

77th Annual General Meeting

13th May 2024– 8pm



Scouts

1st Chorleywood Scout Group

Do more. Share more. Be more.

Agenda

Acceptance of 2022 Annual Accounts and the 76th AGM minutes

Adopting the New Constitution

Moving to Trustee Boards

Programme Highlights

Group Progress (Exec / Governance)

Financial Overview

Election of Executive Committee Members

Scouts 



Do more. Share more. Be more.

The Executive Committee proposes that 1st Chorleywood Scouts adopts the model Constitution, created by the Scout Association and as circulated.

5.3 Constitution - requirement ^{SV}

5.3 applies to each Group, District and County, whether or not it is registered with a charity regulator.

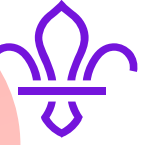
- 5.3.1.1 Every charity within the Scouts' federation of charities must have an agreed constitution. Although a charity may agree its own constitution, it is **very** strongly encouraged that each Group, District and County adopts the model constitutions that are shown in 5.4, 5.5 and 5.6, respectively, in this chapter.
- The model constitutions in 5.4, 5.5 and 5.6 describe the role, membership and operation of the Scout Council, and the Trustee Board.
- 5.3.1.2 In the interest of openness, especially for new members of the Scout Council, the Scout Council should re-adopt their charity's constitution at each AGM. This must be recorded in the minutes of the AGM.
- A Group, District, or County which adopts unchanged the model constitution in 5.4, 5.5, 5.6 as appropriate must record in their AGM minutes that POR 5.4, 5.5 or 5.6 is fully adopted as its constitution. In this case, a copy of 5.4, 5.5 or 5.6 does not need to be attached to the minutes – it is sufficient for the adoption of 5.4, 5.5, 5.6 to be stated in the AGM minutes.
- A Group, District, or County which adopts the model constitution in 5.4, 5.5 or 5.6 but makes a local amendment to the model constitution, must record in the minutes of their AGM:
- a) the adoption of the model constitution in POR 5.4, 5.5 or 5.6 as the basis of their constitution
 - b) the specifics of the local amendment(s) that it has adopted.
 - c) clear reasoning for the local amendment.
- A Group, District, or County which adopts its own constitution, must record in the minutes of their AGM:
- a) the differences between their constitution and the model constitution
 - b) clear reasoning for the retention of each of the differences

Group Progress / Governance

Becoming a Trustee Board - In April 2023, the Scout Association renamed Executive Committees and Executive Committee Members, as Trustee Boards and Trustees respectively. Doing this brings us in line with good practice guidance set by charity regulators. It also clarifies purpose. Before the name change, Executive Committee members performed the roles of charity trustees and were responsible for charity governance. Trustee Boards are set up to focus solely on the governance of the charity not charity operations, and the name change makes this focus clearer.

The Trustee Board is a team of volunteers who work together, as charity trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

Trustee Boards, and their sub-teams, need to focus only on good charity governance. This means responsibility for support and operational tasks needs to sit with other teams, like the Group Leadership Team or District / County Support Team. A clear separation of governance and operational tasks might be different to what volunteers who were part of Executive Committees are used to. But it's important as it means Trustees can focus on governance and do it well. It'll also be easier to retain volunteers and recruit new ones to Trustee Boards as what's expected of our Trustees will be clearer. It also means that volunteers who want to focus on operational and support tasks do not need to be a Trustee to do so. For example, the person who's great at managing the hall or running fundraising events can do so as part of the Leadership Team or Support Team. If they don't have the interest, skill or time to be a Trustee - they don't have to.



Trustee term limits

Trustee Board membership will refresh as of the 2024 AGMs. New term limits won't include any previous service as a Trustee: current trustees, regardless of how long they have been a member of an Executive Committee already, will start a new term (of up to 9 years) at the next AGM in 2024.

Appointed Trustees are appointed for up to three years and can be re-appointed (by the Scout Council at the AGM). Co-opted Trustees are appointed for an initial period of one year (by the Trustee Board). They can stay on longer if agreed by the Trustee Board, but it's a good idea for co-opted Trustees to move onto being appointed Trustees at the next AGM.

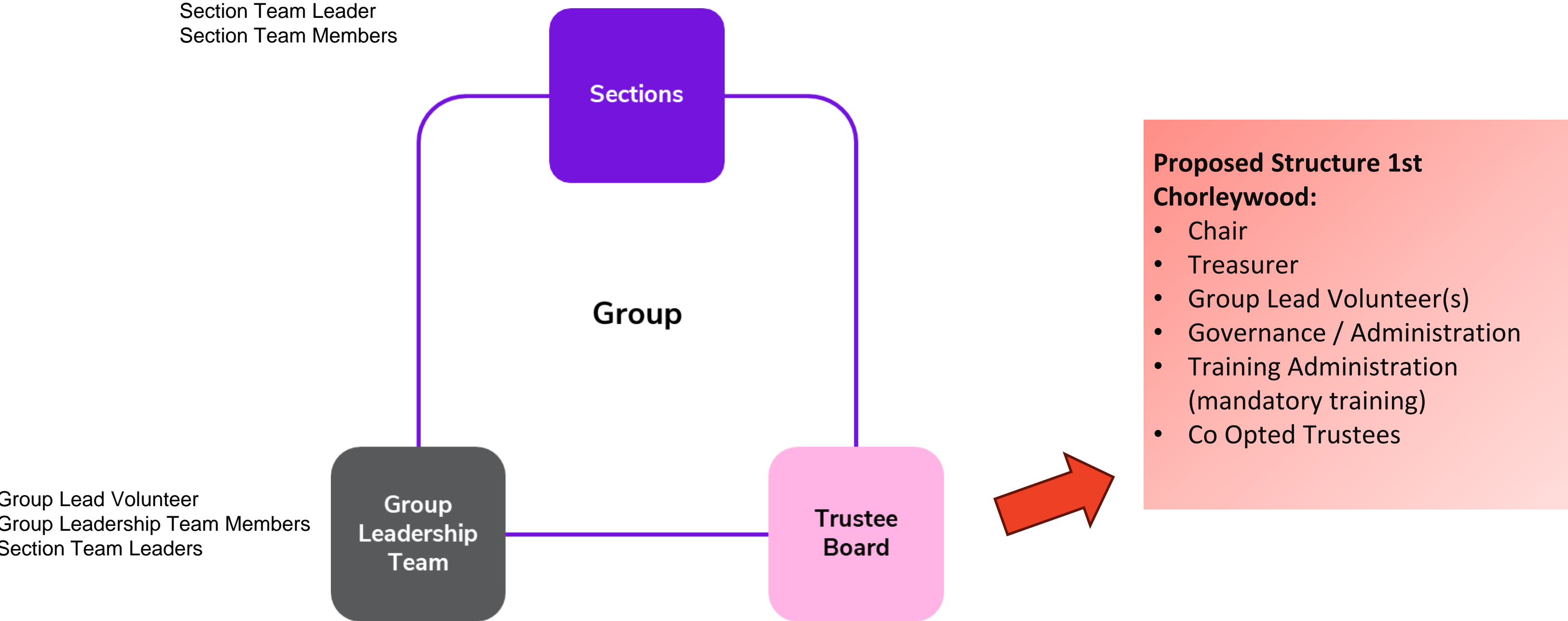
Trustees may only be on the same Trustee Board for a maximum of nine years, before taking a break of at least three years. This applies to any role, but not ex officio Trustees (Lead Volunteers or Youth Leads).

Trustee Boards need good administration and organisation. Trustees are collectively responsible for making sure this is in place. To bring Scouts in line with charity sector good practice, the Trustee role of Secretary as the administrator will cease. At the point of migration to the new system, if still in role, existing Secretaries will be recorded as Trustees and will be expected to continue with Trustee responsibilities and not focus on administration. Ahead of then, Trustee Boards should consider how they arrange their administration support.

Trustee Board size - Trustee Boards should have a minimum of 5 and a maximum of 12 members. This allows for a variety of viewpoints without making decision-making difficult. It also follows the Charity Governance Code's recommendation.

Group Structure

(from Transitioning to Trustee Boards Webinar)



What this looks like in practice

Some areas are for trustees **to be confident** that they are being done.

Some areas, the core governance tasks, are for trustees **themselves collectively** to do.

Operational tasks such as repairing the hut, cutting grass, fundraising and similar are still really important.

These will be managed through the Group Leadership Team, or the Support Team in a District or County (or equivalent).

These tasks can still be carried out by people who are Trustees, however, they will be managed under the relevant operational team rather than in their Trustee role.



Facilities and Governance – some examples of the work we have been doing



Ongoing training



Emergency plumbing repairs / Gas leak issues



Hall Hire – CKTS and ad hoc bookings



Onboarding of new leaders



Village day and late night shopping - fundraising



We made a decision to sell one of the 2 vans.
Actually conducted in 2024



DBS checks



Work on adopting new constitution and Trustee Boards



Recycling of ink cartridges



We purchased new equipment including benches and light weight gazebos

Programme Highlights

NOTE FROM OUR CHAIR

To be added post meeting



TROOP REPORTS – HIGHLIGHTS – BEAVERS



Liz Hall and Duncan Munro and young leaders Maddie, Charlotte and George.

Double checking ending due to the young leaders comments/

In the Spring Term at Beavers we had a great evening doing the musician badge, making good use of our musically talented Young Leaders, George, Maddie and Charlotte. We covered the disability awareness badge with a visit from Guide Dogs for the Blind, and sessions on Sign Language and the Paralympics. We took part in the RSPB birdwatch and had a visit from the Police to learn about Safe Strangers and the Phonetic Alphabet and how to call 999 for our Communication Badge. We visited Ricky Fire Station. We did some bouldering on Llewellyn's climbing wall twice and celebrated St David's Day by making Welsh Rarebit. We went on a chip shop hike to Harefield; the incentive of the chips helped us get up the final hill! We practised our basic outdoor first aid skills and built dens in Phillips Hill woods which withstood a watering-can of water! We found out about St Patrick on his day and visited Bracknell Science Discovery Centre for our Experiment badge. We ended the term at HQ playing battleships and sewing our sunflower seeds for another season! Last summer term we started up on the allotment, planting our potatoes and onions. The beavers also met our chickens again, which have become part of every allotment session! We weeded the Chorleywood orchard twice, explored and mapped the Chorleywood House sculptures, cooked again at Chorleywood campsite and hiked around Oxhey Woods Sculpture Trail. We had a great group camp at Paccar, pitching tents, tying knots, stacking crates, playing Laser Quest and driving the Go-karts and we cooked our own lunch on the Saturday on fires. We hiked to Croxley Moor and back, went on a barge at Batchworth and canoed at BLYM before finishing again back at HQ on a rainy evening playing battleships- great for learning coordinates! In the autumn we started at Chorleywood campsite, lighting fires and cooking marshmallows on them. We scrubbed the benches at Chorleywood Orchard – surprisingly popular (!) and walked to the River Chess and made and sailed a paper boat. We harvested potatoes and onions from the allotment and made the YMCA c new and Charlies Angels scarecrows for Chorleywood Orchard for the Chorleywood Scarecrow trail and won a prize! Our Autumn sleepover was Harvest-themed; We cooked our own hot-dog tea at Chorleywood campsite then walked across the Common to HQ where we carved pumpkins and lit candles in them, made bread rolls, had a talk from Watford New Hope Trust about homelessness and slept overnight in our own cardboard shelters at HQ, turning them into tunnels the next morning! We had a pond-dipping session with the Common ranger, did a scavenger hunt hike round Chorleywood and learned all about scouting around the world with a talk from Rosie Hooper about the Jamboree as part of our International badge. We had an agility session and learned about healthy foods. We celebrated St Andrew's Day, made pizzas and sang at Late-Night shopping. Our Christmas bring-and-buy sale raised £120 for WaterAid which we have been learning about and supporting for our Community Impact Stage 1 badge. As ever we couldn't do it all without our very supportive group of parents- thanks to all who have helped us out. And our fabulous Young Leaders- Maddie, Charlotte and George. Welcome to Sandra who joined us in January as another Assistant Leader- it's great to share the load. Liz Hall, Sandra Silva and Duncan Munro.

TROOP REPORTS – HIGHLIGHTS – CUBS
To be added



TROOP REPORTS – HIGHLIGHTS – MISBOURNE / CHESS/ THAMES

Numbers: 70-75 scouts across 3 troops, varying through the year as usual.



Troop Programme

The programme was reasonably consistent between all 3 troops, something that has been cemented further going into 2024. Some of the individual evenings were:

- Various craft nights including balloon cars
- Hikes
- Assault Course
- Paddlesports including stand up paddleboards and kayaks
- Local knowledge
- Knot board
- River Chess conservation project
- Visits to Paccar and Phasels including Cresta Run and Circus Skills
- Egg drop challenge
- Ukraine evening
- Cooking competition
- Local campsite evenings

Trips Out

There were various trips away from Chorleywood with up to 16 nights away available. This included:

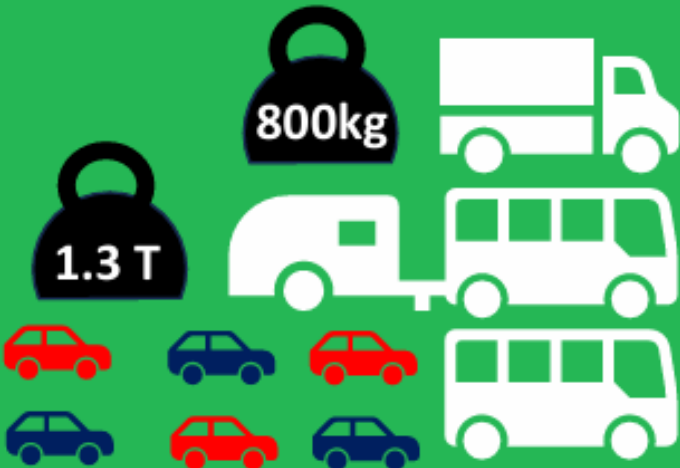
- A muddy Green Beret weekend at Tolmers
- Visiting Gilwell for JOTI/JOTA
- A very hot and sunny Group Camp at Paccar
- Introduction to the Hills (County led)
- Monopoly Run in London
- Dorset for a week long Summer Camp
- Fire & Ice at Phasels Wood with more mud

A huge thank you to everyone who helped make 2023 a successful year. Tony Barnett finished being a regular leader at the end of 2023 and we owe him a huge vote of thanks for all his efforts over the years.

1st Chorleywood formula for a successful week of summer camp




Transport




2000 Miles Covered
9 Vehicles
3 minibus drivers...
1 driver broken 10 days before camp (Duncan)
1 new recruit to cover (Thanks Carl)
Total equipment moved... 2.1 Tonnes

Tents

23 pitched 
6 dining shelters
6 faulty tents binned
400 (estimated) pegs used

Cooking

9 Gas stoves used
4 Stoves replaced week before camp
12 gas bottles
6 portable BBQs used 



27

Scouts & Explorers



12

Leaders & Helpers

>100
Badges

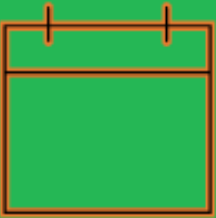


>500
Badge Credits

£7,500
Camp Budget

77 Total
Days
Volunteered

Personal
Volunteered
48 Days



Annual Leave
Days 23

Company
Volunteering
Leave
days 6

Volunteering Hours
For the week
of Camp 1620



Planning Camp
Far too many Hours

Drying and putting kit away
– TBC and rising

Financial Overview



1st Chorleywood Scout Group

Income & Expenditure for 12 months to 31st December 2023 (Draft)

	31 st December 2023	31 st December 2022	31 st December 2021	31 st December 2020	31 st December 2019
INCOME & EXPENDITURE					
Receipts					
Subscriptions	£21,106.82	£22,932.72	£19,501.37	£15,408.69	£23,480.23
Tax Refund (Gift Aid)	£8,634.64	-	£11,094.07	£1,589.95	-
Covid-19 Related Grants	-	-	£19,034.00	£11,000.00	-
Fundraising	£3,323.29	£3,122.08	£1,040.32	£1,717.00	£1,462.03
Other Income	£5,736.32	£5,680.17	£3,896.31	£5,749.48	£2,043.00
Total Receipts	£38,801.07	£31,734.97	£54,566.07	£35,465.12	£26,985.26
Less: Expenditure					
Vehicles	£3,440.11	£3,655.36	£3,752.95	£3,168.86	£3,383.45
Premises	£2,173.61	£13,609.21	£16,745.40	£4,253.65	£8,843.83
Utilities	£2,232.30	£3,859.75	£2,705.79	£2,049.26	£2,779.20
Scout Activities (see below)	£3,870.65	£5,334.60	£3,985.16	£2,662.24	£3,185.89
Fundraising	£1,252.96	£1,246.14	£323.77	-	-
Group Expenses	£9,892.92	£10,130.84	£7,904.99	£7,026.62	£6,999.00
Equipment	£2,132.87	£1,299.18	£1,905.92	£262.46	£271.29
Total Expenditure	£24,995.42	£39,135.08	£37,323.98	£19,423.09	£25,462.66
Net Surplus / Deficit	£13,805.65	£7,400.11	£17,242.09	£16,042.03	£1,522.60
BANK RECONCILIATION					
Bank Account Balances					
Lloyds Bank (Treasurer's)	£3,620.60	£8,041.70	£8,008.43	£21,382.88	£2,146.98
Lloyds Bank (100 Club Draw)	-	-	-	-	£3,025.83
Lloyds Bank (Chess)	-	-	-	-	-
Lloyds Bank (Subscriptions)	£11,687.85	£66,181.39	£73,683.67	£43,073.23	£41,074.59
Nationwide B/Soc (Jamboree)	-	-	-	-	£2,210.69
Skipton Building Society	£85,000.00	£12,279.71	£12,210.81	£12,204.71	£12,160.70
Total Bank Balance	£100,308.45	£86,502.80	£93,902.91	£76,660.82	£60,618.79
Reconciliation					
Prior Year Total Bank Balance	£86,502.80	£93,902.91	£76,660.82	£60,618.79	
Net Surplus / Deficit (per above)	£13,805.65	£7,400.11	£17,242.09	£16,042.03	
Calculated Total Bank Balance	£100,308.45	£86,502.80	£93,902.91	£76,660.82	
Actual Total Bank Balance (per above)	£100,308.45	£86,502.80	£93,902.91	£76,660.82	
Variance (Surplus / Deficit)	£0.00	£0.00	£0.00	£0.00	

General Expenditure		
Section Meetings at HQ & Locally	£1,894.24	£1,459.63
Badges	£1,956.37	£1,691.88
Miscellaneous	£318.09	£252.22
Deposit Payments for Future Camps, etc.	£726.00	£2,082.40
Surplus / Deficit	£4,894.70	£5,486.13
Group Camp		
Income (GoCardless)	£5,372.03	£6,979.62
Expenditure	£4,287.19	£6,625.32
Surplus / Deficit	£1,084.84	£354.30
Summer Camp		
Income	£7,220.00	£7,180.00
Expenditure	£6,248.45	£7,242.24
Surplus / Deficit	£971.55	£62.24
Other Activities, Sleepovers & Camps		
Income (GoCardless)	£10,794.61	£5,560.19
Income (Cash Contributions)	£710.00	£525.00
Expenditure (Activities at PACCAR, Bury I	£4,876.65	£2,765.32
Expenditure (Sleepovers & Other Camps)	£7,660.30	£3,460.40
Surplus / Deficit	£1,032.34	£140.53
Net Surplus / Deficit	£3,870.65	£5,334.60

- Subscriptions: Now at pre Covid levels, although still slightly reduced due to lower membership
- Gift Aid: Includes claim for two tax years, 2021/23 & 2022/23
- Premises: No major expenditure
- Group Expenses: Includes Capitation £9,200
- Badges: Increased to £2,000
- Group & Summer Camps: Apparent surplus due to timing of deposit payments, made in 2022
- Other Activities, etc.: Shortfall balanced by surplus from Section Meeting (£200 per term per section, £3,600 total)
- Bank Balance: Increased to £100,000 as no major premises or vehicles expenditure

1st Chorleywood Scout Group

Income & Expenditure for 12 months to 31st December 2023 (Draft)

	31 st December 2023	31 st December 2022	31 st December 2021	31 st December 2020	31 st December 2019
INDIVIDUAL SECTION SUMMARY					
Section Meetings at HQ & Locally					
Misbourne Troop	£480.31	£226.58			
Chess Troop	£323.98	£183.45			
Thames Troop	£470.29	£223.86			
Falcons Cubs	£90.96	£148.28			
Eagles Cubs	£101.30	£259.11			
Beavers	£427.40	£225.32			
Other / Miscellaneous	£0.00	£193.03			
Total	£1,894.24	£1,459.63			
Group Camp					
Deposit(s) Paid in Prior Year	£864.00	-			
Income (GoCardless)	£5,372.03	£6,979.62			
Costs	£4,287.19	£6,625.32			
Surplus / Deficit	£220.84	£354.30			
Summer Camp					
Deposit(s) Paid in Prior Year	£1,018.00	-			
Income	£7,220.00	£7,180.00			
Costs	£6,248.45	£7,242.24			
Surplus / Deficit	£46.45	£62.24			

Election of Executive Committee Members

Thank you to all those who give their time to sit on the Executive Committee and are Trustees for 1st Chorleywood Scouts



Current Committee members

David Ponsford – GSL (Lead Volunteer)

Ed Hems - Chair

Neil Thomson - Treasurer

Katie Simons - Secretary (Governance)

Marion Walker – District Campsite and Exec member

Sarah Wright - Deputy GSL Cubs

Punyadip Cheema – parent rep

Leann Bowden – Admissions

Alita Davern – Training

James Ray – Subscriptions

Esther Kufrin – Group Administrator

Any Questions?

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SCOUT ACTIVITIES SUMMARY					
General Expenditure					
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Income (Direct Payments)	£710.00	£525.00			
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Expenditure (Sleepovers & Other Camps)	£7,660.30	£3,460.40			
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Treasurer Scouts <treasurer@chorleywoodscouts.org>

Sign off - Chorleywood Scouts 2023

1 message

Myfanwy Ronchetti <myfanwyronchetti@gmail.com>

29 October 2024 at 19:44

To: "treasurer@chorleywoodscouts.org" <treasurer@chorleywoodscouts.org>

Neil

Thank you for the audit pack (referenced in the below email) - it was very clear and easy to follow and made the audit very easy to conduct.

I have completed the independent review of the 31st December 2023 accounts for the 1st Chorleywood Scouts and I can confirm that no material matters have come to my attention.

Please find attached the Independents examiner's report on the accounts

Thanks

Myfanwy Ronchetti

From: Admin Account (via Google Drive) <drive-shares-dm-noreply@google.com>**Sent:** Wednesday, September 18, 2024 12:46 PM**To:** myfanwyronchetti@gmail.com <myfanwyronchetti@gmail.com>**Subject:** Folder shared with you: "2023 Audit Pack (1CW)"

Admin Account shared a folder



Admin Account (admin@chorleywoodscouts.org) has invited you to **contribute to** the following shared folder:



2023 Audit Pack (1CW)

[Open](#)

If you don't want to receive files from this person, [block the sender](#) from Drive

Google LLC, [1600 Amphitheatre Parkway, Mountain View, CA 94043, USA](#)

You have received this email because admin@chorleywoodscouts.org shared a file or folder located in Google Drive with you.

Google Workspace



Independent_Examiner_s_report_t- Chorleywood Scouts 2023 .doc

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