

1st Berkhamsted Scout Group AGM 2025

Minutes

19 May 2025, 6.15pm, Greenway School, Crossways, Berkhamsted HP4 3NH

<p>1. Welcome and introduction</p> <p>Jenny Jenkins (Chair) welcomed the Group Scout Council¹ and guests to the AGM, and opened the meeting.</p>	
<p>2. Governance</p> <p>Jenny Jenkins invited members of the Group Scout Council to approve the 2024 AGM minutes. Approved by a show of hands.</p>	
<p>3. Review of the Year (1 April 2024-31 March 2025)</p> <p>3.1 Caleb Paullus (Group Lead Volunteer) shared highlights of the activities across all sections, awards and fundraising. See Annex II.</p> <p>3.2 Jenny Jenkins gave a verbal overview of the Trustee Board's work including: maintaining sustainable finances for the group; managing safety, maintenance and essential repairs to the hut; developing a Group-level risk register and ensuring risk assessments for Group activities; ensuring consistent running of the Sections including the recruitment of a new Beaver Leader and Group Lead Volunteer, Caleb Paullus, and onboarding of new Trustee, Helen Elphick. The Board continues to ensure the Group adapts to new training and other requirements. Jenny thanked Vanessa Harrison for her contribution to the Group as Beaver Leader and welcomed Kristina Dorner as the new Leader. Jenny thanked the Trustees and other volunteers - Emma Lelieveld (Secretary), Carolyn McNab (waiting list management), Benjamin Chambers (data and website) and Marie Stout (community link) - for their support to the Board during the year.</p>	
<p>4. Financials & Fundraising (see information in Annex I below)</p> <p>4.1 Summary of finances</p> <p>Hilary Armstrong (Treasurer) provided an overview of finances. Noted by attendees. Jenny Jenkins thanked Hilary for all her hard work this year, including coordinating the Christmas Tree collection.</p> <p>4.2 Jenny Jenkins proposed to reappoint Richard Hackworth as scrutineer. Approved by a show of hands.</p>	

¹ The Group Scout Council was created as part of the Scout Association governance changes. See [here](#). The Council comprises all adult members of the group, parents and carers of the young people in the Group, Patrol leaders of the Troops, Explorers and their parents or carers, the sponsoring authority, the District Lead Volunteer, the District Chair.

<p>5. 1st Berkhamsted leadership and oversight</p> <p>5.1 Jenny Jenkins reminded the Group Scout Council that the Group transitioned to the new governance structure in 2024 and the Trustee Board comprises 5 members:</p> <ul style="list-style-type: none"> ● Jenny Jenkins - Chair ● Hilary Armstrong - Treasurer ● Caleb Paullus - Group Lead Volunteer ● Victoria Latham - General Trustee ● Helen Elphick - General Trustee <p>5.3 Jenny Jenkins proposed Ben Cooley as a new Trustee following a recommendation from the Scout Association that Trustee Boards consider recruiting u24s. Ben Cooley was appointed by a show of hands.</p>	
<p>8. AOB and questions</p> <p>8.1 Jenny Jenkins welcomed Lindsay Stillwell from Berkhamsted Rotary and expressed the Group's thanks for Rotary's donations during the year, including from the Santa Sleigh and an ad hoc donation to help buy new games and play kit for the Group.</p> <p>8.2 Section Leaders awarded some badges to Cubs and Scouts</p>	
End of AGM & showing pictures of scouting activity, refreshments and games.	

Annex I – Financial Review

Receipts

Total income for the year ended 31 March 2025 was £25,913.

Member subscriptions raised £6,230. After careful consideration, the trustees have agreed to raise the annual subscription by £15 from 1st April 2025 to £135 per year. This brings us in line with other scout groups in the area and reflects the increase in levy due to the National, County and District Scout Councils. This is the first increase since September 2018.

Gift Aid income which comes from claims on subscriptions and Christmas tree collections was £2067.

Donations in the year were £1,184 which includes donations from Berkhamsted Rotary and a parent 'Give as you Earn' scheme. Hall Hire income was £400.

Other income, which includes camp payments £1,580. Bank interest was £493.

Christmas tree collections took place in difficult circumstances in January 2024 and net income was £6,406. Santa Sleigh collection raised £291. Both of these activities were supported by VVV Explorer Unit.

Payments

The cost of the youth programme for the Group's members was £2,834 which includes purchase of equipment used by all sections as well as activities at evening meetings..

The cost of annual membership subscription paid to the Scout Association and District (levy/census payments) was £3,894.

Admin expenses include leader uniform, badge books, website, and card processing fees.

Fundraising expenses appear significantly higher this year, but this is due to a change in reporting and more accurately reflects the £3000 transferred to VVV ESU in recognition of their support with the Christmas tree collections.

Group expenses of £956 this year include a restock of orange neckers as well as our ongoing sponsorship of three Guide Dog puppies.

Venue maintenance was £4438 which included woodworm treatment in the cellar and renewal of fire extinguishers.

Surplus/Deficit for the year

There was an overall loss this year of £790.

Reserves

At 31 March 2025, reserves stood at £52,859.

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 six month's running costs, or about £3,000.

Investment Policy

The Group has adopted a low-risk strategy in the investment of its funds. All funds are held in cash accounts and bank deposits, using CAF bank and Shawbrook bank.

The Group Executive regularly monitors the levels of bank balances and considers the cash flow requirements of the charity.

Account Independent Examination

As the annual income is above £25,000 the trustees must appoint an independent examiner. At the AGM in July 2024 Richard Hackworth was appointed examiner for the financial year to 31 March 2025.

Annex II - Overview of activities

Highlights from the Sections:

- **Beavers:** Group has grown to 15 children with many badges being awarded during the year including Space, Builder and Book Reader. Most of the children have achieved Joining In Level 1 and the Personal Challenge badge.

- **Cubs:** Group comprises 28 children with 136 badges being awarded during the year including 18 Challenge badges. They participated in a range of activities including: making bird feeders to support the RSPB Big Bird Watch; Chinese New Year, Mother's Day and xmas reindeer crafts; mini Olympics on The Moor; fire lighting at Bridgewater School forest school; a number of hikes and activities in Ashridge and Rectory Cemetery.
- **Scouts:** Group has 21 Scouts with 66 badges being awarded during the year including 30 challenge badges. Evening activities included: taking photos with different gadgets; learning about cybersecurity, recycling and energy, and air activities. Scouts also did a number of themed evening events including a World Scout history quiz, lego building to recognise International Lego Day and a TaskMaster team building evening. There were many outdoor activities in the Summer months including hikes around Berkhamsted and Ashridge, a town trail on local Berkhamsted history, and fire lighting and cooking pancakes. Some Scouts participated in water activities offered by Hertfordshire Scouts.

The Group was involved in several community events including:

- Serving refreshments at Berkhamsted Eco Fair
- Litter picking around Berkhamsted town to support the national litter picking event
- D-Day 80th Anniversary event and beacon lighting in Berkhamsted with local veteran, Stevie Stevens
- St George's Day parade hosted by Little Gaddesden Scout Group
- Remembrance Day parade and service at St Peter's in Berkhamsted
- A night on the Rotary Santa Sleigh, supported by adult volunteers and VVV Explorers
- Xmas tree collection, coordinated by Hilary Armstrong and Benjamin Chambers and supported by VVV Explorers

Particular shout outs to:

- Issy who joined Cubs as a Young Leader
- Charlie Crowe and Finlay Lelieveld were awarded their Silver Chief Scout Award
- 1st Berkhamsted Scouts won the District Cooking Competition and represented West Herts District in the County Scout Cooking Competition.
- Berkhamsted Rotary continues to support the Group, this year donating funds from the Santa Sleigh and contributing towards games and play kit for both the Group and VVV.

Section E – Financial Review

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	2024-2025	2023-2024
Income		
Bank Interest	493	336
Donation	1,184	1,181
Events	1,510	3,183
Events - Scouts	70	60
Fundraising	11,264	8,649
Gift Aid	2,067	3,493
Hall Hire	400	250
Membership Fees	6,230	6,735
z Pass Through	2,695	3,256
Expense		
Activity Equipment	1,186	776
Admin	889	884
Badges	248	574
Bank Fees	120	120
Camping Equipment	8	336
Events	1,600	3,955
Events - Cubs	0	50
Events - Scouts	253	136
Fundraising	3,860	528
Group Expenses	956	208
Insurance	1,869	1,999
Meetings - Beavers	640	834
Meetings - Cubs	550	420
Meetings - Scouts	458	396
Membership Costs	3,894	3,947
Training	0	654
Utilities	3,039	3,107
Venue Maintenance	4,438	19,090
z Pass Through	2,693	3,168
Account balances		
CAF General	868	11,352
CAF Events	368	1,768
Shawbrook CAF 60 Day Notice	40,813	40,529
CAF Gold	10,810	0
Summary		
Account balance brought forward	53,649	67,689
Total income	25,913	27,144
Total expenditure	26,703	41,183
Net income	-790	-14,039
Account balance carried forward	52,859	53,649