



**1<sup>st</sup> Burgess Hill Group SCOUT COUNCIL**  
**Annual General Meeting**

**Saturday 12<sup>th</sup> July at 11am.**  
**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 5<sup>th</sup> September 2024.
- b. Adopt the model constitution from Policy, Organisation and Rules (POR)
- c. Note the Group's financial year- 1<sup>st</sup> April – 31<sup>st</sup> 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 1<sup>st</sup> 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.
- f. District Representative to say a few words.

**Closing remarks**



## Reports and Accounts for the Year ended 31<sup>st</sup> March 2025

### 1<sup>st</sup> Burgess Hill Scout Council

#### President

#### TRUSTEES: *Ex-Officio* - Appointment

Group Lead Volunteer  
Group Chair  
Group Treasurer

#### Name

Graham Hodgson  
Connie Hughes (Appointed 5<sup>th</sup> Sept 2024)  
Margaret Larcombe

#### TRUSTEES: *Elected*

#### Name

Gemma Tavener

#### Leadership Team

Team Lead Rowallan Scouts  
Team Lead Rowallan Scouts  
Team Lead Walsh Scouts  
Team Lead Baden Cubs  
Team Lead Baden Cubs  
Team Lead Brownsea Cubs  
Team Lead Brownsea Cubs  
Team Lead Ash Beavers  
Team Lead Ash Beavers  
Team Lead Willow Beavers  
Team Lead Willow Beavers

#### Name

Ray Harwood (resigned 30<sup>th</sup> July 2024)  
  
Andrew Hawksey  
Scott Wakely (Resigned May 2024)  
Liz Pocknell (Appointed 20<sup>th</sup> March 2025)  
Connie Hughes (Resigned 4<sup>th</sup> September 2024)  
Martin Hughes Appointed 7<sup>th</sup> November 2024)  
Inger Paulsen (Resigned 24<sup>th</sup> April 2025)  
  
Mike Lorusso (Resigned 24<sup>th</sup> April 2025)

#### 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



**1<sup>st</sup> Burgess Hill Scout Council**  
**Trustees Annual Report for the year ended 31<sup>st</sup> March 2025**  
**MAJOR ACTIVITIES AND ACHIEVEMENTS IN THE YEAR**

## **Treasurers Report 2025**

After 25 Years with the Group, 24 of them as Treasurer I have decided to stand down as Treasurer and hand over to the younger element of the group. I have had many roles over the last 25 years within the Group and am proud to have been a member of 1<sup>st</sup> Burgess Hill, for 25 of my 43 years in Scouting.

Now down to my report, I am handing over the Accounts with a good healthy balance and with some dedicated Fundraising the Group can achieve the things needed to improve and update the HQ.

Having said that, our income has reduced significantly over the last year due to the lower amount, of subs coming into the group monthly. This is due to the group having to close one Beaver Colony and other sections reducing numbers due to not having the correct ratio of adult members. In May 2024 we were receiving around £2305 per month in subscriptions, this May it was £1373 a drop of nearly £1000 per month. We rely on the monthly subs to cover the monthly outgoings, and this is no longer happening. Full details of the accounts are included in this annual report.

Hall bookings are still going strong via children's party bookings with people coming back year after year, especially as the Hall accommodates some of the largest Bouncy Castles.

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

As I said last year, I hope that in the coming year more parents will come forward to help in the Sections on the Board of Trustees and help with fundraising. Perhaps we will be able to start the biannual family camps we held pre-covid, but this can only be done with your help.

Finally, I would like to say a big thank you to Connie & Graham for all your help over the years and to all the leaders who have supported me. I am sorry to leave but it is the correct decision for me. Having said that I am not going far and will be continuing in my District role.

Margaret Larcombe  
1<sup>st</sup> Burgess Hill Scout Group Treasurer  
July 2025

## Chair's Report - July 2025

Hello everyone and thank you for attending our Annual General Meeting. It's a pleasure to report on another rewarding and busy year for 1<sup>st</sup> Burgess Hill Scout Group.

### A Year of Growth and Adventure

Over the past 12 months, our young people have enjoyed a wide range of activities that embody the spirit of Scouting. From traditional skills like fire lighting and camp cooking to exciting, badge work, and community projects, it's been a year full of learning and laughter.

### Volunteer Support

Our success relies heavily on the dedication of our volunteer leaders and helpers. I'd like to extend sincere thanks to the section leaders, young leaders, and all our volunteers who give their time so generously.

A special thank you also goes to the Executive Committee, who keep the group running behind the scenes, ensuring our finances are in order, our hall is maintained, and our safeguarding responsibilities are met.

### Finances and Fundraising

We've managed our finances carefully this year through membership subscriptions, occasional fundraising events, and kind donations. However, we are aware that sustainable fundraising is essential to help us keep costs low for families and invest in equipment and opportunities for our young people.

We would like to establish a small fundraising team to support this effort going forward. If any parents, carers, or supporters would like to get involved—whether occasionally or on a regular basis—we would be very grateful. Please do come and speak to us after the meeting or contact the leadership team.

### Looking Ahead

Next year, we plan to continue improving our programme, offer more outdoor experiences, and work toward improving our facilities and equipment. We are also keen to grow our team of adult volunteers and welcome anyone interested in getting involved—even in a small way.

### Final Thanks

Finally, thank you to all the parents and carers for your continued support, and to the young people who make this group what it is. It's a privilege to support such a positive, energetic, and inclusive community.

Here's to another successful year of Scouting.

Connie

Chair, 1<sup>st</sup> Burgess Hill Scout Group

Date: 12th July 2025



## Group Lead Volunteer report July 2025

This last year has been a challenging one for a number of reasons, we have had a few changes of Leaders this last 12 months, with a few stepping down. I am pleased to say that Liz Pocknell has agreed to take on the leadership of Baden Cubs as a permanent leader also recruited Chris Atkinson as a leader to assist, Liz brings a wealth of scouting experience, and we are very lucky to have her.

Unfortunately, we had to close Ash Beavers last September due to no adult leaders as Inger had to step down for personal reasons, Inger still helps us out when she can.

At Easter this year Mike Lorusso stepped down from Willow Beavers, although Rebecca Verma and Ben Herbert-During have recently joined and working well with Marrie and Olga.

Connie continues to temporarily run Rowallen scouts, assisted by Louise Elsey and Mike Cupit, we also welcomed Adam Newman recently.

Martin Hughes has now stepped up to run Brownsea Cubs after Connie stepped down, assisted by James Pert and James Grant.

Andrew Hawksey, continues to run Walsh scouts, assisted by Patrick Glithro, Julie Patterson and we welcomed Ash Longford back in November.

Hopefully we will have another few leaders join us soon and we will be able to reopen Ash Beavers.

We also have a few younger leaders currently away at University and will lose one or two more from September, having input from these younger leaders is so important for us and the young people in the sections.

Because we were unsure if sections would stay open, we paused the waiting list and barely took on any new youngsters into the sections, but from September we will offering places as many sections now are low on numbers.

We are lucky that we have the following permits in the group which allow us to provide more activities to our young people.

Rifle shooting

Camping

Kayaking

Some of these are fairly recently gained so haven't been used as yet.

We have our own Archery equipment but cannot use this as we no longer have anyone with a permit and would love to change this.

The Scout Association implemented a new data base for managing scout groups, members records, changing the way in which scouts UK works, part of these changes were some restructuring and names which has taken some getting used to.

All leaders have recently had to undergo updated safety training, and I am thankful that all have completed this before the deadline.

These are some of the activities our young people have taken part in this year.

Camps

Hikes

Camp fire cooking

Go Beavers

Monopoly Run in London

Climbing Wall

Christmas Lantern Parade

Christingle

Supeta Yacht trip

Remembrance Parade

Litter picks

Rifle shooting

DIY badge

Wide Games

Thank you to all our leaders, parent helpers, for giving up their free time to provide these activities, without them these would not happen. We are always looking for new leaders and occasional helpers, no previous scouting knowledge required, subject to some background checks and training, so if you have some free time, doesn't need to be every week please speak to us.

As well as leaders we have Graham Tavener our Quarter master who has kept our camping equipment in good order as well as help camps.

Gemma Tavener our group secretary and DBS administrator

Mike Larcombe our premises manager, who oversees the hires and building management.

Margaret Larcombe, group treasurer, waiting list manager and many other jobs that keep the group running.

Thank you to all of them, without them all our group wouldn't run.

Graham Hodgson

Group Lead Volunteer 1<sup>st</sup> Burgess Hill Scout Group

[GSL@firstburgesshill.org.uk](mailto:GSL@firstburgesshill.org.uk)

A special thanks to all the Scouters and Helpers for the time they have given to the youngsters over the past year. Also, to Martin 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.



## Receipts & Payments Account summary for the year ended 31st March 2025

	This Year 2024/2025	This Year 2023/2024
	£	£
	0	
Total receipts for the year	25228.41	40612.67
Total payments for the year	-20204.44	-24853.05
Net receipts (payments) for the year	<b>5023.97</b>	<b>15759.62</b>
Cash, bank and similar funds brought forward	<b>34639.56</b>	<b>18879.94</b>
Sections Spending	0.00	0.00
Cash, bank and similar funds carried forward	<b>£39,663.53</b>	<b>£34,639.56</b>
<b>Section Accounts</b>		
<b>Opening Balance</b>	<b>0.00</b>	<b>0.00</b>
Total Repaid for year	2,286.33	2,445.07
Total Donations for year	0.00	0.00
Total Expenditure for year	-2306.49	-2218.63
Adjustments	20.16	-226.44
<b>Balance</b>	<b>0.00</b>	<b>0.00</b>
<b>Closing Balance</b>	0.00	0.00

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

on 9th July 2025 and signed on their behalf by *m A heronka*



# 1ST BURGESS HILL SCOUT COUNCIL

## Receipts for the year ended 31st March 2025

2024/2025		This Year 2024/2025 £	This Year 2023/2024 £
20,000.00	MEMBERSHIP SUBSCRIPTIONS	20,959.17	21,340.46
(6,000.00)	less: Paid	-5200.00	-5830.00
<b>14,000.00</b>		<b>15,759.17</b>	<b>15,510.46</b>
	<u>INVESTMENT INCOME RECEIVED</u>		
350.00	Business premium linked	314.74	141.74
250.00	High Interest Account Interest/Business base	211.27	57.79
	Activities Account Interest	0.40	0.34
<b>600.00</b>		<b>526.41</b>	<b>199.87</b>
	<u>DONATIONS / GRANTS</u>		
5,000.00	Gift Aid	0.00	0.00
		0.00	0.00
		0.00	0.00
	Benivity	310.00	846.89
	Donations	681.56	52.40
<b>5,000.00</b>		<b>991.56</b>	<b>899.29</b>
	<u>ACTIVITIES</u>		
500.00	Scout Camps	186.66	0.00
2,500.00	Joint Cub/Scout camp	0.00	1,811.80
500.00	Climbing	458.76	0.00
100.00	Go Beavers	50.14	376.40
200.00	Amex Trip	125.78	0.00
0.00	Sailing	348.01	50.16
500.00	Cub Camps	42.66	1,007.71
1,000.00	General Activities	0.00	904.60
<b>5,300.00</b>		<b>1,212.01</b>	<b>4,150.67</b>
	<u>FUND RAISING (Gross)</u>		
0.00	General	0.00	0.00
6,000.00	Hall Hire	5,995.00	18,503.50
0.00		0.00	0.00
100.00	Easy Fundraising	109.14	131.72
0.00	Amazon Smile	0.00	103.42
0.00	Equipment Hire	0.00	0.00
<b>6,100.00</b>		<b>6,104.14</b>	<b>18,738.64</b>
	<u>SUNDRY RECEIPTS</u>		
0.00		0.00	0.00
200.00	Pre Loved uniform	86.95	0.00
1,000.00	Uniform Registration & Transfer Fees	516.37	1,047.76
250.00	Misc	31.80	65.98
<b>1,450.00</b>	Other Income	<b>0.00</b>	<b>0.00</b>
		635.12	1,113.74
<b>£32,450.00</b>	<b>TOTAL RECEIPTS FOR THE YEAR</b>	<b>£25,228.41</b>	<b>£40,612.67</b>

# 1st BURGESS HILL SCOUT COUNCIL

## Payments for the year ended 31st March 2025

2024/2025 Budget £		This Year 2024/2025 £	This Year 2023/2024 £
	<b>PREMISES</b>		
350.00	Rent & Rates	312.00	312.00
700.00	Water	641.88	236.26
4,000.00	Light & Heat	3,753.11	1,428.56
7,000.00	Insurance	6,167.71	5,287.81
3,000.00	Repairs & Renewals - Maintenance	304.55	6,675.30
600.00	Grass cutting, Ground Maintenance	536.00	489.00
0.00	Valuation Fee	0.00	240.00
15,000.00	Refuse & Cleaning	1,237.57	2,112.23
0.00		0.00	0.00
<b>30,650.00</b>		<b>12,952.82</b>	<b>16,781.16</b>
	<b>ACTIVITIES &amp; GENERAL ITEMS</b>		
0.00	Training	0.00	90.00
0.00	Cub Camps	0.00	785.70
200.00	Scout Camps	198.78	2,037.75
400.00	Sailing	375.00	0.00
0.00	Joint Cub/Scout Camp	0.00	0.00
0.00	Go Beavers	0.00	425.00
100.00	District Rifle Competitions	50.00	0.00
150.00	Amex	140.00	0.00
500.00	Climbing	456.25	0.00
400.00	Activities	297.62	825.30
<b>1,750.00</b>		<b>1,517.65</b>	<b>4,163.75</b>
	<b>FUND RAISING EXPENSES</b>		
0.00	General	0.00	0.00
0.00	Quiz Night	0.00	0.00
		<b>0.00</b>	<b>0.00</b>
	<b>ADMIN EXPENSES</b>		
0.00	Postage	0.00	0.00
0.00	Telephone	0.00	0.00
500.00	Internet & WiFi	489.60	448.80
0.00	Misc Expenses	0.00	7.50
0.00	Stationary/Photocopying	0.00	27.88
<b>500.00</b>		<b>489.60</b>	<b>484.18</b>
	<b>PURCHASE OF CAPITAL EQUIPMENT</b>		
	<b>SUNDRY EXPENSES</b>		
400.00	UNIFORM	353.70	429.95
200.00	Misc	196.07	414.82
100.00	Resource Material	2.50	769.33
4,000.00	Equipment	3,467.06	398.90
0.00	AGM Exp/ Leave Do	0.00	245.96
0.00		0.00	0.00
2,000.00	Section Badges	1,190.04	1,100.00
100.00	Donation General	35.00	65.00
<b>6,800.00</b>		<b>5,244.37</b>	<b>3,423.96</b>
<b>39700.00</b>	<b>TOTAL PAYMENTS FOR THE YEAR</b>	<b>20204.44</b>	<b>24853.05</b>



# 1ST BURGESS HILL SCOUT COUNCIL

## Statement of Assets & Liabilities for the year ended 31st March 2025

	This Year 2024/2025 £	This Year 2023/2024 £
<b>MONETARY ASSETS</b>		
Bank Current Account	4382.03	4295.44
Activities Business Base Rate Tracker	28.37	27.97
Business Base Rate Tracker (Drive Maintenance Fund)	16,407.30	14,196.03
Business Premium Linked Account (Current A/C) *	18,777.55	16,077.06
Petty Cash Account	68.28	43.06
	<b>£39,663.53</b>	<b>£34,639.56</b>
<b>OTHER MONETARY ASSETS</b>		
Invoices Outstanding Hall Hire	0.00	0.00
	0.00	0.00
	£0.00	£0.00
	<b>£39,663.53</b>	<b>£34,639.56</b>
<b>TOTAL MONETARY ASSETS</b>		
<b>NON-MONETARY ASSETS</b>		
Scouting equipment * *	0.00	0.00
	£0.00	£0.00
	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b>LIABILITIES Those due within one year</b>	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b>LIABILITIES Those payable within one year</b>	0.00	0.00
	<b>£0.00</b>	<b>£0.00</b>
<b>CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS</b>		

### 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
	<b>17107.55</b>	<b>16100.55</b>	<b>1007.00</b>

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 1<sup>st</sup> Burgess Hill Scout Group, Scout Council**

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> Burgess Hill Scout Group for the year ended 31<sup>st</sup> March 2025.

### **Responsibilities and basis of report**

As the charity trustees of the 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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: **19th June 2025**



**1<sup>st</sup> Burgess Hill Scout Council**  
**Minutes of the Annual General Meeting**  
**Scout HQ, Station Road**  
**Thursday 5<sup>th</sup> September 2024 at 7pm.**

**Introduction & welcome**

**Opening remarks:** Margaret Larcombe opened the meeting by welcoming those present. The meeting was brought to order and started at 7:12pm.

**Attendees:** Margaret Larcombe- Group Treasurer, Connie Hughes-Group Chair, Mike Larcombe- Assistant Deputy Commissioner & Premises Manager, Graham Tavener- QM, Inger Paulsen- SL Beavers, James Grant- SA Cubs, Mike Lorusso, Andrew Hawksey- SL Scouts, Ashley Longford- ASL Scouts, Martin Hughes- SL Cubs, Michael Cupit- , Marrie Holt- ASL Cubs, Daniel Ferrer- , Gemma Tavener- Group Secretary

Parents: Ashitha Joshith, Joshith Gangadharan, Aisha Shirazy,

**GOVERNANCE TOPICS**

**To approve the minutes of the Annual General meeting held on 19<sup>th</sup> August 2023**

Copies of the minutes had been handed out to all attendees before the meeting commenced. They were proposed by Connie Hughes and seconded by Martin Hughes.

**Adopt the model constitution from Policy, Organisation and Rules (POR)**

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. This was seconded by Mike Cupit.

**Note the Group's Financial Year**

Treasurer: Members of the Group Scout Council were asked to note that our charity's financial year is 1<sup>st</sup> April to 31<sup>st</sup> 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 is that 4 people can be elected. Andrew Hawksey and Mike Lorusso have agreed to be Trustee's.

**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 the quorum at its AGM. The recommendation is that it should be set at 10 persons. The Group Scout Council is asked to approve this.  
Seconded by Martin Hughes.

**REVIEW OF THE PREVIOUS YEAR**

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

**Group Scout Leader's review of Scouting in the group**

The GSL report was made available on our website to everyone prior to the meeting.



### **To receive and consider the Annual Report of the Group Trustee Board including the annual statement of accounts**

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

The accounts for the financial year 1/4/2023 – 31/3/2024 had been handed out prior to the meeting commencing showing an increase in the balance from the previous year (after the expense of replacing the roof and boiler). This increase was in part due to the rental of the hall to the DVLA for 13 weeks while their facility was renovated and partly due to the increase of the subscription fees. Although the balance may look healthier this year than last it is important to note that there are still lots of projects that need to be completed such as decorating the building internally, redoing the fire circle and replacing the main gate. There may be a need to increase the subscriptions in the future. Every year we have to pay £60 capitation per Scout with the remainder needed to cover the cost of activities etc.

Group Accounts were approved by Andrew Hawksey.

### **MAKING APPOINTMENTS**

#### **Group Chair**

This role is appointed by all of the Group Scout Council. Connie has offered to take on the role. All present in agreement.

#### **Group Treasurer**

Margaret has agreed to remain in the role for another year. Proposed by Connie Hughes, seconded by Andrew Hawksey.

### **ANY OTHER BUSINESS**

Connie appealed to those parents present to consider forming a fundraising committee in order to raise our presence in the community at events such as Town Days. They would be fundamentally responsible for organising activities such as Family Camp which the Chair and other team members would be able to assist them with. Connie suggested sending an email to parents explaining the role as it is felt that they may be reluctant to commit thinking it may involve a lot of work, obviously the more people that form the committee the easier it will be to spread the work.

Connie asked if there were any ideas to help increase our adult volunteers within the group. Margaret informed all that we have a waiting list of nearly 100 but do not have enough Leaders (team members) to accept more into the sections. The aim is to have more team members by Christmas in order to spread the roles more evenly.

Mike Larcombe spoke on behalf of the District Lead Volunteer relaying a big "Thank You" to the group. We are one of the more active Scout Groups in the district and he thanked all the team members and families for all that they do supporting the Group.

**The meeting was closed at 7:35p**