



# Annual General Meeting

The 2024 - 2025 AGM plus Annual Report & Accounts  
Monday, 3rd November 2025



## Scouts

102nd Leicester  
(Aylestone St Andrews)

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# Agenda

1. Introduction and welcome
2. Apologies for absence
3. Governance topics
  - a. Approve the minutes of the AGM held on 23/10/2023
  - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
  - c. Note the Group's financial year
  - 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
4. Review of the previous year
  - a. The Group Lead Volunteer's review of Scouts in the 102nd Leicester (Aylestone St Andrews)
  - 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
  - b. Appoint the Group Treasurer
  - c. Appoint members of the Group Trustee Board
  - d. Appoint the Scrutineer
6. Closing remarks

# Minutes from the 2023/24 AGM held on the 3rd September 2024

## Attendees

38 people eligible attended

## Apologies

Annette Johnson, Laura Senoussi, & Chris Raynor.

## Governance Topics

### Previous minutes

Group Scout Council agreeded to the previous minutes, seconded by Katy Fox.

### Constitution

Sue (Chair) proposed that we adopt the model constitution from chapter 5 of Policy, Organisation & Rules. A copy of this is available on the Scouts.org website.

This was seconded by Julie Byrant to approve.

### Groups financial year

Members of the Group Scout Council were asked to note that the Charities financial year is 1st April to 31st March.

### Communtiy members added to the Group Scout Council

Sue (Chair) nominated Gill Westwood to the Group Scout Council and this was approved by show of hands.

### Number of members to be elected to the Trustee Board

Sue (Chair) proposed that 7 people can be elected to the Trustee Board

This was seconded by Lucy McMillan to approve.

### Quorum of Group Scout Council, meetings of the Group Trustee Board & meetings of any sub-committees

Sue (Chair) proposed the minimum number of members to be present at the AGM was agreed to be 15 persons.

This was seconded by Siobhan Mcloughlin to approve.

Sue (Chair) proposed that at Trustee Board meetings there should be at least one third of the Trustee Board members plus one and that one of the members present should be either the Chair or Group Scout Leader.

This was seconded by Jay Lambart to approve.

## Review of the previous year

### GSL's review of Scouting in the Group

363 badges have been recorded as being given out over the year with two Gold, one Silver and three Bronze Chief Scout Awards awarded.

All Sections have camped under canvas (including Beavers) with the Scout Section completing their Expedition Challenge badge.

We have two Leaders who have gained their Archery permit and an additional Leader who is able to run Air Rifle shooting within the Group.

### **Receive & consider the Annual Report of the Group Trustee Board including the annual Statement of Accounts**

Sue (Chair) stated that the Group Trustee Board has approved the Annual Report & Statement of Accounts, and a report of the accounts has been received from the Scrutineer.

Andy (GSL & acting treasure) went through the Statement of Accounts

Sue (Chair) invited questions from the Group Scout Council.

No questions were asked.

Sue thanks Andy for the work he has done as treasurer.

### **Making Appointments**

Sue (Chair) noted that this part of the meeting sets up the charity to be well led during the next period till the next AGM. Particularly, the Group Scout Council appoints a Trustee Board to ensure good governance for the charity over the next year.

### **Approve the Group Scout Leaders nomination of the Group Chair**

Andy (GSL) nominated Sue Payne to continue as Group Chair.

This was approved.

### **Elect the Group Treasure**

Sue (Chair) stated that there had been nobody nominated for this position by the closing date so asked Andrew Wilkes to continue this role. This was approved unanimously by a show of hands.

### **Elect persons to the Group Trustee Board**

Sue (Chair) stated that Gill Westwood, Jay Lambert, Andy Johnson, Abbey Stewart, & Aneeta Harnett should be appointed as members of the Group Trustee Board.

A show of hands approved their election.

### **Appoint the scrutineer**

Andy (GSL/acting treasure) proposed John Robb

Sue (Chair) confirmed that John Robb was proposed & seconded and is qualified for the role.

The appointment was approved by a show of hands.

### **Closing**

Sue thanked all for attending along with Rowena for letting us use the Church and invited all to the BBQ after presentations and the Beavers line dancing.

Meeting closed at 19:20

Reference & Administration details

Structure, Governance & Management Objectives & activities Achievements and performance Financial Review Other Optional Information Accounts

Trustees’ Annual Report

For the period 01/04/2024 to end date 31/03/2025

Reference & Administration details

Charity name: 102nd Leicester (Aylestone St Andrews)

Registered charity number: 522353

HQ registration number: 10012255

Charity’s principal address: Aylestone Scout & Guide Hut, Church Street, Leicester. LE2 8ND

Names of the charity trustees who manage the charity:

Name	Position
Andrew Wilkes	Group Scout Leader/Treasurer
Sue Payne	Chair
Gill Westwood	
Jay Lambert	
Katy Fox	
Abbey Stewart	
Andy Johnson	
Aneeta Harnett	

Names of advisors

Type of Advisor	Name
Independent scrutineer	John Robb



## Structure, Governance & Management

### Description of the charity's trusts

#### Types of governing document

The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

#### How the charity is constituted

The Group is a trust established under its rules which are common to all Scouts.

#### Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

#### Additional governance issues

The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Trustee Board consists of the Chair, Treasurer and 4 to 12 Trustees and meets every 3 months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

#### Risk and Internal Control

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

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## Structure, Governance & Management

## Objectives & activities

## Achievements and performance

## Financial Review

## Other Optional Information

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### Objectives & activities

#### Summary of the objects of the charity set out in its governing document

##### The Purpose of Scouting

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

##### The Values of Scouting

As Scouts we are guided by these values:

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

##### The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

#### Summary of the main activities in relation to these objects

Weekly program along with camps and other events to support and enrich our offering.

#### Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.



## Achievements and performance

### Summary of the main achievements of the charity during the year

Second Scout Troop was started on a Wednesday after Cubs due to the predicted number of Scouts we would have and this has flourished.

A Giant SUP has been purchased for another way that our Scouts can enjoy time on the water.

Additional Leaders trained to deliver Archery.

The Scouts had a great time in Gurnsey.

All sections meet together for Ninja Warrior and the RAF museum visit.

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# Reference & Administration details

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## Financial Review

### Brief statement of the charity's policy on reserves

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 4 months running costs, circa £2,000.

### Details of any funds materially in deficit

None

### Further financial review details

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

## Other Optional Information

### Plans for future periods

Activities we would like to add include Crossbows and would need to purchase equipment and train leaders to run this.

Looking at purchasing normal SUPs to expand the water activity offering and would need more Leaders to gain SUP permits.

More people able to run archery.

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## Scrutineer's report to the trustees

### Scrutineer's Report to the Trustees of the 102nd Leicester (Aylestone St Andrews) Scout Council

Report on the accounts of the Group for the year ended 31st March 2025.

#### Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

#### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on the following pages.

#### Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

**Name:** John Robb

**Address:** 67 Conaglen Road, Leicester. LE2 8LE

**Date:** 5th September 2025

# Receipt & Payment Account

## For 102nd Leicester (Aylestone St Andrews)

	2024-2025	2023-2024
<b>Income</b>		
Activity Provided	110.00	0.00
Bank Interest	65.15	61.37
Clothing	176.00	153.98
Donation	115.00	209.00
Events	3,295.00	681.00
Events - Beavers	1,257.50	1,037.00
Events - Cubs	2,323.00	2,592.00
Events - Scouts	7,122.90	3,471.81
Fundraising	235.50	0.00
Gift Aid	1,919.11	1,830.14
Grant	4,459.40	0.00
Membership Fees	10,493.71	9,878.00
Refund	40.00	15.00

<b>Expense</b>		
Activity Equipment	4,276.50	1,835.48
Admin	57.63	62.86
Badges	920.41	463.02
Bank Fees	408.55	308.09
Camping Equipment	151.40	1,332.36
Clothing/Uniform	247.16	270.85
Events	3,621.70	610.88
Events - Beavers	1,183.02	1,033.38
Events - Cubs	2,530.24	2,341.64
Events - Scouts	7,757.99	2,808.61
Gifts	83.00	407.88
Insurance	745.05	697.14
Meetings	202.76	209.04
Meetings - Beavers	416.69	752.19
Meetings - Cubs	344.40	698.67
Meetings - Scouts	263.73	343.01
Membership Costs	4,485.00	3,658.40
Rent	1,355.50	1,310.00

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	2024-2025	2023-2024
Software	44.50	157.66
Training	1,335.36	255.50
<b>Account balances</b>		
Current Account (Natwest)	3,940.55	3,073.48
Reserve Account (Natwest)	4,694.80	4,629.65
iZettle	58.50	0.00
Cash on Hand	100.05	0.05
Equals Cards	75.02	75.02
Expense Account	732.45	616.50
WooCommerce	0.00	24.99
<b>Summary</b>		
Account balance brought forward	8,419.69	8,047.05
Total income	31,612.27	19,929.30
Total expenditure	30,430.59	19,556.66
Net income	1,181.68	372.64
Account balance carried forward	9,601.37	8,419.69







**Scouts**

102nd Leicester  
(Aylestone St Andrews)