

PENARTH DISTRICT SCOUT COUNCIL
Annual General Meeting

27 April 2025
PADSAC

Minutes

1. Introduction and welcome

The Chair Marc welcomed all of the district representatives and parents to the AGM. And Noted that although invited the Area was not represented.

2. Apologies for absence

Lucien Boudier, Roger Kingdom, Paul Casey, Tomos Havard, Owain Havard, Kimi Wong

3. Governance topics

The Chair mentioned that we, in Penarth, have been a charity for many years, and we try to conduct our affairs in line with Charity Commission recommendations. And proceeded to the governance section of the meeting.

a. Approve the minutes of the last Annual General Meeting.

The District Trustee Board have reviewed the minutes of the previous AGM, The Chair put forward that these minutes are taken as read and ask the District Scout Council to agree they're a true record of that meeting and asked for a show of hands . The Minutes were approved.

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

The Chair advised In line with the recommendation from Scout Headquarters, the District Trustee Board proposes we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules. A show of hands was requested as for approval, and was approved.

c. Note the District's financial year

In line with previous years, the Chair advised that the our charity financial year is 1st January to 31st December.

- d. Approve appointed and community members of the District Scout Council

The District Scout Council can admit other people to membership. There have been no community member nominations so far. As per the last AGM this will remain under review throughout the year with an option to co-opt members. It was asked for a show of hands and approved.

- e. Agree the number of members that may be appointed to the Trustee Board

In keeping with the good practice recommendations from the Charity Governance Code and POR, The chair advised that Trustee Boards should have a minimum of 5 and no more than 12 Trustees. In Line with the last AGM The Chair asked that this be continued and proposed the same. This was approved

- f. Agree the quorum for future meetings of the District Scout Council (excluding this AGM)

The outgoing Trustee Board recommends the quorum should be set at 5 people as was agreed at the last AGM . The Chair asked that the District Scout Council approve that recommendation? This was approved

4. Review of the previous year

- a. The District Lead Volunteer's review of Scouting in 2024

The Chair then thanked all Leaders in the district for their ongoing commitment to giving their time to make scouting an enjoyable experience for the young people in our district, and then asked that our District Lead Nic Havard update us on the activities during 2024. The Chair then proceeded to thank Nic for her report. And ask if anyone had any questions?

- b. Receive and consider the Annual Report of the District Trustee Board, including the annual Statement of the Accounts

The Chair then advised that the District Trustee Board has approved the Annual Report and Statement of Accounts, and has received the report on the accounts from the Independent Examiner. He then proceeded to ask the treasurer Claire Nelson to highlight any areas of importance to not and asked if anyone had any questions to ask Claire? The Chair then thanked Claire for her explanation and for her hard work in the preparation of the accounts

5. Making appointments

The Chair advised that we were moving to the appointments part of the meeting which allows us to organise the set-up of the charity until the next AGM. We'll appoint a Trustee Board to oversee good governance for the charity over the next year. At which point he handed the meeting to the District Lead Nicola to continue

- a. Appoint the District Chair, following recommendation from the open selection process initiated by the District Trustee Board

Nicola recommended that Marc Burge should be appointed as District Chair and asked for a show of hands to approve the proposal. This was approved and Nicola handed the meeting back to Marc as Chair

- b. Appoint the District Treasurer, following recommendation from the open selection process initiated by the District Trustee Board

The Chair stated that as with the role of District Chair the Trustee Board has asked existing incumbents to remain in post going forward and the recommendation to the District Scout Council is that Clare Nelson should be re-appointed as District Treasurer. However, Claire has advised that she wishes to stand down from the role once a replacement has been found. Therefore, we would all like to thank Claire for all of her hard work over the years, and we appreciate that at times it can be difficult reining in the Trustees' spending. It was asked for a show of hands to approve this, and was approved.

- c. Appoint members of the District Trustee Board, following recommendations from the open selection process initiated by the District Trustee Board

The Chair recommended to the District Scout Council that that the existing team should be appointed en-block. And asked for a show of hands for approval. This was approved. The Chair thanked the Trustees for their work over the year.

- d. [If required] (Re-)appoint District President and/or Vice Presidents

The Chair advised that unfortunately there were no nominations for the role .

- e. Appoint the Independent Examiner

The Chair passed the meeting to the Treasurer Claire who proposed that Peter Chapman & Co Accountants be appointed as the independent examiner. The Chair confirmed that Peter has been proposed and seconded and is qualified for the role, and asks for a show of hands to approve Peter's nomination. The nomination was approved.

6. Closing remarks

The Chair closed the AGM, thanking everyone for attending. He also thanked all of the leaders, helpers and parents without whom Scouting in Penarth would not exist.

Ieuan Havard
Bethan Havard
Nicola Havard
Nick Phillips
Tom Dyer
Ivor Davies
Jill Harvey
Ian Harvey
Claire Nelson
Marc Burge
Mark Taylor
Lucy Da Silva
Helen Morgan
Peter Chapman

Penarth and District Accounts
1st January 2024-31st December 2024

Overview of District Accounts

Account	Opening Balance as of 01/01/2024 (£)	Income (£)	Expenditure (£)	Balance as of 31/12/2024 (£)
General Penarth District Scout Council	7,222.37	32,340.08	33,042.19	6,520.26
PADSAC (Penarth and District Scouting Activity Centre)	508.23	12,218.00	11,559.58	1,166.65
Total	7,730.60	44,558.08	44,601.77	7,686.91

Overview of (Les Pugh) Explorers Accounts

Account	Opening Balance as of 01/01/2024 (£)	Income (£)	Expenditure (£)	Balance at 31/12/2024 (£)
Les Pugh (804)	1381.07	4,400.50	4,506.26	1,275.31
Minibus & Van (953)	448.62	2833.06	2364.72	916.96
Summer Camp (628)	1151.45	7864.00	7214.83	1800.62
Total	2,981.14	15,097.56	14,085.81	3,992.89

General Penarth District Scout Council Account

- Capitation fees £22,187.40 + discounted disputed capitation fees £116 = £22,303.40
- Bell boat Storage (Taylor Made Marina) had reduced from last year's £1950 to £1050
- Income from Bell boats £1105 so covered direct bell boat costs but not associated van costs
- Transfer to PADSAC to cover bills £4000
- Transfer to Minibus account for Minibus Insurance £833.16
- Solicitors for 15th Penarth £900

Thank you to John Tweedley for his donation to cover the costs of the Elfed Avenue premises.

PADSAC account

Highest expenditure

- Energy supply £5684.48
- Insurance £2907.61
- Welsh Water £644.28 (reduced by 89p a month since April)
- TalkTalk £462.60 (increased of £30 a month since April)
- Capital Fire Protect £171.30
- Waverley Fire and Security costs paid in 2025

Income from Hall hire £5860

Vehicles (953)

Expenditure

- Minibus Insurance £833.16

- Van Insurance £662.80
- Van Tax £335
- Brakes repair £500/533.76

Income

Minibus: £859.90 Van: £496

Income does not cover the expenditure for the vehicles.

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 Penarth and District Scout Council

I report to the trustees on my examination of the accounts of the Penarth and District Scout Council for the year ended 31st December 2024.

Responsibilities and basis of report

As the charity trustees of the Penarth and District Scout Council 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 Penarth and District Scout Council 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.

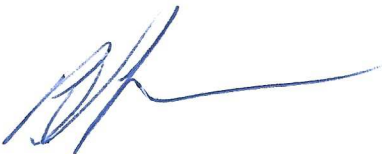
Independent examiner's statement

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 Penarth and District Scout Council 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: Peter Chapman ACMA CGMA

Relevant professional qualification or membership of professional bodies (if any):
Chartered Management Accountant

Address: 31 Coleridge Avenue, Penarth, CF64 2SQ

Date: 26 April 2025