

**PENARTH DISTRICT SCOUT COUNCIL**  
Annual General Meeting

26 April 2026  
All Saints Church

**Minutes**

**1. Introduction and welcome**

The Chair Marc welcomed all the district representatives to the AGM. And Welcomed Cathie Steele Area Lead Volunteer.

**2. Apologies for absence**

Tomos Havard,

**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. The Chair advised that PO&R can be found online if anyone wished to refer to it.

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 our charity financial year is 1<sup>st</sup> January to 31<sup>st</sup> December, and not the financial year

- 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.

A show of hands was requested, and 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 2025. The District Leads report was informative. The Chair then proceeded to thank Nic for her report. And ask if anyone had any questions? There were no 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 advise that Claire had resigned from the role, and was unable to attend today but had completed and submitted to report for the Independent Examiner.

The chair then read the report and gave an update on finances, but noted that PADSAC was running at a deficit.

#### **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 who stated he would continue at double the salary of the previous year.

- 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. The Chair then updated that the Trustee Board had been actively seeking a replacement for the Treasurer position, and if anyone could recommend someone for the role, then please to pass on the details to a member of the Trustee Board.

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 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. Cathie Steele queried how many people were on the Trustee Board, to which the Chair replied that we have 8 members currently including our new administrator Dene Carty

- 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 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.

## Annex 1 Attendance

Cathie Steele Area Lead Volunteer

Ieuan Havard

Bethan Havard

Nicola Havard

Kimi Wong

Owain Havard

Nick Phillips

Ivor Davies

Jill Harvey

Ian Harvey

Shannon Goodwin

Marc Burge

Steph Hatchi

Rod Smith

Toby Haines

Peter Chapman

Lucien Boudier

**Penarth and District Accounts**  
**1<sup>st</sup> January 2025-31<sup>st</sup> December 2025**

**Overview of District Accounts**

Account	Opening Balance as of 01/01/2025 (£)	Income (£)	Expenditure (£)	Transfers	Balance as of 31/12/2025 (£)
General Penarth District Scout Council (741)	6,520.26	31,266.20	30,071.45	-2,500	5,215.01
PADSAC (Penarth and District Scouting Activity Centre) (431)	1,166.65	18,359.50	15,349.67	+2,500	6,676.48
<b>Total</b>	<b>7,686.91</b>	<b>49,625.70</b>	<b>45,421.12</b>	<b>0</b>	<b>11,891.49</b>

**Overview of (Les Pugh) Explorers Accounts**

Account	Opening Balance as of 01/01/2025 (£)	Income (£)	Expenditure (£)	Transfers	Balance as of 31/12/2025 (£)
Les Pugh (804)	1,275.31	3,391.83	5,026.40	+755.00	395.74
Minibus & Van (953)	916.96	1,242.80	1,779.33	+500.00	880.43
Summer Camp (628)	1,800.62	7,755.00	7,039.10	-1,255.00	1261.52
<b>Total</b>	<b>3,992.89</b>	<b>12,389.63</b>	<b>13,244.83</b>	<b>0</b>	<b>2,537.69</b>

**Overall Summary**

Account	Opening Balance as of 01/01/2025 (£)	Income (£)	Expenditure (£)	Transfers	Balance as of 31/12/2025 (£)
<b>Penarth and District</b>	7,686.91	49,625.70	45,421.12	0	11,891.49
<b>(Les Pugh) Explorers</b>	3,992.89	12,389.63	13,244.83	0	2,537.69
<b>Total</b>	<b>11,679.80</b>	<b>62,015.33</b>	<b>58,665.95</b>	<b>0</b>	<b>14,429.18</b>

**Balance across all accounts as of 31/12/2025 = £14,429.18**

**General Penarth District Scout Council Account**

- Capitation fees = £22,869.10
- Transfer to PADSAC to cover bills £2500
- Income from Bell boats £1425 so covered direct bell boat costs and associated van costs

Elfed Avenue costs:

- Unity Insurance £1082.49

**PADSAC account**

## Highest expenditure

- Energy supply £3284.63 but only invoiced Jan-Sept as direct debit cancelled in error, costs paid in March 2026
- Buildings and contents Insurance £3037.82
- Welsh Water £1048.44 (increased by £21.44 a month since April)
- TalkTalk £734.40 (increased of £3 a month since April)
- Capital Fire Protect £225
- Waverley Fire and Security costs £305.61

Income from Hall hire £5860.

**Vehicles (953)****Expenditure**

<b>Expenditure type</b>	<b>Minibus (£)</b>	<b>Van (£)</b>
Insurance	908.76	N/A*
MOT	54.00	229.17
Tax	171.00	345.00
Repairs	71.40	N/A
<b>Total</b>	<b>1,205.16</b>	<b>574.17</b>

\*Decision to take off road and not renew at November renewal date.

**Income**

Combined income of £1242.80 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

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### 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 31<sup>st</sup> December 2025.

### 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: 22 April 2026