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Agenda title: New Forest District Scout Council – Annual General Meeting

Agenda for the 2nd Annual General Meeting

1st July 2023 – 20.00-21.00hrs

Harry's Island

Agenda:

Chair – District Commissioner (Team DC)

McKerrigan – District Chair

Wass – District Secretary (Minutes)

Walter – District Treasurer

Welcome from Chair – DK

Apologies for absence – SLB

Acceptance of the minutes of the last AGM (12th July 2022) – SLB

Approval of annual statement of accounts for the New Forest District – SW

Approval of District Commissioner's nomination of District Chair – RM

Election of Secretary

Election of Treasurer

Election of Trustees

Approval of nomination of Trustees

Appointment of auditor/independent examiner – SW

Quorum for Executive meetings

The District Commissioner address – RM

The Country representative address – TBC

End

Close of meeting and date for 2024 (11th or 18th July 2024)



New Forest Scout District Board of Trustees

Minutes

Minutes of the 1st AGM of the New Forest District Scout Council held on 12th July 2022, at Harry's Island.

Chairman	Donna Kerrigan
Treasurer	Sian Winter
Minute Secretary	Sara Le Bas
Team DC	Robin Mair, Lynn Tatavossian

Present: Kerie Wallace, John Trinder, Roger Newland, Sue & Steve Binkman, Brian Carver, Simon, Down, Barry Stride, Joe Simes, Martine Coatham, Mark Symonds, Tony Parker, Steven Osborn, Michael Doncom, Donna Ovenden, Manuela Horwood, Lisa Williamson, Emma Cully, Shariff Moossun, Dave Gillam, Sara-Marie Andrews, Shirley Brookes, Julie Mair, Andy Chatwin.

1. Welcome

Donna welcomed and thanked everyone for coming to the AGM on this very hot evening at Harry's Island. It's a lovely asset for the District. Thank you to the two P23/WSJ participants for cooking the BBQ, there's a bucket for donations at the back.

2. Apologies for Absence

Apologies have been received from Roy Farmers, Pat Savage, Allan Glass, Ann Dennis, Brian Gradidge, Charley Gradidge, Christine Hughes, Debbie Crocker, Donna Hasted, Doug Mitchell, Faye Hersey, Hannah Brown, Ian Sims, Jan & Keith Greenaway, Jo Stubbington, Joy Sellwood, Kevin Harmer, Mary Stubbington, Neil Winter, Oli Neave, Richard White, Roy Landon, Stu Philips, Will Hersey, Mandy Peters, Tim Le Bas, John Hayes

3. Minutes of the opening meeting held 25th January 2022 and matters arising

These were accepted and signed as a correct and true record.

No matters arising.

4. Approval of Annual Accounts and Reports

The format of the accounts is slightly different as we have a Charity Commission requirement to follow. Explorer balances are not broken down just brought forward on the bottom line. There are

6. Election of Secretary and Treasurer

Minutes Secretary – Sara Le Bas
Treasurer – Sian Winter

Proposed – Roger Newland

Seconded – Tony Parker

Agreed

7. Election of Trustees of the District Executive:

Donna's list...

AAC	Mrs S	
SASU	Andrews	Elected
	Joy Sellwood	Elected
SASU	Roger	
	Newland	Elected

Proposed – Julie Mair

Seconded – Andy Chatwin

8. Approval of Nominations of Trustees to the District Executive

Julie Mair – Training

Steven Osborn – Media & Communications

Tony Parker – Harry's Island

Welcome to Michael Doncom for joining the Exec as Youth Commissioner.

No co-opted members, but have the right to add them as required.

Agreed

9. Nomination of District Auditor by Treasurer

Proposed to carry on with Vivienne Franklin - agreed.

10. Quorum for Executive meetings

Agreed that 9 people are required to attend to vote as quorate

11. District Commissioner's Remarks

Robin welcomed everyone to Harry's Island, feel free to have a wander round and see what is available. It is as busy as it ever is with bookings, 2023 half full and 2024 beginning to fill up.

Presentations: Barry Stride, Length of service award

GSL David Gillam, 25 Years Service Award

Shariff Moossun, 5 years service

Sara-Jane Andrews, Commissioner's Commendation Award for 26 years' service on the District Appointments Committee, particularly her work during the pandemic– presented by Donna Kerrigan.

Things are beginning to move on, Nights Away Permit applications are increasing. Have a lovely summer

12. County Representative Remarks

Andy Chatwin (Assistant County Commissioner for Programme Support) – really good to see the new District working well. Great to see everyone gelling as a District. On behalf of County I'd like to thank every one in uniform, non-uniform and any kind of support to Scouting for everything you do.

13. Meeting closed 19.57pm.

Date of Next AGM: 11th July 2023.

Signed as a true record of the meeting:



Chair of District Executive Committee

Date: 11/7/2023



Meeting minutes



Meeting title: Board Of Trustees AGM (District Executive)

Date: Tuesday 11th July 2023

• New Forest Chair Annual Report

- At the time of writing we have now been the New Forest District for 20 months. For the period covered by this AGM we have completed our first full year. This has been a period of change and adjustment on a local level. The success of the merger is down to the character and skills of all of those involved, led by the District Commissioners, in steering us through the change.
- From a Governance point of view my grateful thanks must go to all of the Trustees across the District for the hard work you do. I would like to especially thank those trustees who sit on the District Board of Trustees (Formerly know as the Executive Committee). They work tirelessly in the background ensuring that the District is on a firm and legal footing, in compliance with the Charity Commission and Scout Association Rules.
- Our biggest asset, Harry's Island continues to go from strength to strength. There is a great team of people ensuring all runs smoothly. It is always fully booked well in advance and the income generated allows us to keep our membership fees low and also, we can support a number of projects such as grants for those going to the World Jamboree.
- The Appointments Committee has held numerous Welcome Chats and so we have been able to support the safe recruitment practices required by the Scout Association. My thanks to all who support this.
- We are about to embark on yet more change, initiated nationally to ensure our compliance with the Charity Commission Rules. In reality, if the Executive committees have been running as they should then there is little significant difference, other than the name. Chairs are encouraged to use the resources on the Scout Association Website.
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- Once again, my grateful thanks for all that you do, whatever your role
-
- Donna Kerrigan
- Chair New Forest District Scouts.



Meeting minutes



Meeting title: Board Of Trustees AGM (District Executive)

Tuesday 11th July 2023

New Forest Team DC Annual report

Our first full year as the New Forest District. At the Census point at the end of January we were down in numbers slightly due to the closure of the Forres Sandle Manor Cub Pack. However at our mid-year review point our numbers were up against the census return and we were seeing signs of growth. We are hopeful having found some new Leaders at Forres Sandle that this Cub Pack will reopen in September 2023.

Last year we have managed to successfully open Squirrel Dreys at 2nd Copythorne and 5th Wood. We have managed to recruit new leaders in to assist in supporting these sections. We have plans for 2 more Dreys soon.

We've had all run events for the District Beaver's Cubs and Scouts and the attendance at these events is continuing to grow. Team DC thank all of our District Team members for their support during the last year and managing to organise these events above and beyond their duties.

We continue to welcome new leaders into the movement. The welcome to scouts chats have moved online mainly and are appearing to be extremely successful. Thanks to the all the members of the appointments committee for all their hard work.

In the District we have the highest number of participants in the World Scout Jamboree (WSJ) and 23 international events from across the County. The WSJ is in South Korea and the 23 event is in Europe. Both events last approximately 3 weeks.

Explorer Units continue to thrive running their mixed programme of Duke of Edinburgh and challenge based activities. The Magellan Unit partnered with 2nd Copythorne are running an event in Gambia during the Summer holiday period.

On site Harry's Island continues to have very high bookings for the current year and season already over 75% full. Congratulations to Tony Parker and his team for their continued hard work in ensuring this facility in neat and tidy and well looked after.

New Forest District Scout Council Trustees' Annual Report

1 April 2022 to 31 March 2023

Section A Reference and administration details

Charity name: New Forest District Scout Council

Other names the charity is known by: New Forest District Scout Council

Registered charity number: 302319

Charity's principal address: 12 Antells Way, Alderholt, FORDINGBRIDGE, Hampshire

Postcode: SP6 3AW

Names of the charity trustees who manage the charity [note: Trustees from 2021 are included for information due to this being the first combined District report].

(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	Colin Andrews		resigned Oct 2021
2	Timothy Ash		resigned March 2022
3	Susan Brinkman		resigned Oct 2021
4	Brian Calver		resigned Oct 2021
5	Nicola Savage	Treasurer	resigned Oct 2021
6	Donna Kerrigan	Chair	
7	Roger Newland		
8	Antony Parker		
9	Ryan Parry		resigned April 2023
10	Sian Winter	Treasurer	appointed Oct 2021
11	Sara Le Bas	Secretary	appointed Oct 2021
12	Andrew Chatwin		appointed Oct 2021
13	Steven Osborn		appointed Oct 2021
14	Joy Sellwood		appointed Oct 2021
15	Julie Mair		appointed Oct 2021
16	Sara Marie Andrews		appointed Oct 2021
17	Kevin Harmer		appointed Oct 2021
18	Ian Sims		appointed Oct 2021, resigned February 2023
19	Lynn Tatavossian		appointed Oct 2021
20	Michael Doncom		appointed April 2023

New Forest District Scout Council Trustees' Annual Report

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Julie Mair		appointed Oct 2021
Sara-Marie Andrews		appointed Oct 2021
Kevin Harmer		appointed Oct 2021
Ian Sims		appointed Oct 2021, resigned Feb 2023
Lynn Tatavossian		appointed Oct 2021
Robin Mair		appointed Oct 2021
Michael Doncom		appointed April 2023

New Forest District Explorer Scouts AGM report July 2023



This has been another busy year for Explorer Scouting in New Forest District. We have over 30 Explorers attending either the World Scout Jamboree or Project 23, this has involved considerable fundraising efforts and training camps across the District.

Explorer number dropped slightly from 177 last year to 154 in the last census, this was due mainly to some issues getting unit numbers though and is more like 175, which is comparable to 2021/2022.

Young leader numbers are also good with 57 Young Leaders registered in the Young Leaders unit.

Our Explorers continue to work towards their Scouting and DofE awards, with New Forest Top Awards numbers in the Top of the table for the County again.

Thank you to all of the Explorer Leaders who make it possible to run such an exciting Explorer programme in the New Forest

Andy Chatwin
DESC

Names and addresses of advisers

Type of advisor

Name

Address

none in 2022-23

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

The District Scout Council's governing documents are those of The Scout Association (charity 306101). 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.

How is the charity constituted

The District Scout Council 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. The District Scout Council is a trust established under its rules which are common to all Scouts.

Additional governance information

The District Scout Council is managed by the 'Charity Trustees' and 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 Council consists of 3 independent representatives (Chair, Treasurer and Secretary) together with the District Commissioner team and other trustees within various branches of the District's activities. The Council meets every at least every 3 months.

Members of the Council complete all of the compulsory training within the first 5 months of joining. This Council exists to support the District's Scout Groups in meeting the responsibilities of the appointments, training and governance. It is responsible for:

- The maintenance of District property;
- The raising of funds and the administration of District finance;
- The appropriate insurance of persons, property and equipment;
- District public occasions and licencing;
- 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.

Risk and Internal Control

The Council has identified the major risks to which they believe they are exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

- Damage to the building, property and equipment.
The Council has sufficient buildings and contents insurance in place to mitigate against permanent loss.
- Injury to leaders, helpers, supporters and members.

The Council through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

- Reduced income from fund raising.

The District is primarily reliant upon income from subscriptions and events. The Council holds reserves to ensure the continuity of activities should there be a major reduction in income in the short term. The Council could raise the value of subscriptions or reduce the range of activities and they support to maintain their funding envelope either on a temporary or permanent basis, depending on the reason for the reduction in funding.

- Reduction or loss of leaders.

The Council is totally reliant upon volunteers to run and administer their activities. If there was a reduction in the number of leaders to an unacceptable level in a particular area then there would have to be a contraction, consolidation or closure of that area.

- Reduction or loss of members.

The Council supports the District groups to provide activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section, or the group as whole, then there would have to be a contraction, consolidation or potentially closure in that area.

- 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

Public benefit statement

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

Summary of the objects of the charity set out in its governing document

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 cooperate 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.

Use of the main activities in relation to these objects

Use of Harry's Island Scout Camp to support young people to take part in outdoor activities and learn by doing, responsibility and making choices to develop their skills in a safe environment. When Harry's Island achieves surplus the funds can be used to provide additional opportunities and support for both our own (Scout) young people and other groups of young people who use the site through a scheme of developments. Surplus funds are used to provide additional District activities such as grants for projects, Chief Scout Award celebrations, Eagle Award challenge, etc.

Give training and support for adult volunteers who support the Group and Section Scout activities within the District including recruitment and appointments.

Provide a range of opportunities for young people across the District to access activities and opportunities that might not be available within their Group or Section.

Manage the Council's assets to ensure financial sustainability in the short and long term for the District.

D Achievements and performance

Recorded in our regular newsletter 'Tails of the New Forest', which are published on our website in the 'What's going on with us?' section: <https://newforestscouts.org.uk/>

E Financial Review

Review and explain any designations

Assets, property holdings and changes in holdings – the District's only holding is Harry's Island which remains unchanged in this financial year.

Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should fundraising activities fall short.

The Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, £6,000 for Harry's Island plus £8,000k for the basic running costs of the District – total £24,000.

Investment Policy

The Group's Income and Expenditure is usually earmarked for specific purposes and as a consequence the District must not have sufficient funds to invest in higher risk longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only authorised team banks or building societies.

The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the Group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an investment that requires a period of notice before funds may be withdrawn, before doing so the Group Executive must ensure the cash flow requirements are met.

F Other Optional Information

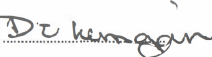
Details for future periods (details of any significant activities planned to achieve them):

The funds realised from the sale of Strides Lane land in 2021 will mainly be used to update and improve the Harry's Island facilities, this work is currently in the planning stages.

Section G Declaration

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

CHAIR:

Signed as a true record of the meeting:  Chair of District Executive Committee
Date: 11/7/2023

Date:

RECEIPTS AND PAYMENTS ACCOUNT
all funds are unrestricted

	Total Funds this year £	last year £
Receipts		
Harry's Island	44,927	55,332
Badge Secretary	6,132	3,164
Cout Shop	0	0
AS	659	0
Explorers	55,788	8,021
Network	32	5
District	67,017	49,991
Bank Interest Received	145	1
Total Receipts	174,700	116,513
Payments		
Harry's Island	(63,249)	(3,104)
Badge Secretary	(7,346)	(2,623)
Cout Shop	0	0
AS	(1,002)	(41)
Explorers	(44,096)	(5,807)
Network	0	0
District	(66,518)	(68,986)
Total Payments	(182,211)	(80,560)
Receipts/(Payments)	(7,511)	35,953
Funds Brought Forward	140,695	104,742
Funds At Year End	133,184	140,695

STATEMENT OF ASSETS AND LIABILITIES

	note	This Year	Last Year
Funds			
Cash at bank: DEPOSIT ACCOUNT		48,792	18,647
Cash at bank: CURRENT ACCOUNT		84,392	122,048
Total Cash Funds		133,184	140,695

Funds Retained for the Charities Own Use

Land at Harry's Island Camp Site	1	120,000	120,000
Badge Stock	2	3,683	3,935
Land at Strides Lane	4	0	0
Total		123,683	123,528

Land at Harry's Island was valued in September 2014 by CMC Andrews
1 (Property Surveyor & Valuer). The trustees consider this valuation to remain a
reasonable assessment of the value of the land at 31 March 2023.

2 The value of badges held in stock for resale is calculated by the badge
secretary at current cost of badges held at 31 March.

During 2020, the shop was closed with all stock being passed to other
3 Scouting retail outlets for a nominal sum, this item has been removed in the
2022-23 accounts

Land at Strides Lane was historically used by Poulner Scout Section, this was
4 sold by the District in March 2022 and will provide investment in Harry's Island,
funds on deposit. This note will be removed from the 2023-24 accounts

Independent examiner's report to the trustees of New Forest District Scout Council

I report to the trustees on my examination of the accounts of the New Forest District Scout Council for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of the New Forest District Scout Council you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 31 March 2023 accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

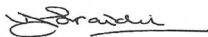
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination, giving me cause to believe that in any material respect:

1. accounting records were kept in respect of the New Forest District Scout Council as required by section 130 of the Act; and
2. the accounts accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Vivienne Franklin

Relevant professional qualification or membership of professional bodies (if any): CIMA Qualified

Address: 3 Spire View, Empress Road, Lyndhurst, Hants, SO43 7AE

Date: 9th July 2023