



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, Seconded – Becky Gardner)
Treasurer – Angela Brown (Proposer – Charlie Earl, Seconded – Alison Hughes)
Independent Accounts Scrutineer/Examiner – Stuart (Proposer – Gavin B, seconded – 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	- 2
Gift Aid	10,138	- 3
Other similar income	95	270
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	- 7
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	- 2
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:
 - well managed
 - carrying out its purposes for the public benefit
 - complying with the charity's governing document and the law

- 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:
 - a reserves policy for the charity (including a plan for use of reserves outside the 'minimum')
 - an investment policy for the charity
 - 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
 - The Group Chair
 - The Group Secretary (if appointed as a Trustee)
 - The Group Treasurer
 - The Group Scout Leader
 - The Deputy Group Scout Leader
 - 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.

- 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

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

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	-	-
Gift Aid	10,138	-	4,073
Other similar income	95	270	95
Sub total	23,678	8,545	12,441
Group Activities			
Camps	6,663	4,936	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

Emma Weston's employer - to purchase equipment
5 years claimed back to 2018/19

Summer & M&M

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

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

Year start date		Year end date	
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	
(agree balances with receipts and payments account)		ok	
Non monetary assets for charity's own use			
Motor vehicles - Blue Line Tractor	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

Signature	Print Name
	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

