

1ST WEST BYFLEET SCOUT GROUP

England & Wales - Charity number 305813

Details

Other names 1ST WEST BYFLEET SCOUTS

Status Registered

Legal form Other

Registered 1964-02-18

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

Contact

Address Scout Association
1st West Byfleet Scout Group
Scout Hall
12 Camphill Road
West Byfleet
Surrey

Phone 07786368632

Email 1stwestbyfleetscoutsgroup@gmail.com

Activities

Objects: THE INSTRUCTION OF BOYS OF ALL CLASSES IN THE PRINCIPLES OF DISCIPLINE LOYALTY AND GOOD CITIZENSHIP.

Activities: Providing developement and life skills for children/young adults

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training
- **Who:** Children/young People

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£30,748	£22,869	-	-
2024-07-31	£25,039	£29,377	-	-
2023-07-31	£34,804	£32,347	-	-
2022-03-31	£14,636	£17,124	-	-
2021-03-31	£19,038	£10,759	-	-

Trustees

Name	Role	Appointed
Alison Hughes		2023-01-23
Angela Brown		2022-09-30
Joanna Graham		2023-01-23
Lucy Hampshire Mrs		2024-09-28
Rebecca Gardner		2024-09-28

1ST WEST BYFLEET SCOUT GROUP

England & Wales - Charity number 305813

Accounts



1st West Byfleet Scout Group

Annual Report & Financial Statements

Year end July 2025

Charity Commission
Registered Number 305813

1st West Byfleet Board of Trustees

2024-2025

Elected Members

Chair: Rebecca Gardner

Treasurer: Angela Brown

Trustee: Lucy Hampshire

Ex Officio Members

Group Lead Volunteer: Jo Graham

Asst Group Lead Volunteer: Alison Hughes

Nominated Members

Secretary: Lucy Hampshire

Contents

- Annual reports:
 - Chair
 - Group Lead Volunteer
 - Beavers
 - Cubs
 - Scouts
 - Treasurer

- Constitution - POR 5.4 has been fully adopted as our constitution and can be reviewed here:
<https://www.scouts.org.uk/por/5-local-governance-and-finance-of-groups-districts-counties/#5.4>

- Minutes from the last AGM (September 2024)

- Agenda for the October 2025 AGM

- Chair's closing statement

- Excerpt from [Scout.org](https://www.scouts.org.uk) on Royal Together at Christmas Carol Service 2024

1st West Byfleet Scout Group

Annual General Meeting 24th October 2025

Chair's Report – Rebecca Gardner

Our last AGM was held during the celebrations of our 100th anniversary in September 2024 – a truly memorable milestone in the history of 1st West Byfleet Scouts. The event was a resounding success, attended by county scouting trustees, local dignitaries including Will Forster (Liberal Democrat MP for Woking) and Amanda Boote (now Mayor of Woking), representatives from our landlord Byfleet United Charities (BUC), former leaders, helpers, and many of our old and new scouting members.

Thanks to the generosity of local businesses, parents, and friends who contributed prizes, services, and goods, we were able to raise significant funds and enhance our group's visibility both within the local area and across the wider community. It was a fitting way to mark a century of scouting in West Byfleet.

As part of our centenary celebrations, we were proud to extend invitations to Bear Grylls, Ellie Simmonds, Tim Peake, His Majesty King Charles, and Her Royal Highness, The Princess of Wales - our Patron since 2012 and the first woman in scouting history to hold this esteemed role. While they were understandably unable to attend, we were deeply honoured to receive an invitation from the Princess of Wales to join the Westminster Abbey Christmas Carol Service. Three leaders and twelve Scouts represented our group, lighting candles for the congregation in a televised service. It was a proud and historic moment – the first time a Surrey scouting group has ever taken part in this prestigious event. The Scouts looked exceptionally smart, and it was an experience they will never forget. Please see the attached report from Scout.org.

Last year marked another important milestone: the appointment of Jo Graham as Group Lead Volunteer (GLV), the first change in this role in 18 years. Jo has brought tireless energy and enthusiasm over the last year, ensuring all trustees and leaders are now confident and compliant in using Online Scout Manager (OSM), which has greatly improved communication with both leaders and parents. OSM is now a one stop shop for all 1st West Byfleet scouting information.

Maintenance of our Scout Hut premises is a fundamental requirement for safe scouting and over the past 18 months, leaders, trustees, and families have worked together on projects including: replacement windows, garden works, new secure gas cage, electrical and fire safety upgrades, clearing, decorating, and general compliance improvements. In another first, the trustee board collaborated closely with Woking District Scouts trustees, to standardise and align on critical documentation for HQ inspections and maintenance, paving the way for its rollout across the county.

Although considerable effort has gone into improving our Scout Hut, one major project remains: the replacement of the roof. Our treasury report highlights our savings towards this however we have been in negotiations with our landlords, Byfleet United Charities

(BUC), for over 20 months to secure our future on the site for future investment. Our lease expired in July 2025 and we have presented to BUC our preferred option to remain on site, with the support of Amanda Boote. Whilst we await their decision, it is business as usual, and we will keep you updated as soon as we know more.

All three sections – Beavers, Cubs, and Scouts – have enjoyed another fun-packed year, thanks to the dedication of our leaders. Highlights include:

- Renewal of the Scouting Promise
- Birchmere weekend camp for all sections
- A week-long summer camp
- Remembrance Day service laying of the wreath and flag baring
- Participation in the Mayor of Woking's Civil Ceremony parade
- Community fundraising at the junior school fireworks display, Christmas light switch-on, sponsored walk, infant school summer fair, and church summer fair.

Each section leader has provided a detailed report of their activities, which are attached.

The community fundraising has provided valuable funds for maintaining the group's future. Our finances remain in a healthy position, with a positive closing balance. Angela Brown, our Treasurer, continues to do an excellent job managing the accounts, and her detailed report is attached for your review.

A couple of pictures from our centenary party



Group Lead Volunteer

I want to give a big shout out to all of our leaders and parent helpers who have helped us make a big difference in so many children's lives! We've got a really strong network of volunteers and each section is full to capacity. Thank you to all of those who have also helped with our fundraising events. We've been able to buy some lovely new camping equipment this year.

In April, we celebrated St George's Day as each section renewed their Scout Promise. This was followed by a sponsored walk with about 20 people taking part.



In June, almost 40 of our Beavers, Cubs and Scouts attended a weekend camp at Birchmere. It was a very warm weekend with lots of games, team building activities, a scavenger hunt and campfire.



In September, the new Mayor of Woking (Amanda Boote) invited us to parade with the Byfleet Scout Group and West Byfleet Brownies and Guides, at her Civil Ceremony at St John's Church.

Jo Graham

BEAVERS

This year, we have been joined by two wonderful new leaders - Ian and Felicity - which means we have been able to have up to 20 children in our section. As usual, we have had a fun-filled programme with activities such as hikes, rowing, pond dipping, crazy golf, cycling etc. We have especially enjoyed being able to use our lovely garden.



Eight children have achieved their Chief Scout Bronze Awards this year. Congratulations to Charlie Denham, Dylan Holcroft, Samuel Dawe, Toby Charles-Jones, Primrose Houtmeyers, Bryn Lawry, George Robinson & Charles Warne.



In March, 8 Beavers attended the Woking District Science Day and joined in with lots of science experiments and activities.



In June, 11 Beavers attended the triannual County Beaver event at Merrist Wood. Along with about 3,000 other Beavers and Rainbows, they had an action packed day with fun on inflatables, archery, climbing, steam trains etc.



In September, we joined forces with Pyrford Beavers and camped at Beavers Go Wild - Surrey County Camp. It was a fantastic experience with so many activities available. It was non stop and very tiring but so much fun!



Jo and the Beavers team

cubs

As ever the Cubs have been able to take part in a wide range of activities, with lots of them being outdoors. A highlight of the year was a weekend camp held at our district campsite, Birchmere, in June. Cubs hiked in from Byfleet, then spent the weekend taking part in activities such as jump-powered rockets, backwoods cooking and of course a campfire with marshmallows.

As ever, the district-organised 'Back to Basics' camp in May was very successful. This was a great opportunity for mostly sixers and seconders to take part in a wide range of activities and camp with cubs from across the district. Activities were organised by each pack and the cubs got to try branding a piece of wood, making bread on a stick, knots and lashings, first aid and other activities. The weather was lovely and made for a great time for the cubs to enjoy the full range of activities, and we had a great campfire on Saturday night.

I feel incredibly lucky to have a great team of Assistant Cub leaders in the team to help me run the Cubs, without them it would be impossible to offer all the activities we do. All the leaders have been fantastic, organising sessions and helping with the planning of the programme, I really couldn't do it all without them. Thanks to Mark Rennie, Peter Holcroft and Peter Hill-Cottingham. A special thanks also to the young leaders who've been an invaluable part of the team, especially with so few adults available to help out at summer camp. Thanks to Evan for being with us throughout the year and to Alex who joined as a young leader in June.

We've been very glad of the help that we've got from parents acting as parent helpers for occasional sessions over the last year. When parents can help out, it makes it possible for us to do more out of the hut activities, particularly in the Summer term, which all the Cubs thoroughly enjoy. Without this parent support we would be unable to run such an active programme and I urge all parents to consider if they could help out occasionally.

I think the Cubs would agree some of the highlights for the year were:

- A visit from our friendly police officer Earl to learn about the service
- Practicing fire lighting and other camp skills
- Science experiments
- Trips out such as climbing in Walton and Crazy Golf at Hoebridge

Summer camp was a great success, with amazing weather for trips to the seaside (including a Red Arrows display), exploring Brownsea Island, leaping around the inflatables at Lymington Baths and making their own pizzas. A big thanks to the parents who were able to come and help out, it wouldn't have been possible without you – I hope you'll consider helping again next year!

Thanks once again to all the team who've helped me deliver the programme this year.

I hope that we'll be able to deliver as exciting a programme over the coming year.

Alison Hughes and the Cubs team



Over the last year we've continued to focus on the completion of badges. 77 badges have been awarded across 14 activities. Another 8 badges are due to be awarded in the coming weeks.

We had some notable highlights this year, which included the 100-year celebration of 1st West Byfleet Scouts group that led to an invitation from Her Royal Highness the Princess of Wales to attend the Christmas Carol Service at Westminster Abbey. 12 scouts joined 3 leaders in attending what was a very memorable event. In addition, 15 scouts spent a full Saturday working towards the Forestry Badge at Merrist Wood, and 8 scouts took part in an air rifle shooting competition, in which they did very well.

In June 18 Scouts hiked to Birchmere and camped there for 1 night, together with Cubs and Beavers. As well as pitching their own tents, Scouts took part in a variety of team building and skills related activities and earned some well-deserved badges. We wer

The Troop is currently close to capacity, with 27 scouts and 4 leaders. The scouts are organised into 4 Patrols, which provides 4 of our older scouts an opportunity to be Patrol Leader and assist the adult leaders in running some of the activities, and we're pleased to say that the Patrol Leaders have been keen to expand their responsibilities. This year, as last year, some of our Scouts volunteered in the community. The Scouts ran activities at West Byfleet Junior School's summer fair and again at St John's church summer fair, and some of the Exec Committee members together with several Scouts ran some food stalls at West Byfleet Junior School's fireworks evening. All these events raised valuable funds for the scout group.

This year we've been stable with our adult leaders, with no changes.

We would like to thank parents who have helped us on Tuesday evenings when requested, your support is invaluable to us.

All the Scout Leaders Gavin, Paul, Becky & Dave



2024/25 Treasurers AGM Report

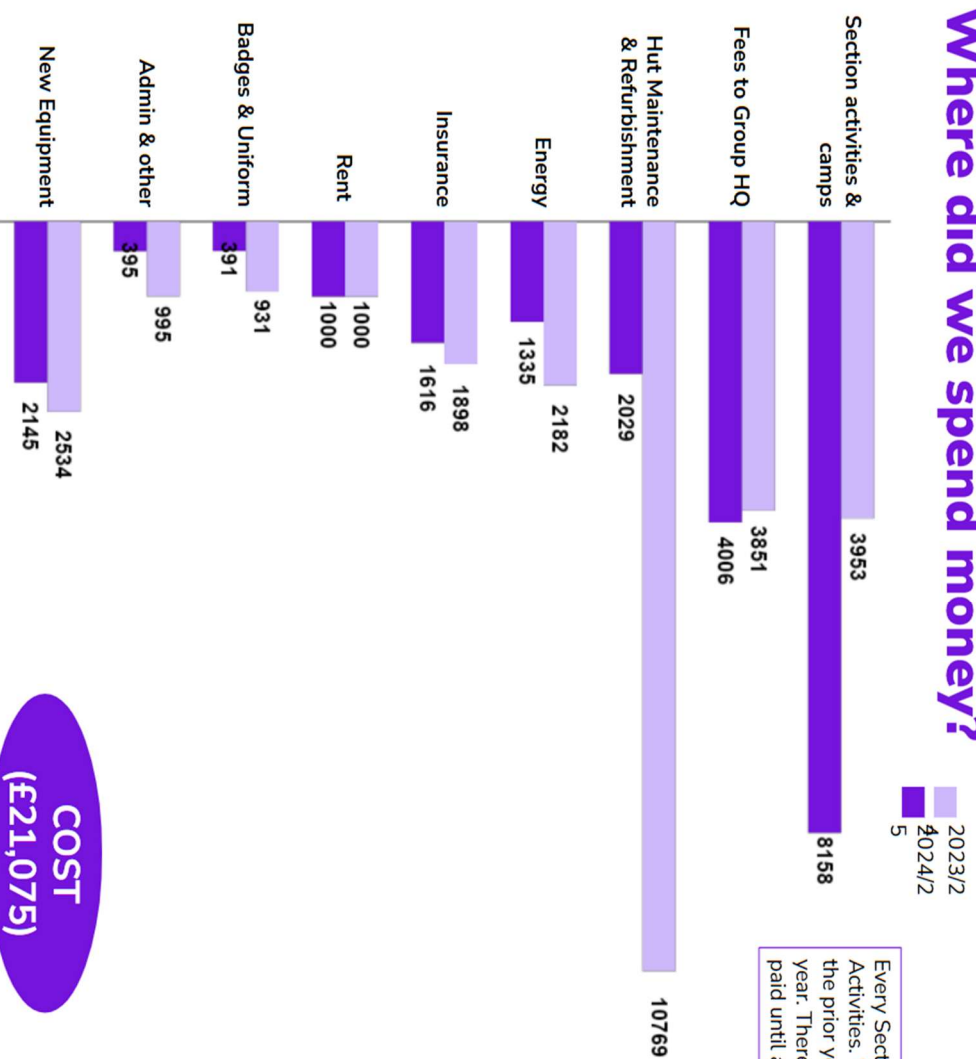


Money - Our Aim is to maintain the financial security of the group for the future

We will:

- Budget and spend carefully to ensure the maximum amount possible is spent on Scouting activities
- Keep parent payments for subs and additional activities as low as is practical
- Retain sufficient reserves of at least 1 years running costs in case of emergency

Where did we spend money?



COST
(£21,075)

Every Section (Beavers, Cubs & Scouts) gets a Budget of £20 per child every term to spend on Activities. We spent more last year as we doubled the budget per child from £10 per term in the prior year, also summer camp took place, and we had more members than the previous year. There was an additional £1,153 of Summer camp costs incurred last year that were not paid until after the end of the financial year. This will appear in the 2025/26 accounts.

These are the fees we have to pay to Group HQ which were £57 per child. These reduced by £6 and we had more children compared to the prior year.

We spent a lot less money on the hut last year following the large investment the year prior. Money last year was spent on cleaning, gardening and general repairs.

Energy costs have reduced as we moved to better deals and continued to make a conscious effort to save energy.

We have to have insurance, for the hut, our equipment and also for when we have activities outside of the hut. The insurance price is negotiated by Scouts HQ and came down this year despite increasing our coverage slightly.

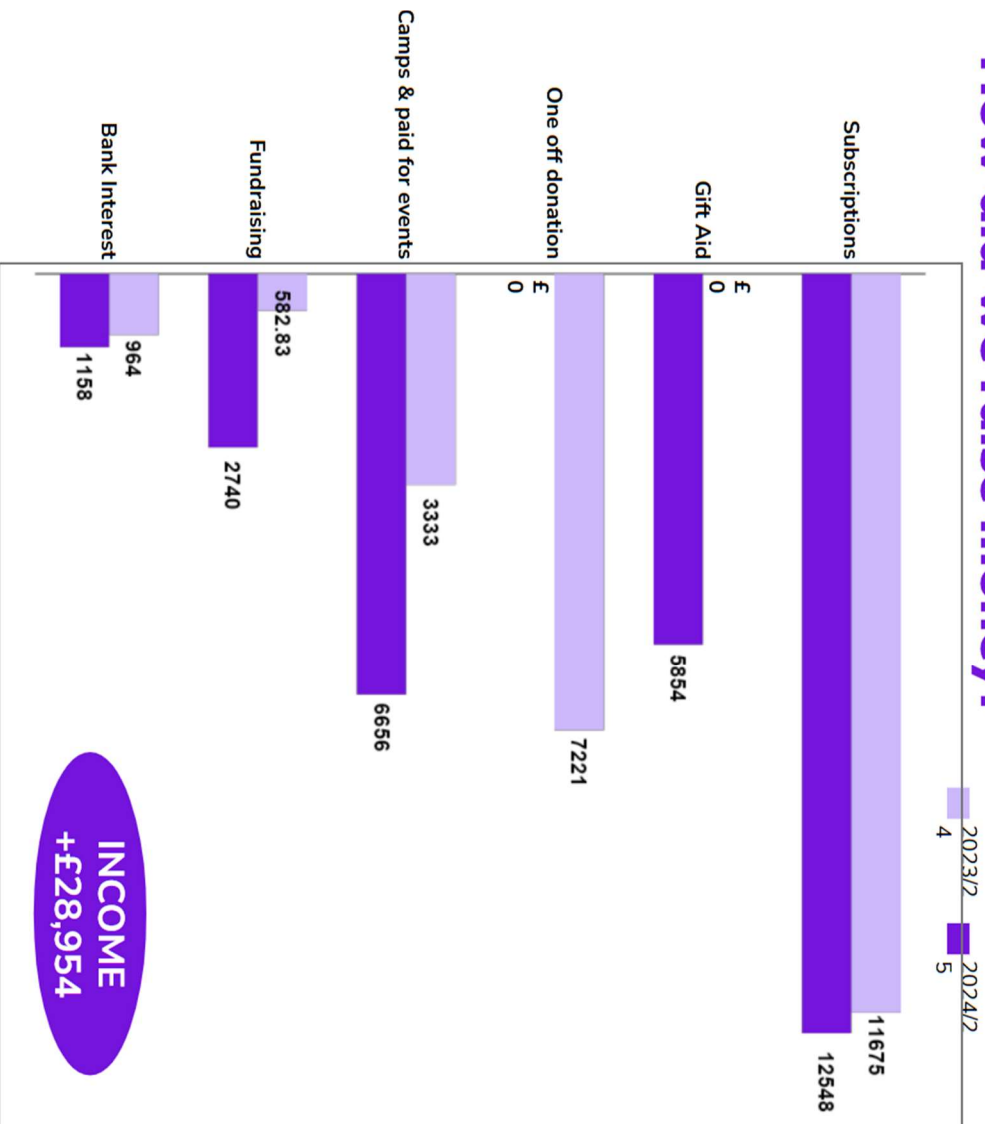
This is the money we pay to Byfleet United Charity, who own the land our hut is built on.

Less money spent on badges and uniform as we stocked up in the prior year.

These are other running costs, like the cost of using OSM, end of year awards and our AGM.

Last year we invested in some new chairs for the hut and Scouting equipment such as new maps and compasses. The prior year we purchased some new camping equipment as ours was getting old.

How did we raise money?



Subscription income went up as we had more members than the prior year (avg 60 vs 56 the prior year).

Gift Aid is the money we can get back from HMRC for all Subscriptions paid and donations received from UK taxpayers. We receive 28p for every £1 given to us by individuals. Of the £5,854 received, £3,120 related to 2024/25 and £2,734 related to the prior year.

This is the donation made by Byfleet United Charity for our DIY SOS work in the prior year.

This is the money paid by parents for activities and camps over and above the termly Budget. It was higher last year due to the return of summer camp and having more members.

We made £2,740 profit from fundraising last year: £663 at fireworks (up £313 vs prior year), £508 at local fairs (up £190) and £1,567 from our one-off 100 year celebration.

We keep £30,000 locked away for emergencies which was donated to us some time ago. We put that money on high interest fixed term deposits throughout the year which gave us £1,158 of extra income last year – taking advantage of the continued strong interest rates.

So Overall...

INCOME
+£28,954

—

COST
(£21,075)

=

SUPRPLUS
+£7,879

BUT:

If we DEDUCT the Gift Aid £2,375 that was received relating to the previous year (so it missed last years accounts)

If we also DEDUCT the costs for the summer camp of £1,153 that were paid after the end of the year (so they will be in next years accounts)

Then our surplus would have been:

+£4,351
(+£572 in PY)

“But you are a charity – why are you making money?”

Our aim is to make a small surplus every year in order to save up for one off costs when needed (typically £500-£1,000).

Of the £4,351 surplus: £2,200 was from our one off 100 year event. We also made significant savings on energy and insurance costs and extra money on bank interest – all of which we have no control over. So we do not expect this level of surplus in the future.

SO we will be grateful for this “one-off” year and put the extra money towards our savings for a new roof (or new building!!)

1st West Byfleet Scout Group (Charity no. 305813)

Receipts and payments account

Year start date	Year end date
01-Aug-24	31-Jul-25
To	

Receipts and payments

2024/25	2023/24
12 months	12 months
to 31 Jul 2025	to 31 Jul 2024

	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	12,548	11,675
Donations	-	7,221
Gift Aid	5,854	-
Other similar income	-	-
Sub total	18,401	18,896
Group Activities		
Camps	5,625	735
Scouts	333	1,118
Cubs	218	1,031
Beavers	480	480
Sub total	6,656	3,333
Grants		
Other grants	-	-
Sub total	-	-
West Byfleet Fireworks	1,260	1,383
100 Year fundraiser	2,434	-
Sponsored Walk	60	-
Junior School & local Fairs	705	343
Other	73	120
Sub total	4,553	1,846
Investment income		
Bank interest	1,158	964
Sub total	1,158	964
Total Gross Income	30,748	25,039
Asset and investment sales, etc.	-	-
Total receipts	30,748	25,039

Comments

Increase in member numbers YoY
 Prior Year: BUC donation for Scout Hut repairs
 Gift Aid of £2,734.58 was received 6 Aug and relates to prior year

£4,215 Summer Camp (not held in prior year),
 This year we allocated a £20 per child per term Budget to each section which meant the groups could do more activities and not have to charge parents for them.

One off raffle and fundraising event to celebrate centenary

New event WB Christmas lights this year

Continued strategy to put excess funds on high interest fixed deposit

1st West Byfleet Scout Group (Charity no. 305813) Receipts and payments account

Year start date	Year end date
01-Aug-24	31-Jul-25

Receipts and payments

2024/25 12 months to 31 Jul 2025 £	2023/24 12 months to 31 Jul 2024 £
---------------------------------------------	---------------------------------------------

Payments	2024/25 12 months to 31 Jul 2025 £	2023/24 12 months to 31 Jul 2024 £
Charitable Payments		
Membership subscriptions paid	4,006	3,851
Insurance	1,616	1,898
Utilities	1,935	2,182
Cleaning & Gardening	1,225	4,410
Rent	1,000	1,000
Inspections, Repairs and Renewals	804	10,359
Badges	335	801
Uniform	56	130
AGM and meetings	-	265
Bank Charges	-	-
Admin charges	395	730
Other costs	-	-
Sub total	10,172	21,627
Group Activities		
Camps	3,875	220
Group Activities - Scouts	1,510	1,722
Group Activities - Cubs	1,473	1,176
Group Activities - Beavers	1,300	834
Sub total	8,158	3,953
Fundraising expenses		
Equipment	-	139
West Byfleet Fireworks	597	1,030
Junior School & local Fairs	367	-
100 Year fundraiser	808	95
Other fundraising costs	21	-
Sub total	1,793	1,263
Total Gross Expenditure	20,724	26,843
Asset and investment purchases, etc.	2,145	2,534
Total payments	22,869	29,377
Net of receipts/(payments)	7,879	(4,338)
Cash funds last year end	34,512	38,850
Cash funds this year end	42,391	34,512

Comments

Increase in member numbers YOY
We increased our insurable value but still saved YOY as market rates for insurance reduced.
Better rates on Electricity & gas
Included one off gardening clear up of £300. Prior year we did not have consistent cleaners
P.Y. £7,221 funded by BUC for Scout Hut repairs, Electrics, new windows etc
Stocked up in prior year

Prior year included £190 Centenary badges

Includes £962 of cancellation costs for prior year camp and £2358 for current year summer camp. No summer camp in prior year

We over estimated stock required in prior year and refined this year

Includes £331 of activity equipment and £1482 for new stacking chairs for hut

1st West Byfleet Scout Group (Charity no. 305813)

Receipts and payments account

Year start date	Year end date
01-Aug-24	31-Jul-25
To	To

Statement of assets and liabilities at the end of the year

	2024/25 12 months to 31 Jul 2025	2023/24 12 months to 31 Jul 2024
Cash funds		
Bank current account	1,376	4,093
Bank deposit account	40,000	30,000
Cash/Floats/Prepaid cards	1,015	419
Total cash funds	42,391	34,512
	OK	OK
Non monetary assets for charity's own use		
Motor vehicles - Blue Line Trailer	4,000	6,000
Scouting equipment, furniture etc	25,000	21,505
Sub total	29,000	27,505
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Sub total	-	-
Total net assets	71,391	62,017

Per insurance estimate
Per insurance estimate

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29th September 2023 and signed on their behalf by

Signature	Print Name
	Rebecca Gardner, Chair
	Angela Brown, Treasurer



Group Activities Summary

	2024/25 12 months to 31 Jul 2025	2023/24 12 months to 31 Jul 2024
	£	£

Net receipts/(payments) for Camps	£1,750	£515
Receipts for Camps	£5,625	£735
Payments for Camps	(£3,875)	(£220)
Net receipts/(payments) for Scouts	(£1,177)	(£605)
Receipts for Scouts	£333	£1,118
Payments for Scouts	(£1,510)	(£1,722)
Net receipts/(payments) for Cubs	(£1,256)	(£146)
Receipts for Cubs	£218	£1,031
Payments for Cubs	(£1,473)	(£1,176)
Net receipts/(payments) for Beavers	(£820)	(£384)
Receipts for Beavers	£480	£450
Payments for Beavers	(£1,300)	(£834)
Net receipts/(payments) for Activities	(£1,503)	(£619)

Activities total excluding camps
Activities Budget
Activity costs saving vs Budget

(£3,252)
(£3,800)
£628

Comments

£1,153 Summer camp costs paid in 2025/26 (next financial year). After adjusting for this, camps made a surplus of £597 in the year, which was partially spent on replacement equipment.

Avg 27 (18 PY) Scouts @ £20 per child per term = £1,620 Budget.

Avg 20 (26 PY) Cubs @ £20 per child per term = £1,200 Budget.

Avg 17.7 (14 PY) Beavers @ £20 per child per term = £1,060 Budget.

During the year we increased the Budget per child per term from £10 to £20 in order to fund more Scouting activities. We underspent this budget by £628 as the leaders got used to the new funding, however we will maintain this Budget into 2025/26 so the children can benefit from even more funded activities.

ANNUAL GENERAL MEETING
Saturday, 28th September 2024

AGENDA

1. Introduction and welcome by the Chairman
2. Apologies for Absence
3. Accept Minutes of 2023 Annual General Meeting
4. Adoption of new Scouts Constitution POR 5.4
5. Review of Previous Year
 - Group Lead Volunteer Report
 - Treasurer Annual Report and Statement of Accounts 2023/24
6. Confirmation of Appointments for 2024/25
 - Group Chair (Rebecca Gardner)
 - Group Treasurer (Angela Brown)
 - Independent Accounts Examiner
 - Group Trustee Board members and quorum
7. Any other Business
8. Closing Statement from Chairman

Presentations and Awards

Minutes of the Annual General Meeting of the 1st West Byfleet Scout Group held on Saturday 28th September 2024 at Scout Headquarters.

Attendees

George Allan (Chair)	Gavin Blackman (Quartermaster & Scout Leader)	Rebecca Gardner (Asst Scout Leader)
Alison Hughes (Asst. GLV & Cub Leader)	Paul Watson (Asst. Scout Leader)	Jo Graham (GLV & Beaver Leader)
	Kath Ashworth (DC Woking District)	
Cllr Amanda Boote (Deputy Mayor of Woking)	Angela Brown (Treasurer)	Pete Holcroft (Asst. Beaver Leader)
Lyn Blackman	Lucy Hampshire (Secretary)	Matt Blackman
Parents & families of:		
Beavers	Elliot Blay, Dylan Holcroft, Samuel Dawe.	
Cubs	Toby Graham, Jessica Rennie, Olivia Holcroft, Aaron Dar.	
Scouts	Evan Brown & Elyse Brown, Micah Graham, Katie Gardner, Sophia Hampshire, Alexander Frewin, Chloe Rennie, Artemis Papadopolou,	

1. Introduction and welcome

George Allan welcomed everyone to the meeting. He introduced himself and explained his role as Chairman.

2. Apologies for Absence

Invited 100 year celebration guests: Tim Peake, Bear Grylls, HM the King, HM the Duchess of Cambridge	
Parents & Families of:	
Beavers	
Cubs	
Scouts	Eliza Earl

3. Accept Minutes of 2023 Annual General Meeting

There were no outstanding actions from last year and so the minutes were proposed by Angela Brown and seconded by Lyn Blackman.

4. Adoption of new Scouts Constitution POR 5.4

An outline of the new constitution was shared previously with members in 2023 AGM. The Chair formally accepted the 5.4 constitution.

5. Review of Previous Year

All the reports were sent out earlier in the week in an email to all members and are included in the Appendix.

As chair, George shared highlights from his report, recognising the 100 year celebration of the scout group, the improvements to the Scout hut and environment as well as outlining key changes in roles. Lyn Blackman was specifically recognised after she stepped down after 18 years as a GSL and presented with flowers. Jo Graham assumed the new role of Group Lead Volunteer, GLV (new title for GSL). George recognised the substantial improvements to the Scout HQ that have been achieved under the refocused Trustee Board, financial support from our landlord, Byfleet United Charities (BUC), donations from local businesses and as well as time and commitment from the leaders and volunteers. George highlighted BUC's plans for development of the site and BUC have stated that in principle they will proceed but without the land currently occupied by the Scouts. Scouts will continue to work to secure the long-term tenure of the site.

George summarised that it has been a highly successful year despite the challenges of transition and recognised the role of the leaders in this.

Group Lead Volunteer Report

As GLV, Jo shared key aspects of the report, highlighting that each section has continued to run some amazing programmes and camps and volunteer opportunities. Scouts took part in trips to Scoutabout and received a silver award in the Expedition Challenge as well as achieving a Gold Award completion. Despite no summer camp this year, there continued to be plenty of opportunities for camping, with Cubs completing a district Back2Basics camp as well as camping at Birchmere and Beavers taking part in a Walton Firs camping weekend. Thanks were given to the dedicated leaders and parent volunteers without whom this would not be possible.

Treasurer Annual Report and Statement of Accounts 2023/24

Angela explained her role in an age-appropriate way and engaged the children in understanding money was raised for Scouts. She summarised how the Scouts raised £24K through donations (notable £7K from BUC), fundraising, subscriptions and spent £28K on investing in new equipment, improving the hut (£11K), funding camps and

paying for bills like electricity, insurance and fees. She highlighted that once Gift Aid rebate is received and we deduct the cost of one-off equipment purchases, we would have had approx. £572 profit, versus the previous years where there was a £1,392 loss. The Chair recognised Angela for her work and the budgeting to enable investment in the Scout hut and new equipment.

6. Confirmation of Appointments for 2024/25

Trustee appointments

- Chair – Rebecca Gardner
(Proposer – Angela Brown, Seconder – Alison Hughes)
- Secretary and trustee – Lucy Hampshire
(Proposer – Rebecca Gardner, Seconder – Angela Brown)
- Treasurer – Angela Brown
(Proposer – Alison Hughes, Seconder – Rebecca Gardner)
- Independent Accounts Scrutineer/Examiner – Kate Silverswood
(Proposer – Angela Brown, Seconder – George Allan)

George shared that the set quorum for decision making by the Trustee Board is four people and highlighted the new trustees as Rebecca Gardner, Jo Graham, Alison Hughes, Angela Brown and Lucy Hampshire. More volunteers are requested.

7. Any Other Business

None. No questions raised.

8. Closing Statement from Chairman

George closed with thanks to everyone for coming along for the AGM as well as the 100 year celebration. As he steps down as chair, he reiterated that there continues to be a huge demand for scouting. George was thanked and recognised for his 14 years of chairing.

The AGM closed at 5.25 pm.

Awards presented

Beaver of the year – Samuel Dawe

Beaver – Scouting Excellence Awards – Elliot Blay and Dylan Holcroft

Cubs - Scouting Excellence Awards – Toby Graham, Jess Rennie and Aaron Dar

Scouts - Scouting Excellence Awards – Micah Graham, Sophia Hampshire, Katie Gardner

Scout of the year and Gold Award – Evan Brown

DP Award (Adult) – Rebecca Gardner

ANNUAL GENERAL MEETING

Friday, 24th October 2025

AGENDA

1. Introduction and welcome by the Chairman
2. Apologies for Absence
3. Accept Minutes of 2024 Annual General Meeting
4. Adoption of new Scouts Constitution POR 5.4
5. Review of Previous Year
 - Group Lead Volunteer Report
 - Treasurer Annual Report and Statement of Accounts 2024/25
6. Confirmation of Appointments
 - Group Chair (Rebecca Gardner)
 - Group Treasurer (Angela Brown)
 - Independent Accounts Examiner
 - Group Trustee Board members and quorum
7. Any Other Business
8. Closing Statement from Chairman

Presentations and Awards

Chairman's Closing Statement

I would like to thank all of you for attending the AGM today and supporting the 1st West Byfleet Scouts Group. It has been another highly successful year for 1st West Byfleet Scouts, action-packed and inspiring! We've taken great pride and joy in seeing our young people grow in confidence and skills.

I would like to extend my heartfelt and personal thanks to:

- Our trustee board – Angela, Jo, Alison, and Lucy
- Section leaders – Jo, Alison, and Paul
- All uniformed and young leaders

Your dedication ensures weekly meetings, events, and camps continue to thrive. The strength of our group lies in the commitment of its volunteers, and I am deeply grateful.

We are delighted to announce the exciting news that in January 2026 we will be launching a new Squirrels section, welcoming children aged 4–6 into the scouting family. This exciting development will focus on games, stories, crafts, and outdoor exploration.

That said, as ever, we rely on the invaluable support of volunteers and helpers. We warmly welcome any new interest from parents who may wish to join our leadership team. Without your vital contributions, we simply would not have a Scout group at all. If, following today's event, you feel inspired to get involved—whether as a leader, helper, or in another capacity—we would be very happy to speak with you.

If anyone has any questions please come and speak with myself or Jo after the meeting or any time.

Finally, I wish you all a wonderful end to 2025 and an exciting, fun packed and engaging programme of scouting in 2026.

Rebecca Gardner

Chair, 1st West Byfleet Scout Group

Excerpt from [Scout.org](https://www.scouts.org.uk/news/2024/12/06/scouts-support-royal-together-at-christmas-carol-service-2024/) on Royal Together at Christmas Carol Service 2024

[Scouts support Royal Together at Christmas Carol Service 2024 | News | Scouts](https://www.scouts.org.uk/news/2024/12/06/scouts-support-royal-together-at-christmas-carol-service-2024/)

We were incredibly proud that Scouts once again supported the annual Carol Service at Westminster Abbey on 6 December.

Led by our [Joint President, HRH The Princess of Wales](#), the service brought together 1,600 people of all faiths from across communities in the UK. The volunteers and supporters from a huge range of charities were all chosen as people who showed love, kindness and empathy this year.

Over 30 Scouts and volunteers attended from Bury, Belfast, Surrey, London and Manchester. The young people had special responsibility for candle lighting (perhaps because of our reputation as skilful fire lighters) as well as for taking photos of the event from a young person's point of view.

Among the groups represented were 44th Bury (R.O.B.O.T.) Scouts, part of Bury and Ramsbottom District and 1st West Byfleet Scout Group in Surrey, who are celebrating their centenaries.



An honour to attend

'We all had an amazing time,' said Dawn, Lead Volunteer at 44th Bury Scouts, 'a true memory to be cherished for many years.'

'Our Scouts thoroughly enjoyed the evening,' said Jo, Lead Volunteer at 1st Byfleet. 'It was amazing! Thank you so much.'

Several national volunteers were also invited. Michael Marks, General Secretary – International Forum of Jewish Scouts, said: 'It was a wonderful occasion and a real honour to be there.'

The service was also attended by many members of the royal family, including TRH The Prince and Princess of Wales' own family.



A star-filled line up

The inclusive service featured performances from Paloma Faith and Gregory Porter as well as students from the Royal Ballet School. There were also readings from HRH The Prince of Wales, Olympian Adam Peaty OBE, Sophie Okonedo CBE, Michelle Dockery and Richard E. Grant.

Olympian, Sir Chris Hoy MBE, and Paralympians Lizzi Jordan, Danni Khan were among those who supported Scouts with the candle lighting.

Each guest received a special letter from HRH The Princess of Wales, thanking them for all they have done to help other people.



This was a very memorable and enjoyable event. Our Scouts appreciated being involved in this service, and all of us were treated almost like royalty by the Palace staff. We were led directly into the Abbey, where Scouts were encouraged to take photos using old fashioned film cameras. We'll hopefully see the results of our photographers' efforts! Thanks to all the staff who were very kind and accommodating.

Paul, volunteer with 1st Byfleet



1st West Byfleet Scout Group (Charity no. 305813)

Receipts and payments account

Year start date Year end date

01-Aug-24	To	31-Jul-25
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Receipts and payments

	2024/25 12 months to 31 Jul 2025 £	2023/24 12 months to 31 Jul 2024 £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	12,548	11,675
Donations	-	7,221
Gift Aid	5,854	-
Other similar income	-	-
Sub total	18,401	18,896
Group Activities		
Camps	5,625	735
Scouts	333	1,118
Cubs	218	1,031
Beavers	480	450
Sub total	6,656	3,333
Grants		
Other grants	-	-
Sub total	-	-
West Byfleet Fireworks	1,260	1,383
100 Year fundraiser	2,434	-
Sponsored Walk	60	-
Junior School & local Fairs	705	343
Other	73	120
Sub total	4,533	1,846
Investment income		
Bank interest	1,158	964
Sub total	1,158	964
Total Gross Income	30,748	25,039
Asset and investment sales, etc.	-	-
Total receipts	30,748	25,039

Comments

Increase in member numbers YoY
Prior Year: BUC donation for Scout Hut repairs
 Gift Aid of £2,734.58 was received 6 Aug and relates to prior year

£4,215 Summer Camp (not held in prior year),
 This year we allocated a £20 per child per term Budget to each section which meant the groups could do more activities and not have to charge parents for them.

One off raffle and fundraising event to celebrate centenary

New event WB Christmas lights this year

Continued strategy to put excess funds on high interest fixed deposit

1st West Byfleet Scout Group (Charity no. 305813)
Receipts and payments account



Year start date Year end date

01-Aug-24	To	31-Jul-25
-----------	----	-----------

Receipts and payments

2024/25 12 months to 31 Jul 2025 £	2023/24 12 months to 31 Jul 2024 £
----------------------------------------------------	----------------------------------------------------

Payments

	2024/25	2023/24
Charitable Payments		
Membership subscriptions paid	4,006	3,851
Insurance	1,616	1,898
Utilities	1,335	2,182
Cleaning & Gardening	1,225	410
Rent	1,000	1,000
Inspections, Repairs and Renewals	804	10,359
Badges	335	801
Uniform	56	130
AGM and meetings	-	265
Bank Charges	-	-
Admin charges	395	730
Other costs	-	-
Sub total	10,772	21,627
Group Activities		
Camps	3,875	220
Group Activities - Scouts	1,510	1,722
Group Activities - Cubs	1,473	1,176
Group Activities - Beavers	1,300	834
Sub total	8,158	3,953
Fundraising expenses		
Equipment	-	139
West Byfleet Fireworks	597	1,030
Junior School & local Fairs	367	-
100 Year fundraiser	808	-
Other fundraising costs	21	95
Sub total	1,793	1,263
Total Gross Expenditure	20,724	26,843
Asset and investment purchases, etc.	2,145	2,534
Total payments	22,869	29,377
Net of receipts/(payments)	7,879	(4,338)
Cash funds last year end	34,512	38,850
Cash funds this year end	42,391	34,512

Comments

Increase in member numbers YoY
 We increased our insurable value but still saved YoY as market rates for insurance reduced.
 Better rates on Electricity & gas
 Included one off gardening clear up of £300. Prior year we did not have consistent cleaners

PY: £7,221 funded by BUC for Scout Hut repairs, Electrics, new windows etc
 Stocked up in prior year

Prior year included £190 Centenary badges

Includes £962 of cancellation costs for prior year camp and £2358 for current year summer camp. No summer camp in prior year

We over estimated stock required in prior year and refined this year

Includes £331 of activity equipment and £1482 for new stacking chairs for hut

1st West Byfleet Scout Group (Charity no. 305813)
Receipts and payments account



Year start date Year end date

01-Aug-24	To	31-Jul-25
-----------	----	-----------

Statement of assets and liabilities at the end of the year

	2024/25 12 months to 31 Jul 2025	2023/24 12 months to 31 Jul 2024
Cash funds		
Bank current account	1,376	4,093
Bank deposit account	40,000	30,000
Cash/Floats/Prepaid cards	1,015	419
Total cash funds	42,391	34,512
	<small>ok</small>	<small>ok</small>
Non monetary assets for charity's own use		
Motor vehicles - Blue Line Trailor	4,000	6,000
Scouting equipment, furniture etc	25,000	21,505
Sub total	29,000	27,505
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Sub total	-	-
Total net assets	71,391	62,017

Per insurance estimate
Per insurance estimate

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29th September 2023 and signed on their behalf by

Signature	Print Name
	Rebecca Gardner, Chair
	Angela Brown, Treasurer

Group Activities Summary	2024/25	2023/24
	12 months to 31 Jul 2025	12 months to 31 Jul 2024
	£	£
Net receipts/(payments) for Camps	£1,750	£515
Receipts for Camps	£5,625	£735
Payments for Camps	(£3,875)	(£220)
Net receipts/(payments) for Scouts	(£1,177)	(£605)
Receipts for Scouts	£333	£1,118
Payments for Scouts	(£1,510)	(£1,722)
Net receipts/(payments) for Cubs	(£1,255)	(£146)
Receipts for Cubs	£218	£1,031
Payments for Cubs	(£1,473)	(£1,176)
Net receipts/(payments) for Beavers	(£820)	(£384)
Receipts for Beavers	£480	£450
Payments for Beavers	(£1,300)	(£834)
Net receipts/(payments) for Activities	(£1,503)	(£619)

Activities total excluding camps (£3,252)
 Activities Budget (£3,880)
 Activity costs saving vs Budget £628

Comments

£1,153 Summer camp costs paid in 2025/26 (next financial year). After adjusting for this, camps made a surplus of £597 in the year, which was partially spent on replacement equipment.

Avg 27 (18 PY) Scouts @ £20 per child per term = £1,620 Budget.

Avg 20 (26 PY) Cubs @ £20 per child per term = £1,200 Budget.

Avg 17.7 (14 PY) Beavers @ £20 per child per term = £1,060 Budget.

During the year we increased the Budget per child per term from £10 to £20 in order to fund more Scouting activities. We underspent this budget by £628 as the leaders got used to the new funding, however we will maintain this Budget into 2025/26 so the children can benefit from even more funded activities.

England & Wales

Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of 1st West Byfleet Scouts Group - Scout Council

I report to the trustees on my examination of the accounts of the 1st West Byfleet Scouts Group for the year ended July 2024.

Responsibilities and basis of report

As the charity trustees of the 1st West Byfleet Scouts Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 1st West Byfleet Scouts Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the 1st West Byfleet Scouts Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:



Name: Cecilia Coddì

Relevant professional qualification or membership of professional bodies (if any): CIMA associate (membership number 1-4M8P8V). Previous 1st West Byfleet Scouts Treasurer.

Address: Waterview, Faris Lane, KT15 3DW

Date: 17/09/2025

1ST WEST BYFLEET SCOUT GROUP

England & Wales - Charity number 305813

Accounts



1st West Byfleet Scout Group

Annual Report & Financial Statements

Year end July 2024

Charity Commission
Registered Number 305813

1st West Byfleet Board of Trustees
2023-2024

Elected Members

Chair: George Allan

Treasurer: Angela Brown

Trustee: Vacancy

Ex Officio Members

Group Lead Volunteer: Jo Graham

Asst Group Lead Volunteer: Alison Hughes

Nominated Members

Secretary: Vacancy

Contents

- Annual reports:
 - Chair
 - Group Lead Volunteer
 - Beavers
 - Cubs
 - Scouts
 - Treasurer
- Constitution - POR 5.4 has been fully adopted as our constitution and can be reviewed here:
<https://www.scouts.org.uk/por/5-local-governance-and-finance-of-groups-districts-counties/#5.4>
- Minutes from the last AGM (October 2023)
- Agenda for the September 2024 AGM
- Chair's closing statement

Chair

2023/24 has proven to be a transition year for 1st West Byfleet Scout Group in many ways indeed. As befits the 100 year anniversary of the Group, this year has shown that we are still managing to change to the demands of our ever changing internal and external circumstances.

Firstly, in March of this year, after 18 years as GSL, **Lyn Blackman** stepped down and passed the baton to **Jo Graham**. Adopting the new Scout title, Jo became the new GLV, (Group Lead Volunteer). I would like to thank Lyn formally for all of her great work within the 1st West Byfleet Scout Group and wish her well in the future as she stays connected to the group.

With a new GLV, a refocused Trustee Board and with the financial support from our landlords, Byfleet United Charities (who donated £7k), we have undertaken substantial improvements to our Scout HQ. Over the last 6 months, we have managed to install new double-glazed windows and new electrics throughout the Scout Hut. This will help greatly with the running costs of the Scout Hut and try to increase the efficiency of our energy usage.

We have also given the hut and the garden a severe makeover - In the hut we have painted and decorated, upgraded appliances and had a massive clear-out at the back of the hut to create much needed space. - In the back garden, this has been totally revamped, clearing out all the shrubs and bushes, creating a safe play environment for the children.

All this work could not have been done without the tireless efforts of all the Scout members and families who came to help on our DIY SOS clearout weekend and also the local businesses who helped with donations of equipment, especially Selco, Wickes and KGB Old Woking. My thanks to all and I particularly want to congratulate the core team of Jo, Rebecca, Angela and Alison who coordinated all of this.

With regard to the Scout hut, many of you may have heard that Byfleet United Charities are looking to redevelop the land upon which the Scout Hut sits. After much discussion and lobbying, we are pleased to say that despite their plans, they have stated that in principle they will proceed but without the land currently occupied by the Scouts. This is great news and helps secure the future of our hut. We will continue to stay close to them.

With regard to the activities within the Group, all three sections of Scouts, Cubs and Beavers have had another fun-packed year and as usual the group has been led and supported by our very committed leaders. Each of the section leaders have gone into great detail about last year's activities in their respective reports attached.

Looking at the financials for the year, I am pleased again to report that we are still looking pretty healthy with a positive closing balance in our accounts. Angela Brown, our Treasurer continues to do a super job in managing our finances and her report is also attached and provides great insight as to how the finances work within the group.

In summary, it's been another highly successful year for the group despite the challenges of the transition. I would like to thank and congratulate all the leaders for their efforts this year. I would also like to offer my personal thanks to Jo, Angela and Rebecca for their tenacity and dedication this year with all of the complications involved.

Finally, and as I have mentioned above, this year is the 100th anniversary of the founding of 1st West Byfleet Scout Group. The demand for Scouting still remains strong in West Byfleet and we aim to celebrate this with our centenary party, where many past members, leaders and associates will be in attendance. I hope you will also be able to attend.

George Allan

Group Lead Volunteer

It has been a busy year of change in our Scout Group. Each section has continued to run some amazing programmes and camps. My thanks goes to all the dedicated leaders and parent volunteers who regularly give up their time to help.

We have also seen a lot of effort put into improving our premises, as noted by George. We had a really busy and fun DIY SOS weekend back in the Spring. We are so grateful to everyone who came and helped that weekend. It made such a difference. We have also been very fortunate to have been supported by local businesses and Byfleet United Charity.

We are looking forward to showing off our lovely garden and all the improvements at our 100 year celebration on Saturday.

Jo Graham

BEAVERS

We have had another fun-filled year with up to 17 Beavers attending each week. We have three committed leaders and several parent helpers who regularly come along and join in the fun.

Some of this year's highlights have been the District Science Day in March, a trip to RHS Wisley, and a visit to Woking Planetarium.

We continue to visit Birchmere campsite regularly for wide games and a campfire. We have also gained a new campfire venue which we are able to walk to from the hut and we call it 'Our Secret Campsite.'

In June, seven children and six adults set up camp at Walton Firs. It was a busy weekend with lots of other groups camping there too. The children took part in lots of activities including archery and caving, but their favourite activity of the weekend was making bows and arrows out of sticks and string.

Thank you to all the leaders and parents that have helped us run so many fun activities this year! We look forward to more adventures in 2025.

Jo, Pete & Charlie

cubs

As ever, the Cubs have been able to take part in a wide range of activities, with lots of them being outdoors.

This year, we ran a weekend camp for our Cubs at the district campsite at Birchmere in June. The cubs hiked in from Byfleet then took part in a weekend of fun and traditional scouting activities. The Cubs put up their own tents, cooked a meal on open fires and had great fun firing stomp powered rockets. The weather was kind to us and everyone participated enthusiastically and showed true Scouting values.

As ever, the district-organised 'Back to Basics' camp in May was very successful. This was a great opportunity for mostly sixers and seconders who've camped before and those who were new to camping to take part in a wide range of activities and camp with cubs from across the district. Activities were organised by each pack and the cubs got to try branding a piece of wood, making bread on a stick, knots and lashings, first aid and other activities. Despite the very hot conditions, the cubs all enjoyed the full range of activities, and we had a great campfire on Saturday night.

As last year, I feel incredibly lucky to have a great team of Assistant Cub leaders in the team to help me run the Cubs, without them it would be impossible to offer all the activities we do. All the leaders have been fantastic, organising sessions and helping with the planning of the programme, I really couldn't do it all without them.

We've been very glad of the help that we've got from parents acting as parent helpers for occasional sessions over the last year. When parents can help out, it makes it possible for us to do more out of the hut activities, particularly in the Summer term, which all the Cubs thoroughly enjoy. Without this parent support we would be unable to run such an active programme and I urge all parents to consider if they could help out occasionally.

I think the Cubs would agree some of the highlights for the year were:

- Cycling to the Anchor pub along the canal and back again
- Cooking a delicious meal in the Scout Hut
- Canoeing along the canal in Addlestone

Thanks once again to all the team who've helped me deliver the programme this year, the uniformed leaders, parent helpers for meetings and administration, our Duke of Edinburgh helpers and of course Lyn for her valued support in the background.

I hope that we'll be able to deliver as exciting a programme over the coming year.

Alison Hughes and the Cubs team



Over the last year we've continued to focus on the completion of badges. 99 badges have been awarded across 23 activities, including a Chief Scout's Gold Award. Another 28 badges are due to be awarded in the coming weeks.

In May, 5 of our older scouts completed the Expedition Badge, which involved the planning and completion of a weekend of hiking, navigation and camping. In late June, 11 Scouts attended the Surrey Scoutabout weekend; an activity – filled event that takes place once every 3 years, and which this year involved more than 5,000 scouts.

The Troop is currently close to capacity, with 26 scouts and 4 leaders. The scouts are organised into 4 Patrols, which provides 4 of our older scouts an opportunity to be a Patrol Leader and assist the adult leaders in running some of the activities, and we're pleased to say that the Patrol Leaders have been keen to expand their responsibilities. This year some of our Scouts volunteered in the community. The Scouts ran the Archery stall at West Byfleet Junior School's summer fair and again at St John's Church Summer Fair, and some of the Exec Committee members together with several Scouts ran a cake sale at West Byfleet Junior School's fireworks evening. All these events raised valuable funds for the scout group.

We have recently seen a change in our adult leaders. Matt Blackman has resigned due to work / family commitments, and Dave Earl has joined scouts from Cubs. We thank Matt for his years of support and offer Dave a big welcome.

We would like to thank the parents who have helped us on Tuesday evenings as well as at Scoutabout. Your support is invaluable to us.

All the Scout Leaders: Gavin, Paul, Becks & Dave.



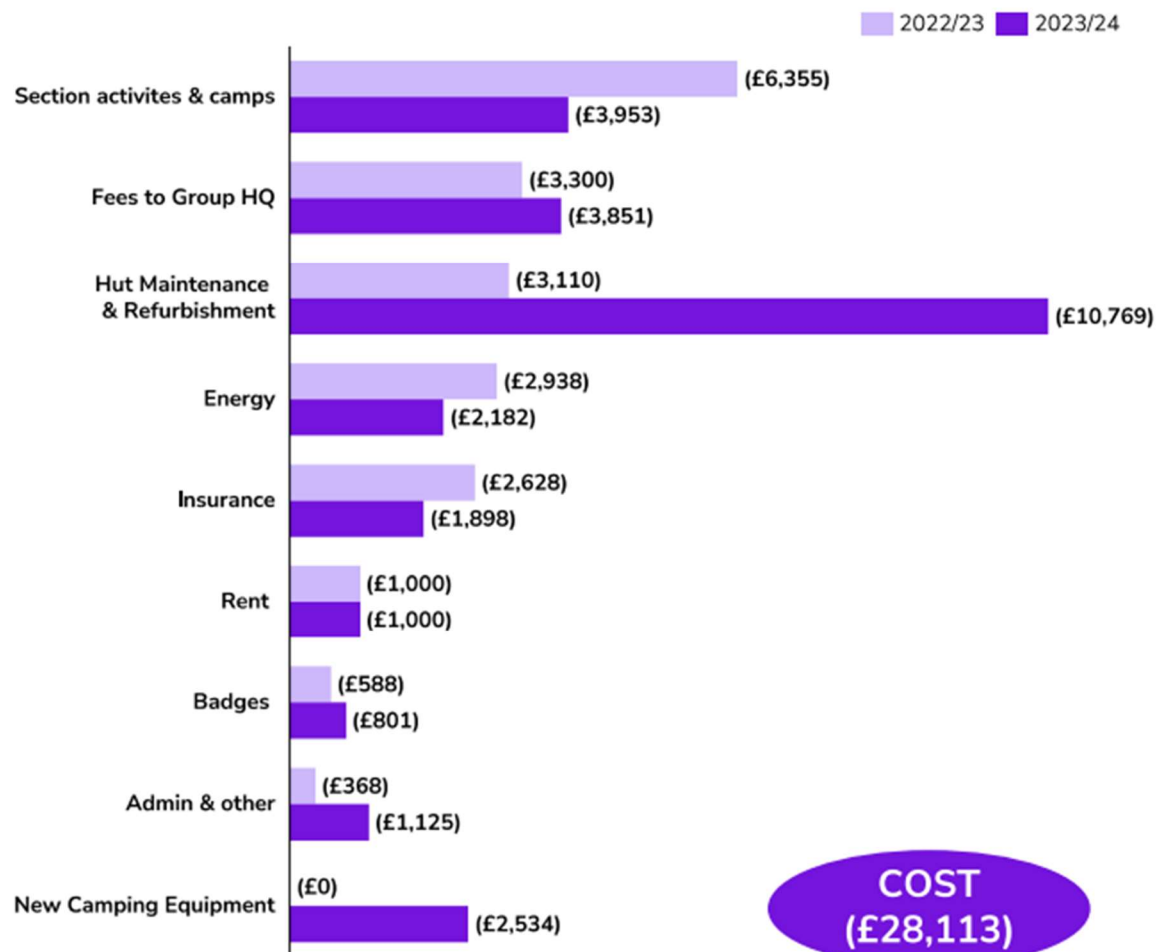
2023/24 Treasurers AGM Report

Money - Our Aim is to maintain the financial security of the group for the future

We will:

- Budget and spend carefully to ensure the maximum amount possible is spent on Scouting activities
- Keep parent payments for subs and additional activities as low as is practical
- Retain sufficient reserves of at least 1 years running costs in case of emergency
- Make a small annual surplus in order to save up for future investments (in both the building and equipment)

Where did we spend money?



Every Section (Beavers, Cubs & Scouts) gets a Budget of £10 per child every term to spend on Activities. We spent less last year as there was no Summer Camp.

These are the fees we have to pay to Group HQ which were £63 per child. These increased by £3 and we had more children compared to the prior year.

We spent a lot of money making the hut nicer and more energy efficient with the "DIY SOS" project – we replaced the electrics, the windows, fixed the hot tap in the kitchen, and have landscaped the garden. Byfleet United Charity kindly donated £7,221 to cover part of this cost but we had to pay the rest from our own funds.

Energy costs have reduced as we moved to better deals and saved energy through the DIY SOS work.

We have to have insurance, for the hut, our equipment and also for when we have activities outside of the hut.

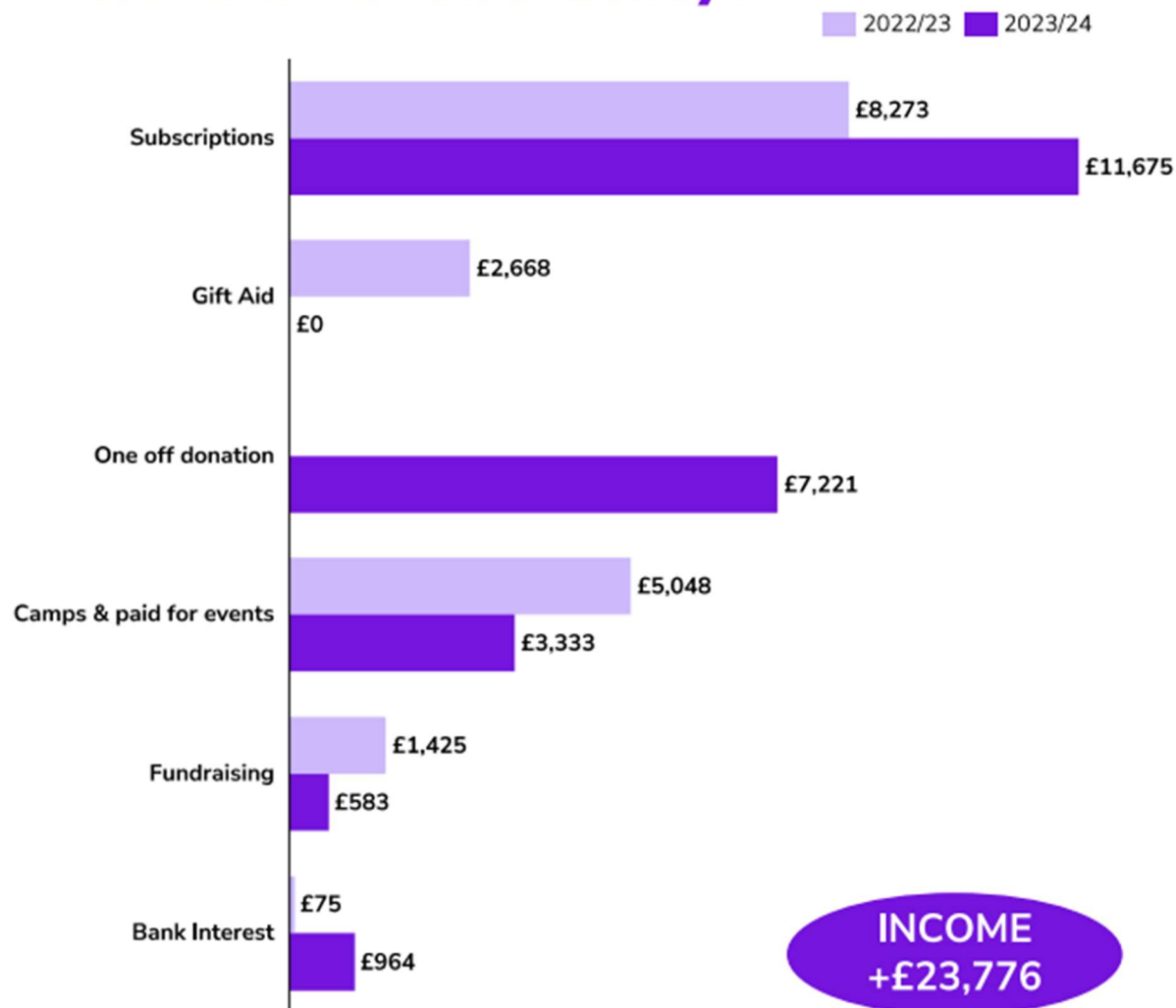
This is the money we pay to Byfleet United Charity, who own the land our hut is built on.

More money spent on badges – which is great because it means the children are earning more badges!

These are other running costs, like the cost of using OSM, leader uniforms, last year's Halloween party and end of year awards.

Last year we bought some new camping equipment as ours was getting old – 9 new tents, a Coleman shelter and some Expedition equipment that we had been saving up for.

How did we raise money?



Subscription income went up as we increased the monthly charge from £15 to £17.50 to cover our cots (the first increase in 5 years) and we had more members.

Gift Aid is the money we can get back from HMRC for all Subscriptions paid and donations received from UK taxpayers. We receive 28p for every £1 given to us by individuals. The 2023/24 Gift Aid was 2,734.58 but it was received just after our year end date so we cannot include it here.

This is the donation made by Byfleet United Charity for our DIY SOS work.

This is the money paid by parents for activities and camps over and above the termly Budget. It was lower last year as there was no Summer Camp.

We made £583 profit from fundraising last year; £352 at fireworks, £318 at Summer fairs and spent £138 on fundraising equipment for future events. This was lower than the year before where the Cubs raised an additional £540 with a sponsored walk.

We keep £30,000 locked away for emergencies which was donated to us some time ago. That money goes into a special high interest savings account which gave us £964 of extra income last year – taking advantage of the high UK interest rates.

So Overall...



BUT:

If we **ADD** the Gift Aid **£2,375** that was received late (so we have to put in next years accounts)

And deduct the cost of the one off Equipment purchases **£2,534** that we have been saving up for

Then our surplus would have been:

Note in the 12 months prior we made a **£1,392** loss

1st West Byfleet Scout Group (Charity no. 305813)

Receipts and payments account

Year start date		Year end date	
01-Aug-23	To	31-Jul-24	

Receipts and payments

	2023/24 12 months to 31 Jul 2024	2022/23 18 months to 31 Jul 2023
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	11,675	12,410
Donations	7,221	1,035
Gift Aid	-	10,138
Other similar income	-	95
Sub total	18,896	23,678
Group Activities		
Summer Camp	735	6,663
Scouts	1,118	982
Cubs	1,031	1,551
Beavers	450	488
Sub total	3,333	9,684
Grants		
Other grants	-	-
Sub total	-	-
Fireworks (BBQ & cakes)	1,383	-
Beavers games fundraiser	85	-
Cubs Sponsored Walk	-	540
Junior School & local Fairs (Archery)	343	739
Other	35	50
Sub total	1,846	1,330
Investment income		
Bank interest	964	113
Sub total	964	113
Total Gross Income	25,039	34,804
Asset and investment sales, etc.	-	-
Total receipts	25,039	34,804

Comments

BUC donation for Scout Hut repairs
Gift Aid of £2,734.58 was received 6 Aug

Funds relate to 2023 camp, no camp in 2024

£30,000 of funds were put on high interest savers in year

2022/23 12 mth proxy Adjusted	Variance	Comments
£	£	
8,273	3,402	More members & increase price from £15 to £17.50 p/m
-	7,221	BUC Donation for Scout Hut update
2,688	- 2,688	Gift Aid did not land in time due to bank account closure
95	- 95	
12,441	7,840	
3,359	- 2,623	No Summer Camp in 2024
402	716	More organised activities
963	68	More organised activities
325	125	More organised activities
5,048	1,715	
-	-	
-	-	
-	1,383	
-	85	
540	- 540	
739	- 396	
50	- 15	
1,330	517	Fireworks a key new fundraising activity
75	889	£30,000 of funds were put on high interest savers in year
75	889	
18,894	7,531	
-	-	
18,894	7,531	

1st West Byfleet Scout Group (Charity no. 305813)

Receipts and payments account

Year start date		Year end date	
01-Aug-23	To	31-Jul-24	

Receipts and payments

	2023/24 12 months to 31 Jul 2024 £	2022/23 18 months to 31 Jul 2023 £
Payments		
Charitable Payments		
Membership subscriptions paid	3,851	3,300
Insurance	1,898	5,006
Utilities	2,182	4,407
Cleaning & Gardening	410	1,465
Rent	1,000	1,250
Inspections, Repairs and Renewals	10,359	2,133
Badges	801	882
Uniform	130	64
AGM and meetings	265	45
Bank Charges	-	60
Admin charges	730	136
Other costs	-	-
Sub total	21,827	18,740
Group Activities		
Camps	220	7,263
Group Activities - Scouts	1,722	2,638
Group Activities - Cubs	1,176	1,873
Group Activities - Beavers	834	616
Sub total	3,952	12,390
Fundraising expenses		
Equipment	139	83
Fireworks	1,030	-
Beavers Games	70	-
Other fundraising costs	26	-
Sub total	1,265	83
Total Gross Expenditure	26,843	31,221
Asset and investment purchases, etc.	2,534	1,126
Total payments	29,377	32,347
Net of receipts/(payments)	(4,338)	2,457
Cash funds last year end	38,850	36,393
Cash funds this year end	34,512	38,850

Comments

	2022/23 12 mth proxy Adjusted £	Variance £	Comments
	3,300	551	Higher capitation due to more members
	2,628	730	Unity insurance went down in year (no change in cover)
	2,938	756	New contracts reflecting Gas & Elec price reductions
	977	567	Cut back on cleaning & Gardening as we revamped the hut
	1,000	-	
	2,133	8,226	1 off Scout hut revamp - mostly funded by BUC
	588	213	
	64	66	
	45	220	Held halloween party for AGM to try and boost engagement
	40	40	
	219	511	Includes: £130 gifts & awards, £209 OSM, £190 Centenary badges
	-	-	
	13,932	7,695	
	-	-	
	3,558	3,337	No summer camp
	1,044	678	More activities + Budget of £10 per child per term
	1,342	166	More activities + Budget of £10 per child per term
	411	423	More activities + Budget of £10 per child per term
	6,355	2,402	
	-	-	
	-	139	Card readers & collection buckets
	-	1,030	£352 profit after costs
	-	70	Funded by Beavers fundraising - well done Beavers!
	-	26	
	-	1,263	Minor spend in prior year as only did Archery
	20,286	6,556	
	-	-	
	-	2,534	New camping equipment - tents, shelter, Trangias and other items
	20,286	9,091	
	(1,392)	(1,560)	

1st West Byfleet Scout Group (Charity no. 305813)
Receipts and payments account

Year start date	Year end date
01-Aug-23	To 31-Jul-24

Statement of assets and liabilities at the end of the year

	2023/24 12 months to 31 Jul 2024	2022/23 18 months to 31 Jul 2023
Cash funds		
Bank current account	4,093	18,751
Bank deposit account	30,000	20,000
Cash/Floats/Prepaid cards	419	99
Total cash funds	34,512	38,850
	ok	ok
Non monetary assets for charity's own use		
Motor vehicles - Blue Line Trailer	6,000	6,000
Scouting equipment, furniture etc	21,505	20,000
Sub total	27,505	26,000
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Sub total	-	-
Total net assets	62,017	64,850

Per insurance estimate
Per insurance estimate

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29th September 2023 and signed on their behalf by

Signature	Print Name	
		Chair
		Treasurer

Group Activities Summary

	2023/24 12 months to 31 Jul 2024	2022/23 18 months to 31 Jul 2023
	£	£
Net receipts/(payments) for Camps	£515	(£600)
Receipts for Camps	£735	£6,663
Payments for Camps	(£220)	(£7,263)
Net receipts/(payments) for Scouts	(£605)	(£1,655)
Receipts for Scouts	£1,118	£982
Payments for Scouts	(£1,722)	(£2,638)
Net receipts/(payments) for Cubs	(£146)	(£322)
Receipts for Cubs	£1,031	£1,551
Payments for Cubs	(£1,176)	(£1,873)
Net receipts/(payments) for Beavers	(£384)	(£128)
Receipts for Beavers	£450	£488
Payments for Beavers	(£834)	(£616)
Net receipts/(payments) for Activities	(£619)	(£2,706)

Comments

Income in current year relating to prior years camps

Avg 18 Scouts @ £10 per child per term = £530 Budget. Overspent by £75 due to loss on Scoutabout camp of £66, Donating of £32 and early payment of next years activities of £52, offset by Term 2 savings.

Avg 26 Cubs @ £10 per child per term = £790 Budget. Underspent by £644 due to £220 invoice being paid after year end, accidental profit of £285 made on cubs camp and general underspend of termly budget.

Avg 14 Beavers @ £10 per child per term = £410 Budget. Spent on Budget, Loss made on Beaver camp of £84 countered by underspend of termly budget in Term 3.

Minutes of the Annual General Meeting of the 1st West Byfleet Scout Group held on Friday 20th October 2023 at Scout Headquarters.

Attendees

Lyn Blackman (GSL)	Gavin Blackman (Quartermaster & Scout Leader)	George Allan (Chair)
Alison Hughes (Asst. GSL & Cub Leader)	Paul Watson (Asst. Scout Leader)	Jo Graham (Beaver Leader)
	Matt Blackman (Asst. Sout Leader)	
Andy Brown (Asst. Cub Leader)	Angela Brown (Treasurer)	Charlie Earl (Asst. Beaver Leader)
Dave Earl (Asst Cub Leader)	John Pain (ADC Scouts)	Pete Holcroft (Asst. Beaver Leader)
Parents & families of:		
Beavers	Charlie Haskell, Oscar Haskell, Harry Hawke, Joshua Smith, Lenny Tongue, Charlie Denman, Dylan Holcroft, Toby Charles- Jones, Bryn Lawry, Charles Warne	
Cubs	Eliza Lowry, Fletcher Lowry, Eliza Earl, Sammy Watson, Artemis Papadimitriou, Toby Graham, Harry Cruse, Elizabeth Urwin, James Robinson, Gus Persson, Harry Aldridge, Theo Ribolla, Aaron Dar	
Scouts	Evan Brown, Vivian Zhang, Micah Graham, Hasti Brannigan Alexander Frewin, Harrison Peppiatt-Pratt, Henry Madden, Amelia Isaac, Mikaela Isaac, Archie Hadjicostas	

1. **Introduction and welcome & Apologies for Absence**

George Allan welcomed everyone to the meeting. He introduced himself and explained his role as Chairman.

Kath Ashworth (DC Woking)	
Geraldine Meldrum (ADC Beavers)	
Jan Parker (ADC Cubs)	
Becky Gardner (Asst. Scout Leader)	
Mark Rennie (Asst. Cub Leader)	
Parents & Families of:	
Beavers	Miles Brown, Gabriel Bennett, Samuel James
Cubs	Harrison Brown, Leo Murphy
Scouts	Katie Gardner, Ben Stockford, Abigail Stockford, Oliver Richardson

2. **Accept Minutes of 2022 Annual General Meeting**

There were no outstanding actions from last year and so the minutes were proposed by Angela Brown and seconded by Lyn Blackman.

3. Matters Arising from last meeting

There were no outstanding actions.

4. Annual Reports

All the reports were sent out earlier in the week in an email to all members and are included in the Appendix.

As Chairman, George felt from his perspective that things have been going well. There also lots of changes taking place such as the Executive Committee becoming a more formal Trustee Board that has responsibility for the governance of the group. There is also new constitution to be adopted. George also welcomed our new treasurer, Angela Brown, who has been helping tighten things up in terms of compliance. There is a lot of work in progress and lots of place in places to improve things.

As GSL, Lyn shared that there have been many things going on. All the sections have had intense programmes, especially in the summer term. Summer Camp took place for Cubs & Scouts which went well despite the very wet weather conditions. Scouts went away for Scoutabout, Cubs attended a day at SCRAM and Beavers went on a joint camp with Pyrford Beavers.

Lyn also shared that next year 1st West Byfleet Scout Group will be celebrating it's 100th year. She would like to get a committee together to plan a celebration event. Any parents interested to get in touch. On a similar, but more permanent note, she would also like to set up a fundraising committee to help with replacing camping equipment and increasing running costs. The cost of camps is also increasing.

5. Treasurer Statement of Accounts

We had lots of children interested in the meeting and two cubs in particular asking some great questions. Therefore, Angela's summary was given in a child friendly way.

Angela explained that our aim has been not to make money but also not to lose any. We have been losing money over the last few years but a grant that we received during COVID has kept us going. We have managed to reduce our energy costs and we were able to claim £10k of gift aid from the last 5 years. We would like to raise surplus funds, not for profit, but so that we can look after the building and purchase new equipment when needed.

£1,300 was raised through fundraising this year so thank you to all the parents that were a part of this. We have also raised the cost of subscriptions for the first time in several years.

Thanks also to Emma Weston who was able to secure £1k through her company's fundraising scheme which we used to buy new equipment. Angela would be happy to talk to any other parents who have companies with similar schemes.

6. Adoption of new Scouts Constitution POR 5.4

An outline of the new constitution was shared with members in advance of the meeting. The new constitution was proposed by Lyn Blackman and seconded by Angela Brown

7. Confirmation of Nominated Officers for 2023/2024 (appointed by GSL)

- Chair (George Allan)
- Parent Representatives – Scouts, Cubs, Beavers
- Quartermaster (Gavin Blackman)
- Other Exec Officers
- Other non-Exec Officers
- Fund Raising (TBC)

8. Election of Officers for 2023/2024

- Chair – George Allan for a final year
(Proposer – Angela Brown, Seconder – Lyn Blackman)
- Parent Representatives – Scouts, Cubs, Beavers – Vacancy
Parents to let us know if interested. It's only one meeting per term.
- Secretary – Jo Graham (Proposer – Charlie Earl, Seconder – Dave Earl)
- Treasurer – Angela Brown (Proposer – Alison Hughes, Seconder – Thomi Papadimitriou)
- Independent Accounts Scrutineer/Examiner – Vacancy

9. Any Other Business

- George shared that the set quorum for decision making by the Trustee Board is four people.

10. Closing Statement from Chairman

George closed with thanks to everyone for coming along. It's been good to see everyone in person. It's been loud but good! A fantastic forum for asking questions and receiving input from our members. We are always open for suggestions.

George has been Chair of this group for nearly 14 years and is looking for someone to take his place. There are lots of changes happening in Scouting as well as in terms of the leadership of this particular group. It will be a busy year and he will be looking to step back once he has someone to pass this onto.

The AGM closed at 7.25 pm.

Awards presented

Beaver of the year – Harry Hawke
Chief Scout Silver Awards – Elyse Brown & Henry Madden
Scout of the year – Micah Graham
DP Award (Adult) – Alison Hughes

ANNUAL GENERAL MEETING

Saturday, 28th September 2024

AGENDA

1. Introduction and welcome by the Chairman
2. Apologies for Absence
3. Accept Minutes of 2023 Annual General Meeting
4. Adoption of new Scouts Constitution POR 5.4
5. Review of Previous Year
 - Group Lead Volunteer Report
 - Treasurer Annual Report and Statement of Accounts 2023/24
6. Confirmation of Appointments
 - Group Chair (Rebecca Gardner)
 - Group Treasurer (Angela Brown)
 - Independent Accounts Examiner
 - Group Trustee Board members and quorum
7. Any Other Business
8. Closing Statement from Chairman

Presentations and Awards

Chairman's Closing Statement

As always, I would like to thank all of you for attending the AGM today and supporting the West Byfleet Scouts Group. It is hard to believe that the Group has been going now for 100 years. I hope that this will still be the case in 100 years time!

If anyone has any questions that they wish to ask post the meeting, by all means contact myself or Jo and we will try to help. As I have mentioned, the Scout Group rely upon volunteers and we are always open to new recruits. Parents move on as their children move through and out of Scouts, so it is a constantly evolving situation, from helpers to leaders to the exec team.

If after today, you feel you could help the Group out by becoming a leader, helper, or more, we would be very happy to speak with you.

As always, we need new volunteers so we would very much welcome any new interest from you as parents to come and join our Leadership team. Without them, we would not have the Scout group at all so if you fancy it, please let Lyn or Alison know and we would welcome your support.

Finally, after almost 14 years as the Group's Chair, I will be stepping down this year as I look to take on new challenges. Being the Chair of the Scout Group has been great fun and it has been so rewarding watching the Group develop over the years.

I would like to wish you all a great end to the year and best wishes for a new year of scouting in 2025.

George Allan

Chair 1st WBSG





1st West Byfleet Scout Group (Charity no. 305813)
Receipts and payments account

Year start date	To	Year end date
01-Aug-23	To	31-Jul-24

Receipts and payments

	2023/24 12 months to 31 Jul 2024	2022/23 18 months to 31 Jul 2023
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	11,675	12,410
Donations	7,221	1,035
Gift Aid	-	10,138
Other similar income	-	95
Sub total	18,896	23,678
Group Activities		
Summer Camp	735	6,663
Scouts	1,118	982
Cubs	1,031	1,551
Beavers	450	488
Sub total	3,333	9,684
Grants		
Other grants	-	-
Sub total	-	-
Fireworks (BBQ & cakes)		
Fireworks (BBQ & cakes)	1,383	-
Beavers games fundraiser	85	-
Cubs Sponsored Walk	-	540
Junior School & local Fairs (Archery)	343	739
Other	35	50
Sub total	1,846	1,330
Investment income		
Bank interest	964	113
Sub total	964	113
Total Gross Income	25,039	34,804
Asset and investment sales, etc.	-	-
Total receipts	25,039	34,804

Comments

BUC donation for Scout Hut repairs
 Gift Aid of £2,734.58 was received 6 Aug

Funds relate to 2023 camp, no camp in 2024

£30,000 of funds were put on high interest savers in year

	2022/23 12 mth proxy Adjusted	Variance	Comments
	£	£	
	8,273	3,402	More members & increase price from £15 to £17.50 p/m
	-	7,221	BUC Donation for Scout Hut update
	2,688	2,688	Gift Aid did not land in time due to bank account closure
	95	95	
	12,441	7,840	
	-	-	
	3,359	2,623	No Summer Camp in 2024
	402	716	More organised activities
	963	68	More organised activities
	325	125	More organised activities
	5,048	1,715	
	-	-	
	-	-	
	-	1,383	
	-	85	
	540	540	
	739	396	
	50	15	
	1,330	517	Fireworks a key new fundraising activity
	75	889	£30,000 of funds were put on high interest savers in year
	75	889	
	18,894	7,531	
	-	-	
	18,894	7,531	



1st West Byfleet Scout Group (Charity no. 305813)
Receipts and payments account

Year start date		Year end date	
01-Aug-23	To	31-Jul-24	

Receipts and payments

	2023/24 12 months to 31 Jul 2024 £	2022/23 18 months to 31 Jul 2023 £
Payments		
Charitable Payments		
Membership subscriptions paid	3,851	3,300
Insurance	1,898	5,006
Utilities	2,182	4,407
Cleaning & Gardening	410	1,465
Rent	1,000	1,250
Inspections, Repairs and Renewals	10,359	2,133
Badges	801	882
Uniform	130	64
AGM and meetings	265	45
Bank Charges	-	60
Admin charges	730	136
Other costs	-	-
Sub total	21,627	15,748
Group Activities		
Camps	220	7,263
Group Activities - Scouts	1,722	2,638
Group Activities - Cubs	1,176	1,873
Group Activities - Beavers	834	616
Sub total	3,953	12,390
Fundraising expenses		
Equipment	139	83
Fireworks	1,030	-
Beavers Games	70	-
Other fundraising costs	25	-
Sub total	1,263	83
Total Gross Expenditure	26,843	31,221
Asset and investment purchases, etc.	2,534	1,126
Total payments	29,377	32,347
Net of receipts/(payments)	(4,338)	2,457
Cash funds last year end	38,850	36,393
Cash funds this year end	34,512	38,850

Comments	2022/23 12 mth proxy Adjusted £	Variance £	Comments
	3,300	551	Higher capitation due to more members
	2,628	730	Unity insurance went down in year (no change in cover)
	2,938	756	New contracts reflecting Gas & Elec price reductions
	977	567	Cut back on cleaning & Gardening as we revamped the hut
	1,000	-	
£7,221 funded by BUC for Scout Hut repairs, Electrics, new windows etc	2,133	8,226	1 off Scout hut revamp - mostly funded by BUC
	588	213	
	64	66	
	45	220	Held halloween party for AGM to try and boost engagement
	40	40	
Includes: £130 gifts & awards, £209 OSM, £190 Centenary badges	219	511	Includes: £130 gifts & awards, £209 OSM, £190 Centenary badges
	-	-	
	13,932	7,695	
	-	-	
Non-refundable Summer camp deposit for cancelled camp	3,558	3,337	No summer camp
	1,044	678	More activities + Budget of £10 per child per term
	1,342	166	More activities + Budget of £10 per child per term
	411	423	More activities + Budget of £10 per child per term
	6,355	2,402	
	-	-	
Card readers & collection buckets	-	139	Card readers & collection buckets
£352 profit after costs	-	1,030	£352 profit after costs
Funded by Beavers fundraising - well done Beavers!	-	70	Funded by Beavers fundraising - well done Beavers!
	-	25	
	-	1,263	Minor spend in prior year as only did Archery
	-	6,556	
	-	-	
New camping equipment - tents, shelter, Trangias and other items	-	2,534	New camping equipment - tents, shelter, Trangias and other items
	20,286	9,091	
	(1,392)	(1,560)	



1st West Byfleet Scout Group (Charity no. 305813)
Receipts and payments account

Year start date	To	Year end date
01-Aug-23	To	31-Jul-24

Statement of assets and liabilities at the end of the year

	2023/24 12 months to 31 Jul 2024	2022/23 18 months to 31 Jul 2023
Cash funds		
Bank current account	4,093	18,751
Bank deposit account	30,000	20,000
Cash/Floats/Prepaid cards	419	99
Total cash funds	34,512	38,850
	<small>ok</small>	<small>ok</small>
Non monetary assets for charity's own use		
Motor vehicles - Blue Line Trailor	6,000	6,000
Scouting equipment, furniture etc	21,505	20,000
Sub total	27,505	26,000
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Sub total	-	-
Total net assets	62,017	64,850

Per insurance estimate
 Per insurance estimate

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29th September 2023 and signed on their behalf by

Signature	Print Name
	Chair
	Treasurer

	2023/24 12 months to 31 Jul 2024	2022/23 18 months to 31 Jul 2023
	£	£
Group Activities Summary		
Net receipts/(payments) for Camps	£515	(£600)
Receipts for Camps	£735	£6,663
Payments for Camps	(£220)	(£7,263)
Net receipts/(payments) for Scouts	(£605)	(£1,655)
Receipts for Scouts	£1,118	£982
Payments for Scouts	(£1,722)	(£2,638)
Net receipts/(payments) for Cubs	(£146)	(£322)
Receipts for Cubs	£1,031	£1,551
Payments for Cubs	(£1,176)	(£1,873)
Net receipts/(payments) for Beavers	(£384)	(£128)
Receipts for Beavers	£450	£488
Payments for Beavers	(£834)	(£616)
Net receipts/(payments) for Activities	(£619)	(£2,706)

Comments

Income in current year relating to prior years camps

Avg 18 Scouts @ £10 per child per term = £530 Budget. Overspent by £75 due to loss on Scoutabout camp of £66, Donutting of £32 and early payment of next years activities of £52. offset by Term 2 savings.

Avg 26 Cubs @ £10 per child per term = £790 Budget. Underspent by £644 due to £220 invoice being paid after year end, accidental profit of £285 made on cubs camp and general underspend of termly budget.

Avg 14 Beavers @ £10 per child per term = £410 Budget. Spent on Budget; Loss made on Beaver camp of £84 countered by underspend of termly budget in Term 3.

England & Wales

Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of 1st West Byfleet Scouts Group - Scout Council

I report to the trustees on my examination of the accounts of the 1st West Byfleet Scouts Group for the year ended July 2024.

Responsibilities and basis of report

As the charity trustees of the 1st West Byfleet Scouts Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 1st West Byfleet Scouts Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the 1st West Byfleet Scouts Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:



Name: Kate Silversword

Relevant professional qualification or membership of professional bodies (if any): Previous Treasurer of 1st New Haw Scout Group

Address: 14 Acacia Drive, Woodham, KT15 3SH

Date: 29/09/2024



1ST WEST BYFLEET SCOUT GROUP

England & Wales - Charity number 305813

Accounts



1st West Byfleet Scouts Group

ANNUAL GENERAL MEETING

Friday, 20th October 2023

AGENDA

1. Introduction and welcome by the Chairman / Apologies for Absence
2. Accept Minutes of 2022 Annual General Meeting
3. Matters Arising from last meeting
4. Annual Reports
5. Treasurer Statement of Accounts
6. Adoption of new Scouts Constitution POR 5.4
7. Confirmation of Nominated Officers for 2023/24 (appointed by GSL)
 - Chair (George Allan)
 - Parent Representatives
 - Scouts (TBC)
 - Cubs (TBC)
 - Beavers (TBC)
 - Quartermaster (Gavin Blackman)
 - Other Exec Officers
 - Other non-Exec Officers
8. Election of Officers for 2023/24
 - Secretary (Jo Graham)
 - Treasurer – (Angela Brown)
 - Independent Accounts Examiner (TBC)
9. Any Other Business
10. Closing Statement from Chairman

Presentations

**Minutes of the Annual General Meeting of the 1st West Byfleet Scout Group held on Friday
30th September 2022 at Scout Headquarters.**

Attendees

Lyn Blackman (GSL)	Gavin Blackman (Quartermaster & Scout Leader)	George Allan (Chair)
Dave Earl (Cub Leader)	Charlie Earl (Beaver Leader)	Alison Hughes (Assistant GSL & Cub Leader)
Angela Brown	Mark Rennie (Beaver Leader)	Jo Graham (Beaver Leader)
Andy Brown (Cub Leader)	Becky Gardner (Cub Leader)	Paul Watson (Scout Leader)
Tim Brown	Siobhan Brown	Cecilia Watson
Simon Richardson	Jen Richardson	

1. Introduction and welcome

George Allan welcomed everyone to the meeting. He introduced himself and explained his role as Chairman. Alison introduced all the leaders of the sections that were present.

2. Apologies for Absence

Nicola Quibell (Interim Treasurer)	
Parent apologies:	
Kate Madden	Fiona Goff
Vicky Peppiatt	Debi Symonds
Donna Hadjicostas	Caroline
Thomi Papadopoulou	Puja Panchal
Carly Trower	Steve Crook
Harry	Abi Dar

3. Accept minutes from last AGM

There were no outstanding actions from last year and so the minutes were proposed by Dave Earl and seconded by Charlie Earl.

4. Actions from last Minutes

There were no outstanding actions.

5. **Annual Report for the year 2021/2022**

All the reports were sent out earlier in the week in an email to all members. As Chairman, George explained that it's been a quiet year, with a few more things starting to happen. There has been work behind the seasons on the lease and lots of work being done out the back of the hut. We have the current lease for another 3 or 4 years. No real issues have come up in the last year. However, we are always looking for more helpers and leaders. Please let us know if anyone wants to get involved.

Alison gave a summary from a GSL perspective. She said that things are getting back to normal. We held a proper summer camp with no restrictions. All sections are getting back up to running normal programmes and it's been great to get out and do outdoor activities such as canoeing, archery etc.

Lyn said that everyone is doing a brilliant job, and all the programmes have been excellent. She is very proud of everyone and everything they have achieved, having managed to keep going despite restrictions. Thank you to everyone.

6. **Statement of Accounts for the year ended 31st March 2022**

We are lacking a treasurer currently. George thanked Cecelia for her time as treasurer. Nicola has been helping out but is not able to continue long term.

In summary, we were lucky to have had an inheritance a few years ago which has helped us through covid etc. Our finances are generally looking healthy. However, costs are always increasing and we have to ensure money coming in matches what goes out. We always need to make sure subs are coming in and that regular standing orders are set up by parents etc.

Cecilia asked whether we were with the same utility supplier. We are currently on a variable contract but unsure how much it will cost in the future. The question always comes up about raising subs, but we have decided not to do that. In order to keep costs down we plan to do more fundraising which we had not been able to do recently but will start doing again regularly. Lyn would especially like to raise money to go in an account to be used to bring the cost of camps down.

7. **Confirmation of Nominated Officers for 2022/2023 (appointed by GSL)**

- Chair (George Allan)
- Parent Representatives:
Scouts – Debi & Symonds, Lucy Hampshire?
Cubs (TBC)
Beavers (TBC)
- Quartermaster (Gavin Blackman)
- Other Exec Officers
- Other non-Exec Officers
- Fund Raising (TBC)

8. **Election of Officers for 2022/2023**

Secretary – Jo Graham (Proposer – Dave Earl, Seconder – Becky Gardner)
Treasurer – Angela Brown (Proposer – Charlie Earl, Seconder – Alison Hughes)
Independent Accounts Scrutineer/Examiner – Stuart (Proposer – Gavin B, seconder – Dave Earl)

9. **Any Other Business**

No other business.

10. **Closing Statement**

George closed with thanks to everyone for coming along. It's been good to see everyone in person, and to get back to some sense of normality.

The AGM closed at 7.30 pm.

Awards presented

Beaver of the year – Harrison Brown

Cub of the year – Elyse Brown

Scout of the year – Oliver Richardson

Chief Scout's commendation for meritorious conduct – Lyn Blackman

Annual Reports 2022/23

Appendix A – Chairman’s report

This last year has been the usual very busy one for all the teams at 1st West Byfleet. The Coronavirus from the previous 2 years seems at long last to have been left behind (hopefully for good) and we have been able to deliver programs with a large degree of normality. All three sections of Scouts, Cubs and Beavers have had another fun-packed year and as usual the group has been led and supported by our very committed leaders. Each of the section leaders have gone into great detail about last year’s activities in their respective reports below and I refer you to these reports for the specific activities.

From an Executive Committee perspective, we have also had a relatively interesting year with the Scout Association announcing that the Executive Committee will be changing its name to a Trustee Board and this will be minuted at this AGM. This in effect means that all members of the current Executive Committee will now become trustees of 1st West Byfleet Scouts Group. Linked to this, we have updated the constitution of the 1st West Byfleet Trustee Board, which is adopted from the Scouts POR (Policy, Organisation and Rules) requirements.

The role of the Trustee Board of the 1st West Byfleet Scouts Group will however not change, which is to support the Group Scout Leader and ensure the effective administration of the Scout Group. The Trustee Board aims to make sure that the Scout Group has the facilities and resources to deliver good scouting in the group. That said, and as usual, all the real work is done by the Scout Leaders and the helpers. The Trustee Board simply tries to take away all of the admin work to ensure the leaders can focus on providing the best programs to the sections. I am always very impressed at the commitment by all of the leaders and helpers and this year has been no different. My thanks and congratulations again go to all of them.

Looking at the financials for the year, I am pleased again to report that we are still looking pretty healthy with a positive closing balance in our accounts. We have fortunately been able to bring in a new treasurer, Angela Brown, who is doing a super job in helping best manage our financial affairs. Angela took over from Nicola Quibell at the beginning of the year and already has helped shape our financial planning and budgeting and has improved our focus on compliance given the ever-changing world we are living in. Her report is also attached and provides great insight as to how the finances work within the group.

In summary, it’s been another highly successful year for the group despite the challenges. I would like to thank and congratulate all the leaders for their efforts this year and being able to deliver such successful programs. I would also like to offer my personal thanks to the Executive Committee, now Trustee Board for all their support and contribution over the year.

George Allan
Chair 1st WBSG

Appendix B – GSL Report

This year has seen all sections of the scout group able to provide full programmes of activities, providing the 'skills for life' that is at the heart of the scouting movement. We have a great team of volunteer leaders who provide exciting programmes for the young people and Lyn has been working hard to get all the newer leaders we have signed off on the essential training that's now required in the Scouting movement for our leaders. We now have three leaders who've completed their wood badge training and a further two very close to achieving this significant milestone.

In the summer we had a wonderful group summer camp in the New Forest, with a great range of activities for the Cubs and Scouts. The weather wasn't great, with leaders having to set up camp in the rain and it remained a bit damp throughout the week. This didn't dampen the enthusiasm of the Cubs and Scouts though, and thankfully the weather was kind for the activities we took part in off camp. Activities that the Cubs and Scouts were able to do included zip wire, crate stacking, a trip to Lymington salt water baths for the inflatables and a boat trip to Brownsea Island, where the first ever Scout camp was held by Lord Baden Powell.

We had a number of leaders taking part in the summer camp, large numbers are needed to ensure safety and wellbeing of the young people and we're grateful for those who give up their annual holidays or miss out on paid work to make the camp possible. It was great having parents coming to help us with setting camp up and then breaking it at the end of the week too, when the leaders are feeling a bit weary. In future camps, we may turn to adults to help out, so if you'd like to join the fun of camp, do let us know. In fact, parent helpers have become more important to each section throughout the last few years and will continue to be important in the future. We'd like to urge anyone whose child(ren) come to Beavers, Cubs or Scouts to consider if they'd like to help out, even if it's just one session a term, it would be a big help. There are also a number of administrative roles that would be ideal for someone to help out, requiring minimal commitment of your time and little training. If you'd be willing to help out, please don't hesitate to speak to one of the leaders, it's an amazing thing to do to be able to give back to the next generation and help them develop into the best people they can be.

There have been quite a few awards to young people this year, with Beavers earning their Bronze awards and Cubs earning their Silver awards. These are both the highest award that can be given in each section and require a significant amount of work for the young people, so congratulations on the awards!

Finally, we'd like to say a huge heartfelt 'thank you' to George, who's been our chairman for over 13 years! He's been a great support in the background, securing funding, answering awkward questions and providing support and guidance to the group throughout. George is

now looking to retire and enjoy some travels, so if anyone would be interested in stepping up to be the chair of the Group Trustee Board, please speak to one of the leaders.

On behalf of all the Leaders,

Lyn Blackman/ Alison Hughes

Group Scout Leader/ Assistant Group Scout Leader

Appendix C – Scouts Report

We have seen a lot of our older Scouts move up to Explorers this year and a lot of new faces from Cubs join us. Over the last year we've focused on having Scouts achieve 39 badges, and another 38 badges have been completed and will be awarded in the coming weeks.

In July, 11 Scouts (& 7 Cubs) went off to camp in the New Forest. It was incredibly wet on the first day, 2 Scouts, 1 Cub, 2 parents & 4 leaders were all putting up tents in the rain.

The weather was very changeable throughout the week, but it didn't dampen or hold back the young people's enthusiasm. No matter the weather, we still carried on with the activities, as long as it was safe to do so.

We packed in lots of activities – zip wire, Crate stacking, mega climb, volley ball & table tennis, cooking competition, patrol cooking, pizza oven, Lymington seawater baths, Day out at Brownsea Island & Sandbank beach for the day. As you can see we had an excellent camp, everyone went home extremely tired (including all the leaders), we are already planning for next year, we are trying to go somewhere different.

The following are only some of the badges that the scouts have either achieved or almost achieved:

Activity badges

Electronics

Chef

Naturist

Geocaching

Staged badges

Time on the water (canoeing evening)

Hikes

Nights away

Scouts are also working towards Challenge badges. We are looking at starting up a gold award group where Scouts that want to achieve their Gold award can meet with a leader.

The Troop is nearly up-to capacity in scouts after the new intake of children off the wait list. Some of our Scouts have been Volunteering in the community this year.

The Scouts ran archery at the school summer fair and again at St John's church summer fair. Alison and Becks had a Cake sale at the school fireworks evening.

All raised valuable funds for scout group.

We would like to thank the parents who have helped us on Tuesday evenings as well at camp Setting up, and breaking camp.

I personally would like to thank Paul, Becks & Matt for all their hard work and the help they have given me over this year.

All the Scout Leaders

Gavin, Paul, Becks & Matt

Appendix D – Cubs Report

As ever, the Cubs have been able to take part in a wide range of activities, with lots of them being outdoors. Most memorable events include a trip to the Chertsey fire station, the 12 Jurors installation at Runnymede Fields and pond dipping at Fox Corner Community Wildlife area.

As is always the case, the district-organised 'Back to Basics' camp in May was very successful. This was a great opportunity for mostly sixers and seconders who've camped before and those who were new to camping to take part in a wide range of activities and camp with cubs from across the district. Activities were organised by each pack and the cubs got to try branding a piece of wood, making a pizza wrap, knots and lashings, climbing and other activities. Despite the very muddy conditions, the cubs all enjoyed the full range of activities, and we had a great campfire on Saturday night.

As last year, I feel incredibly lucky to have a great team of Assistant Cub leaders in the team to help me run the Cubs, without them it would be impossible to offer all the activities we do. All the leaders have been fantastic, organising sessions and helping with the planning of the programme, I really couldn't do it all without them.

We've been very glad of the help that we've got from parents acting as parent helpers for occasional sessions over the last year. When parents can help out, it makes it possible for us to do more out of the hut activities, particularly in the Summer term, which all the Cubs thoroughly enjoy. Without this parent support we would be unable to run such an active programme and I urge all parents to consider if they could help out occasionally.

I think the Cubs would agree some of the highlights for the year were:

- Going to Chertsey Fire station to learn about fire safety, ending up with having a go with the hoses!
- Pond dipping and cloud spotting at Fox Corner
- Lots of fun and games in the park at the end of summer, with a massive water fight – a most welcome way to cool down!

Thanks once again to all the team who've helped me deliver the programme this year, the uniformed leaders, parent helpers for meetings and administration, our Duke of Edinburgh helpers and of course Lyn for her valued support in the background.

I hope that we'll be able to deliver as exciting a programme over the coming year.

Alison Hughes and the Cubs team

Appendix E – Beaver's report

We have had another fun-filled year with up to 14 Beavers attending each week. We have three committed leaders and several parent helpers who regularly come along and join in the fun.

We have had lots of opportunities to be outdoors; enjoying hikes, den building, geocaching, cycling, gardening and more.

We enjoyed another virtual camp in February with Surrey's 'Reach for the Stars' event which included a day of activities with the Pyrford Beavers. We also held our first joint camp with Pyrford Beavers at Walton Firs Campsite in June. It was a Pirate themed camp and the Beavers had the opportunity to have a go at caving and crate stacking as well as going on a treasure hunt and other pirate related activities.

Three Beavers achieved their Chief Scout Bronze Award by completing every challenge award and several activity badges. Well done, Aaron, Stanley and Samuel!

Thank you to all the leaders and parents that have helped us run so many fun activities this year!

Jo Graham and the Beaver Team

Treasurer's Report

The Scout Group started the year with £36,393 in funds, and had net receipts in the period of £2,457 resulting in a bank balance as at 31 August 2023 of £38,850.

We changed accounting periods during the year to better align our accounts with Scouting activities and the accounts are prepared for an 18-month period from 1 April 2022 to 31 July 2023.

In order to address the loss-making position of the past few years, we undertook a financial health check in the year and have addressed the position to ensure the Group maintains at least break even going forward by taking the following actions:

- Significantly cut energy usage and fixed our rates until Spring/Summer 2024
- Chased outstanding payments from parents and set up tracker to ensure we are receiving all monies due for subs and other activities
- Undertaken fundraising activities for the first time to boost our funds
- Did a one-off 5-year backdated Gift Aid claim, but will claim annually going forward which will bring c. £2,500 per year
- Challenged our insurance quote to reduce the increase as much as possible
- Increased subs to £17.50 (from £15) per month from September 2023

The group maintains an adequate bank balance, which we manage as follows:

- A historic large donation (c.£20k) that we keep to earn interest, which pays for 1 free child space per section per year. This also provides a slush fund should we need to do any major works to the hut in the future
- A Covid grant of £11,000 was received in 2021 which has been partly used to fund losses over the past 2 years
- We aim to break even, however any excess on camps/activities is used for purchasing new equipment for future camps
- Fundraising/ad hoc donations is used to either pay for specific endeavours or to contribute to offsite activities so parents don't need to pay extra/pay less for those activities
- We maintain available reserves of £10,000 at all times to ensure we have enough money to pay for the annual capitation (fees) payable to District (c.£3,500) and the annual insurance premium (c. £2,600) in the Spring and all other monthly bills as they arise

Finally, the accounts for the period ending 31 July 2023 have been independently examined, the report and recommendations for which are attached. Thank you to Kate Silversword (ex-Treasurer from 1st New Haw Scout Group) for your time in doing so.

Receipts and payments

	2022/23 18 months to 31 Jul 2023	2021/22 12 months to 31 Mar 2022
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	12,410	8,275 1
Donations	1,035	-
Gift Aid	10,138	-
Other similar income	95	270 3
Sub total	23,678	8,545
Group Activities		
Camps	6,663	4,936
Scouts	982	-
Cubs	1,551	1,051
Beavers	488	100
Sub total	9,684	6,087 4
Fundraising events (gross)		
Cubs Sponsored Walk	540	-
Junior School events (Archery & Cake sales)	739	-
Other	50	-
Fundraising	0	-
Sub total	1,330	-
Investment income		
Bank interest	113	4
Sub total	113	4
Total receipts	34,804	14,636
Payments		
Charitable Payments		
Membership subscriptions paid	3,300	3,868 5
Insurance	5,006	2,034 6
Electricity and Gas	4,034	1,441 7
Cleaning & Gardening	1,465	737 8
Rent	1,250	1,000 9
Water and Sewerage	373	-
Inspections, Repairs and Renewals	2,133	313 10
Badges	882	289
Uniform	64	-
AGM and meetings	45	-
Bank Charges	60	-
Admin charges	136	-
Other costs	-	651
Sub total	18,748	10,332
Group Activities		
Camps	7,263	4,192
Group Activities - Scouts	2,638	818
Group Activities - Cubs	1,873	1,249
Group Activities - Beavers	616	533
Sub total	12,390	6,792 4
Fundraising expenses		
SumUp Card Readers	83	-
Sub total	83	-
Total Gross Expenditure	31,221	17,124
Asset and investment purchases, etc.	1,126	-
Total payments	32,347	17,124
Net of receipts/(payments)	2,457	(2,488)
Cash funds last year end	36,393	38,881
Cash funds this year end	38,850	36,393

Statement of assets and liabilities at the end of the year

	2022/23 18 months to 31 Jul 2023	2021/22 12 months to 31 Mar 2022
Cash funds		
Bank current account	18,751	36,393
Bank deposit account	20,000	-
Cash/Floats/Prepaid cards	99	-
Total cash funds	38,850	36,393
	ok	ok
Non monetary assets for charity's own use		
Motor vehicles - Blue Line Trailor	6,000	6,000
Scouting equipment, furniture etc	20,000	20,000
Sub total	26,000	26,000
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Sub total	-	-
Total net assets	64,850	62,393

Notes:

1. No change in monthly subscription income vs prior year. Avg £690 per month.
2. Thank you to Emma Weston's work for the kind donation of £1,035 which we spent on camping equipment in the year
3. 5 years of Gift Aid (maximum historical claim allowed) during the year
4. During the period the group spent £2,706 on Scouting activities for the children, an increase of £2,001 vs the prior period as follows:

	2022/23 18 months to 31 Jul 2023	2021/22 12 months to 31 Mar 2022
Group Activities Summary	£	£
Net receipts/(payments) for Camps	(£600)	£744
Receipts for Camps	£6,663	£4,936
Payments for Camps	(£7,263)	(£4,192)
Net receipts/(payments) for Scouts	(£1,655)	(£818)
Receipts for Scouts	£982	-
Payments for Scouts	(£2,638)	(£818)
Net receipts/(payments) for Cubs	(£322)	(£198)
Receipts for Cubs	£1,551	£1,051
Payments for Cubs	(£1,873)	(£1,249)
Net receipts/(payments) for Beavers	(£128)	(£433)
Receipts for Beavers	£488	£100
Payments for Beavers	(£616)	(£533)
Net receipts/(payments) for Activities	(£2,706)	(£705)

5. Membership subscriptions paid represent "Capitation" fees paid to the District Scout group, representing £60 per child per year.
6. Buildings and contents insurance was paid twice during the 18 month period, increasing from £2,378 in 2022 to £2,628 in 2023 despite a full review of our coverage.
7. Power and water average monthly spend doubled in the period due to the national energy increases. The team have taken measures to reduce our usage as much as

possible in the period and we have locked in our pricing until Spring/Summer 2024. We expect to see savings in the coming year.

8. Cleaning and Gardening includes a one off cost of £320 to clear the overgrown trees and shrubs that were growing on the building in June 2023.
9. Rent of the hut has remained flat at £250 p/m throughout the period.
10. During the period we spend £2,133 on inspections and hut maintenance, including a fire inspection and replacement of all fire safety equipment (£775), Building a ramp to allow access for the trailer (£840), hiring of a skip to clear out the hut storage room (£300) and repairs to our heater (£186). For disclosure purposes, £1,026 of this money was paid to G.A.Blackman, who is also our Quartermaster and Scout Leader.
11. During the year we put £20,000 of the groups money in a 12 month fixed deposit account which will earn 3% interest in March 2024.
12. The groups assets have been disclosed at the insured values.

England & Wales

Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of 1st West Byfleet Scouts Group - Scout Council

I report to the trustees on my examination of the accounts of the 1st West Byfleet Scouts Group for the year ended July 2023.

Responsibilities and basis of report

As the charity trustees of the 1st West Byfleet Scouts Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 1st West Byfleet Scouts Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the 1st West Byfleet Scouts Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:



Name: Kate Silversword

Relevant professional qualification or membership of professional bodies (if any): Previous Treasurer of 1st New Haw Scout Group

Address: 14 Acacia Drive, Woodham, KT15 3SH

Date: 04/10/23

Independent Examiners Recommendations

4th October 2023

Hi Angela

I have reviewed your accounts and am satisfied all is well. I am impressed with the Lloyds banking system, it is very easy to keep and control of and review finances!

Observations are as follows:

I note on the minutes authorising me to check the accounts, I am referred to as New Haw's Treasurer. I actually left 1st New Haw in July, although I am still supporting their new Treasurer Gigi. Thought I should just mention this.

I've noted in your files that last year you had 9 members not paying subs at one point last year, although you have now reduced this to 3 I believe. You also had some children not pay for camps. I would recommend that you confirm with the committee what level of free membership you are happy to offer, and track against this to keep this under control. Particularly based on the low level of profit generated. Perhaps you maintain 1 free space per section for example?

For camps perhaps you don't offer free places but based on the profit you make per camp (which is some instances is currently none) you can instead offer discounts. I don't think is unreasonable to expect parents to contribute a small amount for these activities, even if heavily subsidised.

There appears to be an invoice outstanding for *[redacted child's name]* for 12 months of last year's subs. I'm sure you are aware and presumably will need to write this off at some point.

I couldn't find any quotes for any work undertaken on the hut - prior to invoices being paid. Perhaps this is just the files I had access to. I also noted that Gavin Blackman, appears to be a Scout Leader and Quartermaster, but also appears to be paid for his labour on the hut etc? I'd say this is quite unusual? Are you obtaining quotes from other contractors etc prior to authorising the work to ensure the charges are competitive?

Subs refunds appear to be paid out of the general account rather than the subs account? Presumably there is a reason for this in your process.

I hope that all makes sense. Any questions, please let me know.

I have attached the completed form.

Many thanks

Kate

Chairman's Closing Statement

As always, I would like to thank all of you for attending the AGM today and supporting the West Byfleet Scouts Group.

If anyone has any questions that they wish to ask post the meeting, by all means contact myself or Lyn and we will try to help. As I have mentioned, the Scout Group rely upon volunteers and we are always open to new recruits. Parents move on as their children move through and out of Scouts, so it is a constantly evolving situation, from helpers to leaders to the exec team.

If after today, you feel you could help the Group out by becoming a leader, helper, Parent Rep, or more, we would be very happy to speak with you.

As always, we need new volunteers so we would very much welcome any new interest from you as parents to come and join our Leadership team. Without them, we would not have the Scout group at all so if you fancy it, please let Lyn or Alison know and we would welcome your support.

Finally, after almost 13 years as the Group's Chair, I will be looking to step down this year as I look to take on new challenges. Being the Chair of the Scout Group has been great fun and it has been so rewarding watching the Group develop over the years. I hope to pass on the baton to a suitable replacement through the coming year, so that the 1st West Byfleet Scout Group will continue to flourish. If any parent is interested in becoming Chair, please let Lyn or myself know.

I would like to wish you all a great end to the year and best wishes for a new year of scouting in 2024.

George Allan
Chair 1st WBSG

1st West Byfleet Scouts Group

Constitution – in accordance with POR 5.4

Adopted [20/10/2023]

This constitution describes the role, membership and operation of the Scout Council, and the Trustee Board.

In the interest of openness, especially for new members of the Scout Council, the Scout Council should re-adopt their constitution at each Annual General Meeting.

The Scout Council - membership

The Scout Council is the body which has charity governance responsibility for Scouting in the Group, District or County. The Trustee Board is accountable to the Scout Council.

Membership of the Scout Council does not provide membership of the Scouts.

There are four categories of membership of each Scout Council:

- a. Ex officio
- b. Nominated
- c. Right of attendance

A Secretary must ensure that nominated Scout Council Members are recorded in the minutes of the Scout Council meeting which is normally the Annual General Meeting. Nominated Scout Council members must not be recorded on The Scout Association's membership system.

Ex officio Scout Council members must not be recorded as Scout Council Members on The Scout Association's membership system.

Group Scout Council membership

The ex officio members of the Group Scout Council are:

- a. all adult members of the Group – see Group roles listed in the Chapter 16 Roles Table
- b. all Patrol Leaders of the Troop(s) in the Group
- c. parents or carers of Squirrels, Beavers, Cubs and Scouts
- d. Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- e. parents and carers of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- f. the Sponsoring Authority, where there is one, or its nominee
- g. the District Commissioner
- h. the District Trustee Board Chair

The nominated members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Trustee Board. The number of nominated members must not exceed the number of ex officio members.

A nominated member of the Group Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.

The County Commissioner has a right of attendance at all Group Scout Council meetings in the County.

Membership of the Scout Council ends upon:

- a. the resignation of the Scout Council member
- b. the member no longer qualifying as a member of the Scout Council
- c. dissolution of the Scout Council
- d. the termination of membership by UK Headquarters following a recommendation by the relevant Trustee Board.

Scout Council - Annual General Meeting

Each Scout Council must hold an Annual General Meeting within six months of the end of the charity's financial year.

The Annual General Meeting must:

- a. Undertake governance oversight
 - adopt (or re-adopt) the constitution of the charity
 - note the dates of charity's financial year
 - agree the number of members that may be elected to the Trustee Board
 - agree the quorum for each of:
 - meetings of the Scout Council
 - meetings of the Trustee Board
 - meetings of any sub-Committees

- b. Review the previous year
 - receive and consider the [Trustees' Annual Report](#) and the annual statement of accounts prepared by the Trustee Board.
The accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer.
The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor, independent examiner, or scrutineer.

- c. Make appointments
 - approve the Group Scout Leader's nomination of the Chair of the Trustee Board
 - approve the Group Scout Leader's nomination of members of the Trustee Board
 - elect a Secretary to the Trustee Board.
 - elect a Treasurer to the Trustee Board
 - elect Trustees to the Trustee Board
 - approve the appointment (or re-appointment) of any Presidents or Vice Presidents
 - appoint (or re-appoint) an auditor, independent examiner or scrutineer as [required](#)

Following each Annual General Meeting, the Secretary must ensure that:

1. all nominated or elected Trustees are recorded on the membership system
2. the Trustee Annual Report and Accounts are filed

It is good practice for the Trustee Board to verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting, even though the minutes cannot be formally approved until the charity's next Annual General Meeting.

Governance roles must be distinct to help manage conflict of interest. This means that the roles of Chair and Treasurer must not be combined in any way.

Trustee Board - purpose

[This rule reflects the Trustee Board responsibilities until the point of the County's transition (in November 2023 or February 2024). From the point of transition, some of the Trustee Board responsibilities transfer to the appropriate Support Team or function – these changes will show in the October 2023 edition of POR.]

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

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

Members of the Trustee Board must act collectively as charity trustees of their charity, and in the best interests of the charity's members. SV

The Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that: SV

- a. The charity is:
 - o well managed
 - o carrying out its purposes for the public benefit
 - o complying with the charity's governing document and the law

- o managing the charity's resources responsibly
- b. the charity is operating compliant with POR, including effective management of the Key Policies listed in chapter 2 - The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-bullying Policy.
- c. young people are meaningfully involved in decision making at all levels
- d. there are sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group including delivery of the high quality programme and resource requirements of the training programme
- e. the Scouts has a positive image in the local community

The Trustee Board members must themselves collectively:

- a. develop and maintain a risk register, including putting in place appropriate mitigations
- b. ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the charity
- c. maintain and manage:
 - o a reserves policy for the charity (including a plan for use of reserves outside the 'minimum')
 - o an investment policy for the charity
 - o a public benefit statement for the charity
- d. ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained
- e. promote and support the development of Scouting in the local area.
- f. ensure the appointment and management and operation of any sub-committees, including appointing a Chair to lead the sub-committee
- g. ensure that effective administration is in place to support the work of the Trustee Board
- h. appoint any Administrators, Advisers and co-opted members of the Trustee Board

- i. ensure transparency of operation, including:
 - o prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer as appropriate and as appointed by the Scout Council at their Annual General Meeting
 - o prepare and approve the Trustees' Annual Report (which must include the Annual Accounts)
 - o present the approved Trustees' Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting (AGM)
 - o following the AGM, ensure that a copy of the Trustee Annual Report and Accounts is sent to the District or County Trustee Board administration and, if a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- j. take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor
- k. individually and collectively maintain confidentiality regarding appropriate Trustee Board business
- l. where staff are employed:
 - o act as a responsible employer in accordance with Scouting's values and relevant legislation
 - o ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - o ensure that appropriate specific personnel insurance is in place

A Group Trustee Board must also:

- a. provide any necessary support to the Group Scout Leader, when required, to assist the opening, change, merging or closing of sections in the Group

A Trustee Board may create sub-committees to manage the work it deems necessary ensuring that:

- a. the purpose of each sub-committee is clear and has been agreed by the Trustee Board
- b. each sub-committee of the Trustee Board consists of members approved by the Trustee Board
- c. the Chair of the Trustee Board is an ex officio member of each sub-committee
- d. the relevant Group Scout Leader is an ex officio member of each sub-committee

Members of sub-committees are not Trustees unless they are members of the Trustee Board.

Trustee Board - membership

Subject to the conflict of interest rules, a Trustee may be a member of more than one Trustee Board.

Ex officio, nominated, elected and co-opted members of the Trustee Board are charity Trustees of the Group. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

Certain people are disqualified from being charity trustees by virtue of the Charities Acts.

All Trustees must complete training as specified in Rule 16.2.1 and the Roles Table.

The Group Trustee Board

- a. The ex officio members of a Group Trustee Board are: SV
 - o The Group Chair
 - o The Group Secretary (if appointed as a Trustee)
 - o The Group Treasurer
 - o The Group Scout Leader
 - o The Deputy Group Scout Leader
 - o All persons with a Section Leader role in a Squirrel, Beaver, Cub or Scout section in the Group, subject to that Section Leader stating to

the AGM (in writing or orally at the meeting) that they are willing to be an ex officio member of the Group Trustee Board.

The Explorer Leader (if stated in a Partnership Agreement), subject to that Explorer Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function.

- o The Sponsoring Authority or its nominee
Where there are joint role holders (eg for Deputy Group Scout Leader), only one of the joint role holders should be an ex officio member of the Group Trustee Board. This must be decided jointly by the role holders in consultation with the Group Scout Leader and the Group Chair.
- b. The elected members of a Group Trustee Board are persons elected by the Group Scout Council at the Group Annual General Meeting. The actual number of persons elected must be the subject of a resolution by the Group Scout Council at their AGM. There must be a maximum of six elected members..SV
- c. The nominated members of a Group Trustee Board are persons nominated by the Group Scout Leader, in consultation with the Group Chair. The nominations must be approved at the Group Annual General Meeting. The number of nominated members must not exceed the actual number of elected members.
- d. The co-opted members of a Group Trustee Board are persons co-opted annually by the Group Trustee Board. The number of co-opted members must not exceed the actual number of elected members.
- e. The District Commissioner, the District Chair and the County Commissioner each have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County.

If a Trustee Board Chair, Secretary (if appointed as a Trustee) or Treasurer resigns, then POR rule 16.6.3 must be followed.

5.4.6 Trustee Board - Conduct of meetings

Only members of a Trustee Board may vote in meetings of the Trustee Board.

At its Annual General Meeting, the Scout Council must make a resolution defining a quorum for meetings of the Scout Council and the Trustee Board and its sub-Committees.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is taken not to have been carried.

In order to discharge their responsibilities, the Trustee Board may meet by telephone and/or video conference as well as face to face when agreed by the appropriate Chair. This includes 'hybrid' meetings, where some members join by telephone or video.

Electronic voting (such as email) is allowed for decision making of the Trustee Board when deemed appropriate by the Chair (for example, where a pressing matter arises between meetings). In such instances at least 75% of its members must approve the decision, and the outcome of the voting must be reported and recorded in the minutes at the next Trustee Board meeting.

1st West Byfleet Scout Group (Charity no. 305813)
Receipts and payments account

Year start date Year end date

For the year from	01-Apr-22	To	31-Jul-23
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Receipts and payments

	2022/23 18 months Unrestricted funds £	2021/22 12 months Unrestricted funds £		2022/23 12 mth proxy Adjusted £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	12,410	8,275		8,273
Donations	1,035	-	Emma Weston's employer - to purchase equipment	-
Gift Aid	10,138	-	5 years claimed back to 2018/19	4,073
Other similar income	95	270		95
Sub total	23,678	8,545		12,441
Group Activities				
Camps	6,663	4,936	Summer & M&M	3,359
Scouts	982	-		402
Cubs	1,551	1,051		963
Beavers	488	100		325
Sub total	9,684	6,087		5,048
Grants				
Other grants	-	-		-
Sub total	-	-		-
Fundraising events (gross)				
Cubs Sponsored Walk	540	-		-
Junior School events (Archery & Cake sales)	739	-		-
Other	50	-		-
Fundraising	0	-		1,330
Sub total	1,330	-		1,330
Investment income				
Bank interest	113	4		75
Sub total	113	4		75
Total Gross Income	34,804	14,636		18,894
Asset and investment sales, etc.	-	-		-
Total receipts	34,804	14,636		18,894

1st West Byfleet Scout Group (Charity no. 305813)
Receipts and payments account

Year start date		Year end date	
For the year from	01-Apr-22	To	31-Jul-23

Receipts and payments

	2022/23 18 months Unrestricted funds £	2021/22 12 months Unrestricted funds £	
Payments			
Charitable Payments			
Membership subscriptions paid	3,300	3,868	
Insurance	5,006	2,034	2 years of insurance paid in period
Electricity and Gas	4,034	1,441	
Cleaning & Gardening	1,465	737	
Rent	1,250	1,000	£250 per quarter has not increased
Water and Sewerage	373	-	
Inspections, Repairs and Renewals	2,133	313	£775 Fire inspection & replacement equipment for compliance £186 heating repairs (Gavin) £840 Build ramp (Gavin) £300 skip hire for hut clear out
Badges	882	289	
Uniform	64	-	
AGM and meetings	45	-	
Adult support and training	-	-	
Bank Charges	60	-	
Admin charges	136	-	OSM Subscription, Prepay expense cards & minibus driving test
Other costs	-	651	
Sub total	18,748	10,332	8,676
Group Activities			
Camps	7,263	4,192	Summer & M&M Camp
Group Activities - Scouts	2,638	818	
Group Activities - Cubs	1,873	1,249	
Group Activities - Beavers	616	533	
Sub total	12,390	6,792	6,355
Fundraising expenses			
SumUp Card Readers	83	-	SumUp Card reader to take card payments whilst fundraising
Detail 2	-	-	
Detail 3	-	-	
Other fundraising costs	-	-	
Sub total	83	-	-
Total Gross Expenditure	31,221	17,124	15,030
Asset and investment purchases, etc.	1,126	-	Various new equipment, mostly funded through Emma Weston's comp
Total payments	32,347	17,124	15,030
Net of receipts/(payments)	2,457	(2,488)	3,864
Cash funds last year end	36,393	38,881	
Cash funds this year end	38,850	36,393	



1st West Byfleet Scout Group (Charity no. 305813)
Receipts and payments account

<small>Year start date</small>		<small>Year end date</small>	
For the year from	01-Apr-22	To	31-Jul-23

Statement of assets and liabilities at the end of the year

	2022/23 18 months Unrestricted funds £	2021/22 12 months Unrestricted funds £	
Cash funds			
Bank current account	18,751	36,393	
Bank deposit account	20,000	-	
Cash/Floats/Prepaid cards	99	-	
Total cash funds	38,850	36,393	
	<small>(agree balances with receipts and payments account)</small>	<small>ok</small>	<small>ok</small>
Non monetary assets for charity's own use			
Motor vehicles - Blue Line Trailor	6,000	6,000	New replacement value
Scouting equipment, furniture etc	20,000	20,000	Approx replacement value of equipment
Sub total	26,000	26,000	
Liabilities			
Accounts not yet paid	-	-	
Expenses incurred but not invoiced	-	-	
Subscriptions not yet paid	-	-	
Sub total	-	-	
Total net assets	64,850	62,393	

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29th September 2023 and signed on their behalf by

<small>Signature</small>	<small>Print Name</small>
	Chair
	Treasurer

England & Wales

Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of 1st West Byfleet Scouts Group - Scout Council

I report to the trustees on my examination of the accounts of the 1st West Byfleet Scouts Group for the year ended July 2023.

Responsibilities and basis of report

As the charity trustees of the 1st West Byfleet Scouts Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 1st West Byfleet Scouts Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the 1st West Byfleet Scouts Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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



Signed:

Name: Kate Silversword

Relevant professional qualification or membership of professional bodies (if any): Previous Treasurer of 1st New Haw Scout Group

Address: 14 Acacia Drive, Woodham, KT15 3SH

Date: 04/10/23

