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1<sup>st</sup> Ockendon Scout Group  
Annual General Meeting  
February 2024

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# 1<sup>st</sup> Ockendon Group AGM Agenda 2023/2024

Monday, 10 February 2025 @ 8pm

1. Welcome and Introduction
2. Apologies for absence
3. Adopt the constitution
4. Dates of the Charity's Financial Year
5. Agree the number of people elected to Trustee Board
6. Agree the quorum of meetings of the Scout Council
7. Agree the quorum of meetings of the Trustee Board and its subcommittees (to be confirmed in the future)
8. To receive and consider the minutes of the 2023 AGM
9. To receive and adopt the Trustees Annual Report for the previous financial year (2023-2024)
10. To receive and adopt the Financial Statements for the previous financial year (2023-2024)
11. To elect and appoint the Members of the Trustee Board:  
Approval of the Group Lead Volunteers nomination for
  - Group Chair – Paul Morton-Kemp
  - To elect the Group Secretary – Heather Mc Fee
  - To elect the Group Treasurer – James Ellis (until replacement found)

12. To approve the Group Lead Volunteers nominations to the Group

- **Trustee Board – See list**
- **Section Lead Volunteers – See list**

13. Independent Examiner for the coming year - (TBA)

14. Presentation of any awards

15. Guest's address (District attendee and any others)

16. Conclusion and vote of thanks

17. Questions

18. Close of meeting

# **1<sup>st</sup> Ockendon Scout Group**

## **Constitution**

### **1. The Group Scout Council - membership**

- 1.1 The Group Scout Council is the body which has charity governance responsibility for Scouting in the Group. The Trustee Board is accountable to the Group's Scout Council.
- 1.2 Membership of the Group Scout Council does not provide membership of the Scout Association.
- 1.3 There are three categories of membership of the Group Scout Council:
  - (a) Ex officio;
  - (b) Nominated; and
  - (c) Right of attendance.
- 1.4 A Secretary must ensure that nominated Group Scout Council members are recorded in the minutes of the Group Scout Council meeting which is normally the Annual General Meeting. Ex officio and nominated Group Scout Council members must not be recorded on The Scout Association's membership system.
- 1.5 Group Scout Council membership
  - (a) The ex officio members of the Group Scout Council are:
    - (i) all adult members of the Group - see Group roles listed in the Chapter 16 Roles Table;
    - (ii) all Patrol Leaders of the Troop in the Group;
    - (iii) parents or carers of Squirrels, Beavers, Cubs and Scouts;
    - (iv) the District Commissioner; and
    - (v) the District Trustee Board Chair.
  - (b) The nominated members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Trustee Board. The number of nominated members must not exceed the number of ex officio members.
  - (c) A nominated member of the Group Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.
- 1.6 The County Commissioner has a right of attendance at all Group Scout Council meetings in the County.
- 1.7 Membership of the Group Scout Council ends upon:
  - (a) the resignation of the Group Scout Council member;

- (b) the member no longer qualifying as a member of the Group Scout Council;
- (c) dissolution of the Group Scout Council; and
- (d) the termination of membership by UK Headquarters following a recommendation by the relevant Trustee Board.

## 2. **Group Scout Council - Annual General Meeting**

2.1 Each Group Scout Council must hold an Annual General Meeting within six months of the end of the charity's financial year.

2.2 The Annual General Meeting must:

- (a) undertake governance oversight;
- (b) adopt (or re-adopt) the constitution of the charity;
- (c) note the dates of charity's financial year;
- (d) agree the number of members that may be elected to the Trustee Board;
- (e) agree the quorum for each of:
  - (i) meetings of the Group Scout Council;
  - (ii) meetings of the Trustee Board; and
  - (iii) meetings of any sub-Committees;
- (f) review the previous year;
- (g) receive and consider the Trustees' Annual Report and the annual statement of accounts prepared by the Trustee Board;
- (h) the accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer;
- (i) the Trustees' Annual Report and Accounts presented to the Group Scout Council must include the formal report prepared by the auditor, independent examiner, or scrutineer;
- (j) make appointments;
- (k) approve the Group Scout Leader's nomination of the Chair of the Trustee Board;
- (l) approve the Group Scout Leader's nomination of members of the Trustee Board;
- (m) elect a Secretary to the Trustee Board;
- (n) elect a Treasurer to the Trustee Board;
- (o) elect Trustees to the Trustee Board; and
- (p) appoint (or re-appoint) an auditor, independent examiner or scrutineer as required.

2.3 Following each Annual General Meeting, the Secretary must ensure that:

- (a) all nominated or elected Trustees are recorded on the membership system, as required by POR Rule 16.1.3;
- (b) the Trustee Annual Report and Accounts are filed as described in POR Rule 5.5; and
- (c) Governance roles must be distinct to help manage conflict of interest. This means that the roles of Chair and Treasurer must not be combined in any way.

### 3. **Trustee Board - purpose**

- 3.1 The Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scout Group is run safely and legally. At the heart of their role is a focus on strategy, performance, and assurance.
- 3.2 Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.
- 3.3 The Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that the charity is:
  - (a) well managed;
  - (b) carrying out its purposes for the public benefit;
  - (c) complying with the charity's governing document and the law;
  - (d) managing the charity's resources responsibly;
  - (e) the charity is operating compliant with POR, including effective management of the Key Policies listed in chapter 2 - The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-bullying Policy;
  - (f) young people are meaningfully involved in decision making at all levels;
  - (g) there are sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group including delivery of a high quality programme and resource requirements of the training programme (POR Rule 4.2.2); and
  - (h) the Scout Group has a positive image in the local community.
- 3.4 The Trustee Board members must themselves collectively:
  - (a) develop and maintain a risk register, including putting in place appropriate mitigations;
  - (b) ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the charity;
  - (c) maintain and manage:
    - (i) a reserves policy for the charity (including a plan for use of reserves outside the 'minimum');
    - (ii) an investment policy for the charity; and
    - (iii) a public benefit statement for the charity;

- (d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained;
- (e) promote and support the development of Scouting in the local area;
- (f) ensure the appointment and management and operation of any sub-committees, including appointing a Chair to lead the sub-committee;
- (g) ensure that effective administration is in place to support the work of the Trustee Board;
- (h) appoint any Administrators, Advisers, and co-opted members of the Trustee Board;
- (i) ensure transparency of operation, including:
  - (i) prepare and approve the Annual Accounts and arrange for their examination by an auditor, independent examiner, or scrutineer as appropriate and as appointed by the Group Scout Council at their Annual General Meeting;
  - (ii) prepare and approve the Trustees' Annual Report (which must include the Annual Accounts);
  - (iii) present the approved Trustees' Annual Report and Annual Accounts to the Group Scout Council at the Annual General Meeting (AGM);
  - (iv) following the AGM, ensure that a copy of the Trustee Annual Report and Accounts is sent to the District Trustee Board administration and, if a registered charity, is filed with the appropriate charity regulator;
  - (v) take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor;
  - (vi) individually and collectively maintain confidentiality regarding appropriate Trustee Board business;
  - (vii) where staff are employed:
    - (1) act as a responsible employer in accordance with Scouting's values and relevant legislation;
    - (2) ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated; and
    - (3) ensure that appropriate specific personnel insurance is in place.

3.5 The Trustee Board must also provide any necessary support to the Group Scout Leader, when required, to assist the opening, change, merging or closing of sections in the Group.

3.6 A Trustee Board may create sub-committees to manage the work it deems necessary ensuring that:

- (a) the purpose of each sub-committee is clear and has been agreed by the Trustee Board



- (b) each sub-committee of the Trustee Board consists of members approved by the Trustee Board
- (c) the Chair of the Trustee Board is an ex officio member of each sub-committee
- (d) the Group Scout Leader is an ex officio member of each sub-committee
- (e) members of sub-committees are not Trustees unless they are members of the Trustee Board

#### **4. Trustee Board - membership**

- 4.1 Subject to the conflict-of-interest rules (see Chapter 16 and the definition of 'conflict of interest' in the Definitions chapter), a Trustee may be a member of more than one Trustee Board.
- 4.2 Ex officio, nominated, elected, and co-opted members of the Trustee Board are charity Trustees of the Group.
- 4.3 People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.
- 4.4 Certain people are disqualified from being charity trustees by virtue of the Charities Acts. (See POR Rule 16.1.1.5).
- 4.5 All Trustees must complete training as specified in Rule 16.2.1 and the Roles Table.
- 4.6 Groups are encouraged to follow good practice that Trustee Boards and any sub-committees should, wherever possible, have as full voting members at least two people aged between their 18th and 25th birthdays.
- 4.7 The ex officio members of a Group Trustee Board are:
  - (a) The Group Chair;
  - (b) The Group Secretary;
  - (c) The Group Treasurer;
  - (d) The Group Scout Leader;
  - (e) The Deputy Group Scout Leader;
  - (f) All persons with a Section Leader role in a Squirrel, Beaver, Cub, or Scout section in the Group, subject to that Section Leader stating to the AGM (in writing or orally at the meeting) that they are willing to be an ex officio member of the Group Trustee Board; and
  - (g) Where there are joint role holders (e.g., for Deputy Group Scout Leader), only one of the joint role holders should be an ex officio member of the Trustee Board. This must be decided jointly by the role holders in consultation with the Group Scout Leader and the Group Chair.

The elected members of the Trustee Board are persons elected by the Group Scout Council at the Annual General Meeting. The actual number of persons elected must be the subject of a

resolution by the Group Scout Council at their AGM. There must be a maximum of six elected members.

The nominated members of the Trustee Board are persons nominated by the Group Scout Leader, in consultation with the Group Chair. The nominations must be approved at the Annual General Meeting. The number of nominated members must not exceed the actual number of elected members.

The co-opted members of the Trustee Board are persons co-opted annually by the Trustee Board. The number of co-opted members must not exceed the actual number of elected members.

The District Commissioner, the District Chair, and the County Commissioner each have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County.

- 4.8 If a Trustee Board Chair, Secretary or Treasurer resigns, then POR rule 16.6.3 must be followed.

**5. Trustee Board - Conduct of meetings**

- 5.1 Only members of a Trustee Board as defined in POR Rule 5.4.5 may vote in meetings of the Trustee Board.
- 5.2 At its Annual General Meeting, the Group Scout Council must make a resolution defining a quorum for meetings of the Group Scout Council and the Trustee Board and its sub-Committees.
- 5.3 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.4 In order to discharge their responsibilities, the Trustee Board may meet by telephone and/or video conference as well as face to face when agreed by the appropriate Chair. This includes 'hybrid' meetings, where some members join by telephone or video.
- 5.5 Electronic voting (such as email) is allowed for decision making of the Trustee Board when deemed appropriate by the Chair (for example, where a pressing matter arises between meetings). In such instances at least 75% of its members must approve the decision, and the outcome of the voting must be reported and recorded in the minutes at the next Trustee Board meeting.

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1<sup>st</sup> Ockendon Group  
Annual General Meeting Minutes  
9 September 2023 at 3 pm

Chaired By: Jo Pitt	Minutes By: Heather McFee
Attendees: James Ellis, Jo Pitt, Anita Jones, Michael Pitt, Heather McFee, Kerry Downes,, Peter Gore. Vicky Freeland, Lyndsey Gosling, Paul Morton Kemp, Lyndsey James-McCall, Steven Arnold, Alison Arnold, Alicia Lander, Jane Gore, Abbie Downes, Jay Trumper, Samuel Reynolds, Kirsty Llewellyn-Thomas, Dennis Llewellyn-Thomas, Kaylee Donovan, Kelly Shortall, Vicki Webb, Simon Dady, Jonathan Ball.	

Item	Subject
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1	<p><b>Welcome:</b> Jo Pitt opened the meeting by welcoming all for attending the fun day and AGM today, &amp; thank you for all the ongoing support. She stated that we will be hearing from all the leaders of the various sections and they're the people you see every week, but there's many people at 1st Ockendon, who work in the background without who most of what we do wouldn't be possible.</p> <p>The leaders, assistant leaders, young leaders adult volunteers all make the meetings happen. We have admin people; the treasurer, secretary, fundraising, community liaison, and our brilliant QM, who looks after all of our equipment and maintenance in the hall.</p> <p>We are all volunteers, we do this for our young people so they can learn and grow, so they can master skills relevant to adult life, so they can have fun, so they can spend time outdoors in the fresh air without electronics, but mostly, just to make them smile.</p> <p>But we can't do it without your help. Parents are, and should be the backbone of our group. We do not ask for help when we can manage things ourselves, but when we do ask, we have a handful of parents who step up and help out. They tow trailers, help putting up and taking down of equipment &amp; do all sorts of things.</p> <p>Thank you to those parents without you we could not be able to do what we do.</p>
2	<b>Apologies:</b> Malcolm Taylor, Colin Wheatley, Nicky Ovey, Colin Ward.
3	<b>Adopt the constitution:</b> The paperwork for this is attached in your packs. Scouting is going through a transformation, being more modernised, becoming more digital. The executive committee will be now known as the Trustee board.
4	<b>Dates of the charities financial year:</b> 1st of April to the 31st of March every year.
5	<b>Agree the number of people elected to trustee board:</b> 14
6	<b>Agree the quorum of meetings of the scout council:</b> 75%
7	<b>Agree the quorum of meetings of the Trustee Board, and its subcommittees. (to be confirmed in the future)</b> 10
8	<b>To receive and consider the minutes of he previous 2022 AGM:</b> Approved by Lindsey Gosling, Seconded by Kerry Downes.
9	<b>To receive and adopt the Trustees Annual report for the previous financial year 2022/23:</b> Approved by Vicky Freeland, Seconded by Michael Pitt.
10	<b>To receive and adopt the Financial statements for the previous year 2022/23:</b> Approved by Peter Gore, Seconded by Anita Jones.

11	<p><b>Nominations for Members of the Trustee board:</b></p> <p>Nomination for Group Chair: Jo Pitt Proposed: James Ellis Seconded: Lyndsey Gosling</p> <p>Nomination for Group Secretary: Heather McFee Proposed: James Ellis Seconded: Kerry Downes</p> <p>Nomination for Group Treasurer: Colin Wheatley is standing down, so the Group are looking for a new treasurer.</p>
12	<p><b>Nominations for Trustee board as an ex-officio member:</b></p> <p>Nomination for Group Administrator: Colin Ward Proposed: James Ellis Seconded: Vicky Freeland</p> <p>Nomination for Quartermaster: Peter Gore Proposed: James Ellis Seconded: Kerry Downes</p> <p>Nomination for Community Liaison: Vicky Freeland Proposed: Paul Morton Kemp Seconded: Michael Pitt</p> <p>Nomination for fundraising: Nicky Ovey Proposed: Peter Gore Seconded: Vicky Freeland</p> <p>Nomination for other Trustee members: Anita Jones Proposed: Kerry Downes Seconded: Peter Gore</p> <p>Lyndsey Gosling Proposed: Vicky Freeland Seconded: Paul Morton Kemp</p>
13	<p><b>To approve the Group Scout Leader nomination to the group;</b> <b>Leaders of sections:</b></p> <p>Squirrels: Kerry Downes - Seconded by Anita Jones</p> <p>Beavers: Malcolm Taylor - seconded by Peter Gore</p> <p>Cubs: Paul Morton Kemp - seconded by Lyndsey Gosling</p> <p>Scouts: Micheal Pitt. - seconded by Kerry Downes</p>

14	<b>Independent Examiner for the coming year:</b> Mr Stuart Ince has also confirmed to continue as independent examiner.
15	<b>Presentation of awards:</b> There aren't any presentations, but we've had lots of 5 years/10 years awards and wood badges earned during the past year.
16	<b>Guests address (District attendee, and any others)</b>  No one was available from District to attend.
18	<b>Questions :</b> No questions were asked.
13	<b>Close of meeting:</b> James said that this was the first year back to normal, with camps, hikes, trips abroad and a full packed programmes of events by all sections. This year, we have 6 young leaders in Scouts, and each one will be heading up a patrol. A big thank you to all our Young leaders that help out in also for Beavers, Squirrels and Cubs, for all your effort and commitment to Ockendon.  Meeting closed at 3:33pm.  Next AGM, will be in May 2024. Dates to be advised.

# 1st Ockendon Scout Group

## Receipts & Payments Account summary for the year ended 31st March 2024

	This Year General Fund	Previous Year
	£	£
Total receipts for the year	39,240.93	47,205.96
Total payments for the year	-39,219.60	-49,474.31
Net receipts (payments) for the year	21.33	-2,268.35
Cash, bank and similar funds brought forward	54,963.35	57,231.70
Cash, bank and similar funds carried forward	£54,984.68	£54,963.35

The above account and accompanying statement of assets and liabilities were approved by the Trustees

on ..... 20 August 2024 ... and signed on their behalf by



# 1st Ockendon Scout Group

## Receipts for the year ended 31st March 2024

	This Year £	Previous Year £
MEMBERSHIP SUBSCRIPTIONS	20,885.00	19,302.00
less: Paid	10,622.10	9,246.00
	<u>10,262.90</u>	<u>10,056.00</u>
INCOME RECEIVED		
Bank Interest	1,223.10	405.34
Explorers Levy	300.00	
Guiding use of HQ (Levy 2022-23)	940.00	579.06
Use of HQ & Equipment	1,060.00	580.00
Hardship Fund income	333.00	144.00
	<u>3,856.10</u>	<u>1,708.40</u>
DONATIONS (General)	2,199.08	946.56
DONATIONS (Arnold Clark - Cubs Camping)		1,000.00
DONATIONS (Match Funding)		814.42
DONATIONS (Paddy's Memory)		290.00
DONATIONS (Movement for Good)	1,000.00	
GRANT - Tesco		
GRANT - Grays Public Purposes (for HQ Maintenance)		800.00
GRANT - Thurrock Council (for garage doors)		-174.00
GRANT - Thurrock Council (Rent)	118.00	
GRANT - Essex Scouts (for Squirrels start up costs)		
	<u>3,317.08</u>	<u>3,676.98</u>
CAMPS & ACTIVITIES	10,125.50	19,999.94
Panto	2,715.50	2,760.00
Street Party / Jubilee Day / AGM	24.00	80.00
Fireworks Night (2023 cancelled)		956.55
Remembrance Day	58.30	44.07
	<u>12,923.30</u>	<u>23,840.56</u>
FUND RAISING (Kandersteg & General)	2,160.26	3,215.74
Christmas Fayre	1,948.78	1,444.64
Sale of candy floss machine	75.00	
	<u>4,184.04</u>	<u>4,660.38</u>
OTHER INCOME		
Income Tax recovered (Gift Aid)	4,284.51	3,243.64
Jack Petchey award	325.00	
	<u>4,609.51</u>	<u>3,243.64</u>
SUNDRY RECEIPTS	88.00	20.00
Uniform & Badge receipts		
Loans received		
TOTAL RECEIPTS FOR THE YEAR	<u>£39,240.93</u>	<u>£47,205.96</u>



# 1st Ockendon Scout Group

## Payments for the year ended 31st March 2024

	This Year £	Previous Year £
<b>PREMISES</b>		
Rates	206.40	393.60
Rent	150.00	150.00
Water rates	535.08	
Light and Heat	2,937.69	1,721.11
Insurance	1,533.08	1,362.49
Cleaning	545.19	375.18
Headquarters Maintenance	1,538.55	547.43
Headquarters Maintenance (Grays PP Grant)		941.96
Garage Doors (TBC Grant)		5,400.00
Asbestos Survey		390.00
Fire Alarm System		115.46
Fire alarm & extinguisher service	208.00	
	<u>7,653.99</u>	<u>11,397.23</u>
Camping Equipment (including maintenance & Gas bottles)	1,530.89	3,022.47
Camping Eq Hardship Fund expenses		25.99
Tee Shirts (Tesco Grant)		
Equipment (Tesco Grant)		1,007.11
Equipment & maintenance	386.60	1,966.76
	<u>1,917.49</u>	<u>6,022.33</u>
<b>CAMPS &amp; ACTIVITIES</b>	<u>12,700.60</u>	<u>23,148.27</u>
Street Party / Jubilee Day / AGM	216.40	275.71
Panto	1,820.00	2,100.00
Fireworks Night (2023 cancelled)	61.93	587.43
Remembrance Day	42.65	189.54
	<u>14,841.58</u>	<u>26,300.95</u>
<b>FUND RAISING (Kandersteg &amp; General)</b>	<u>5,941.41</u>	
Christmas Fayre	782.85	389.86
	<u>6,724.26</u>	<u>389.86</u>
<b>TRAINING</b>		
	<u>0.00</u>	<u>0.00</u>
<b>TRUSTEES EXPENSES</b>		
<b>OTHER EXPENSES</b>		<u>225.90</u>
<b>DONATIONS</b>	<u>25.00</u>	
	<u>25.00</u>	<u>225.90</u>
<b>GENERAL SECTION EXPENSES</b>	<u>5,377.13</u>	<u>3,912.82</u>
<b>PURCHASE OF UNIFORM &amp; BADGES</b>	<u>2,316.65</u>	<u>1,030.64</u>
Squirrels Start Up Costs		194.58
	<u>7,693.78</u>	<u>5,138.04</u>
<b>SUNDRY PAYMENTS</b>	<u>30.50</u>	
<b>TRANSFER TO HARDSHIP FUND</b>	<u>333.00</u>	
<b>TOTAL PAYMENTS FOR THE YEAR</b>	<u><u>£39,219.60</u></u>	<u><u>£49,474.31</u></u>

# 1st Ockendon Scout Group

## Statement of Assets & Liabilities for the year ended 31st March 2024

	This Year £	Previous Year £
<b>MONETARY ASSETS</b>		
Group Bank Current Accounts	361.73	171.83
Group Bank Savings Account	51,191.32	49,741.22
Restricted Funds - see below	867.01	244.01
Cash In Hand (Paid to Treasurer after Year End)	0.00	0.00
Cash in hand & bank (with Section Leaders)	2,564.62	4,806.29
	<u>£54,984.68</u>	<u>£54,963.35</u>
<b>NB: Restricted Funds included in above</b>		
Hardship Fund	577.01	244.01
Paddy's Memory Money	290.00	
	<u>867.01</u>	<u>244.01</u>
<b>INVESTMENT ASSETS</b>		
Government Stocks at market value		
Other quoted securities at market value		
Other investments		
Property held for investment purposes		
	<u>0.00</u>	<u>0.00</u>
<b>NON-MONETARY ASSETS</b> Assets for Charity's own use		
Badge Secretary's stock		
Group/District shop stock		
Land and Buildings (under review)	£220,000.00	£220,000.00
Motor vehicles		
Scouting equipment, furniture, etc. (under review)	£20,000.00	£19,000.00
	<u>£240,000.00</u>	<u>£239,000.00</u>
<b>LIABILITIES</b> Those due within one year		
Accounts not yet paid		
Expenses incurred not yet invoiced		
Subscriptions not yet paid		
Other		
	<u>0.00</u>	<u>0.00</u>
<b>LIABILITIES</b> Those due after one year		
Loan (with details)		
Hire Purchase owing		
Leasing payments outstanding		
Other long term liabilities		
	<u>0.00</u>	<u>0.00</u>
<b>CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS</b> .....		
.....		

## Independent Examiner's Report to the Trustees of the 1<sup>st</sup> Ockendon Scout Group

I report on the accounts of the Group/District for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the trustees in accordance with Sections 43 and 44 of the Charities Act 1993. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 43 (2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 43 (3) (a) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43 (7) (b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

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

### Independent Examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 41 of the 1993 Act ;and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Stuart Ince

Qualification: Director, WTW.

Address: 1 The Waterfalls, Langdon Hills, Basildon, Essex, SS16 6HE

Date: 19<sup>th</sup> April 2024

## 1st Ockendon Group Trustee Board

Chair:	Mr Paul Morton-Kemp (until replacement found)	Ex Officio
GSL:	Mr James Ellis	Ex Officio
Treasurer:	Mr James Ellis (until replacement found)	Ex Officio
Group Secretary/Administrator:	Mrs Heather McFee	Ex Officio
Group Quartermaster:	Mr Peter Gore	Co-Opted
Trustee Board Member: (Fundraising)	Mrs Nicky Ovey	Elected
Trustee Board Member: (Health & Safety)	Mr Michael Pitt	Elected

### Section Lead Volunteers

Beavers:	Mr Malcolm Taylor/ Mrs Alesha Lander	Ex Officio
Cubs:	Mrs Lyndsey Gosling	Ex Officio
Scouts:	Mr Michael Pitt Mr Gordon McFee	Ex Officio