

1st Burgess Hill GROUP SCOUT COUNCIL

Annual General Meeting

Saturday 19th August 2023 2.30pm

Scout HQ, Station Road

AGENDA

1. Introduction and welcome
 2. Apologies for absence
 3. To approve the minutes of the Annual General Meeting held on 25th September 2022.
 4. **Governance:**
 - a. Adopt the model constitution from Policy, Organisation and Rules (POR chapter 5.4)
 - b. Note the Group's financial year 1st April 2022 – 31st March 2023.
 - c. Agree the number of members that may be elected to the Trustee Board (4)
 - d. Agree the quorum for each of the Group Scout Council (including this AGM), (10) meetings of the Group Trustee Board, (5) meetings of any sub-committees. (N/A)
 5. **Review of the previous year:**
 - a. The Group Scout Leader's review of Scouting in 1st Burgess Hill Scout Group.
 - b. To receive and consider the Annual Report of the Group Trustee Board including the annual Statement of the Accounts
 6. **Making appointments:**
 - a. To approve the Group Scout Leader's nomination of the Group Chair
 - b. Election of the Group Secretary
 - c. Election of the Group Treasurer
 - d. Elections of members to the Group Trustee Board
 - e. To approve the Group Scout Leader's nominations to the Group Trustee Board
 - f. To appoint the Scrutineer / Independent Examiner – Have agreed to continue in 2024.
 7. Close
- Comments from the District commissioner.

Scout Council

Includes all Section Leaders, Assistant Section Leaders, Section Assistants and Trustees. Plus, all parents and carers of Beavers/Cubs, Scouts, District Commissioner and District Chair. The Scout Council meets once a year at its AGM.



Reports and Accounts for the Year ended 31st March 2023

1st Burgess Hill Scout Council

President

TRUSTEES: *Ex-Officio* - Appointment

Group Scout Leader
Group Chairman
Group Treasurer
Scout Leader Rowallan
Scout Leader Walsh
Cub Leader Baden
2/2/2023.
Cub Leader - Baden
Cub Leader Brownsea
Beaver Leader Ash
Beaver Leader Willow
Beaver Leader - Willow

Name

Graham Hodgson

Margaret Larcombe
Ray Harwood
Andrew Hawksey - 20/07/2022
Charles Easterling-Cooper Resigned

Connie Hughes
Inger Paulsen
Zoe Johnson - Resigned 11/08/2022.
Scott Wakely - 11/08/2022

TRUSTEES: *Elected*

Name

BANKERS

Barclays Bank PLC

CUSTODIAN TRUSTEES (if any)

Group Registration Number with The Scout Association
Charity Registration Number
Contact Name and Address

Scout Association Trust Corporation
6399
305834
Margaret Larcombe
52 Orchard Road
Burgess Hill
West Sussex
RH15 9PL

1st Burgess Hill Scout Council
Trustees Annual Report for the year ended 31st March 2023
MAJOR ACTIVITIES AND ACHIEVEMENTS IN THE YEAR

Treasurers Report

This year has been an expensive one as far as the Group was concerned.

We managed to find another company to take on the heating system, unfortunately they found that they could no longer source the spare parts needed. We therefore had no option than to change the heating system that had been in place since 1975. This took place in October 2022 and cost us just under £21,000.

In October 2022 we had to have all the felt on the HQ roofs replaced. It took over three months to get this completed and cost just under £28,000 which took most of our reserves.

It was decided that until we had built up our reserves again that spending would be kept to the minimum for the rest of this and the next financial year.

Hall hire has increased substantially from last year by £3,000. We have party bookings well into 2023. We have also had, several other Scout and Guide groups using the HQ as well as our own sections using the HQ.

We discussed increasing the subscription at our meeting in February 2023, it was decided that after 12 years of no increase we had to raise them from April 2023 from £15 per month to £18.50, with another increase in April 2024 it will increase to £21 per month, still a lot cheaper than some clubs charge and good value for money.

We are still looking for someone to take on the task of keeping the group inventory updated for insurance purposes but hope to find someone in the next few months. All equipment in the Headquarters is insured. Graham Tavener has done a good job with the camping equipment inventory but there is still a bit to complete.

Looking forward to 2023/2024 hopefully there will be no major expenditure and that we can start to replace equipment that has broken.

Again, my thanks to the Auditors at Manser Hunot who have audited the books and I am pleased to report that they have again agreed to audit the books for next year, for a nominal fee.

Thanks to the Leaders, who have done a sterling job this past year and a big thanks you to all for your support. To Connie for keeping the HQ clean and tidy.

Margaret Larcombe
1st Burgess Hill Scout Group Treasurer
August 2023

GSL Report August 2023

Well, what a year it has been, I can't believe it's been a year since I last wrote my report, a lot has happened in the last year, most of which wouldn't have been possible or happened if it weren't for the wonderful leaders we have. I would like to take this opportunity to thank all of the leaders for giving up their time to run the sections and put on all the activities for the kids. I would like to make a special thank you to Connie who has continued to work hard involving the other leaders to put on several great camps.

Over the last year we have had the boiler replaced as well as the roof both of which cost the group a lot of money. We still have a few jobs around the hall and ground we would like to complete in the next couple of years, some of which will be expensive and others not so.

We have again had a few leader changes over the year, notably Baden Cubs when Charles left us in January this year, we were very lucky that Rob Leaney was able to run cubs until Easter. A small stint by myself for a few weeks until Scott Wakely stepped forward and took up the reins whilst still running Willow Beavers. With Scott moving to Baden, it left a leader vacancy at Willow. I am pleased to announce that Mike Lorusso has stepped forward to be section Leader.

The following leaders decided to step down this year from Willow, Elizabeth Dowd, from Ash Beavers Amanda Hand and Lee Norris, thank you for all your help, they will remain as occasional helpers. Whilst I am thanking people, I would like to thank Gemma our group secretary, Graham T our Quarter Master, Margaret as group Treasurer and Mike as premises manager.

Although we don't have any section leader role vacancies, assistant leaders and section assistants are always required for most sections as well as a Group Chairman. It's not just the young people that have fun with scouting our leaders do as well, if you are interested in any of the forementioned roles then please either let myself, Margaret or Mike or your section leader know.

Thank you all for your support over the year and I hope you will continue to do so helping provide wonderful experiences for all our members.

Kind regards

Graham
Group Scout Leader
August 2023

The Trustee Board would like to thank Mike & Margaret Larcombe for looking after the Hall bookings.

A special thanks to all the Scouters and Helpers for the time they have given to the youngsters over the past year. Also, to Connie for keeping the HQ clean and tidy and Mike Larcombe Premises Manager.

The Group is a trust established under its rules, which are common to all Groups/Districts. Trustees are appointed in accordance with the Policy, Organisation & Rules of The Scout Association

The accounts have been drawn up on the accrual's basis, which is consistent with the previous year.

Margaret Larcombe

Approved by the trustees
Trustee Board Treasurer

and signed on their behalf by Margaret Larcombe

Receipts & Payments Account summary for the year ended 31st March 2023

	This Year 2022/2023	This Year 2021/2022
	£	£
Total receipts for the year	30302.90	20804.60
Total payments for the year	-65353.13	-17628.32
Net receipts (payments) for the year	-35050.23	3176.28
Cash, bank and similar funds brought forward	53930.17	50753.89
Sections Spending	0.00	0.00
Cash, bank and similar funds carried forward	£18,879.94	£53,930.17
Section Accounts		
Opening Balance	0.00	0.00
Total Repaid for year	1,876.21	2,156.00
Total Donations for year	0.00	0.00
Total Expenditure for year	-1876.21	-2156.00
Adjustments	0.00	0.00
Balance	0.00	0.00
Closing Balance	0.00	0.00

The above account and accompanying statement of assets and liabilities were approved by the Trustees

on 3rd August 2023, and signed on their behalf by Margaret Larcombe, Group Treasurer

1ST BURGESS HILL SCOUT COUNCIL

Receipts for the year ended 31st March 2023

2022/2023		This Year 2022/2023 £	This Year 2021/2022 £
18,000.00	MEMBERSHIP SUBSCRIPTIONS	18,065.19	17,462.38
(6,000.00)	less: Paid	-5096.00	-5684.00
12,000.00		12,969.19	11,778.38
	<u>INVESTMENT INCOME RECEIVED</u>		
30.00	Business premium linked	31.64	0.99
20.00	High Interest Account Interest/Business base	24.44	3.23
	Activities Account Interest	0.06	0.00
50.00		56.14	4.22
	<u>DONATIONS / GRANTS</u>		
8,000.00	Gift Aid	7,864.49	4,719.43
	Bright Funds	200.00	0.00
	Memory E Wade	0.00	110.00
	Benivity	244.40	369.56
	Donations	60.38	0.00
5,500.00		8,369.27	5,198.99
	<u>ACTIVITIES</u>		
500.00	Scout Camps	46.80	0.00
2,500.00	Joint Cub/Scout camp	2,206.95	357.42
0.00	Section Advances Refunds	0.00	0.00
500.00	Go Beavers	346.38	0.00
500.00	Beaver Sleep Over	183.88	69.14
0.00		0.00	0.00
500.00	Cub Camps	483.00	7.21
200.00	General Activities	0.00	247.59
4,700.00		3,267.01	681.36
	<u>FUND RAISING (Gross)</u>		
0.00	General	0.00	0.00
5,000.00	Hall Hire	4,696.50	1,635.50
0.00	Car Parking	0.00	300.00
100.00	Easy Fundraising	15.34	16.30
200.00	Amazon Smile	160.09	196.47
0.00	Equipment Hire	40.00	0.00
5,300.00		4,911.93	2,148.27
	<u>SUNDRY RECEIPTS</u>		
		0.00	0.00
0.00		0.00	0.00
800.00	Uniform Registration & Transfer Fees	693.27	893.58
250.00	Misc	0.00	0.00
1,050.00	Other Income	36.09	99.80
		729.36	993.38
£28,600.00	TOTAL RECEIPTS FOR THE YEAR	£30,302.90	£20,804.60

1st BURGESS HILL SCOUT COUNCIL

Payments for the year ended 31st March 2023

2022/2023 Budget £		This Year 2022/2023 £	This Year 2021/2022 £
	PREMISES		
350.00	Rent & Rates	312.00	312.00
300.00	Water	103.86	153.88
2,000.00	Light & Heat	1,117.65	816.58
5,500.00	Insurance	5,437.40	5,183.60
3,000.00	Repairs & Renewals - Maintenance	49,790.52	2,543.57
600.00	Grass cutting, Ground Maintenance	400.00	1,136.00
0.00	Valuation Fee	0.00	0.00
2,500.00	Refuse & Cleaning	2,290.58	2,284.07
200.00	Council Tax	0.00	0.00
14,450.00		59,452.01	12,429.70
	ACTIVITIES & GENERAL ITEMS		
0.00	Training	0.00	0.00
500.00	Cub Camps	592.04	0.00
500.00	Scout Camps	300.76	0.00
200.00	Beaver sleep over	143.63	65.72
2,500.00	Joint Cub/Scout Camp	1,909.34	317.25
500.00	Go Beavers	445.00	0.00
0.00		0.00	0.00
0.00		0.00	0.00
0.00		0.00	0.00
500.00	Activities	345.00	428.00
4,700.00		3,735.77	810.97
	FUND RAISING EXPENSES		
0.00	General	0.00	0.00
0.00	Quiz Night	0.00	0.00
		0.00	0.00
	ADMIN EXPENSES		
0.00	Postage	0.00	15.84
50.00	Telephone	0.00	0.00
350.00	Internet & WiFi	345.36	331.19
	Misc Expenses	24.45	
50.00	Stationary/Photocopying	4.75	0.00
450.00		374.56	347.03
	PURCHASE OF CAPITAL EQUIPMENT		
	SUNDRY EXPENSES		
1,000.00	UNIFORM	508.95	1,320.83
100.00	Misc	110.50	399.34
500.00	Resource Material	367.49	164.24
500.00	Equipment	143.87	320.35
100.00	AGM Exp/ Leave Do	51.98	52.97
0.00	Covid - 19 xpenses	0.00	50.39
1,500.00	Section Badges	573.00	1,702.50
100.00	Donation General	35.00	30.00
3,800.00		1,790.79	4,040.62
23400.00	TOTAL PAYMENTS FOR THE YEAR	65353.13	17628.32

1ST BURGESS HILL SCOUT COUNCIL

Statement of Assets & Liabilities for the year ended 31st March 2023

	This Year 2022/2023 £	This Year 2021/2022 £
MONETARY ASSETS		
Bank Current Account	6889.60	7795.56
Activities Business Base Rate Tracker	27.63	27.57
Business Base Rate Tracker (Drive Maintenance Fund)	10,922.78	12,029.85
Business Premium Linked Account (Current A/C) *	1,019.27	34,050.69
Petty Cash Account	20.66	26.50
	£18,879.94	£53,930.17
OTHER MONETARY ASSETS		
Invoices Outstanding Hall Hire	0.00	0.00
	0.00	0.00
	£0.00	£0.00
TOTAL MONETARY ASSETS	£18,879.94	£53,930.17
NON-MONETARY ASSETS		
Scouting equipment * *	0.00	0.00
	£0.00	£0.00
LIABILITIES Those due within one year	0.00	0.00
	0.00	0.00
LIABILITIES Those payable within one year	0.00	0.00
	£0.00	£0.00
CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS		

SCOUTING EQUIPMENT	Cost	Depreciation	Net Book Value
Acquired since 2005/6			
Equipment brought forward	13753.15	12881.15	872.00
Tents	3354.40	2012.40	1342.00
	17107.55	14893.55	2214.00

From 1st April 2008 the Scouting Equipment has been depreciated over a 10 year period to reflect wear and tear.

The 1st Burgess Hill Scout Council also owns other assets and the Scout Hall.

An inventory has been prepared for insurance purposes showing replacement values of £945,000 + Vat for the Scout Hall and Garage Block and £50,000 for other Assets.



Independent examiner's report to the trustees of 1st Burgess Hill Scout Group, Scout Council

I report to the trustees on my examination of the accounts of the 1st Burgess Hill Scout Group for the year ended 31st March 2023.

Responsibilities and basis of report

As the charity trustees of the 1st Burgess Hill Scout 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 Burgess Hill Scout 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 Burgess Hill Scout 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:

A handwritten signature in black ink, appearing to be "J. Brimecome".

Name: **John Brimecome**

Relevant professional qualification or membership of professional bodies: **ACCA**

Address: **Highland House, Albert Drive
Burgess Hill, West Sussex, RH15 9TN**

Date: **6th July 2023**



1st Burgess Hill Scout Council
Minutes of the Annual General Meeting
Scout HQ, Station Road
Saturday 25th September 2022 at 3pm.

Attendees: Graham Hodgson-Group Scout Leader, Margaret Larcombe-Group Treasurer, Gemma Tavener-Group Secretary, Mark Scholfield-District Commissioner, Mike Larcombe-Premises Manager, Connie Hughes-SL Cubs, Martin Hughes-ASL Cubs, Matthew Scholfield-SA Scouts, Inger Paulsen-SL Beavers, Lee Norris ASL-Beavers, Mike Lorusso-SA Beavers, James Grant SA Cubs, Connor Tavener SA Cubs, Andrew Hawksey-SL Scouts, Charles Esterling-Cooper-SL Cubs, Graham Tavener-QM, Michael Cupit-ASL Scouts

Naomi Card, Catherine Bridger, Simon Brooks, Laura Greaves, Jessica Summerfield, Julie Voce, Menchu Clark, Dorota Harwood, Rocky Verma,

Apologies for Absence: Amy Edwards, Ray Harwood

Opening remarks from the Group Trustees: Graham Hodgson opened the meeting and thanked everyone in attendance. The meeting was brought to order and started at 3:03pm.

Approval of Minutes of 2020 AGM: Copies of these had been handed out to all attendees before the meeting commenced. They were proposed by **Connie Hughes** and seconded by **Simon Brooks**.

Trustees, Treasurers Report and GSL Report: The accounts had been handed out prior to the meeting commencing. They showed the balance up to the 31st of March 2022. Since then, we have had a new boiler installed at a cost of around £21,000 and the roof is due to be replaced in October at a cost of around £26,000. As there needs to be a reserve in the bank for unforeseen circumstances and with ever increasing costs any expenditure will need prior approval.

Margaret thanked all the parents that continued to pay their subs over Covid. As subs have not been increased in over 12 years and it is currently costing more than £15 per child/month we will more than likely look at increasing subs from April 2023.

Margaret asked those present to adopt the Treasurer's report. It was proposed by **Martin Hughes** and seconded by **Graham Hodgson**

Group Scout Leader Report: Proposed by **Simon Brooks** and seconded by **Connie Hughes**.

GSL Nomination of Chairperson: No one to nominate at this time. Graham pleaded for anyone interested in taking on the role to get in touch. It only involves around 6 meetings per year.

Nomination of Group Treasurer: Margaret is happy to stand again. Proposed by **Mark Scholfield**, seconded by **Andrew Hawksey**.

Nomination of Group Secretary: Gemma is happy to continue in the role. Proposed by **Andrew Hawksey**, seconded by **Matthew Scholfield**.

Nomination of Group Trustees:

Group Trustees are the Section Leaders who agreed to stand.

Scout Leader (Rowallen)

Scout Leader (Walsh) Andrew Hawksey

Cub Leader (Baden) Charles Esterling-Cooper

Cub Leader (Brownsea) Connie Hughes, Martin Hughes

Beaver Leader (Ash) Inger Paulsen

Beaver Leader (Willow)

Permission was sought to allow the GSL to co-opt members to form a fundraising committee during the year. It was suggested that at least 2 parents from each section would be ideal. All present agreed.

Any Other Business:

Mark Scholfield presented Graham Tavener with his 5 years' service award.

Mike Larcombe was presented with his Deputy District Commissioner Wood Badge.

Margaret Larcombe recently received her 40 year's, service award.

There being no other business the meeting was closed at 3:16pm