

1st Burgess Hill Group SCOUT COUNCIL

Annual General Meeting

Thursday 5th September 2024 at 7pm
Scout HQ, Station Road

AGENDA

1. **Introduction and welcome**
2. **Apologies for absence**
3. **Governance topics**
 - a. *Approve the minutes of the Annual General Meeting held on 5th September 2024.*
 - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
 - c. Note the Group's financial year- 1st April – 31st March.
 - d. Approve appointed and community members of the Group Scout Council
 - e. Agree the number of members that may be appointed to the Trustee Board
 - f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)
4. **Review of the previous year**
 - a. The Group Lead Volunteer's review of Scouts in the 1st Burgess Hill Scout Group.
 - b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
5. **Making appointments**
 - a. Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board
 - b. Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board
 - c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
 - d. [If required] (Re-)appoint Group President and/or Vice Presidents
 - e. Appoint the Scrutineer / Independent Examiner / Auditor – have agreed to continue in 2025.

Closing remarks



Reports and Accounts for the Year ended 31st March 2024

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
Cub Leader Brownsea
Beaver Leader Ash
Beaver Leader Willow

Name

Graham Hodgson

Margaret Larcombe
Ray Harwood
Andrew Hawksey
Scott Wakely
Connie Hughes
Inger Paulsen
Mike Lorusso

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 2024
MAJOR ACTIVITIES AND ACHIEVEMENTS IN THE YEAR

Treasurers Report

I am pleased to report that the Group is once again financially sound. Due to an unexpected Hall Booking at the beginning of 2024 we have recouped some of last year's expenses. We did our bit for the community and helped the local Driving Test Centre for three months by hosting them at the HQ whilst their premises were being renovated. After taking of extra heating, lighting and water during their stay it brought in £10,000 for the Group.

Hall bookings have continued to bring money to the Group and although were slow earlier on in the year have now picked up.

In April 2023 we raised the monthly subscriptions from £15 to £18.50 an increase we had planned to implement before Covid as we had not increased the subs for over ten years. We have planned to increase to £21 per month from 1st April 2024. I think I can say this probably cheaper than some other organisations especially with the diverse activities we give our young people.

We are still looking for someone to take on the Groups inventory, and keep it updated so that we have adequate cover for insurance of the group's equipment.

My hope is that in the next financial year we will be able to recruit parents to help with fundraising events and bring back the family camps we used to run pre covid, but it takes adults to come forward and volunteer. We have, a few improvements we wish to make around the HQ and grounds, and this takes money that we will need to raise.

Margaret Larcombe
1st Burgess Hill Scout Group Treasurer
August 2024

Group Scout Leaders Report:

Well what can I say, another busy year that has flown by. Let me start by thanking all of our leaders, helpers and parents that have helped provide great activities for all our youngsters, I have been lucky to get along for a few evenings due to work commitments. My apologies for not being there with you all at the AGM, unfortunately I am away for work yet again.

We have been very lucky that we had the DVLA hire the hall for 13 weeks whilst their facility was renovated, which brought us in some much needed funds as the previous year had been an expensive one with the roof and boiler being replaced. We do have a few more jobs around the HQ that we would like to undertake in the near future, some of which will probably be a work party like our last one which was very successful. The fire circle is in need of a very good tidy up and the inside of the HQ could do with a good coat of paint in pretty much every room.

Again we've had a few leader changes, unfortunately Scott had to step down from Baden due to personal reasons and we wish Scott all the best, we have been supported by Inger and Andrew for a term, then Nicky and Liz from district for the summer term along with a parent rota. Liz has agreed to help for the next term running Baden again with a parent rota.

Connie has stepped down from Brownsea Cubs, but doesn't leave us and will take up another role within the group so we retain her experience and knowledge which I for one am grateful. Martin takes on the leadership of Brownsea supported by the two James's. Ray has also stepped down from Rowallen Scouts, Mike Cupit has agreed to stay on for another term. Connie and Mike will run Rowallen for the next term and hopefully we can find someone to take on this role going forwards.

Another thank you to all the leaders, they give up their time to provide the kids some great experiences, many leaders start helping when their kids are in that section and end up staying even when the kids have moved on so thank you, we also have a few younger leaders that have left Explorers at 18 and come back to help out during Uni holidays etc.

I'd also like to thank Margaret and Mike Larcome, officially Margaret is our Group Treasurer and Mike the premises manager but they both do far more than this, they both have many years of scouting experience so we are very lucky to have them in our group.

kind regards

Graham

Graham Hodgson

GSL 1st Burgess Hill Scout Group

GSL@firstburgesshill.org.uk

The trustees 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.

Approved by the trustees and signed on their behalf by Margaret Larcombe, Trustee Board Treasurer.

Margaret Larcombe

Receipts & Payments Account summary for the year ended 31st March 2024

	This Year 2023/2024	This Year 2022/2023
	£	£
Total receipts for the year	40612.67	30302.90
Total payments for the year	-24853.05	-65353.13
Net receipts (payments) for the year	15759.62	-35050.23
Cash, bank and similar funds brought forward	18879.94	53930.17
Sections Spending	0.00	0.00
Cash, bank and similar funds carried forward	£34,639.56	£18,879.94
Section Accounts		
Opening Balance	0.00	0.00
Total Repaid for year	2,445.07	1,876.21
Total Donations for year	0.00	0.00
Total Expenditure for year	-2218.63	-1876.21
Adjustments	-226.44	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 28/8/24, and signed on their behalf by M A hercombe

1ST BURGESS HILL SCOUT COUNCIL

Receipts for the year ended 31st March 2024

2023/2024		This Year 2023/2024 £	This Year 2022/2023 £
20,000.00	MEMBERSHIP SUBSCRIPTIONS	21,340.46	18,065.19
(6,000.00)	less: Paid	-5830.00	-5096.00
14,000.00		15,510.46	12,969.19
	<u>INVESTMENT INCOME RECEIVED</u>		
100.00	Business premium linked	141.74	31.64
75.00	High Interest Account Interest/Business base	57.79	24.44
	Activities Account Interest	0.34	0.06
175.00		199.87	56.14
	<u>DONATIONS / GRANTS</u>		
5,000.00	Gift Aid	0.00	7,864.49
	Bright Funds	0.00	200.00
	Benivity	846.89	244.40
	Donations	52.40	60.38
5,000.00		899.29	8,369.27
	<u>ACTIVITIES</u>		
500.00	Scout Camps	0.00	46.80
2,500.00	Joint Cub/Scout camp	1,811.80	2,206.95
0.00	Section Advances Refunds	0.00	0.00
500.00	Go Beavers	376.40	346.38
500.00	Beaver Sleep Over	0.00	183.88
0.00	Sailing	50.16	0.00
1,000.00	Cub Camps	1,007.71	483.00
500.00	General Activities	904.60	0.00
5,500.00		4,150.67	3,267.01
	<u>FUND RAISING (Gross)</u>		
0.00	General	0.00	0.00
5,000.00	Hall Hire	18,503.50	4,696.50
100.00	Easy Fundraising	131.72	15.34
100.00	Amazon Smile	103.42	160.09
0.00	Equipment Hire	0.00	40.00
5,200.00		18,738.64	4,911.93
	<u>SUNDRY RECEIPTS</u>		
1,000.00	Uniform Registration & Transfer Fees	1,047.76	693.27
250.00	Misc	65.98	0.00
1,250.00	Other Income	0.00	36.09
		1,113.74	729.36
£31,125.00	TOTAL RECEIPTS FOR THE YEAR	£40,612.67	£30,302.90

1st BURGESS HILL SCOUT COUNCIL

Payments for the year ended 31st March 2024

2023/2024 Budget £		This Year 2023/2024 £	This Year 2022/2023 £
	PREMISES		
350.00	Rent & Rates	312.00	312.00
300.00	Water	236.26	103.86
2,000.00	Light & Heat	1,428.56	1,117.65
5,500.00	Insurance	5,287.81	5,437.40
3,000.00	Repairs & Renewals - Maintenance	6,675.30	49,790.52
600.00	Grass cutting, Ground Maintenance	489.00	400.00
0.00	Valuation Fee	240.00	0.00
2,500.00	Refuse & Cleaning	2,112.23	2,290.58
200.00	Council Tax	0.00	0.00
14,450.00		16,781.16	59,452.01
	ACTIVITIES & GENERAL ITEMS		
0.00	Training	90.00	0.00
800.00	Cub Camps	785.70	592.04
500.00	Scout Camps	2,037.75	300.76
200.00	Beaver sleep over	0.00	143.63
2,500.00	Joint Cub/Scout Camp	0.00	1,909.34
500.00	Go Beavers	425.00	445.00
500.00	Activities	825.30	345.00
5,000.00		4,163.75	3,735.77
	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	0.00
50.00	Telephone	0.00	0.00
500.00	Internet & WiFi	448.80	345.36
0.00	Misc Expenses	7.50	24.45
50.00	Stationary/Photocopying	27.88	4.75
600.00		484.18	374.56
	PURCHASE OF CAPITAL EQUIPMENT		
	SUNDRY EXPENSES		
600.00	UNIFORM	429.95	508.95
500.00	Misc	414.82	110.50
900.00	Resource Material	769.33	367.49
500.00	Equipment	398.90	143.87
100.00	AGM Exp/ Leave Do	245.96	51.98
1,500.00	Section Badges	1,100.00	573.00
100.00	Donation General	65.00	35.00
4,200.00		3,423.96	1,790.79
24250.00	TOTAL PAYMENTS FOR THE YEAR	24853.05	65353.13

1ST BURGESS HILL SCOUT COUNCIL

Statement of Assets & Liabilities for the year ended 31st March 2024

	This Year 2023/2024 £	This Year 2022/2023 £
MONETARY ASSETS		
Bank Current Account	4295.44	6889.60
Activities Business Base Rate Tracker	27.97	27.63
Business Base Rate Tracker (Drive Maintenance Fund)	14,196.03	10,922.78
Business Premium Linked Account (Current A/C) *	16,077.06	1,019.27
Petty Cash Account	43.06	20.66
	£34,639.56	£18,879.94
OTHER MONETARY ASSETS		
Invoices Outstanding Hall Hire	0.00	0.00
	£0.00	£0.00
TOTAL MONETARY ASSETS	£34,639.56	£18,879.94
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	13753.15	0.00
Tents	3354.40	2347.40	1007.00
	17107.55	16100.55	1007.00

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 2024.

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", written over a horizontal line.

Name: **John Brimecome**

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

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

Date: **1st July 2024**



1st Burgess Hill Scout Council
Minutes of the Annual General Meeting
Scout HQ, Station Road
Saturday 19th August 2023 at 2pm.

Introduction & welcome

Opening remarks GSL: Graham Hodgson opened the meeting and thanked everyone in attendance. The meeting was brought to order and started at 2:17pm.

Margaret Larcombe explained that TSA are changing the system for Scouting UK from February and that would mean some changes to the format of the AGM including changing the group executives to a board of Trustees. We adopted The Scout Association constitution, which was approved by Graham Hodgson and seconded by Scott Wakely.

Attendees: Graham Hodgson- Group Scout Leader, Margaret Larcombe- Group Treasurer, Gemma Tavener- Group Secretary, Mark Scholfield- District Commissioner, Mike Larcombe- Assistant Deputy Commissioner & Premises Manager, Connie Hughes- SL Cubs, Martin Hughes- ASL Cubs, Matthew Scholfield, Inger Paulsen- SL Beavers, Andrew Hawksey- SL Scouts, Scott Wakely- SL Cubs, Marrie Holt- ASL Cubs, Graham Tavener- QM, James Grant – SA Cubs.

Parents: Brett Holt, Rebecca Verma, Amanda Hand, Jen Kernick, Ben Kernick, B Kelly, Lisa Emmett, Tina Walker, Natasha Moore, Su Herring, Pete Herring.

Apologies for absence

Secretary: Apologies have been received from Mike Larusso, Sam Robinson, Tim Robinson, Gillian Frost, Kerry Clarke, Jo Quinn, Louise Mason, Ellie Claire.

To approve the Minutes of the Annual General Meeting held on 25th September 2022

Treasurer: The minutes have been previously reviewed by the Group Executive Committee at their first meeting after the previous AGM and so I propose that the minutes are taken as read and ask the Group Scout Council to agree that they are a true record of that meeting. Copies of these had been handed out to all attendees before the meeting commenced. They were proposed by Mark Scholfield and seconded by Connie Hughes.

Seconder please Connie Hughes / Show of hands to approve.

Governance topics: Treasurer: Margaret mentioned to the Group Scout Council members present that this part of the meeting is a necessary part to make sure that the charity's foundations are in good order.

To adopt the model constitution from Policy, Organisation and Rules

Treasurer: In line with the recommendation from Scout Headquarters. I propose that we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules. A copy of this was available

for review and inspection prior to this meeting, and copies are also available at the meeting. Proposed Graham.

Seconder Scott / Show of hands to approve.

Note the Group's financial year.

Treasurer: Members of the Group Scout Council are asked to note that our charity's financial year is 1st April to 31st March.

Agree the number of members that may be elected to the Trustee Board

Treasurer: The Group Scout Council must agree at its AGM the number of people that can be elected to the Trustee Board. The recommendation from the outgoing Trustee Board is that 4 people can be elected. I propose that the Group Scout Council approves that recommendation.

Seconder Andrew / Show of hands to approve.

Agree the quorum for each of the Group Scout Council (including this AGM), meetings of the Group Trustee Board, meetings of any sub-committees.

Treasurer: The Group Scout Council must agree at its AGM the quorum – the minimum number of Group Scout Council members that must be present at a meeting of the Group Scout Council. The recommendation from the outgoing Trustee Board is that the quorum should be set at 10 persons. The Group Scout Council is asked to approve that recommendation.

Seconder Andrew / Show of hands to approve.

Treasurer: The Group Scout Council must agree at its AGM the quorum for Trustee Board meetings, and any sub-committee meetings. The Charity Commission statement of good practice is that the Trustee Board quorum should be set at one third of Trustee Board members plus one and that the sub-committee quorum should be set at one third of Trustee Board members plus one. The recommendation from the outgoing Trustee Board is that the quorum should be set the Charity Commission good practice statement. The Group Scout Council is asked to approve that recommendation.

Seconder Andrew / Show of hands to approve.

Review of the previous year

Treasurer: Margaret informed the Group Scout Council members present that this part of the meeting is the opportunity to reflect on the activities of the past year.

Group Scout Leader's Review of Scouting in the Group

Treasurer asks GSL to present their Annual Review.

Graham thanked all the leaders for their time and commitment to the group over the last year especially Connie. He thanked Scott for stepping up to be SL in Baden when we lost Charles last year and Mike Larusso for taking on the role in Willow. His full report is in the annual report.

To receive and consider the Annual Report of the Group Trustee Board including the annual Statement of Accounts

Treasurer: The Group Trustee Board has approved the Annual Report and Statement of Accounts and Accounts, and the report on the accounts has been received from the Independent Examiner.

The accounts for the financial year 1/4/22 - 31/3/23 had been handed out prior to the meeting commencing and shows a significant drop in the balance due to the expense of replacing the roof and heating system. As of 31st March 2023, there was £19,000 in the account compared to £54,000 the previous year. We need to have provision for repairing the drive so in order, to increase our balance we need a fundraising committee to organise stalls at fairs, the towns fun days or run quiz nights in the hall or any other ideas that could raise some revenue. There has been no substantial fundraising within the group for over 10 years.

Group accounts were approved by Graham Hodgson and seconded by Matthew Scholfield.

Making appointments

Treasurer informed the Group Scout Council members present that this part of the meeting sets the charity up to be well-led during the period until the next AGM. Particularly, the Group Scout Council appoints a Trustee Board to ensure good governance for the charity over the next year.

To approve the Group Scout Leader's nomination of the Group Chair

Treasurer: I now hand the chairmanship of this meeting over to the GSL.

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. Margaret Larcombe has been doing the role for nearly 20 years and it is getting too much alongside all the other roles that she carries out.

GSL nominatesas Group Chair and asks for a show of hands as approval.

To elect the Group Secretary

Treasurer: The 'Group Secretary' is an elected appointment and, as required, Gemma has been formally proposed and seconded. Since there were no other nominations by the closing date a show of hands is required to approve Gemma's election.

To elect the Group Treasurer

Treasurer: The 'Group Treasurer' is an elected appointment and, as required, Margaret has been formally proposed and seconded. Since there were no other nominations by the closing date a show of hands is required to approve Margaret's election.

To elect persons to the Group Trustee Board

Secretary - the following have been formally proposed and seconded in writing by the due date:-

Group Trustees are Margaret Larcombe- Treasurer, Gemma Tavener- Secretary and any Section Leaders who agreed to stand. All present provisionally agreed a number of **10** for the board of Trustees and approval for Graham Hodgson to co-opt during the year. Approved by Margaret Larcombe, seconded by Andrew Hawksey.

To approve the Group Scout Leader's nominations to the Group Trustee Board.

GSL – my nominations to the Group Trustee Board are: None at the moment.

Treasurer thanks the Trustees for their work during the year and in particular those members who are standing down.

To appoint the Scrutineer / Independent Examiner / Auditor

Treasurer to propose John Brimecome

Meeting - John Brimecome, has been proposed and seconded and is qualified for the role. May I have a show of hands to approve John Brimcome's nomination.

Closing Remarks

Any Other Business:

There being no other business the meeting was closed at 2:33pm