, administration and equipment etc. – and their families (for allowing the time) ; as well as the Young People & their parents / carers, for supporting Scouting.

**Kelvin Leaver**  
**Group Scout Leader**

**The only  
thing  
missing from  
our team is  
you.**

Put your skills to use, learn new ones and play an active role in your local community.

Volunteering is easier than you think. With full support and training, you can volunteer on a flexible basis.

Give young people the skills they need to succeed in life and discover how being part of the Scouting family can be as rewarding for you as it is for them.

We are looking for adult volunteers for all section ages (4-6year olds; 6-8year olds; 8-10.5year olds; 10-14 years).

Interested?  
Then please email  
[9thaylesburyscoutgroup@gmail.com](mailto:9thaylesburyscoutgroup@gmail.com)

[scouts.org.uk/join](https://scouts.org.uk/join)  
**#SkillsForLife**

We would like to strengthen our team of adult volunteers 'supporting the sectional team members', to give more opportunities to the Young People taking part in Scouting, and would welcome adults willing to help with :

Administration [sectional records & support]

Administration [taking minutes from Trustee Board meetings etc]

Storing and maintaining equipment

Looking after 'craft' resources

Looking after and marketing 'pre-owned uniform'

Help at larger events

~\*~



## 9th Aylesbury Treasurers Report 2023-2024

Our reserves continue to remain healthy as you will see from our Financial Year End Reports and this is helped by our continuing review of running costs by the Trustee Board and budget accordingly. In addition to the steady growth of Young Persons joining 9<sup>th</sup> Aylesbury Scout Group whose membership subscription payments enable us to support great activity opportunities. We continue to look at improvements within the HQ and review additional and replacement equipment requests as and when necessary.

Annually we apply to the HMRC for Gift Aid against the subscriptions we receive from those of you who have signed up for Gift Aid (which is at NO additional cost to yourselves). This enables us to gain additional income and last year we claimed back £1823, so we would ask if you are willing and able to Gift Aid please consider completing a Gift Aid Declaration (we can email one or provide a hard copy on request) as we would be very grateful. For more information please ask.

On the note of Gift Aid, we do send out requests and reminders and would again be grateful if you could respond to our emails confirming if you are willing and able or wish to decline so we don't keep chasing unnecessarily.

We are also still always looking for new supporters through the Vale Lottery which enables you to support us here at the 9<sup>th</sup> whilst being in with a chance of winning some funding for yourselves! If you would like more information please visit our page on their website:

[www.valelottery.co.uk/support/9th-aylesbury-scout-group](http://www.valelottery.co.uk/support/9th-aylesbury-scout-group) .

We would like to take this opportunity to thank you for your continued support and prompt subscription payments.

Kind regards

*Jackie Richards*

**Jackie Richards - Group Treasurer**

9th AYLESBURY SCOUT GROUP

FINANCIAL STATEMENT AS AT 31 March 2024

Receipts		
Budget £	<b>MEMBERSHIP SUBSCRIPTIONS</b>	
	Total Subs To Date(from above)	13131.50
	Member Subs to HQ	-4154.00
	<b>Membership Sub Total</b>	<b>8977.50</b>
	Hall Hire	3524.50
	Scouting Activities	6647.00
	<b>MISC INCOME</b>	
	Badges Etc	0.00
	Uniforms	10.50
	Admin Items	0.00
	Equipment	0.00
	AGM	0.00
	Compensation	30.00
	Gift Aid	1823.48
	Donations	52.50
	Fundraising	138.10
	Grants	0.00
	<b>Misc Receipts Sub Total</b>	<b>2054.58</b>
	<b>INVESTMENT INCOME RECEIVED</b>	
	Bank interest	571.21
	<b>TOTAL RECEIPTS FOR THE YEAR</b>	<b>21774.79</b>

Payments		
Budget £	<b>PREMISES</b>	
	Gas	2130.98
	Cleaning	0.00
	Refuse Collection	214.85
		0.00
	Electricity	841.57
	Oakfield Road Ground Rent	300.00
	Water Charges	542.84
	Building Insurance	1664.42
	Annual Maintenance Contracts	1018.90
	Cleaning/Premises Supplies	188.17
	Repairs and Renewals	566.11
	Oakfield Road Lease Purchase	0.00
	<b>Premises Sub Total</b>	<b>7467.84</b>
	<b>YOUTH PROGRAMME</b>	
	Scouting Activities	5663.29
	Paid To Sections	881.00
	<b>Youth Programme Sub Total</b>	<b>6544.29</b>
	<b>MISC PAYMENTS</b>	
	Badges Etc	683.55
	Uniforms	383.08
	Admin Items	212.20
	Equipment	615.42
	AGM	0.00
		0.00
	Training	260.00
	Special	74.97
	Fundraising	0.00
	Grants	0.00
	<b>Misc Payments Sub Total</b>	<b>2229.22</b>
	<b>TOTAL PAYMENTS FOR THE YEAR</b>	<b>16241.35</b>

Total receipts for the year	21774.79
Total payments for the year	16,241.35
Net receipts (payments) for the year	5,533.44
Cash, bank and similar funds brought forward	54541.85
Cash, bank and similar funds carried forward	60075.29

CURRENT ASSETS	
Bank Current Account(s)	2168.03
Bank Deposit Account(s)	57907.26
<b>Total Bank accounts/Cash</b>	<b>60075.29</b>

TREASURER NOTES:

SUBSCRIPTIONS	Beavers	Cubs	Scouts
Number Paying Subs	0	0	0
Number attending but not yet paying	0	0	0
Number paying but should have stopped	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>

GIFT AID	Beavers	Cubs	Scouts
Number of above signed up to Gift Aid	0	0	0
Number of above declined Gift Aid	0	0	0
Number of above still to chase for Gift Aid	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>

Difference 0.00

# 9th Aylesbury Scout Group (Charity No. 300652)

## Receipts and payments account

Year start date

Year end date

For the year from	01/04/2023	31/03/2024
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### Receipts and payments

	2022/23	2023/24
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	9,828	13,132
Donations	59	53
Legacies	-	-
Gift Aid	1,815	1,823
Other similar income (Compensation)	-	30
<b>Sub total</b>	<b>11,701</b>	<b>15,037</b>
<b>Grants</b>		
Maintenence grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising events (gross)</b>		
Detail 1 Misc	150	138
Detail 2 Scouting Activities	5,671	6,647
Detail 3 Badges/Scarves Receipts	5	11
Other fundraising activities	-	-
<b>Sub total</b>	<b>5,826</b>	<b>6,796</b>
<b>Scout hut income</b>		
Hire of building	3,433	3,525
Hire of equipment	-	-
Other Scout hut income	-	-
<b>Sub total</b>	<b>3,433</b>	<b>3,525</b>
<b>Investment income</b>		
Bank interest	100	571
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
<b>Sub total</b>	<b>100</b>	<b>571</b>
<b>Total Gross Income</b>	<b>21,060</b>	<b>25,929</b>
Asset and investment sales, etc.	-	-
<b>Total receipts</b>	<b>21,060</b>	<b>25,929</b>

# 9th Aylesbury Scout Group (Charity No. 300652)

## Receipts and payments account

	Year start date		Year end date
For the year from	01/04/2023	To	31/03/2024

### Receipts and payments

	2022/23	2023/24
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Membership subscriptions paid on (National/County/Area/District)	4,175	4,154
Youth programme and activities	7,244	6,544
Adult support and training	-	260
Rent	300	300
Water and Sewerage	257	543
Electricity and Gas	2,721	2,973
Insurance	2,166	1,664
Repairs and Renewals	2,219	1,988
Materials and equipment	1,108	615
Printing and photocopying	110	212
Contribution to camp costs	-	-
Uniforms	110	383
AGM and trustee expenses	6	-
Other costs detail 1 Badges	637	684
Other costs detail 2 Special	-	75
Other costs detail 3	-	-
<b>Sub total</b>	<b>21,052</b>	<b>20,395</b>
<b>Fundraising expenses</b>		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>21,052</b>	<b>20,395</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>21,052</b>	<b>20,395</b>
<b>Net of receipts/(payments)</b>	<b>8</b>	<b>5,533</b>
<b>Cash funds last year end (Total Balance in Bank)</b>	<b>54,534</b>	<b>54,542</b>
<b>Cash funds this year end</b>	<b>54,542</b>	<b>60,075</b>

# 9th Aylesbury Scout Group (Charity No. 300652)

## Receipts and payments account

	Year start date	Year end date
For the year from	01/04/2023	31/03/2024

### Statement of assets and liabilities at the end of the year

	31/03/2023 Unrestricted funds £	31/03/2024 Unrestricted funds £
<b>Cash funds</b>		
Bank current account	1,126	2,168
Bank deposit account	53,416	57,907
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>54,542</b>	<b>60,075</b>
<small>(agree balances with receipts and payments account)</small>	<small>ok</small>	<small>ok</small>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total net assets</b>	<b>54,542</b>	<b>60,075</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 15th April 2024 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

	Signature
	<b>REDACTED</b>
	<b>REDACTED</b>

	Print Name
	Paul Sytko - Chair
	Jackie Richards - Treasurer

# Template for the scrutineer's report to the trustees

## Scrutineer's Report to the Trustees of the 9<sup>th</sup> Aylesbury Scout Group 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 ..... 1 ..... to ..... 4 .....

### Scrutineer's Statement

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

Name: HELEN CALVERT ..... **REDACTED**

Address: ..... **REDACTED** ..... **REDACTED**

.....

.....

Date: 18.5.2024

# Trustees' Annual Report

For the period

From (start date) 

0	1	0	4	2	3
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 to end date 

3	1	0	3	2	4
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## Section A Reference and administration details

Charity name

NINTH AYLESBURY SCOUT GROUP

Other names the charity is known by

9TH AYLESBURY SCOUT GROUP

Registered charity number (if any)

3 0 0 6 5 2

HQ registration number

2 8 4 9 5

Charity's principal address

Mrs J Richards

8 Hastoe Park

AYLESBURY

Postcode H P 2 0 2 A D

Names of the charity trustees who manage the charity

*(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)*

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Paul James Sypko	Chair	
2	Kelvin Charles Leaver	Group Lead Volunteer	
3	Jacqueline Richards	Treasurer	
4	Paul Terence Biswell	Facilities Manager	
5	David Rayner		
6	Stuart Millward		
7	Ayşe Kongur		17 July 2023 to date
8	Susan Jane Biswell	Administrator	
9			
10			
11			
12			
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

*(These will be published in the annual report of the charity)*

Type of advisor	Name	Address

**Section B****Structure, governance and management**

Description of the charity's trusts

Type of governing document

The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association. We also have a 'Terms of Reference' document.

How the charity is constituted

The Group is a trust established under its rules which are common to all Scouts.

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Policies and procedures adopted for:  
a) the induction and training of trustees;  
b) trustee' consideration of major risks and the systems and procedures to manage them

The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The current Trustee Board consists of the Group Lead Volunteer, Chair, Treasurer and 5 Trustees and meets every few months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

**Section B****Structure, governance and management (continued)****Risk and Internal Control**

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

**Section C****Objectives and activities****The Purpose of Scouting**

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

**The Values of Scouting**

As Scouts we are guided by these values:

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

**The Scout Method**

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.

Summary of the main activities in relation to these objects

The 9th Aylesbury Scout Group comprises active sections for Beavers [6-8year olds], Cubs [8-10.5year olds] & Scouts [10-14 year olds]. All sections meet on a weekly basis (term time), where they do a variety of activities (including play games, arts & crafts, team building, adventurous activities, community support projects etc) which work towards either 'activity badges' or 'challenge awards' within Scouting.

Additional details of the objectives and activities (optional information but encouraged as best practice)

All of our volunteers freely give their time and efforts for the benefit of Scouting.  
All Trustees, Volunteers & supporters work together to make Scouting (within 9th Aylesbury Scout Group) accessible to all.

Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

**Section D****Achievements and performance**

The Group has fulfilled its obligations within Scouting as outlined in the objectives of The Scout Association. It has a

strong financial base, good headquarters and equipment and an enthusiastic leadership team and Trustee Board, who are all volunteers and give their time and skills freely to promote and carry out activities for members of the 9th Aylesbury Scout Group (aged 6-14) in line with The Scout Association guidelines.

Some of these activities include:-camps / overnight experiences, visits, craft sessions, games, team-building exercises, adventurous activities and projects supporting other community groups, all of which help to develop 'skills for life'.

**Section E Financial Review**

**Reserves Policy**

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to 18 months running costs, circa £15000.00.

The Group currently has a very healthy bank balance but we are still in the process of trying to purchase the freehold of the premises to ensure scouting can continue in the area for the future. If successful, this will use a large amount of our finances.

**Investment Policy**

In view of the proposed purchase mentioned above, we feel we do not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds and all funds are held in cash using only mainstream banks or building societies.

**Gift Aid Scheme**

The Group operates a Gift Aid Scheme and during this financial year, applied for and received a total of **£1823** from HMRC for the previous financial year. If you belong to this scheme, we thank you for your support. If you do not but are a UK tax payer, please consider joining the scheme. To do so, simply talk to one of the Leaders, the Treasurer or Trustee Board members, as if you join, our funds can be increased with no cost to yourselves.

**Section F Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)

The Scout Organisation has introduced another section to the Scouting family. In addition to Beavers, Cubs, Scouts and Explorers, the newest section is called Squirrels. Squirrels are for 4-5 year olds. It is our intention to try to introduce a Squirrel 'Drey' to the 9th Aylesbury Scout Group and as with any volunteer organisation, we are always looking for people who are willing to give a little of their time to help.

We intend to re-introduce the Parent Rota to the sections. The rota requires parents / carers to attend the section that their child is in, perhaps once or twice a term. They get to see what their child is involved in, and assist the Leadership team in running the evening. Many parents who have done this find that they get a lot out of the evening as well as giving a very short amount of time to the Leaders of the Group.

We look forward to your support with this.

**Section G Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)	REDACTED	REDACTED
Full name(s)	Paul James Sypko	Susan Jane Biswell
Position (eg Secretary, Chair)	Chair	Administrator
Date	3 1 0 5 2 4	

**9TH AYLESBURY SCOUT GROUP**

England & Wales - Charity number 300652

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# Accounts

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# 9<sup>th</sup> Aylesbury Scout Group

## Annual General Meeting

# 2021

To be held on Monday 4th October 2021, from 6.30pm at our Scout HQ



# Annual Report for period ending 31 March 2021

As a registered charity, we are required to present certain information, hold an Annual General Meeting and elect officers to the 9<sup>th</sup> Aylesbury Scout Group Executive Committee.

Young people are amazing. It's our role to help them realise this.

Help give our young people the skills they need to succeed in life and discover how being a part of the Scouting family can be as rewarding for you as it is for them!!

Put your skills to use, learn new ones, and contribute to an amazing life-experience for you and your local community.

Volunteering is easier than you think. With full support and training, you can volunteer in a way that suits you.

# The only thing missing from our team is you.

Put your skills to use, learn new ones and play an active role in your local community.

Volunteering is easier than you think. With full support and training, you can volunteer on a flexible basis.

Give young people the skills they need to succeed in life and discover how being part of the Scouting family can be as rewarding for you as it is for them.

Call us on 07766742750 or email [9thaylesburyscoutgroup@gmail.com](mailto:9thaylesburyscoutgroup@gmail.com)

[scouts.org.uk/join](https://scouts.org.uk/join)

**#SkillsForLife**



## 9<sup>th</sup> Aylesbury Scout Group

### 2021 Annual General Meeting Information Booklet

For this year's Annual General Meeting, the following information is provided.

Should there be any questions concerning these, please kindly raise them at the AGM.

Minutes of last year's AGM held on 9<sup>th</sup> February 2021, via Zoom

Chair Person Report

Group Scout Leader Report

Treasurer's Report

Receipts & Payments Summary

Assets & Liabilities Summary

Scrutineers Report

Trustees Report

## Minutes from the previous AGM

### Minutes of 9<sup>th</sup> Aylesbury Scout Group Annual General Meeting held via Zoom video conference on Tuesday 9 February 2021 at 7.15pm

Present: Mel Quaile (Chair), Kelvin Leaver (GSL), Paul Biswell (Facilities Manager), Sue Biswell (Administrator), Paul Sypko (parent rep), Phil Minett (Quartermaster), Jackie Richards (Treasurer), Vicky Dodds, Ron Murray, plus a further 5 – 10 parents and young members.

#### Agenda Item

1.	<p><b>Welcome</b> Melanie Quaile (Chair) welcomed everyone to the meeting and thanked them for their attendance.</p>
2.	<p><b>Apologies for absence</b> Apologies received from Stuart Milward (parent rep), Darren Thompson (Cub Sectional Assistant), Mark Rutland (Deputy County Commissioner / District Commissioner), Jenny Staszewski and one parent.</p>
3.	<p><b>Minutes from 2019 AGM</b> The minutes of the AGM held on 26 June 2019 were agreed as a true record. Item 7 of the minutes regarding the Quorum was being addressed until Item 7 at this meeting.</p>
4.	<p><b>Any questions on the reports contained in the AGM booklet</b> No questions were raised.</p>
5.	<p><b>Chair Address</b> Melanie advised the meeting that she was standing down as Chair. Melanie thanked Kelvin Leaver for his work in his role as GSL, Paul Biswell for continuing to look after the headquarters throughout the pandemic, Sue Biswell for all her assistance, and all the Executive Committee, particularly during the pandemic which has been a very trying time. Melanie thanked all the leaders, especially for continuing to provide activities and entertainment online. Melanie thanked the parents for their support of the group, and the young people for wanting to join and keep going. The existing Group Executive Committee officially 'stood down' from their roles and the running of the meeting was taken over by Kelvin Leaver (GSL).</p>
6.	<p><b>Elections</b> Kelvin Leaver thanked Melanie on behalf of all the group, for all she had done over the last 2 – 3 years.</p> <p><b>Group Chair:</b> Kelvin Leaver (GSL) stated that he nominated Phil Minett as Chair of the Executive Committee for the coming year. This was seconded by Allyson Leaver. There being no objections to this nomination, Phil was duly elected as Chair for the coming year.</p> <p><b>Group Treasurer:</b> Jackie Richards said she was willing to stand again as Treasurer and this was proposed by Sue Biswell and seconded by Phil Minett. There being no other nominations, Jackie was duly elected as Group Treasurer for the coming year.</p> <p><b>Group Secretary:</b> Vicky Dodds had agreed to stand as Group Secretary and this was proposed by Melanie Quaile and seconded by Paul Sypko. There being no other nominations, Vicky was duly elected as Group Secretary for the coming year.</p> <p><b>Elected Executive Committee Members</b></p> <ul style="list-style-type: none"> <li>• The Quartermaster position is currently vacant. No nominations have been received. Kelvin Leaver enquired if anyone would like to volunteer for the role. As no one came forward at this time, the position remains vacant.</li> <li>• Paul Sypko said he was prepared to stand for re-election to the Committee as a parent rep. Paul was proposed by Sue Biswell and seconded by Melanie Quaile.</li> <li>• Stuart Milward had previously advised that he was prepared to stand for re-election to the Committee as a parent rep. Stuart was proposed by Phil Minett and seconded by Allyson Leaver. There were no other nominations and as there were no objections to the above named nominated people, Paul Sypko and Stuart Milward were duly elected as members of the Group Executive Committee for the coming year.</li> </ul>

	<p><u>Nominations of Executive Committee Members</u></p> <ul style="list-style-type: none"> <li>• Kelvin Leaver (GSL) proposed that Paul Biswell (as Facilities Manager) be nominated to the Committee. This was seconded by Allyson Leaver.</li> <li>• Kelvin Leaver (GSL) also proposed that Sue Biswell (as Administrator) be nominated to the Committee. This was seconded by Claire Snowdon.</li> </ul> <p>There being no other nominations and no objections to the above two named nominations, Paul Biswell and Sue Biswell were nominated as members of the Group Executive Committee for the coming year.</p> <p>Sue Biswell said if other parents are interested in joining the Committee to please come forward at any time.</p> <p><u>Appointment of independent examiner (Scrutineer) for the accounts</u></p> <p>Helen Calcutt had agreed to be Scrutineer for the accounts for the current financial year. As there were no objections to Helen carrying out this role, her appointment was agreed.</p>
7.	<p><b><u>Proposed amendment to the Group Scout Council Quorum's rule</u></b></p> <p>The meeting was asked to accept the following proposal: 'The definition of a Quorum for the meeting of the Group Scout Council of the 9<sup>th</sup> Aylesbury Scout Group should be 20 members.'</p> <p>Sue Biswell said the Group Scout Council is anyone involved in the group, so includes leaders, parents and young people. At the last held AGM on 26<sup>th</sup> June 2019, the figure of "50% + 1" was agreed but as it is difficult to justify (as the number can vary all the time) it was agreed we needed a set number rather than a percentage. The Quorum for the Executive Committee is set at 5.</p> <p>Ron Murray advised that District has a Quorum of 50% + 1 for the Executive Committee, but for Group all associated supporters are included so if you put a set number in your Quorum then it has to be met. Ron suggested taking an arbitrary number, not too high - about a quarter, otherwise meetings will not be valid.</p> <p>It was confirmed the current meeting will be valid as the Quorum is being clarified then decided.</p> <p>Paul Sytko queried whether it needs to be an odd or even number. Claire Snowdon suggested an odd number is better for voting. Sue Biswell added that the Chair does not have a casting vote.</p> <p>There was a suggestion of 11. Sue Biswell said there are 9 or 10 already with the Committee members and leaders. Melanie Quaile added that it is better to have a lower number that will be met.</p> <p>Phil Minett proposed the number of 15. This was agreed and adopted.</p>
8.	<p><b><u>Resolution to define the number of 'Elected Members' to the Group Executive Committee</u></b></p> <p>The meeting was asked to accept the following proposal: 'The number of Elected Members that can be voted in at the AGM should be no more than 5'.</p> <p>Ron Murray asked if this is solely for elected members. It was confirmed it is. Sue Biswell advised there cannot be more nominated members than elected members.</p> <p>Ron Murray asked if the proposal would give enough leeway for co-elected members. Sue Biswell confirmed there would be enough for the Quartermaster and two more parents as well as room for another three nominated members, therefore still allowing for co-elected members.</p> <p>Ron Murray advised that there was a push to include a nominated youth representative.</p> <p>It was resolved to adopt the proposal.</p>
9.	<p><b><u>Date of next year's AGM and any questions</u></b></p> <p>The proposal of holding next year's AGM in June 2021 to bring us back in line with our usual timeframe was agreed.</p> <p>Phil Minett wished to thank everyone and reiterate what Melanie Quaile had said.</p> <p>Ron Murray, on behalf of District, wished to thank all the leaders for all the zoom sessions held, and Paul Biswell and Sue Biswell for all their hard work. Ron said the Group was a credit to Scouting and was doing a fantastic job. Ron advised not to worry about attendance numbers or the consensus at this time. And on behalf of the Explorer Scouts (Matrix) Ron thanked the Group for their continued support.</p> <p>Kelvin Leaver thanked Ron Murray and Phil Minett, and thanked all for attending.</p>
	<p>Meeting closed 8.00pm</p>

## Chair Persons Report

My name is Phil Minett and I am Chair of the 9<sup>th</sup> Aylesbury Scout Group Executive committee. This is a new role for me having taken on the role after our previous Chair, Melanie Quaile stood down at the last AGM. I would like to thank her for all her support and hard work. I have been involved with the group for around 15 years as Beaver, Cub and Scout Leader and latterly as a member of the Exec committee so I know the group well. The current Executive Committee consists of:

- Myself – Chair
- Kelvin – Group Scout Leader
- Jackie Richards – Treasurer
- Vicky Dodds - Secretary
- Paul Biswell – Facilities Manager
- Sue Biswell – Administrator
- Paul Sypko – Parent representative
- Stuart Millward – Parent representative

I would like to thank them and their families for their time and support and for ensuring that 'behind the scenes' our group is run effortlessly, our finances are in order and that the premises are kept in good order and Covid friendly. However, we still have vacancies on the Executive Committee. Ideally we would like (at least) one parent representative from each section (Beavers, Cubs & Scouts). If you would like to be considered for election to the committee, please let Kelvin (or any committee member) know.

I would also like to take this opportunity to thank Kelvin and his team of leaders for all the work and effort that they have put in during the last year. They really have all gone above and beyond with the effort they have put in to keep the sections running using Zoom etc. All the Leader team and the Exec Committee are volunteers and they really do a fantastic job.

We are, however, in need of more Leaders so if you are able to offer any help please let myself, Kelvin or any other Committee member know. Anybody can help. If you are a painter and decorator or keen on DIY you could help with the DIY badge, if you work in IT there is a staged IT badge that you could help us with, Scientist, Chef the list goes on so please get in touch. It really is good fun and rewarding.

I look forward to meeting you at the AGM and to your continued support.

*Phil Minett*

Group Chair

## Group Scout Leader's Report (Scouting has been different recently : part 2.)

The Beaver, Cub and Scout sections have adapted to the new way of Scouting over the last year – partly remote & partly face-to-face.

Remote Scouting has involved quizzes, playing games, escaping from places, learning about aspects of nature, recycling, global issues, a virtual tour of the local energy from waste factory, learning about disabilities, doing some problem solving & teamwork activities, making 'armpit rocky road', cooking, spending an evening with the Royal Navy + much more. Activity packs were also distributed to Beavers & Cubs, to support the program.

The Beavers had the opportunity to take part in a Super Hero virtual camp at home, presented by Bucks Scouts Radio, with a full program of activities.

The Cubs (+ our Cub friends from 1<sup>st</sup> Aylesbury) were able to take part in a virtual activity camp, building dens, building rafts, doing some tracking, learning some first aid, making & cooking their own dinner as well as meeting some reptiles & creepy-crawlies – via video link.



The return to face-to-face Scouting has been welcomed by Leaders, the Young People & their parents, as well as the general public [it is nice to hear positive comments about Young People].

The Beavers, Cubs and Scouts have been 'out & about' wherever possible, for example: the Beavers have been on a trail around the area, the Cubs navigated a route from our HQ across public footpaths to Bedgrove Park, and two teams of Scouts set off on a hike from our HQ one evening, destined for the outskirts of Wendover. Over the next few weeks, Cubs and Scouts will do some kayak taster sessions and the Beavers will be at a local Scout activity centre using the low ropes and go karts. Challenges have been set – and accepted. Fires have been lit, food has been cooked & eaten, games have been played, badges and top awards have been earned.

**Everyone has been working hard gaining 'Skills for Life'...**

...you may have noticed that our section evenings still have the same number of young people attending [which is great, having so many people wanting to be part of Scouting], but we are having to split the sections up / deliver the program using multiple zones and adults, in order to comply with covid & social distancing guidelines. If you would like to become a leader / regular helper / occasional helper / share a skill or hobby that you have refined over lockdown, please do get in contact with any of the leader team or Group Executive.

**THANK YOU** to all the volunteers - the talented & resourceful team of Leaders (who run the Beaver, Cub & Scout sections) & the Group Exec Team (that look after our HQ, finances, administration and equipment etc.) – and their families (for allowing the time) ; as well as the Young People & their parents / carers, for adapting to and supporting, a different way of Scouting.

Kelvin Leaver

## 9th Aylesbury Treasurers Report 2020-2021



This financial year has seen many challenges with Covid-19 and uncertainty as to how we would progress financially and our Executive Committee made a decision to offer our members the opportunity to suspend their subscriptions for a period of time as many faced potential financial worries.

However, our Executive Committee has also worked hard at looking into and securing various Government Grants and this has been invaluable in order for us to remain in a very secure financial position going forward.

Fortunately we have not had a year of large expenses as we have in previous years, such as a new kitchen and heating system although we do have other financial expenses on the horizon which we will need in time, such as updating our toilet facilities. As always we also do still have every day running costs and utility bills to cover along with insurances, etc. and your membership subscriptions are still very much a crucial part of us running the HQ.

Each year we apply for HMRC Gift Aid against the subscriptions we receive for those of you who have signed up for Gift Aid (which is at no additional costs yourselves). So if you haven't signed a Gift Aid Declaration and you are able and willing to do so (you must be a UK income tax payer) we can claim back 25 pence for every £1 we receive from your subscriptions and this enables us to claim back on average an extra £1800 a year.

We are also still always looking for new supporters through the Vale Lottery which enables you to support us here at the 9<sup>th</sup> whilst being in with a chance of winning some funding for yourselves! If you would like more information please visit our page on their website: [www.valelottery.co.uk/support/9th-aylesbury-scout-group](http://www.valelottery.co.uk/support/9th-aylesbury-scout-group) .

We would like to take this opportunity to thank you for your continued support and prompt payments.

Kind regards

*Jackie Richards*

**Jackie Richards - Group Treasurer**

## 9th Aylesbury Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-20	To	31-Mar-21
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### Receipts and payments

	2019/20 Unrestricted funds £	2020/2021 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	10,305	7,642 ✓
Less: Membership subscriptions paid on (National/County/Area/District)	4,012	3,422 ✓
Net membership subscriptions retained	6,294	4,220
Donations	258	✓ 50 ✓
Legacies	-	-
Gift Aid	1,864	✓ 2,097 ✓
Other similar income	-	-
<b>Sub total</b>	<b>8,416</b>	<b>6,367</b>
<b>Grants</b>		
Maintenence grant	-	-
Other grants	-	✓ 21,099 ✓
<b>Sub total</b>	<b>-</b>	<b>21,099</b>
<b>Fundraising (gross)</b>		
Misc Fundraising	90	✓ 131 ✓
Scouting Activities	4,982	✓ 84 ✓
Hall Hire	6,430	210 ✓
Badge/ Scarf Receipts	-	-
<b>Sub total</b>	<b>11,502</b>	<b>425</b>
<b>Investment income</b>		
Bank interest	11	8 ✓
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
<b>Sub total</b>	<b>11</b>	<b>8</b>
<b>Total Gross Income</b>	<b>19,928</b>	<b>27,899</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>19,928</b>	<b>27,899</b>

# 9th Aylesbury Scout Group Receipts and Payments Account

Year start date

Year end date

For the year	01-Apr-20	To	31-Mar-21
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## Receipts and payments

	2019/20 Unrestricted funds £	2020/2021 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities (incl. Section Payments)	5,780	146 ✓
Adult support and training	-	-
Rent	300	300 ✓
Water and Sewerage	298	364 ✓
Electricity and Gas	2,473	2,154 ✓
Insurance	1,964	2,051 ✓
Repairs and Renewals (incl. Maintenance Contracts)	891	929 ✓
Materials and equipment	1,918	✓ 596
Cleaning/Waste Removal	35	-
Printing and photocopying/admin supplies	-	-
Contribution to camp costs	-	-
Uniforms	26	-
AGM and trustee expenses	51	-
Other costs Badges/Scarfs etc	643	✓ 243 ✓
Other costs Group Exec Dinner	53	-
Other costs Donations	-	-
Other Costs Misc (Incl. Oakfield Rd Lease purchase fees) <i>(Admin items)</i>	-	1,835 ✓
<b>Sub total</b>	<b>14,431</b>	<b>8,617</b>
<b>Fundraising expenses</b>		
Detail 1	35	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>35</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>14,466</b>	<b>8,617</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>14,466</b>	<b>8,617</b>
<b>Net of receipts/(payments)</b>	<b>5,462</b>	<b>19,282</b>
<b>Cash funds last year end</b>	-	-
<b>Cash funds this year end</b>	<b>5,462</b>	<b>19,282</b>

# Statement of assets and liabilities at the end of the year

	01-Apr-20 Unrestricted funds £	31-Mar-21 Unrestricted funds £
<b>Cash funds</b>		
Bank current account	1,817	1,562 ✓
Bank deposit account	22,675	42,212 ✓
Building society account		
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>24,492</b>	<b>43,774</b> ✓
<b>Other monetary assets</b>		
Tax claim (Estimated)	1,800	1,200
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>1,800</b>	<b>1,200</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Grant to be received	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

## Contingent liabilities and future obligations

Signature

REDACTED

Print Name

Jackie Richards

Treasurer

Kelvin Leaver

GSL

6

### Scrutineer's Report to the Trustees of the

9<sup>th</sup> AYLESBURY SCOUT GROUP

I report on the accounts of the Group for the year ended ..... 31<sup>ST</sup> MARCH 2021 .....

#### Respective responsibilities of Trustees and Scrutineer

As the Group'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.

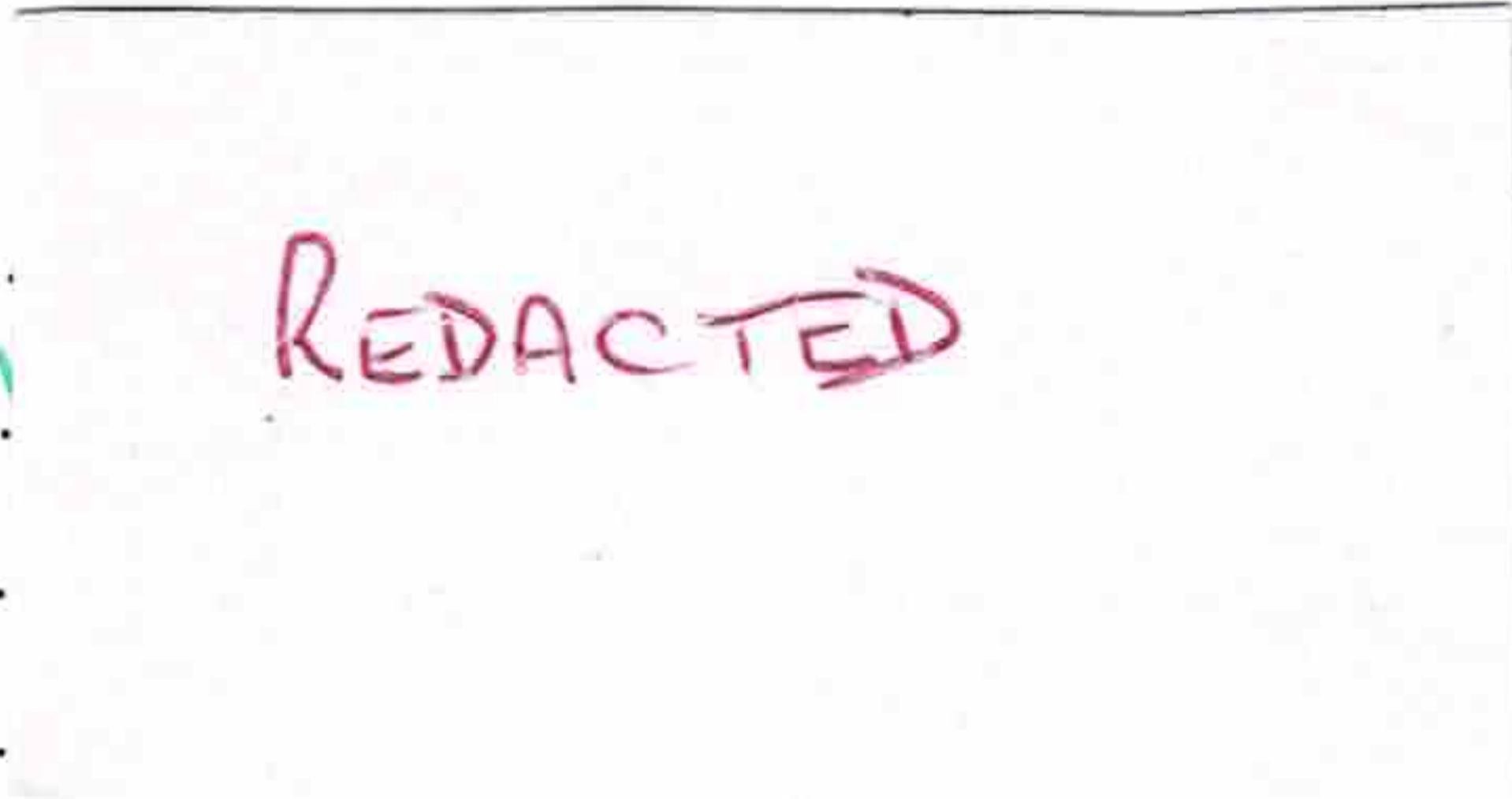
#### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on pages ..... 1 ..... to ..... 4 documents .....

#### Scrutineer's Statement

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

Name: HELEN CALCUTT  
Address: 13 GOOSEW GREEN  
AYLESBURY  
HP21 9BX



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Date: 26-5-2021

# Trustees' Annual Report

For the period

From (start date) 

0	1	0	4	2	0
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 to end date 

3	1	0	3	2	1
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## Section A Reference and administration details

Charity name	NINTH AYLESBURY SCOUT GROUP											
Other names the charity is known by	9th AYLESBURY SCOUT GROUP											
Registered charity number (if any)	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>3</td><td>0</td><td>0</td><td>6</td><td>5</td><td>2</td></tr></table>	3	0	0	6	5	2					
3	0	0	6	5	2							
HQ registration number	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td> </td><td> </td><td> </td><td>2</td><td>8</td><td>4</td><td>9</td><td>5</td></tr></table>				2	8	4	9	5			
			2	8	4	9	5					
Charity's principal address	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Mrs J Richards</td></tr> <tr><td style="padding: 2px;">8 Hastoe Park</td></tr> <tr><td style="padding: 2px;">Aylesbury</td></tr> <tr><td style="padding: 2px; text-align: right;">Postcode <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>H</td><td>P</td><td>2</td><td>0</td><td>2</td><td>A</td><td>D</td></tr></table></td></tr> </table>	Mrs J Richards	8 Hastoe Park	Aylesbury	Postcode <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>H</td><td>P</td><td>2</td><td>0</td><td>2</td><td>A</td><td>D</td></tr></table>	H	P	2	0	2	A	D
Mrs J Richards												
8 Hastoe Park												
Aylesbury												
Postcode <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>H</td><td>P</td><td>2</td><td>0</td><td>2</td><td>A</td><td>D</td></tr></table>	H	P	2	0	2	A	D					
H	P	2	0	2	A	D						

Names of the charity trustees who manage the charity

*(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)*

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Philip Allen Minett	Chair	09 February 2021
2	Kelvin Charles Leaver	Group Scout Leader	
3	Jackie Richards	Treasurer	
4	Susan Jane Biswell	Administrator	
5	Paul Terence Biswell	Facilities Manager	
6	Paul James Sypko	Parent Representative	
7	Stuart Millward	Parent Representative	
8	Vicky Dodds	Secretary	09 February 2021
9			
10			
11			
12			
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

*(These will be published in the annual report of the charity)*

Type of advisor	Name	Address

<b>Section B</b>	<b>Structure, governance and management</b>
Type of governing document  (e.g. trust deed, constitution)	The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association. We also have a 'Terms of Reference' document
How the charity is constituted  (e.g. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods (e.g. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
You may choose to include additional information, where relevant, about:   Policies and procedures adopted for: a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them	The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.
	The Committee consists of a Chair, Treasurer and Secretary together with the Group Scout Leader, parent's representation and other nominated members and meets on a regular basis. This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for: The maintenance of Group property; The raising of funds and the administration of Group finance; The insurance of persons, property and equipment; Group public occasions; Assisting in the recruitment of leaders and other adult support; Appointing any sub committees that may be required; Appointing Group Administrators and Advisors other than those who are elected.
<b>Section B</b>	<b>Structure, governance and management (continued)</b>
	<b>Risk and Internal Control</b> The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.
<b>Section C</b>	<b>Objectives and activities</b>
Summary of the objects of the charity set out in its governing document	The objectives of the group are as a unit of the Scout Association. The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

Public benefit statement	<p>2020 has been a very difficult year for everyone and the Leaders have worked very hard to offer Scouting to all sections of Beavers, Cubs and Scouts via Zoom or otherwise.</p> <p>The Group kindly acknowledges the contribution of all those that give their time, especially the leaders. Many parents and others have contributed to the Group in some form or other and their support is much appreciated.</p> <p>The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.</p>
<b>Section D Achievements and performance</b>	
Summary of the main achievements of the charity during the year	<p>The Group has fulfilled its obligations within Scouting as outlined in the objectives of the Scout Association. It has a strong financial base, good headquarters and equipment and an enthusiastic leadership team and executive, However, we are always actively looking for additional support for the Group, either as a Leader in one of the sections or for the Executive Committee. This help is crucial to our goals of continuous improvement for the group for the benefit of our members. The Trustees would like to thank all the Leaders for their efforts during this very difficult year and for the parents for helping their children with Zoom meetings, etc. The Executive Committee has agreed to pursue the opportunity to try to purchase the freehold of the land on which the HQ stands. Currently, we lease the land and obtaining the freehold would secure the future of scouting in our community. Negotiations are continuing. Due to the pandemic, income has been reduced but we have taken advantage of the offer of business grants which have been made available to us. We are very grateful for these.</p>
<b>Section E Financial Review</b>	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	<p><b>Reserves Policy</b></p> <p>The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 12-18 months running costs, circa £12000.00. .</p> <p>The Group operates a Gift Aid Scheme and during this financial year applied for and received a total of £2097.05 for the previous financial year</p> <p><b>Investment Policy</b></p> <p>The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.</p>

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	Any organisation which is supported by volunteers needs to constantly 'renew' its voluntary resource. Although we have a strong leadership team, we are pleased to receive any offers of assistance from prospective additional leaders and helpers. We are always willing to listen to new ideas from our young people, parents/guardians etc. and believe that everyone has something to offer however great or small.
Section G	Declaration

The trustees declare that they have approved the trustees' report above  
Signed on behalf of the charity's trustees

Signature(s)	REDACTED	REDACTED						
Full name(s)	Philip Minett	Kelvin Charles Leaver						
Position (eg Secretary, Chair)	Chair	Group Scout Leader						
Date	<table border="1"> <tr> <td>1</td> <td>4</td> <td>0</td> <td>6</td> <td>2</td> <td>1</td> </tr> </table>		1	4	0	6	2	1
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