

# 5TH POTTERS BAR SCOUT GROUP

England & Wales - Charity number 302560

## Details

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**Other names** 10TH POTTERS BAR BOY SCOUT GROUP

**Status** Registered

**Legal form** Other

**Registered** 1965-02-24

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

## Contact

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**Address** 124 Moffats Lane  
Brookmans Park  
Hatfield  
Hertfordshire  
AL9 7RW

**Phone** 01707643016

**Email** [info@5pb Scouts.co.uk](mailto:info@5pb Scouts.co.uk)

**Website** [www.5pb Scouts.co.uk](http://www.5pb Scouts.co.uk)

## Activities

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**Objects:** 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

**Activities:** 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 this is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

## Classification

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

## Geography

- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£55,177	£84,450	-	-
2024-03-31	£48,778	£34,481	-	-
2023-03-31	£45,320	£50,949	-	-
2022-03-31	£30,858	£23,108	-	-
2021-03-31	£15,768	£22,656	-	-

## Trustees

Name	Role	Appointed
CHRIS BRUNNING		
Dapo Konu		2024-09-13
David Nigel Sanderson		2018-02-28
James Samuel David Sanderson		2018-02-28
Jay Pendrell-Smith		2024-09-13
Mark Trollope		2018-04-01
Michele Pendrell-Smith		2018-02-28
Peter D Miles		2023-10-06
Timothy Young		2024-09-13

**5TH POTTERS BAR SCOUT GROUP**

England & Wales - Charity number 302560

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# Accounts

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**Scouts**

**5th Potters Bar**



2024-2025  
**ANNUAL REPORT**

# FROM THE CHAIRMAN'S DESK

2024/25 has been a busy year for the Group. In addition to the usual excellent camps and activities - some of the photos in this report show how well attended and enjoyed these have been - there has been lots of progress elsewhere. Renovations of the facilities at the Furze field Headquarters have begun thanks to grants received. These upgrades will enhance all the washrooms, bringing them up to date and making them more accessible. We also purchased a new modern minibus during this period, ensuring that our transport remains reliable and suitable for future adventures.

A Burns Night was held in February and, by all accounts, was a big success. Sadly, there was no Potters Bar Carnival in 2025 - we hope this will return in 2026 and, as soon as we know, we will start plans to be involved, of course. Unfortunately, Christmas events in 2024 were also curtailed due to very adverse weather conditions on the planned day of our Santa Run. We look forward to releasing details of more Group events soon.

Although outside of the formal reporting period, it should be noted that our Scouts recently enjoyed a very successful trip to the Kent International Jamboree, and our linked Explorer Unit took part in the District expedition to Thailand and Singapore. Many of our leaders were heavily involved in supporting these events, and it would be remiss not to overlook the commitment and hard work that went into making them such a success.

We have had a slightly challenging year with some reasonably large expenses but have still retained comfortable reserves to ensure we remain viable as a Group, including contingency provisions. Our numbers have remained relatively healthy, but leaders (all volunteers) have at times been a little thin on the ground. We would like to appeal to all members to come along and support some events going forward when you can find the time. This could be as a regular helper, an occasional helper, or more formally if you would like to be involved with our Group meetings - please speak to a leader for details of how you can get involved. We welcome anyone who would like to help our young people grow and develop their skills for life.

We have also had some good press coverage in the local free press - the Potters Bar Eye and the PB Community News have both kindly supported us at different times, which is great.

We were very sad to learn of the passing of John Rowley, a true stalwart of 5th Potters Bar for several years - decades, in fact. Someone we all know and who could always be relied on to do 'his thing' in support of our Group. I remember his efforts at the Anniversary event that we held, curating a fantastic display of historic clippings, photos and other memorabilia documenting the Group's 85 years. John will be very sadly missed, and he and his family remain in our thoughts.

I shall finish by offering my heartfelt thanks, as I do every year, to everyone involved in 5th Potters Bar Scouts for all their work, both behind the scenes and front of house, in doing what they do for our members - THANK YOU, you are still amazing! A particular thank you also goes to Vinny Binoy, our Operations Coordinator, for her invaluable support throughout the year.

**PETE MILES**  
Chairman



# SCOUT TROOP REPORT

This past year has been active for our Scout group, marked by engaging meetings and memorable events. One significant highlight was the Kent International Jamboree Summer Camp, which provided an excellent opportunity for our young Scouts to explore a variety of skills and activities. The experience was enjoyable and invaluable for fostering friendships and personal development.

Our regular meetings showcased an array of fun and educational activities. Sessions included activity planning with pizzas, which sparked creativity and teamwork. One particularly meaningful event was the Harvest Bag packing, where Scouts gathered supplies for the local food bank, reinforcing the importance of community service. The Scouts also explored essential skills such as First Aid, Pioneering, and Map Reading.

Additionally, we had exciting activities such as laser tag and crazy golf, which gave the Scouts a chance to enjoy themselves while developing teamwork. Wide games at Tolmers Campsite, along with canoeing, hiking, and cycling adventures, encouraged physical activity and navigation skills. Various badge sessions, including communications and photography, helped Scouts gain new skills while progressing towards their awards. Events like the Pinewood Derby and outdoor fun evenings, including a campfire, allowed the Scouts to bond further in a relaxed environment.

The group also participated in events that added to their learning experiences. Scarefest provided a thrilling three-day adventure, while the Orienteering and Monopoly Challenges encouraged teamwork and strategic thinking. Our involvement in community events, such as the Church Christingle Service and St George's Day Parade, allowed the Scouts to contribute positively to the local area and engage with the wider community.

Looking ahead, excitement is building for a fun-packed programme that includes the Green Beret Challenge Camp. This forthcoming event promises to further enrich our Scouts' experiences, challenging them physically while also promoting teamwork.

As we reflect on the past year, we extend heartfelt thanks to all leaders for their dedication. Your efforts have significantly contributed to the vibrant atmosphere in our Scout group. We also appreciate the energy and enthusiasm from the Scouts, who make each meeting enjoyable, along with the support of parents and volunteers who play an essential role behind the scenes.

With the upcoming year looking bright and filled with opportunities to learn and grow, we are excited to continue this journey together in Scouting.

**PHIL DAY**  
Scout Leader



# BEAVER COLONY REPORT

This year has been an exciting and rewarding one for our Beaver Colony. After Tim stepped down, Halimah, Grace, and Kerry – supported by a fantastic team of young leaders – took over the running of the section with great energy and enthusiasm. The transition was seamless, and the Colony has thrived under their leadership. We are now proud to have a full group of 20 Beavers, with a waiting list of eager children ready to join, which speaks volumes about the strength and appeal of the programme.

A key focus this year has been linking weekly sessions closely to badge work. This has given the Beavers the chance to achieve a wide variety of badges, providing both a sense of progress and pride in their accomplishments. Alongside this, we packed our calendar with exciting activities – from visiting the fire station and learning about fire safety, to backwoods cooking and pioneering challenges. These opportunities kept sessions fun, engaging, and hands-on, while also building valuable life skills.

A real highlight was our activity day at Phasels Wood, where the Beavers took part in low ropes, rolling rock, archery, and aero ball. For many, it was their first time trying these activities, and it was wonderful to see their confidence grow as they gave each one a go. The excitement didn't stop there, as we also organised our first solo Beaver summer camp. This overnight adventure was a milestone for the Colony, and the Beavers loved the experience of being away from home with their friends. Staying up late, laughing together, and sharing the spirit of camp was an experience they will never forget.

Throughout the weekend, the children enjoyed a packed programme including caving, spider mountain, the downhill cresta run, and a night walk. Each activity brought its own challenges, but the Beavers approached them with enthusiasm and resilience. By the end of the camp, both leaders and Beavers were thoroughly exhausted, but filled with a sense of achievement and joy.

This year has truly shown the strength, energy, and spirit of our Beaver Colony. With the dedication of leaders and the enthusiasm of the children, we have created countless memories and set the stage for even more adventures to come.



**HALIMAH HUSSAIN**  
Beaver Leader



# CUB PACK REPORT

The Cub Pack continues to thrive, offering our young people a lively and varied programme throughout the year. Weekly meetings have been packed with fun, learning, and teamwork, keeping the Cubs engaged and excited to take part.

We began the year with lively games evenings that set the tone for an energetic programme. Cooking has been a popular focus, with practical sessions building up to a Cooking Competition where the Cubs showcased their creativity and skills. Seasonal activities were also highlights, including Halloween Fright Night, Christmas crafts, and the chance to make thoughtful gifts for Mother's Day. Themed evenings such as Robot Wars, Star Wars Night, and Faith Night brought a fresh sense of fun and discovery, encouraging the Cubs to explore new ideas and interests.

Outdoor adventure has played an important part in the programme. From the Chip Shop Hike and outdoor cooking to gardening crafts, the Cubs enjoyed plenty of hands-on experiences beyond the hut. Taking part in the St George's Day Parade also gave the Pack a strong sense of belonging to the wider Scouting family, and it was wonderful to see them represent the Group so proudly.

It has been another successful year for the Cubs, full of learning, laughter, and friendship. With thanks to our dedicated leadership team and supportive parents, the Cubs have created many happy memories and are well placed for more adventures in the year ahead.

**MICHELE PENDRELL-SMITH**  
Cub Scout Leader



# Annual General Meeting of the 5th Potters Bar Scout Group Council (Charity no. 302560)

On Friday 3rd October 2025 @ 7.30pm  
Morven Guide HQ, The Causeway, Potters Bar, Herts, EN6 5HA

## AGENDA

1. Apologies and welcome
2. Vote to approve the Minutes from last AGM
3. Receive and adopt the Annual Report for the year ending 31st March 2025
4. Receive and adopt the Treasurer's Report and Annual Accounts for the year ending 31st March 2025
5. Appoint the Trustee Board's recommendation for Group Chair
6. Appoint the Trustee Board's recommendation for Group Secretary (currently vacant – if interested, please speak to the Chairman)
7. Appoint the Trustee Board's recommendation for Group Treasurer
8. Appoint members of the Trustee Board
9. Vote to fully adopt the Group's Constitution in the model form (without amendment) provided by The Scout Association at Section 5.4 of the Scout Association's Policy, Organisation and Rules.
10. Vote to agree the appointment of Roger Moore MBE as the Independent Examiner of the Group's Accounts.

11. The Group Scout Council notes that the Group's Financial Year runs from 1 April to 31 March.
12. Vote to determine the Quorum required for meetings of the Trustee Board and the maximum total number of members.
13. Vote to determine the Quorum required for meetings of the Scout Council.
14. Review of previous year by Group Lead Volunteer and remarks from the District Lead Volunteer.
15. Presentations
16. AOB
17. BBQ and Entertainment!

5TH POTTERS BAR SCOUT GROUP

RECEIPTS & PAYMENTS ACCOUNT SUMMARY  
FOR THE YEAR ENDED 31ST MARCH 2025

	31/3/2025	31/3/2024	31/3/2023	31/3/2022
Total receipts for the year	55,177.48	48,778.32	45,319.85	33,867.23
Total payments for the year	84,449.56	34,481.36	50,948.55	26,117.81
Surplus/(Deficit) for the year	(29,272.08)	14,296.96	(5,628.70)	7,749.42
<b>RECEIPTS FOR THE YEAR ENDED</b>	<b>31/3/2025</b>	<b>31/3/2024</b>	<b>31/3/2023</b>	<b>31/3/2022</b>
Membership Subscriptions received	3,543.57	2,995.54	4,670.11	3,109.27
Membership Subscriptions refunded	(270.00)	-	-	-
Membership Subscriptions paid	(3,618.00)	(2,775.00)	(2,756.00)	(3,009.00)
	(344.43)	220.54	1,914.11	100.27
Activities	2,517.40	732.15	4,056.08	2,615.46
Camp Acc.	-	4,830.00	1,078.54	6,991.33
District	2,505.00	-	-	-
Fundraising	4,231.48	5,967.56	5,213.75	13.67
Misc Refund	228.75	26.00	29.50	-
Insurance claim	783.35	-	4,027.72	-
Use of Minibus	8,258.20	4,539.37	4,087.55	1,536.11
Donations	425.32	1,291.28	189.32	85.00
Rent	27,585.99	27,812.67	21,785.00	19,001.75
Sundry receipts (t-shirts, sale of old minibuses etc)	5,098.42	583.75	182.28	514.64
<b>TOTAL RECEIPTS FOR THE YEAR</b>	<b>51,289.48</b>	<b>46,003.32</b>	<b>42,563.85</b>	<b>30,858.23</b>
<b>PAYMENTS FOR THE YEAR ENDED</b>	<b>31/3/2025</b>	<b>31/3/2024</b>	<b>31/3/2023</b>	<b>31/3/2022</b>
Administration	2,069.95	-	-	-
Rent	391.16	346.16	346.16	346.16
Letting Commission	-	-	3,750.00	-
District	2,505.00	-	-	-
Water	574.15	384.62	347.82	224.98
Electricity	1,314.71	1,486.30	2,705.09	3,177.21
Broadband	299.88	299.88	299.88	324.87
Gas	395.06	2,136.05	224.35	-
Insurance	1,656.71	1,813.78	4,265.46	1,724.18
Repairs & Renewals	8,694.92	3,848.13	14,953.20	3,207.39
Donations, Grants and Gifts	296.75	1,742.08	550.00	75.00
Activities	10,692.72	4,096.13	4,571.33	3,446.75
Camp Acc.	-	4,436.88	2,610.30	5,027.31
Fundraising Expenses	2,865.03	3,845.66	2,106.81	-
Misc expenses (website/computer costs/other)	767.82	824.63	1,060.70	531.92
Purchase of Capital Equipment (Inc. minibus)	31,548.49	813.73	629.80	184.84
Minibus expenses	15,224.58	3,242.80	8,219.11	4,375.20
Purchase of Badges & T shirts	1,264.63	2,389.53	1,552.54	463.00
<b>TOTAL PAYMENTS FOR THE YEAR</b>	<b>80,561.56</b>	<b>31,706.36</b>	<b>48,192.55</b>	<b>23,108.81</b>
<b>STATEMENT OF ASSETS (&amp; LIABILITIES) AT :</b>	<b>31/3/2025</b>	<b>31/3/2024</b>	<b>31/3/2023</b>	<b>31/3/2022</b>
Nat West Bank Account - 13152343	10,438.64	39,428.77	23,595.37	27,556.28
Nat West Bank Account - 13618377	0.00	848.12	455.00	1,986.76
OSM Expense Account	465.85	-	-	-
Unpresented cheques	-	(100.32)	(100.32)	(100.32)
Uncleared cheques/debits	-	(2,065.59)	(136.03)	-
2023/24 Expenses adjustment	(2,065.59)	-	-	-
<b>TOTAL</b>	<b>8,838.90</b>	<b>38,110.98</b>	<b>23,814.02</b>	<b>29,442.72</b>
Surplus for year	(29,272.08)	14,296.96	(5,628.70)	7,749.42
Surplus brought forward	38,110.98	23,814.02	29,442.72	21,693.30
<b>TOTAL</b>	<b>8,838.90</b>	<b>38,110.98</b>	<b>23,814.02</b>	<b>29,442.72</b>

Independent examiners report to members of the 5th Potters Bar Scout Group

Please refer to page two.

The above accounts summary was presented to the Group Scout Council at the AGM held on the 3 October 2025. Approved by the Trustees and signed on their behalf by:

Signed by: *David Sanderson*  
A80B34364F37430...  
David Sanderson

Signed by: *Peter Miles*  
7500A75D3997421...  
Peter Miles

## **Independent examiners report to members of the 5th Potters Bar Scout Group**

I report that I have examined, without carrying out an audit, the books vouchers and records of the 5th Potters Bar Scout Group and that the receipts and payments and particulars of the assets and liabilities as at the 31st March 2025 are in accordance therewith and I have verified the cash and bank balances that were provided to me.

However, I have been informed that in September 2025 the Group uncovered a further GoCardless account in 5th Potters Bar Scouts name which was unknown to the Treasurer and initially not used. GoCardless, the electronic payments platform used by the Group, had withheld funds in this account because verification of the Trustees had not been carried out in accordance with their terms and conditions. Crucially, GoCardless failed to notify the Group that funds were being withheld, issuing only a single email requesting verification, with no follow-up or indication of the withholding.

The Group had previously verified the GoCardless account they were aware of—one that had been paying into their bank account regularly—and reasonably assumed that all necessary steps had been taken to ensure continuity of payments. The issue only came to light when the Trustees noticed that recent subscription payments were not being credited and that receivables were lower than expected. The Treasurer acted promptly to investigate and identified the existence of the second account.

The credit amount was £15,760.83 which appears to have accrued from part subscriptions and part camp fees extending back over a number of years but also includes monies received for 2025/26. How this unknown account accrued funds is currently being investigated by the Treasurer, but in his view, it is unlikely that it can be properly allocated to specific accounts in preceding years.

The Group is in the process of submitting a formal complaint to GoCardless regarding their handling of the matter.

After discussions with the committee and Reporting accountant it has been decided to exclude this amount from the 2024/25 accounts and not to adjust earlier reported numbers. For the 2025/26 accounts this amount will be treated as an exceptional credit item unless full information can be gained for all the entries to allow reallocations. I have been assured that the committee will be taking steps to reduce the risk of similar situations occurring, including regularly monitoring both GoCardless accounts for withheld funds.



**Roger Moore MBE**

# 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 

<b>5th Potters Bar Scout Group</b>
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Other names the charity is known by 

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Registered charity number (if any) 

3	0	2	5	6	0
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Charity's principal address

124 Moffats Lane	
Brookmans Park	
Herts	
Postcode	AL9 7RW

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Notes/ Dates acted if not for whole year
1	Peter Miles	Chair	
2	Chris Brunning	Joint Group Lead Volunteer	
3	James Sanderson	Joint Group Lead Volunteer	
4	David Sanderson	Treasurer	
5	Michelle Pendrell-Smith	Trustee Board member	
6	Mark Trollope	Trustee Board member	
7	Jay Pendrell-Smith	Trustee Board member	
8	Dapo Konu	Trustee Board member	
9	Tim Young	Trustee Board member	
10			
11			
12			
13			

**Section A**

**Reference and administration details (continued)**

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

Type of advisor	Name	Address
Independent Examiner	Roger Moore MBE	Redacted

**Section B**

**Structure, governance and management**

**Description of the charity's trusts**

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 Scout Association and The Policy, Organisation and Rules of The Scout Association.

How the charity is constituted

(e.g. trust, association, company)

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

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.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Trustee Board, 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 registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

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 Trustee Board consists of the Chair, Treasurer and other Trustees as set out above and meets every 2-3 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 give young



**Section B**

**Structure, governance and management (continued)**

**Risk and Internal Control**

The Trustee Board has identified the major risks to which they believe the Group is 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 Group would request the use of buildings, property and equipment from neighbouring organisations such as local churches, community centres and other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

**Injury to leaders, helpers, supporters and members.** The Group (through the capitation fees) contributes to the Scout Association's national personal accident and medical insurance policy. We also arrange our own Personal Accident Insurance for Leaders and Adults, and non-member children. Risk Assessments are undertaken before all activities.

**Reduced income from fund raising and/or Rent.** The Group is reliant upon income from fundraising and Rent. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the level of subscriptions, either temporarily or permanently, if so required.

**Reduction or loss of Leaders.** The Group is reliant upon volunteers to run and administer its activities. If there was a reduction in the number of leaders to an unacceptable level in a particular section (or the group as a whole) then there would have to be a contraction, consolidation or closure of a section. In such a situation, the Group would take all necessary steps to attempt to return the Group to the status quo.

**Significant reduction or loss of members.** The Group provides activities for all local young people aged 6 to 18. If there was a significant reduction in membership in a particular section or the Group as whole then there would have to be a contraction, consolidation or closure of a section. In such a situation, the Group would take all necessary steps to attempt to return the Group to the status quo.

**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 comprehensive insurance policies to ensure that insurable risks are covered.

**Section C**

**Objectives and activities**

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

**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

Regular weekly meetings during the school term time for Beavers, Cubs and Scouts, plus plenty of outdoor activities including, camping, hiking, cooking, canoeing, rafting, climbing, caving, cycling, and sports. All Leaders and Trustee Board members are unpaid volunteers.

Additional details of the objectives and activities

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

Membership levels are good and we continue to offer many exciting activities and opportunities to our members, including offering camping and residential experiences to our young people. We continue to train younger leaders within the Group as part of our planning for the future. The Group is very much encouraged by the excellent relationship we have with our nursery tenants.

**Section E**

**Financial Review**

Brief statement of the charity's policy on reserves

**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 Trustee Board considers that the Group should hold a sum equivalent to 6 months' operating costs, circa £10,000 as the minimum reserve.

The Group held reserves of approximately £10,000 at year end\*\*, which the Trustee Board considers to be entirely reasonable given the following matters: current uncertainties arising out of global affairs, the eventual costly renewal of both minibuses to meet current emissions standards and inflation.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

\*\*Please refer to the Independent Examiner's Report which highlights an issue with a previously unknown GoCardless account holding £15,760.83 of Group funds. The balance, arising from subscription and camp payments over several years, was withheld without adequate notification to the Group. The Trustees have submitted a formal complaint to GoCardless and will treat the balance as an exceptional item in 2025/26 while implementing additional monitoring controls to prevent recurrence.

**Investment Policy**

<ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> </ul>	<p>The Group's main sources of income are (i) subscription fees, (ii) rental income from third party users of our leasehold premises; (iii) vehicle rentals; and (iii) fundraising on an ad hoc basis. The Group's Income and Expenditure is relatively small and as a consequence, the Group does not have sufficient funds to invest in longer-term investments such as stocks and shares and our reserves are generally earmarked for future capital expenditure. The Group has therefore adopted a low-risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.</p>
<ul style="list-style-type: none"> <li>how expenditure has supported the key objectives of the charity;</li> </ul>	<p>The main expenditure has been on maintaining and repairing our leasehold premises, where the majority of meetings of the Scout Group are held. Additionally, the vehicles and trailers owned by the Group and kept at the premises require regular maintenance. The Headquarters is also used by two of the local Guide and Brownie Units and the local Explorer Scout Unit, in addition to other rent-generating third party users of the premises.</p>
<ul style="list-style-type: none"> <li>investment policy and objectives</li> </ul>	<p>The Group does not have sufficient funds to invest in longer term investments, particularly as reserves are generally earmarked for future capital expenditure. 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**

<p>Plans for future periods (details of any significant activities planned to achieve them)</p>	Empty box for future plans
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**Section G Declaration**

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

Signed on behalf of the charity's trustees

<p>Signature(s)</p>	<p>Signed by: <i>Peter Miles</i> 7500A75D3997421...</p>	<p>Signed by: <i>David Sanderson</i> A80B34364F37430...</p>
<p>Full name(s)</p>	<p>Peter Miles</p>	<p>David Sanderson</p>
<p>Position (eg Secretary, Chair)</p>	<p>Chairman</p>	<p>Treasurer</p>

Date 01 October 2025

# Minutes of the Annual General Meeting of the 5th Potters Bar Scout Group Council (Charity no. 302560)

Friday 13<sup>th</sup> September 2024 @ 7.30pm  
Morven Guide HQ, The Causeway, Potters Bar, Herts, EN6 5HA

- 1. Apologies and welcome**
  - a. No apologies received.
  
- 2. Vote to approve the Minutes from last AGM**
  - a. Approved by a show of hands.
  - b. Chair signed a copy for records.
  
- 3. Receive and adopt the Annual Report for the year ending March 2024**
  - a. No questions, Annual Report adopted.
  
- 4. Receive and adopt the Treasurer's Report and Annual Accounts for the year ending 31st March 2024**
  - a. No questions, Treasurer's Report & Annual Accounts adopted.
  
- 5. Appoint the Trustee Board's recommendation for Group Chair, Peter Miles**
  - a. Approved by a show of hands.
  
- 6. Group to elect the Group Secretary (position vacant)**
  - a. No volunteers for the role.
  - b. Chair invited volunteers to come forward at any point after the meeting
  
- 7. Appoint the Trustee Board's recommendation for Group Treasurer**
  - a. Chair advised the Trustees recommend the appointment of David Sanderson who has kindly agreed to serve for another year.
  - b. Approved by a show of hands.
  
- 8. Appoint members of the Group Scout Council to the Trustee Board**
  - a. The individuals below were reappointed by a show of hands. Chair also encouraged more parents to join the Trustee Board:

<i>James Sanderson</i>	<i>Group Scout Leader (role share)/Trustee</i>	<i>Appointed by Group Council (only one GSL can be ex-officio)</i>	<i>8</i>
<i>Michele Pendrell-Smith</i>	<i>Trustee</i>	<i>Appointed by Group Council</i>	<i>8</i>
<i>Jay Pendrell-Smith</i>	<i>Trustee</i>	<i>Appointed by Group Council</i>	<i>8</i>
<i>Mark Trollope</i>	<i>Trustee</i>	<i>Appointed by Group Council</i>	<i>8</i>
<i>Dapo Konu</i>	<i>Trustee</i>	<i>Appointed by Group Council</i>	<i>8</i>
<i>Tim Young</i>	<i>Trustee</i>	<i>Appointed by Group Council</i>	<i>8</i>

9. **Vote to fully adopt the Group's Constitution in the model form** (without amendment) provided by The Scout Association at Section 5.4 of the Policy, Organisation and Rules.
  - a. Chair explained that this is a requirement to adopt at each AGM.
  - b. Approved by a show of hands.
  
10. **Vote to agree the appointment of Roger Moore MBE as the Independent Examiner of the Group's Accounts.**
  - a. Approved by a show of hands.
  - b. Chair thanked Roger for examining the accounts again
  
11. **The Group Scout Council notes that the Group's Financial Year runs from 1 April to 31 March.**
  - a. Chair mentioned the dates of our financial year as above.
  
12. **Vote to determine the Quorum required for meetings of the Trustee Board and the maximum total number of members.**
  - a. Quorum for the Trustee Board is now set out in POR (Policy Organisation and Rules). This is a recent change.
  
13. **Vote to determine the Quorum required for meetings of the Scout Council.**
  - a. Chair explained proposal that 10 members of the Scout Council (including members, parents, leaders, etc) required in attendance at an AGM for decisions taken to be effective.
  - b. Approved by a show of hands.
  
14. **Scouting Challenges**
  - a. Chris/Chair mentioned that we have an urgent need for more leaders and help with administration etc. and invited anyone interested to speak to a member of the Team at any stage after the meeting.
  
15. **Presentations**
  - a. A presentation by a young member was given to Chris Brunning to mark his retirement as a Leader and to thank him for his many years of dedicated service.
  - b. Gordon Marshall from the District Team presented service certificates to:
    - i. David Sanderson (5 years' service)
    - ii. Phil Day: 2 awards for his dedicated service.
    - iii. We congratulate both on their achievements.
  
16. **Any Other Business**
  - a. Dapo Konu (Trustee Board) mentioned the upcoming Christmas Santa Run Event 7 December at the Furze field Hut
  - b. There being no further business to discuss, all proceeded outside for a very well attended BBQ, with drinks and desserts, and games for members to enjoy.
  - c. Thank you to all that attended and organised.



# Scouts



## Three leaders of the future need one leader today.

Could that leader be you? Put your skills to use, learn new ones, and help inspire a new generation.

No Scout background necessary and give as much or as little time as you like. The good news is that it's as good for you as it is for them!

Find out how you can volunteer on a flexible basis. It'll be the best thing you do all week. Please email [hello@5pbscouts.co.uk](mailto:hello@5pbscouts.co.uk).

[5pbscouts.co.uk](http://5pbscouts.co.uk)

[#SkillsForLife](https://www.instagram.com/5pbscouts)

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**Scouts**

5th Potters Bar

**You're...  
the bee's knees,  
top of the heap,  
second to none.**

**Thank you**

**...to our amazing volunteers at  
5th Potters Bar**



## WE NEED YOUR HELP

A thriving Group such as ours requires lots of help, whether that is in leadership positions, helping with administration or becoming an occasional helper at activities.

We rely on the generosity of our volunteers to make it happen.



Our website includes up-to-date programmes for each section, photos and more!

**5PBSCOUTS.CO.UK**

**5TH POTTERS BAR SCOUT GROUP**

England & Wales - Charity number 302560

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# Accounts

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# Scouts

## 5th Potters Bar



# 2023-2024

# ANNUAL REPORT

## FROM THE CHAIRMAN'S DESK

Since taking over as Chair of what was the Executive Committee (and now the Trustee Board), the Group has seen a number of exciting developments and events.

We upgraded one of our minibuses to a very smart, newer ULEZ Compliant vehicle, and we are planning a similar upgrade to the other 'bus when finances allow.

The Potters Bar Carnival is now a regular event in our summer Calendar and this year was no exception with our Harry Potter themed float entering into the Hertfordshire Film theme of the event. Sadly, there were no prizes this year but everyone involved had a great day. There was a huge effort involved in preparing and building the float with leaders and friends of the Group, which looked very smart in the parade.

Again, in the Summer, we celebrated the Group's 85th Anniversary with a family camp weekend, with a BBQ on the Saturday evening. Guests from our past and present, and Ian Tyser, County Commissioner were in attendance. A professional singer was on hand, but much young talent within the Group was discovered, as the 'karaoke' session of the evening really took off!

The Christmas Fayre and Santa Run in 2023 saw a number of runners (Beavers, Cubs, Scouts, Explorers and parents) running for various charities dressed in their red Santa suits, with a Christmas market once again held in the hut at Furze-field. Look out for details of this year's Festive activities soon!

We look forward to another year of your support, and as always, we welcome volunteers new and old to help our young people enjoy scouting activities, learning life skills and developing themselves and our Group on their journey. We wholeheartedly thank Chris Brunning for his many years of dedicated service to the Group and wish him well as he steps down from running the Scout Troop after over 30 years.

All that is left is for me to thank everyone involved in the 5th Potters Bar Scouts for all their work, both behind the scenes and front of house, in doing what they do for our members – THANK YOU ALL, you are amazing.

### PETE MILES

Chairman



## SCOUT TROOP

Scout numbers held steady this year, with 23 enthusiastic members, as a few Cubs proudly moved up to join the Scouts. The year was filled with adventure and camaraderie, as camping activities joyfully returned to normal. We kicked off with an unforgettable Group Camp during the Whitsun half term at Tolmers Campsite in Cuffley. This camp was a fantastic gathering of Beavers, Cubs, and Scouts, all eager to reconnect with nature and each other.

The highlight of the summer was our thrilling joint camp with 1st and 2nd Little Heath Scouts near Maidstone, Kent. The camp was packed with exciting activities, including a challenging two-day hike that tested our endurance and teamwork. We also embarked on a memorable day trip to France, which added an international flair to our adventure. For those seeking a bit of speed and adrenaline, mountain biking was a hit, while the cooking competition brought out everyone's creative side, with delicious results.

Although the beach trip was cancelled due to unforeseen circumstances and our campfire plans were literally rained out, the mixed weather couldn't dampen our spirits. Despite the challenges, everyone had a fantastic time, proving once again that it's not the weather but the company and the experiences that make a camp special.

As autumn rolled in, we participated in the County Green Beret Competition, a true test of physical and mental strength. Our Scouts proudly entered two teams, competing in the assault course, orienteering, and both day and night exercises. Out of 130 teams, we secured impressive 50th and 54th places, a testament to the hard work and determination of our members.

Throughout the year, we continued to engage in a variety of activities that kept the spirit of Scouting alive and thriving. From night hikes under starry skies to wide games that brought out our competitive sides, conservation work at Fir & Pond Wood, and even more orienteering, canoeing, and pioneering, our Scouts were always up for a new challenge.

As we reflect on the year, we are grateful for the resilience and enthusiasm of our Scouts. They have shown that even in the face of unpredictable weather and other obstacles, the joy of Scouting shines through. Here's to many more adventures and the continued growth of our Troop!

### CHRIS BRUNNING

Acting GSL/Scout Leader



## CUB PACK

Our Cub Pack is a lively group of around 20 eager Cubs, led by three experienced leaders, who are always ready for an adventure! We've had an action-packed year filled with exciting activities, both indoors and outdoors, that have kept the Cubs engaged and growing in confidence and skills.

One of the highlights of the year was our Family Camp, where even though the weather wasn't always on our side, the Cubs had a fantastic time. They enjoyed thrilling activities like kayaking and climbing, which really tested their teamwork and bravery. To cap off the day, we gathered around for an evening BBQ followed by a fun Karaoke session, with Cubs showing off their best singing voices.

Throughout the year, the Cubs worked hard on their badge achievements. They tackled First Aid, developed their creativity with the Artist Badge, and mastered the art of backwoods cooking, learning how to make meals using simple, traditional methods. Team games were also a big focus, helping the Cubs build stronger friendships and develop essential leadership skills.

As the festive season approached, we celebrated with Christmas crafts and a memorable Santa Run, bringing holiday cheer to the group. Indoors, the Cubs experienced a unique camp under a parachute, where they spent the night having fun while learning the basics of camping in a cozy, creative way. We also held a creative cooking challenge, where the Cubs came up with inventive and tasty foods, and even did a Chip Shop survey, where they set out to discover the best local chips! We finished off our year with older Cubs trying their skills and building rafts and floating them on a lake and younger ones enjoying a slip and slide followed by toasting marshmallows around a fire.

Whether indoors or out, rain or shine, the Cub Pack has had an amazing year full of growth, learning, and laughter. We can't wait to see what adventures the next year will bring!

### MICHELE PENDRELL-SMITH

Cub Scout Leader



# BEAVER COLONY

We are a close-knit section of around 16 enthusiastic Beavers, led by two dedicated leaders. For the past two years, Phil has been at the helm, guiding our adventures. However, as we step into the new term, Phil will be moving on to lead the Scout Troop, and I'll be stepping up as the new leader of the Beavers. I'm excited to welcome Grace, our new leader, who will be joining me on this journey.

Our meetings are held every Monday from 6pm to 7pm, and we always strive to keep our sessions as diverse and engaging as possible. During the colder winter months, we stay cozy indoors at the hut, where the Beavers immerse themselves in fun activities like crafting, archery, and board games. A standout favourite this year has been indoor climbing! We set up a thick rope on the floor, weaving it under and around tables and chairs, and the Beavers clip onto it, eagerly following the course around the room.

When the weather is kind, we make the most of the great outdoors. Our activities spill into the hut's charming little garden and extend to the larger Furze field and woods. The Beavers have had a blast playing games in the field, roasting marshmallows over bonfires, engaging in thrilling water battles, and trekking through the woods on mini-adventures.

We've also ventured beyond our usual spots, taking the Beavers on exciting trips to the Tolmers Activity Centre. They've had a go at archery, navigated tunnels, tried their hand at orienteering, and raced around on pedal karts!

To top it all off, we organized a couple of unforgettable overnight camps. The winter camp, held in the cozy hut, was the perfect introduction to staying away from home for the first time. In the summer, the Beavers joined the Group camp at Tolmers, where they not only met members from other sections but also experienced the thrill of sleeping under canvas!

## TIM ROCHESTER

Beaver Leader



## WE NEED YOUR HELP

A thriving Group such as ours requires lots of help, whether that is in leadership positions, helping with administration or becoming an occasional helper at activities. We rely on the generosity of our volunteers to make it happen.

Please email [hello@5pbscouts.co.uk](mailto:hello@5pbscouts.co.uk) if you can spare some time to help deliver our vision!



Our website includes up-to-date programmes for each section, photos and more!

**5PBSCOUTS.CO.UK**

# Annual General Meeting of the 5th Potters Bar Scout Group Council (Charity no. 302560)

On Friday 13<sup>th</sup> September 2024 @ 7.30pm  
Morven Guide HQ, The Causeway, Potters Bar, Herts, EN6 5HA

## AGENDA

1. Apologies and welcome
2. Vote to approve the Minutes from last AGM
3. Receive and adopt the Annual Report for the year ending 31st March  
2024
4. Receive and adopt the Treasurer's Report and Annual Accounts for  
the year ending 31st March 2024
5. Appoint the Trustee Board's recommendation for Group Chair
6. Appoint the Trustee Board's recommendation for Group Secretary  
(currently vacant)
7. Appoint the Trustee Board's recommendation for Group Treasurer
8. Appoint members of the Trustee Board
9. Vote to fully adopt the Group's Constitution in the model form  
(without amendment) provided by The Scout Association at Section  
5.4 of the Policy, Organisation and Rules.
10. Vote to agree the appointment of Roger Moore MBE as the  
Independent Examiner of the Group's Accounts.

11. The Group Scout Council notes that the Group's Financial Year runs from 1 April to 31 March.
12. Vote to determine the Quorum required for meetings of the Trustee Board and the maximum total number of members.
13. Vote to determine the Quorum required for meetings of the Scout Council.
14. Scouting Challenges
15. Presentations
16. AOB
17. BBQ and Entertainment!

5TH POTTERS BAR SCOUT GROUP

RECEIPTS & PAYMENTS ACCOUNT SUMMARY  
FOR THE YEAR ENDED 31ST MARCH 2024

	31/3/2024	31/3/2023	31/3/2022
Total receipts for the year	48,778.32	45,319.85	33,867.23
Total payments for the year	34,481.36	50,948.55	26,117.81
Surplus/(Deficit) for the year	14,296.96	(5,628.70)	7,749.42
<b>RECEIPTS FOR THE YEAR ENDED</b>	<b>31/3/2024</b>	<b>31/3/2023</b>	<b>31/3/2022</b>
Membership Subscriptions received	2,995.54	4,670.11	3,109.27
Membership Subscriptions refunded	-	-	-
Membership Subscriptions paid	(2,775.00)	(2,756.00)	(3,009.00)
Activities	220.54	1,914.11	100.27
Camp Acc.	732.15	4,056.08	2,615.46
Fundraising	4,830.00	1,078.54	6,991.33
Misc Refund	5,967.56	5,213.75	13.67
Insurance claim	26.00	29.50	-
Use of Minibus	-	4,027.72	-
Donations	4,539.37	4,087.55	1,536.11
Rent	1,291.28	189.32	85.00
Sundry receipts (t-shirts, sale of old minibuses etc)	27,812.67	21,785.00	19,001.75
RECEIPTS FOR THE YEAR	583.75	182.28	514.64
	46,003.32	42,563.85	30,858.23
<b>PAYMENTS FOR THE YEAR ENDED</b>	<b>31/3/2024</b>	<b>31/3/2023</b>	<b>31/3/2022</b>
Rent	346.16	346.16	346.16
Letting Commission	-	3,750.00	-
Water	384.62	347.82	224.98
Electricity	1,486.30	2,705.09	3,177.21
Broadband	299.88	299.88	324.87
Gas	2,136.05	224.35	-
Insurance	1,813.78	4,265.46	1,724.18
Repairs & Renewals	3,848.13	14,953.20	3,207.39
Donations and Grants	1,742.08	550.00	75.00
Activities	4,096.13	4,571.33	3,446.75
Camp Acc.	4,436.88	2,610.30	5,027.31
Fundraising Expenses	3,845.66	2,106.81	-
Misc expenses (website/computer costs/other)	824.63	1,060.70	531.92
Purchase of Capital Equipment	813.73	629.80	184.84
Minibus expenses	3,242.80	8,219.11	4,375.20
Purchase of Badges & T shirts	2,389.53	1,552.54	463.00
PAYMENTS FOR THE YEAR	31,706.36	48,192.55	23,108.81
<b>STATEMENT OF ASSETS (&amp; LIABILITIES) AT :</b>	<b>31/3/2024</b>	<b>31/3/2023</b>	<b>31/3/2022</b>
Nat West Bank Account - 13152343	39,428.77	23,595.37	27,556.28
Nat West Bank Account - 13618377	848.12	455.00	1,986.76
Unpresented cheques	(100.32)	(100.32)	(100.32)
Uncleared cheques/debits	(2,065.59)	(136.03)	-
Uncleared credits	-	-	-
TOTAL	38,110.98	23,814.02	29,442.72
Surplus for year	14,296.96	(5,628.70)	7,749.42
Surplus brought forward	23,814.02	29,442.72	21,693.30
TOTAL	38,110.98	23,814.02	29,442.72

Independent examiners report to members of the 5th Potters Bar Scout Group

I report that I have examined, without carrying out an audit, the books vouchers and records of the 5th Potters Bar Scout Group and that the receipts and payments and particulars of the assets and liabilities as at the 31st March 2024 are in accordance therewith and I have verified the cash and bank balances.



Roger Moore MBE  
8th September 2024

The above accounts summary was presented to the Group Scout Council at the AGM held on the 13th September 2024. Approved by the Trustees and signed on their behalf by

Signed by:  
  
Peter Miles - Chairman

Signed by:  
  
David Sanderson - Treasurer

# 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 

<b>5th Potters Bar Scout Group</b>
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Other names the charity is known by 

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Registered charity number (if any) 

3	0	2	5	6	0
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Charity's principal address

124 Moffats Lane	
Brookmans Park	
Herts	
Postcode	AL9 7RW

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Notes/ Dates acted if not for whole year
1	Peter Miles	Chair	
2	Alex Miller	Trustee Board member	AM will be resigning at the AGM
3	Chris Brunning	Acting Group Scout Leader/ Scout Leader	
4	David Sanderson	Group Treasurer	
5	Michelle Pendrell-Smith	Assistant Cub Leader	
6	James Sanderson	Deputy Group Scout Leader	
7	Mark Trollope	Trustee Board member	
8	Phil Day	Trustee Board member	PD will be resigning at the AGM
9	Jay Pendrell-Smith	Trustee Board member	
10	Dapo Konu	Trustee Board member	
11	Carly Panteli	Trustee Board member	CP will be resigning at the AGM
12	Tim Young	Trustee Board member	
13			

**Section A Reference and administration details (continued)**

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

Type of advisor	Name	Address

**Section B Structure, governance and management**

**Description of the charity's trusts**

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 Scout Association and The Policy, Organisation and Rules of The Scout Association.

How the charity is constituted

(e.g. trust, association, company)

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

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.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Trustee Board, 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 registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Trustee Board consists of independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (where they have elected to serve) and parent representatives and meets every 2 to 3 months.

The various purposes and duties of the Trustee Board are as set out by The Scout Association here: <https://www.scouts.org.uk/por/5-local-governance-and-finance-of-groups-districts-counties/546-group-trustee-board-purpose/>

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



Section B	Structure, governance and management (continued)
	<p><b>Risk and Internal Control</b></p> <p>The Trustee Board has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:</p> <p><b>Damage to the building, property and equipment.</b> The Group would request the use of buildings, property and equipment from neighbouring organisations such as local churches, community centres and other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p><b>Injury to leaders, helpers, supporters and members.</b> The Group (through the capitation fees) contributes to the Scout Association's national personal accident and medical insurance policy. We also arrange our own Personal Accident Insurance for Leaders and Adults, and non-member children. Risk Assessments are undertaken before all activities.</p> <p><b>Reduced income from fund raising and/or Rent.</b> The Group is reliant upon income from fundraising and Rent. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the level of subscriptions, either temporarily or permanently, if so required.</p> <p><b>Reduction or loss of Leaders.</b> The Group is completely reliant upon volunteers to run and administer its activities. If there was a reduction in the number of leaders to an unacceptable level in a particular section (or the group as a whole) then there would have to be a contraction, consolidation or closure of a section. In such a situation, the Group would take all necessary steps to attempt to return the Group to the status quo.</p> <p><b>Significant reduction or loss of members.</b> The Group provides activities for all local young people aged 6 to 18. If there was a significant reduction in membership in a particular section or the Group as whole then there would have to be a contraction, consolidation or closure of a section. In such a situation, the Group would take all necessary steps to attempt to return the Group to the status quo.</p> <p><b>Risk and Internal Control</b></p> <p>The group has in place systems of <i>internal controls</i> that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.</p>

**Section C**

**Objectives and activities**

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

**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

Regular weekly meetings during the school term time for Beavers, Cubs and Scouts, plus plenty of outdoor activities including, camping, hiking, cooking, canoeing, rafting, climbing, caving, cycling, and sports. All Leaders and Trustee Board members are unpaid volunteers.

Additional details of the objectives and activities

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

Membership levels are reasonable and we continue to offer many exciting activities and opportunities to our members, including offering camping and residential experiences to our young people. We continue to train younger leaders within the Group as many of our leaders are in their mid 50's and 60's and the Group needs and continues to plan for the future. The Group is very much encouraged by the excellent relationship we have with our nursery tenants.

**Section E**

**Financial Review**

Brief statement of the charity's policy on reserves

**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 Trustee Board considers that the Group should hold a sum equivalent to 6 months' operating costs, circa £10,000 as the minimum reserve.

The Group held reserves of approximately £28,000 at year end, which the Trustee Board considers to be entirely reasonable given the following matters: current uncertainties arising out of global affairs, the eventual costly renewal of both minibuses to meet current emissions standards and inflation.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

**Investment Policy**

<ul style="list-style-type: none"> <li>• the charity's principal sources of funds (including any fundraising);</li> </ul>	<p>The Group's main sources of income are (i) subscription fees, (ii) rental income from third party users of our leasehold premises; (iii) vehicle rentals; and (iii) fundraising on an ad hoc basis. The Group's Income and Expenditure is relatively small and as a consequence, the Group does not have sufficient funds to invest in longer-term investments such as stocks and shares and our reserves are generally earmarked for future capital expenditure. The Group has therefore adopted a low-risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.</p>
<ul style="list-style-type: none"> <li>• how expenditure has supported the key objectives of the charity;</li> </ul>	<p>The main expenditure has been on maintaining and repairing our leasehold premises, where the majority of meetings of the Scout Group are held. Additionally, the vehicles and trailers owned by the Group and kept at the premises require regular maintenance. The Headquarters is also used by two of the local Guide and Brownie Units and the local Explorer Scout Unit, in addition to other rent-generating third party users of the premises.</p>
<ul style="list-style-type: none"> <li>• investment policy and objectives</li> </ul>	<p>The Group does not have sufficient funds to invest in longer term investments, particularly as reserves are generally earmarked for future capital expenditure. 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>

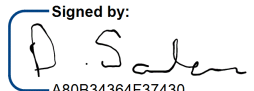
**Section F Other Optional Information**

<p>Plans for future periods (details of any significant activities planned to achieve them)</p>	Empty box for future plans
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**Section G Declaration**

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

Signed on behalf of the charity's trustees

<p>Signature(s)</p>	<p>Signed by:    <small>7500A75D3997421...</small></p>	<p>Signed by:    <small>A80B34364F37430...</small></p>
<p>Full name(s)</p>	<p>Peter Miles</p>	<p>David Sanderson</p>
<p>Position (eg Secretary, Chair)</p>	<p>Chairman</p>	<p>Treasurer</p>

Date 09 September 2024

**Minutes of the Annual General Meeting of the  
5<sup>th</sup> Potters Bar Scout Group Council  
(Charity no. 302560)**

Friday 6<sup>th</sup> October 2023  
Group Headquarters, Furzefield,  
Potters Bar

- 1. Apologies for absence, Welcome**
  - a. James Sanderson sent apologies.
- 2. Vote to approve Minutes from Last AGM**
  - a. Approved by a show of hands. Outgoing chair not present to sign.
- 3. Receive and adopt the Annual Report for the year ending March 2023**
  - a. No questions
- 4. Receive and adopt the Treasurer's Report and Annual Accounts for the year ended 31 March 2023**
  - a. No questions
- 5. Vote to agree the Group Scout Leader's (and others') nomination for Group Chairperson, Peter Miles**
  - a. Approved by a show of hands
  - b. Martin Adams thanked for all his efforts in the past
- 6. Group to elect the Group Secretary (position currently vacant)**
  - a. Thanks were given to Dan Thomas for all his work
  - b. No volunteers for the role
- 7. Vote to elect/re-elect the Group Treasurer**
  - a. Chair proposed David Sanderson who has kindly agreed to serve for another year
  - b. Approved by a show of hands
- 8. Acknowledgement of any Group Section Leaders expressly indicating to the AGM that they are willing to sit on the Group Trustee Board as an Ex-officio member**
  - a. Michele Pendrell-Smith and Jay Pendrell-Smith have already indicated that they wish to serve on the Trustee Board
- 9. Vote to agree the Acting Group Scout Leader's nominations to the Group Trustee Board**
  - a. Phil Day was nominated and approved by a show of hands
- 10. Vote to elect other members of the Group Scout Council to the Group Trustee Board**
  - a. Mark Trollope elected by a show of hands
  - b. Alex Miller elected by a show of hands
  - c. Tim Young volunteered and was elected by a show of hands

**11. Vote to fully adopt the Group's Constitution in the model form (without amendment) provided by The Scout Association (Section 5.4 of the Policy, Organisation and Rules (POR))**

- a. Approved by a show of hands

**12. Vote to agree the appointment of Roger Moore MBE as the Independent Examiner of the Group's Accounts – with thanks to Roger for carrying out this duty once again**

- a. Approved by a show of hands

**13. Vote to change the name of the 'Executive Committee' to the 'Trustee Board', in line with Scout Association Guidance**

- a. Approved by a show of hands

**14. Vote to determine the quorum required for meetings of the Trustee Board**

- a. Note: Proposal that 5 Trustees (Trustee Board members) are required to attend Trustee Board meetings (physically present or attending by remote means) for decisions taken at those meetings to be effective.
- b. Approved by a show of hands

**15. Vote to determine the quorum required for meetings of the Scout Council**

- a. Note: Proposal that 10 members of the Scout Council (which includes Trustees, all Leaders, group member parents and others) be required to attend AGMs etc. for decisions taken to be effective, the population being broad enough that there should always be sufficient present.
- b. Approved by a show of hands

**16. Scouting challenges**

- a. Chris Brunning led a discussion regarding the current and pressing need for more leaders and volunteers to help with all Group activities, including administration, occasional help (e.g. Carnival and other fund raising activities) and to help with running groups, and acting as Leaders. Phil Day is acting Beaver Leader and we need a permanent Leader as a priority. We also need Cub Leaders.

**17. Presentations**

- a. Gordon Marshall from the District Team gave a brief presentation underlining the volunteering opportunities in scouting, as above, and gave an overview of the District as it stands.
- b. Gordon presented Alan Hunt, ASL, a certificate for 14 years' service 2008-2022
- c. Gordon presented Chris Brunning a Chief Scout's Long Service award certificate for 50 Years service.
- d. The chair congratulated both and all joined in a round of applause for these achievements and as thanks for their service.

**18. Any other business**

- a. Proposed sponsored Santa run on Sunday 10 December was announced
- b. There being no further business to discuss, all proceeded outside for a barbecue – with thanks to all that attended and organised.



## WE NEED YOUR HELP

Do you have some spare time to help deliver our vision for the Group?

We would love to hear from you. Please email [hello@5pscouts.co.uk](mailto:hello@5pscouts.co.uk) or visit our website [5pscouts.co.uk](http://5pscouts.co.uk)



**5TH POTTERS BAR SCOUT GROUP**

England & Wales - Charity number 302560

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# Accounts

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2022 saw Scouting slowly getting back to normal, back to pre-pandemic times. Camping is now back in the programme, St Georges Day Parade has returned and District events are being organised again.

The Group is still thriving but with fewer Beavers, Cubs and Scouts. We had still managed to retain most of our Leaders too, and thank them for all their help in difficult times over the past few the years.

2 Jays Nursery parted company with us at the Scout Hut and moved to Ridge. A new Nursery took a one year Licence and immediately started work on the grounds around the hut, laying down tarmac on the driveway and artificial grass around the front and side of the hut. It looks much smarter!

Many thanks to all the Leaders for the time and effort they put into making the 5th Potters Bar a large and successful Group.

Thank you also to the parents who have served on the Executive Committee. We are extremely short of Leaders for our Beaver Section (6-8 yrs), and Cub Section (8-10yrs) If you know of anyone who can help at Beavers on a Monday 6-7pm or Cubs on a Wednesday 6.30-8pm please contact me at [chris.brunning@ntlworld.com](mailto:chris.brunning@ntlworld.com).

**Chris Brunning, Acting Group Scout Leader**



## Scout Troop

Camping returned to normal last year with a very successful camp during the Whitsun half term at Phasels Wood, Kings Langley and a Summer Camp near Hay-on-Wye, South Wales with activities enjoyed by all including, hill walking, canoeing on the river Wye, caving, and gorge scrambling. The weather was kind to us, and a good time was had by all.

During the Autumn, the County Green Beret Competition (assault course, orienteering, day and night exercises) returned after a two year break and we managed to enter a team of six members, which finished in a respectable 54th place out of 130 teams entered. This is always a highlight of the year and is both physically and mentally challenging.



Other activities throughout the year included a night hike, wide games, conservation work at Fir & Pond Wood, more orienteering, canoeing and pioneering. Scout numbers fell to 24 members during the year as we have had only a few Cubs move up.

We were pleased that we could run our regular programme again, much the same as pre-covid times, and long may it continue!



## Cub Scout Pack





The Cubs have had a great year with few restraints. We are back to normal! All of the Cubs agree that the District camp was the best highlight of the year - three days and two nights camping at Well End. The camp was packed full of activities and excitement; they certainly had an excellent time and went home full of stories and plenty of muddy washing!

During the year, we focused on back to basics Cubs activities including many games, cooking, bushcraft, first aid, hiking and other adventures. We visited Tolmers Activity Centre where Cubs had a taster session of Archery lead by an experienced instructor. They also splashed about on the lake building rafts and setting sail with varying degrees of success! Services at KCM Church with crafts and Christingle and Remembrance & St Georges Day Parades brought us together to celebrate and wear our uniforms with pride. We are looking forward to exciting times ahead with more camping and activities planned along the way!

## Beaver Scout Colony

We have had another great year at Beavers. Our varied program has included water wars and tunnels at Tolmers, Archery, learning first aid skills, wide games, hiking, making bug hotels, campfire cooking, water slide, crafting and games.

At Christmas, we had a sleepover in the hut. This was the first experience of being away from family for a night for many of our Beavers. Everyone had a great time. We had a visit from Father Christmas, slept in a box fort and made and ate delicious gingerbread men. We also enjoyed making Christingles at KCM and joining the congregation for a candle lit service. The Beavers also attended the Group Camp in the Summer and learnt new skills to help them on their Scouting journey. Four Beavers were awarded their Bronze Chief Scout Award before heading up to Cubs and we have welcomed 5 new Beavers into the Group.

A huge thank you to our Assistant Leader Tim and our young leaders, Ruby and Archie. Unfortunately, we still don't have a permanent Beaver Leader for the Colony. If you, or anyone you know may be able to help us, please have a chat with Chris Brunning.



## We need your help

A thriving Group such as ours requires lots of help, whether that is in leadership positions, helping with administration or becoming an occasional helper at activities.

We rely on the generosity of our volunteers to make it happen.



**Our website includes up-to-date programmes for each section, photos and more!**

# Annual General Meeting of the 5th Potters Bar Scout Group Council (Charity no. 302560)

On Friday 6<sup>th</sup> October 2023 @ 7.30pm  
5<sup>th</sup> Potters Bar Scout Headquarters, Furzefield, Potters Bar

## AGENDA

1. Apologies and welcome
2. Vote to approve the Minutes from last AGM
3. Receive and adopt the Annual Report for the year ending 31st March  
2023
4. Receive and adopt the Treasurer's Report and Annual Accounts for  
the year ending 31st March 2023
5. Vote to agree the Acting Group Scout Leader's nomination for Group  
Chairperson
6. Vote to elect the Group Secretary (currently vacant)
7. Vote to elect the Group Treasurer
8. Acknowledge any of the Group's Section Leaders expressly indicating  
to the AGM (in writing or orally at the meeting), that they are willing  
to sit on the Group Executive Committee as an Ex-officio member
9. Vote to agree the Acting Group Scout Leader's nominations to the  
Group Executive Committee

10. Vote to elect other members of the Group Scout Council to the Group Executive Committee
11. Vote to fully adopt the Group's Constitution in the model form (without amendment) provided by The Scout Association at Section 5.4 of the Policy, Organisation and Rules.
12. Vote to agree the appointment of Roger Moore MBE as the Independent Examiner of the Group's Accounts
13. Vote to change the name of the Executive Committee to the Trustee Board
14. Vote to determine the Quorum required for meetings of the Trustee Board.
15. Vote to determine the Quorum required for meetings of the Scout Council.
16. Scouting Challenges
17. Presentations
18. AOB
19. BBQ!

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A Reference and administration details

Charity name

**5th Potters Bar Scout Group**

Other names the charity is known by

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Registered charity number (if any)

3	0	2	5	6	0
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Charity's principal address

124 Moffats Lane	
Brookmans Park	
Herts	
Postcode	AL9 7RW

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Notes/ Dates acted if not for whole year
1	Martin Adams	Chair	MA has resigned as of 13.09.23, Peter Miles is our incoming Chair
2	Alex Miller	Trustee Board member	
3	Chris Brunning	Acting Group Scout Leader/ Scout Leader	
4	David Sanderson	Group Treasurer	
5	Michelle Pendrell-Smith	Assistant Cub Leader	
6	Alison Young	Trustee Board member	AY will be resigning at the AGM
7	James Sanderson	Deputy Group Scout Leader	
8	Nicki Durrant	Trustee Board member	ND will be resigning at the AGM
9	Mark Trollope	Trustee Board member	
10	Dan Thomas	Group Secretary	DT will be resigning at the AGM, GS position now vacant
11	Phil Day	Trustee Board member	
15			
16			
17			
18			
19			

**Section A****Reference and administration details (continued)**

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

Type of advisor	Name	Address

**Section B****Structure, governance and management****Description of the charity's trusts**

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 Scout Association and The Policy, Organisation and Rules of The Scout Association.

How the charity is constituted

(e.g. trust, association, company)

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

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.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Trustee Board, 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 registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

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 Trustee Board consists of independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (where they have elected to serve) and parent representatives and meets every 2 to 3 months.

The Trustee Board 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.

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

The Trustee Board has identified the major risks to which they believe the Group is 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 Group would request the use of buildings, property and equipment from neighbouring organisations such as local churches, community centres and other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

**Injury to leaders, helpers, supporters and members.** The Group (through the capitation fees) contributes to the Scout Association's national personal accident and medical insurance policy. We also arrange our own Personal Accident Insurance for Leaders and Adults, and non-member children. Risk Assessments are undertaken before all activities.

**Reduced income from fund raising and/or Rent.** The Group is reliant upon income from fundraising and Rent. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the level of subscriptions, either temporarily or permanently, if so required.

**Reduction or loss of Leaders.** The Group is completely reliant upon volunteers to run and administer its activities. If there was a reduction in the number of leaders to an unacceptable level in a particular section (or the group as a whole) then there would have to be a contraction, consolidation or closure of a section. In such a situation, the Group would take all necessary steps to attempt to return the Group to the status quo.

**Significant reduction or loss of members.** The Group provides activities for all local young people aged 6 to 18. If there was a significant reduction in membership in a particular section or the Group as whole then there would have to be a contraction, consolidation or closure of a section. In such a situation, the Group would take all necessary steps to attempt to return the Group to the status quo.

**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 comprehensive insurance policies to ensure that insurable risks are covered.

**Section C**

**Objectives and activities**

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

**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

Regular weekly meetings during the school term time for Beavers, Cubs and Scouts, plus plenty of outdoor activities including, camping, hiking, cooking, canoeing, rafting, climbing, caving, cycling, and sports. All Leaders and Trustee Board members are unpaid volunteers.

Additional details of the objectives and activities

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

Membership levels are reasonable and we continue to offer many exciting activities and opportunities to our members, including offering camping and residential experiences to our young people. We continue to train younger leaders within the Group as many of our leaders are in their mid 50's and 60's and the Group needs to plan for the future. The Group is very much encouraged by the excellent relationship we have with our new tenants, we entered into negotiations at the end of the financial year with respect to a new nursery taking over the building. We are pleased to report that the new nursery are now fully up and running.

**Section E**

**Financial Review**

Brief statement of the charity's policy on reserves

**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 Trustee Board considers that the Group should hold a sum equivalent to 6 months' operating costs, circa £10,000 as the minimum reserve.

The Group held reserves of approximately £24,000 at year end, which the Trustee Board considers to be entirely reasonable given the following matters: current uncertainties arising out of global affairs, the eventual costly renewal of both minibuses to meet current emissions standards and inflation.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

**Investment Policy**

<ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> </ul>	<p>The Group's main sources of income are subscription fees, rental income from third party users of our leasehold premises and fundraising on an ad hoc basis. The Group's Income and Expenditure is relatively small and as a consequence, the Group does not have sufficient funds to invest in longer-term investments such as stocks and shares and our reserves are generally earmarked for future capital expenditure. The Group has therefore adopted a low-risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.</p>
<ul style="list-style-type: none"> <li>how expenditure has supported the key objectives of the charity;</li> </ul>	<p>The main expenditure has been on maintaining and repairing our leasehold premises, where the majority of meetings of the Scout Group are held, plus the vehicles and trailers owned by the Group. The Headquarters is also used by two of the local Guide and Brownie Units and the local Explorer Scout Unit, in addition to other rent-generating third party users of the premises.</p>
<ul style="list-style-type: none"> <li>investment policy and objectives</li> </ul>	<p>The Group does not have sufficient funds to invest in longer term investments, particularly as reserves are generally earmarked for future capital expenditure. 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**

<p>Plans for future periods (details of any significant activities planned to achieve them)</p>	Empty box for future plans
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**Section G Declaration**

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

Signed on behalf of the charity's trustees

<p>Signature(s)</p>	<p>DocuSigned by: <i>Christopher Brunning</i> 94F9ABC385174BE...</p>	<p>DocuSigned by: <i>David Sanderson</i> A80B34364F37430...</p>
<p>Full name(s)</p>	<p>Christopher Brunning</p>	<p>David Sanderson</p>
<p>Position (eg Secretary, Chair)</p>	<p>Acting Group Scout Leader</p>	<p>Treasurer</p>

Date                                      05 October 2023                                      04 October 2023

## 5TH POTTERS BAR SCOUT GROUP

RECEIPTS & PAYMENTS ACCOUNT SUMMARY  
FOR THE YEAR ENDED 31ST MARCH 2023

	31/3/2023	31/3/2022	31/3/2021
Total receipts for the year	£45,319.85	£33,867.23	£15,504.68
Total payments for the year	£50,948.55	£26,117.81	£24,614.62
Surplus/(Deficit) for the year	<u>-£5,628.70</u>	<u>£7,749.42</u>	<u>-£9,109.94</u>

RECEIPTS FOR THE YEAR ENDED	31/3/2023	31/3/2022	31/3/2021
Membership Subscriptions received	£4,670.11	£3,109.27	£3,898.02
Membership Subscriptions refunded	-	-	-
Membership Subscriptions paid	<u>£2,756.00</u>	<u>£3,009.00</u>	<u>£3,286.00</u>
	£1,914.11	£100.27	£612.02
Bank Interest	-	-	-
Building Society Interest	-	-	-
Scout Association Loan	-	-	-
Tax refund from Covenants	-	-	-
Activities	£4,056.08	£2,615.46	£100.00
Camp Acc.	£1,078.54	£6,991.33	-£263.42
Fundraising	£5,213.75	£13.67	£320.44
Fundraising (mini-bus fund)	-	-	-
Misc Refund	£29.50	-	-
Insurance claim	£4,027.72	-	-
Use of Minibus	£4,087.55	£1,536.11	£490.00
Donations	£189.32	£85.00	-
Rent	£21,785.00	£19,001.75	£10,959.64
Grants	-	-	-
Sundry receipts (t-shirts, sale of old minibuses etc)	£182.28	£514.64	-
TOTAL RECEIPTS FOR THE YEAR	<u>£42,563.85</u>	<u>£30,858.23</u>	<u>£12,218.68</u>

PAYMENTS FOR THE YEAR ENDED	31/3/2023	31/3/2022	31/3/2021
Rent	£346.16	£346.16	£2,485.36
Letting Commission	£3,750.00	-	-
Water	£347.82	£224.98	£542.61
Electricity	£2,705.09	£3,177.21	£1,998.52
Broadband	£299.88	£324.87	£299.88
Gas	£224.35	-	-
Insurance	£4,265.46	£1,724.18	£1,682.50
Repairs & Renewals	£14,953.20	£3,207.39	£5,441.68
New Building costs	-	-	-
Donations and Grants	£550.00	£75.00	£135.00
Activities	£4,571.33	£3,446.75	£366.51
Camp Acc.	£2,610.30	£5,027.31	£1,958.36
Fundraising Expenses	£2,106.81	-	-
Purchases( mini-bus fund )	-	-	-
Loan Repayment	-	-	-
Training	-	-	-
Misc expenses (website/computer costs/other)	£1,060.70	£531.92	£341.30
Bank charges	-	-	-
Purchase of Capital Equipment	£629.80	£184.84	£535.66
Minibus expenses	£8,219.11	£4,375.20	£4,889.62
Purchase of Badges & T shirts	£1,552.54	£463.00	£651.62
TOTAL PAYMENTS FOR THE YEAR	<u>£48,192.55</u>	<u>£23,108.81</u>	<u>£21,328.62</u>

STATEMENT OF ASSETS (& LIABILITIES) AT	31/3/2023	31/3/2022	31/3/2021
Cash	-	-	-
Nat West Bank Account - 13152343	£23,595.37	£27,556.28	£21,917.12
Nat West Bank Account - 13618377	£455.00	£1,986.76	£22.74
Unpresented cheques	-£100.32	-£100.32	-£142.81
Uncleared cheques/debits	-£136.03	-	-£103.75
Uncleared credits	-	-	-
TOTAL	<u>£23,814.02</u>	<u>£29,442.72</u>	<u>£21,693.30</u>

Surplus for year	-£5,628.70	£7,749.42	-£9,109.94
Surplus brought forward	£29,442.72	£21,693.30	£30,803.24
TOTAL	<u>£23,814.02</u>	<u>£29,442.72</u>	<u>£21,693.30</u>

## Independent examiners report to members of the 5th Potters Bar Scout Group

I report that I have examined, without carrying out an audit, the books vouchers and records of the 5th Potters Bar Scout Group and that the receipts and payments and particulars of the assets and liabilities as at the 31st March 2023 are in accordance therewith and I have verified the cash and bank balances.



Roger Moore MBE

Date 4 October 2023

The above accounts summary was presented to the Group Scout Council at the AGM held on the 6th October 2023. Approved by the Trustees and signed on their behalf by

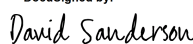
DocuSigned by:



Chris Brunning - Acting GSL/Trustee

05 October 2023

DocuSigned by:



David Sanderson - Treasurer/Trustee

04 October 2023

**Minutes of the Annual General Meeting of the  
5<sup>th</sup> Potters Bar Scout Group Council  
(Charity no. 302560)**

Friday 30<sup>th</sup> September 2022  
Group Headquarters, Furzefield,  
Potters Bar

**Present:** The total number of those present was estimated to be in the region of 20.

- 1. Apologies and Welcome from the Chairman:** Martin Adams welcomed all to the meeting.
- 2. Minutes of the 2021 AGM:** The minutes of the previous AGM were made available to attendees. The minutes were approved.

**3. Group Scout Leader's Report:**

Chris Brunning, Acting Group Scout Leader, reported orally on the Group's successes despite the difficulties caused by the Pandemic. Written reports for each section were made available to the meeting.

The formal Annual Report (to be submitted to the Charity Commission) was also made available to the meeting.

**4. Treasurer's Report and adoption of the Annual Accounts for the previous financial year:**

The group's finances have improved compared to 2020/21. Our reserves at the year-end were about £30k, and income exceeds expenditure. Our income from letting the hall almost doubled now we have a new tenant. However, our Electricity cost has increased significantly. A new gas supply and heating system is to be installed which should lower our electricity usage for heating.

The Annual Accounts were made available at the meeting, as approved by the Executive Committee.

- 5. Group Scout Leader's nomination for Chairperson:** Chris Brunning nominated Martin Adams, which was seconded by a show of hands. Martin Adams accepted the nomination.
- 6. Election of Secretary:** Martin Adams proposed Dan Thomas, which was approved by show of hands.
- 7. Election of Treasurer:** Martin Adams proposed David Sanderson, which was approved by show of hands.
- 8. Acknowledgment of Section Leaders\* who have indicated to the AGM that they are willing to sit on the Group Executive Committee.**

Michele Pendrell-Smith  
Phil Day

Assistant Cub Scout Leader  
Assistant Cub Scout Leader

\* The Group Scout Leader (Chris Brunning) and Deputy Group Scout Leader (James Sanderson) are ex-officio members of the Executive Committee.

- 9. Group Scout Leader's nominations to the Group Executive Committee:** Chris Brunning nominated the following individuals, all of whom were approved by a show of hands.

Nicki Durrant  
Mark Trollope

- 10. Election of other members of the Group Scout Council to the Executive Committee:** Martin Adams

proposed the following representatives who were all elected unanimously by a show of hands.

Alison Young  
Alex Miller

- 11. Vote to agree the appointment of Roger Moore MBE as the Independent Examiner of the Group's Accounts:** Roger Moore was duly appointed and the Group wishes to thank Roger once again for his assistance.
- 12. Any other business:** There was discussion regarding the challenges to Scouting.

The meeting closed at approximately 8.30pm.







**5TH POTTERS BAR SCOUT GROUP**

England & Wales - Charity number 302560

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# Accounts

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# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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

Charity name 

<b>5th Potters Bar Scout Group</b>
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Other names the charity is known by 

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Registered charity number (if any) 

3	0	2	5	6	0
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Charity's principal address

124 Moffats Lane						
Brookmans Park						
Herts						
Postcode <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">A</td><td style="width: 20px; text-align: center;">L</td><td style="width: 20px; text-align: center;">9</td><td style="width: 20px; text-align: center;">7</td><td style="width: 20px; text-align: center;">R</td><td style="width: 20px; text-align: center;">W</td></tr></table>	A	L	9	7	R	W
A	L	9	7	R	W	

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Martin Adams	Chair	
2	Alex Miller	Committee member	
3	Chris Brunning	Acting Group Scout Leader/ Scout Leader	
4	David Sanderson	Group Treasurer	
5	Michelle Pendrell-Smith	Assistant Cub Leader	
6	Alison Young	Committee member	
7	James Sanderson	Assistant Group Scout Leader	
8	Nicki Durrant	Committee member	
9	Mark Trollop	Committee member	
10	Dan Thomas	Group Secretary	
11	Phil Day	Committee member	
15			
16			
17			
18			
19			

**Section A****Reference and administration details (continued)**

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

Type of advisor	Name	Address

**Section B****Structure, governance and management****Description of the charity's trusts**

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.

How the charity is constituted

(e.g. trust, association, company)

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

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.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

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.

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 Committee consists of independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (where they have elected to serve) and parent representatives and meets every 2 to 3 months.

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.

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

The Group Executive Committee has identified the major risks to which they believe the Group is 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 Group would request the use of buildings, property and equipment from neighbouring organisations such as local churches, community centres and other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

**Injury to leaders, helpers, supporters and members.** The Group through the capitation fees contributes to the Scout Association's national personal accident and medical insurance policy. We also arrange our own Personal Accident Insurance for Leaders and Adults, and non-member children. Risk Assessments are undertaken before all activities.

**Reduced income from fund raising and/or Rent.** The Group is reliant upon income from fundraising and Rent. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the level of subscriptions, either temporarily or permanently, if so required.

**Reduction or loss of Leaders.** The Group is completely reliant upon volunteers to run and administer its activities. If there was a reduction in the number of leaders to an unacceptable level in a particular section (or the group as a whole) then there would have to be a contraction, consolidation or closure of a section. In such a situation, the Group would take all necessary steps to attempt to return the Group to the status quo.

**Significant reduction or loss of members.** The Group provides activities for all local young people aged 6 to 18. If there was a significant reduction in membership in a particular section or the Group as whole then there would have to be a contraction, consolidation or closure of a section. In such a situation, the Group would take all necessary steps to attempt to return the Group to the status quo.

**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 comprehensive insurance policies to ensure that insurable risks are covered.

**Section C**

**Objectives and activities**

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

**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

Regular weekly meetings during the school term time for Beavers, Cubs and Scouts, plus plenty of outdoor activities including, camping, hiking, cooking, canoeing, rafting, climbing, caving, cycling, and sports. All Leaders and Executive Committee members are unpaid volunteers.

Additional details of the objectives and activities

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

Membership levels are good and we continue to offer many exciting activities and opportunities to our members. We continue to train younger leaders within the Group as many of our leaders are in their mid 50's and 60's and the Group needs to plan for the future. We have secured new Nursery tenants for our building, with whom we have been working closely to carry out significant works to the compound. The Group is very much encouraged by the excellent relationship we have with our new tenants.

**Section E**

**Financial Review**

Brief statement of the charity's policy on reserves

**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 Executive Committee considers that the Group should hold a sum equivalent to 6 months' operating costs, circa £10,000 as the minimum reserve.

The Group held reserves of approximately £27,000 at year end, which the Executive Committee considers to be entirely reasonable given the following matters: current uncertainties arising out global affairs, the eventual renewal of both minibuses to meet current emissions standards and the cost of energy.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

**Investment Policy**

• the charity’s principal sources of funds (including any fundraising);

The Group's main sources of income are subscription fees, rental income from third party users of our leasehold premises and fundraising on an ad hoc basis. The Group's Income and Expenditure is relatively small and as a consequence, the Group does not have sufficient funds to invest in 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 mainstream banks or building societies (or The Scout Association's Short Term Investment Service).

• how expenditure has supported the key objectives of the charity;

The main expenditure has been on maintaining and repairing our leasehold premises, where the majority of meetings of the Scout Group are held, plus the vehicles and trailers owned by the Group. The Headquarters is also used by two of the local Guide and Brownie Units and the local Explorer Scout Unit, in addition to rent-generating third party users of the premises.

• investment policy and objectives

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.

**Section F**

**Other Optional Information**



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

**Section G**

**Declaration**

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

Signed on behalf of the charity’s trustees

	DocuSigned by:  91B3A917975A4B9...	DocuSigned by:  A80B34364F37430...
Signature(s)	Martin Adams	David Sanderson
Full name(s)	Chairman	Treasurer

Date 26 September 2022

## 5th POTTERS BAR SCOUT GROUP

RECEIPTS & PAYMENTS ACCOUNT SUMMARY  
FOR THE YEAR ENDED 31ST MARCH 2022

	31/03/2022	31/03/2021
Total receipts for the year	£33,867.23	£17,626.46
Total payments for the year	£23,108.81	£23,450.40
Surplus/(Deficit) for the year	£10,758.42	-£5,823.94

RECEIPTS FOR THE YEAR ENDED	31/03/2022	31/03/2021
Membership Subscriptions received	£3,109.27	£3,898.02
Membership Subscriptions refunded	-	-
Membership Subscriptions paid	£3,009.00	£3,286.00
	£100.27	£612.02
Bank Interest	-	-
Building Society Interest	-	-
Scout Association Loan	-	-
Tax refund from Covenants	-	-
Activities	£2,615.46	£100.00
Scout Camps	£6,991.33	£1,858.36
Fundraising	£13.67	£320.44
Fundraising (mini-bus fund)	-	-
Misc Refund	-	-
Insurance claim	-	-
Use of Minibus	£1,536.11	£490.00
Donations	£85.00	-
Rent	£19,001.75	£10,959.64
Grants	-	-
Sundry receipts (t-shirts, sale of old minibuses etc)	£514.64	-
TOTAL RECEIPTS FOR THE YEAR	£30,858.23	£14,340.46

PAYMENTS FOR THE YEAR ENDED	31/03/2022	31/03/2021
Rent	£346.16	£2,485.36
Water	£224.98	£542.61
Electricity	£3,177.21	£1,998.52
Broadband	£324.87	£299.88
Insurance	£1,724.18	£1,682.50
Repairs & Renewals	£3,207.39	£5,441.68
New Building costs	-	-
Donations and Grants	£75.00	£135.00
Activities	£3,446.75	£366.51
Scout Camps	£5,027.31	£4,080.14
Fundraising Expenses	-	-
Purchases( mini-bus fund )	-	-
Loan Repayment	-	-
Training	-	-
Misc expenses (website/computer costs/other)	£531.92	£341.30
Bank charges	-	-
Purchase of Capital Equipment	£184.84	£535.66
Minibus expenses	£4,375.20	£4,889.62
Purchase of Badges & T shirts	£463.00	£651.62
TOTAL PAYMENTS FOR THE YEAR	£23,108.81	£23,450.40

STATEMENT OF ASSETS (& LIABILITIES) AT	31/03/2022	31/03/2021
Cash	-	-
Nat West Bank Account - 13152343	£27,556.28	£21,917.12
Nat West Bank Account - 13618377	£1,986.76	£22.74
Unpresented cheques	-£100.32	-£142.81
Uncleared cheques/debits	-	-£103.75
Uncleared credits	-	-
TOTAL	£29,442.72	£21,693.30

Surplus for year	£10,758.42	-£5,823.94
Surplus brought forward	£22,734.78	£28,558.72
TOTAL	£33,493.20	£22,734.78

## Independent examiners report to members of the 5th Potters Bar Scout Group

I report that I have examined, without carrying out an audit, the books vouchers and records of the 5th Potters Bar Scout Group and that the receipts and payments and particulars of the assets and liabilities as at the 31st March 2022 are in accordance therewith and I have verified the cash and bank balances.



Roger Moore MBE

Date 18 September 2022

The above accounts summary was presented to the Group Scout Council at the AGM held on the 30th September 2022. Approved by the Trustees and signed on their behalf by

Martin Adams -  
Chairman

DocuSigned by:



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David  
Sanderson -  
Treasurer

DocuSigned by:



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26 September 2022

26 September 2022