

Minutes of the 1st Stansted Scout Group Scout Council
Annual General Meeting
Wednesday 21st May 2025 at 8pm
Stansted Scout Headquarters, Water Lane, Stansted

1)	Welcome by Chair of Trustee Board – Jude Brand Jude welcomed everyone to the meeting and thanked them for attending.
2)	Those present & apologies for absence <ul style="list-style-type: none"> • Those Present: Mark Gerber (GLV), Jude Brand (Chair), John Brand (Treasurer), Roger Pettett (DLV), Mark Presland, Angela Madigan, Lynn Higgins, Hazel Crundwell, Liz Gale, Kim Flack, Charlotte Graham, Lindsey Bolus, Chris Mace, Adam Owen, Dave Crawford, Dave Morriseau, Lizi Mitchell. • Apologies for Absence: Mike Byrne, Peter Lambert, Andy Gale, Niamh Madigan, Alfie Madigan
3)	Governance Topics The Chair introduced this section of the meeting to those present and explained that this was the “legal requirements” section of the meeting which we are under obligation to carry out. <ul style="list-style-type: none"> • Approve Minutes of the last AGM: the minutes from last year’s AGM (Wednesday 8th May 2024) were approved with no changes. Copies were made available for those present to view. <i>Proposed by Jude Brand & seconded by Mark Presland.</i> • Adopt Constitution: the updated Constitution was approved (using the model from the 2025 version of Scout Association’s Policy Organisation & Rules – section 5). Copies were made available for those present to view. • Note Group’s Financial Year: the Group’s financial year was confirmed as running from 1st April 2025 until 31st March 2026. • Approve the Appointed & Community Members of the Group Scout Council: We note that the Group Scout Council can admit other people to membership. All of our current leadership & team members are approved as ex-officio Group Scout Council members. • Agree Number of Members That May Be Appointed to Trustee Board: As recommended by the Scout Association, we agreed during the year that Niamh Madigan & Alfie Madigan would join the Board as representatives of the 18-25 age group, along with Andy Gale (being the more experienced member of the then new cub pack). Currently we have a total of nine ex-officio members & two appointed members (Chair & Treasurer). It should be noted that, following the Charity Commission Governance Code, Trustee Boards should have a minimum of 5 and maximum of 12 members in total. We are allowed a maximum of 5 elected members but currently have no elected members. <i>Proposed by Jude Brand & seconded by Hazel Crundwell.</i> • Agree Quorum for Future Meetings of the Group Scout Council (excluding this evening’s AGM): at our 2024 AGM we agreed that: <ul style="list-style-type: none"> ○ 6 must be present for future meetings of the Group Scout Council ○ 5 must be present for meetings of the Trustee Board ○ 3 must be present for meetings of any sub-committees <i>Proposed by Jude Brand & seconded by Angela Madigan.</i>

4)	<p>Review of the Previous Year</p> <p>The Chair handed over to Mark Gerber (Group Lead Volunteer) to introduce:</p> <ul style="list-style-type: none"> Section Reports: Beavers - Angela Madigan Cubs – Huskies – Charlotte Graham Cubs – Bulldogs – Hazel Crundwell Scouts – Anacondas – Mark Presland Mark Gerber (Group Lead Volunteer) thanked the section leaders for their reports and their dedication to scouting over the past year. He then presented his own report and mentioned the issue of the impending lack of Thursday cubs team volunteers and hoped we would be able to overcome the difficulty. He expressed his gratitude for parents offers of help and thanked the Trustee Board for their support. Copies of all section leaders & GLV reports are attached to these minutes. The Chair thanked Mark for his report and handed the meeting over to the Treasurer (John Brand). Receive & Consider the Annual Report of the Group Trustee Board including the Annual Statement of Accounts: The Treasurer (John Brand) presented the Annual Report which was viewed and approved by those present. Please find it attached at the end of these minutes. The Trustees' Annual Report and Accounts presented to the Group Scout Council included the formal signed report prepared by the scrutineer (Fiona Symonds), a copy of which was made available for those present to view. Jude thanked John for his report and handed the meeting back to Mark Gerber for him to appoint the Chair to the Board of Trustees.
5)	<p>Make Appointments</p> <ul style="list-style-type: none"> Jude Brand was recommended as Chair of the Trustee Board by Mark Gerber (Group Lead Volunteer). She agreed to stand again and this was unanimously agreed by a show of hands. Mark handed the meeting back to Jude as the re-appointed Chair. John Brand was recommended as Treasurer to the Trustee Board by Jude Brand. He also agreed to stand again and, once again, this was unanimously agreed by a show of hands. Jude thanked Mark & the leadership team, team members & trustees for their support over the year and to John in his role as Treasurer. Fiona Symonds was once again appointed as scrutineer (being confirmed as qualified for the role), having already shown her willingness to stand again. She had been presented with a gift as a token of our appreciation. Appointment was proposed by John Brand and unanimously agreed by a show of hands.
6)	<p>District Representation</p> <p>Roger Pettett (District Lead Volunteer) introduced himself and said that, although he was new to the role, he was pleased to be able to join us for our AGM. He thanked the Group for all that we do and for our dedication to Scouting; and was looking forward to the future under the new system and getting to know the Groups through his role in the District Team.</p>
7)	<p>Closing Remarks</p> <p>Jude thanked everyone for attending and invited them to join us for refreshments.</p>

Scrutineer's Report to the Trustees of the Stansted Scout Group

I report on the accounts of the Group for the year ended 31st 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 2 to 3.

Scrutineer's Statement

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

Signature: *Wet ink signature on file*

Date: 06-May-2025

Name: Fiona Symonds
Address: 77 Springfield,
Great Dunmow, CM6 1BS

Treasurer's Signature: *Wet ink signature on file*

John Brand

Date: 06-May-2025

1st Stansted Scouts Income and Expenditure Report 1st April 2024 to 31st March 2025**Stansted Scouts a/c's as at 31st March'24b/f**

Current Ac	7,874		10,628	
Covenant Ac	19,136		17,519	
			20	2022-3 Correction
Virgin Savings A/c	27,010	27,010	28,167	28,167
		10,940		10,940
	b/f	37,950	b/f	39,107

Income & Expenditure Account**INCOME****2024-2025****2023-2024**

	Subs	12,244		11,598
	HFDS Subs (Capitation)	(6,594.50)		(5941)
25p:1	Gift Aid Rebate	1,256		1,089
	Net Subs		6,905	6,746
1)	Bank Interest			
2)	Rent Received		200	200
3)	Donations / Grants		30,025	250
4)	Fundraising IN		0	1,546
5)	Camp IN		3,302	2,247
5a)	Jambouree		1,260	6,971
6)	Outings IN		3,408	821
7)	Hut activities		160	96
10)	Uniforms		27	145
12)	Subs Paid to Wrong A/C		1,308	204
		<u>46,595</u>		<u>19,226</u>

EXPENDITURE

4)	Fundraising OUT		0	307
5)	Camp OUT		5,003	2,492
5a)	Jamboree Out		1,536	7,750
6)	Outings OUT		5,663	3,454
7)	Hut activities		1,579	735
8)	Badges & Books		2,120	1,285
9)	Group Equipment		1,339	209
10)	Uniforms		377	677
	Insurance	981		1,021
	Anglian Fire	169		170
	Electricity	788		492
	Water	224		232
11)	TOTAL Hut Utilities: -		2,162	1,916
	Cleaning	969		584
	Hut repairs/maintenance	416		597
12)	TOTAL Hut Maintenance: -		1,385	1,181
13)	Stationery		7	18
14)	Committee expenses		320	361
		<u>21,491</u>		<u>20,384</u>

1st Stansted Scouts Income and Expenditure Report 1st April 2024 to 31st March 2025

		Movement 24-25		Movement 23-24	
		25,104		(1,157.00)	
<u>Stansted Scouts a/c's as at today's date c/f</u>					
Current Ac	30,734		7,874		
Covenant Ac	21,380		19,136		
		52,113		27,010	
Virgin Savings A/c 1st Apr	10,940		10,940		
Interest Virgin A/C	0		0		
		10,940		10,940	
	<u>63,053.19</u>	0	<u>63,053</u>	<u>37,950</u>	c/f

1st Stansted Scouts Income and Expenditure Report 1st April 2024 to 31st March 2025

Highlights

This section is intended to explain the background to the income and expenses of the group. It does not include all elements and is intended as an overview. Some figures will not be exactly the same as in the official accounts, but this can be explained.

Group Income and Expenses

Item	Income £	Expenditure £	Explanation
Income to subs account	12244		Includes approximately £300 for outings and camps paid to the wrong account
Subs paid to current (general) account	1308		
Capitation Fees to Hatfield Forest District		6595	
Donations and Grants	30025		This was a generous legacy left by the late Malcolm Treacher MBE.
Rent from the brownies	200		
Hut utilities (electricity, water, insurance)		2162	
Hut cleaning and maintenance, equipment maintenance		1385	Mostly cleaning costs. Floor sanding and sealing cost approximately £300.
Group Equipment		1339	Seven new tents, new gas fridge, fold up trolley for use at camps, gas refills, first aid kit etc
Committee Costs		320	Includes donations to St Mary's for ROP service and Remembrance Day poppy wreath.
Uniforms		377	Mostly new scout scarves
Badges and Books		2120	Uniform badges, award certificates, on-line leader information, maps and books.

Hut Evenings, Camps and Outings

Item	Income £	Expenditure £	Explanation
Jamboree	1260	1536	Small overspend on food. Some day visitor changes of mind.
Camps	3302	5003	Megacamp bill (£1600) paid in 2024-5 year. Income in 2025-6.
Outings	3408	5663	Includes £1700 for group away day to Skreens Park
Hut Activities	150	1579	Cost of miscellaneous items used to section meeting activities. Income from sleepovers.

Overall Funds

On 31st March 2025 the group held funds totalling £63053, an increase of £25104 from March 2024. Some of these funds are to be spent on a new building to house a new trailer and storage and to repair the scout hut roof. Kitchen improvements are also being planned.

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