

1st Sedgley Scout Group
Annual General Meeting 7pm on Friday 7 July 2023

AGENDA

1. Chairman's Welcome
2. Special Presentations
3. Apologies
4. Approval of Minutes of the last AGM
5. Governance:
 - a. **Note:** The Executive Committee and Executive Committee Members has become the Trustee Board and Trustees respectively in accordance with the Scout Association Policy, Organisation and Rules (POR)
 - b. Adoption of Constitution
The role, membership and operation of the Scout Council, and the Executive Committee, now the Trustee Board. Re-confirm the adoption of the constitution of the Group Scout Council which is the Scout Association POR Chapter 5.
 - c. Reconfirmation of Resolutions:
 - i. The Financial Year is 1 April to 31 March each year.
 - ii. The quorum for each of meetings of the Group Scout Council, meetings of the Group Executive Committee shall be 12 including the Chair (or Deputy Chair) and GSL (or Deputy GSL).
 - iii. The quorum for each of meetings of the Group Trustee Board shall be 4 including the Chair (or Deputy Chair) and GSL (or Deputy GSL).
 - iv. The quorum for each sub-Committees shall be 3 including the Chair or Deputy Chair
 - v. The number of members that may be elected to the Group Executive Committee shall normally be 4-6
6. Annual Report and Accounts:
7. Approval of Group Scout Leader's nomination of Group Chair
8. Election of Group Secretary
9. Election of Group Treasurer
10. Approval of GLS/Chair nominations for Group Executive Committee
11. Elections to the Group Executive Committee
12. Appointment of Auditors: Nominated as
13. Group Scout Leader's Report (including Section Leaders' Reports) See AGM Pack
14. Any Other Business
15. Close of meeting:

Minutes of Annual General Meeting

Saturday 7pm Saturday 9 July 2022 – 7.00pm

Attendees:

Ted Batham District Commissioner (DC), Fran Sedgley Deputy District Commissioner (DDC) Richard Powell Group Scout Leader (GSL), Saul Burton Group Chair (GC), David Baugh Deputy Chair (DGC), Leaders, Group Council Members, James McEwan Assistant Explorer Scout Leader (AESL), Invited Guests.

Apologies:

Neil Porter, Aileen Barlow, Rob Barlow, Debra Baugh, Chris Burton, Matt Fellows, Pat Foster, Ian Foster, Linda Foster, Julian Hartland, Emma Hartland, Jade Harris Clark,

Chairman's Welcome:

The Chair: Welcomed the DC, DDC and AESL and thanked everyone for such a good turnout. Stating that:

- the AGM Pack was sent out in advance electronically with hard copies available on seats:
- the meeting would be followed by a social evening with live music and BBQ run by the Scout Section.
- the meeting would be preceded presentations to allow the DC to attend another event.

HQ Presentations:

The DC made the following presentations, (there are many due to a COVID-19 backlog).

Jon Moss - Assistant Scout Leader, presented with Medal for Merit

Helen Whitehouse - Cub Leader – presented with Chief Scout's Commendation for Good Service & Wood Badge

Aileen Barlow (Absent) - Assistant Cub Leader, presented with Wood Badge

David Mitchell - Assistant Scout Leader, presented with Wood Badge

Debra Baugh Absent - Beaver Leader, presented with Wood Badge

Louise Porter – Assistant Beaver Leader, presented with Wood Badge

Mathew Fellows – Ex. Scout Leader, presented with Wood Badge

Alex Baugh - Scout Leader, presented with Queen Scout Award

Kerry Fellows - Assistant Beaver Leader, presented with Chief Scout's 5 years' Service Award

Paige Morris - Assistant Scout Leader, presented with Chief Scout's 5 years' Service Award

Robert Woodall – Ex Group Secretary Chief Scout's 5 years' Service Award

Saul Burton – Executive Committee Chair, presented with Chief Scout's 5 years' Service Award

Christopher Hayes – Assistant Scout Leader, presented with Chief Scout's 10 years' Service Award

Louise Porter - Assistant Beaver Leader, presented with Chief Scout's 20 years' Service Award

Mandy Todd – Ex Group Scout Leader, presented with Scout's 20 years' Service Award

Rich Powell – Group Scout Leader, presented with Chief Scout's 25 years' Service Award

Robert Barlow (Absent) - Assistant Cub Leader, presented with Chief Scout's 25 years' Service Award

Annette Mitchell - Chief Scout's 30 years' Service Award

The DC stated that he wanted to thank those who have awards and everyone that plays a role in the Scout Group. That the awards were highly deserved and emphasised the importance of recognising service. The DC also apologised, that he could not stay behind after the AGM due to other scouting commitments.

Group Presentations:

Retiring presentations of a crystal engraved jug, were made by the GSL for excellent service to the Scout Group. Chris Hayes, Claire Steel, Mandy Todd, Paul Todd, Mat Fellows, Julie Worley, Rob Woodall, Ian Foster, Karen Smalling.

The Chair said that formal part of the AGM is open and would now follow the agenda with the AGM Pack

The Executive Committee Quorum

The Chair stated that the Group constitution quorum is set at 4 Members including the Chair or Deputy Chair.

Minutes Of Last AGM:

There were no comments or questions to last year's minutes. The Minutes were agreed as true record.

Annual Report and Accounts:

The Annual Report & accounts for the year ended 31 March 2022 are included in the AGM Pack.

Group Scout Leader's Appointment of Group Chair

Saul Burton has stated that he was standing down as Chair of the Group Executive Committee and that David Baugh would now be Appointed as Chair by the GSL. Saul Burton would stand for Deputy Chair - Approved

Election of Group Secretary

- The position had been advertised within the Scout Group. Clare Ford has kindly volunteered for the position. There being no other candidates, Clare Ford was duly elected as Group Secretary.

Election of Group Treasurer

- Position Vacant.
At this point, the Chair commented that we were still urgently seeking a Group Treasurer and urged anyone who could or knew of a potential candidate to contact any of the Leaders or Executive Committee.
- Paul Todd had retired, following many years of excellent Group and District Treasurer. The roll has been divided up within the Executive Committee pending a replacement. Paul has been an advisor, assisting the transition, with keeping accounts and bank account mandate matters.
- **NOTE:** Following the AGM Beverley Wakelam volunteered to be Treasurer and has been since Co-opted to the Executive Committee.

Executive Committee Members Nominated by Group Chair & Approved

- Louise Porter – Hall Hire Manager

Group Executive Committee Members by virtue of their other Adult Roles

- Richard Powell - Ex-Officio
- Rob Barlow – Ex-Officio
- Helen Whitehouse - Ex-Officio

| |
|--|
| <p>Co-opted Group Executive Committee Members - Approved</p> <ul style="list-style-type: none"> - Neil Porter - Co-opted |
| <p>Executive Committee Members Election from the Group Scout Council: Approved</p> <ul style="list-style-type: none"> - Chris Burton – Elected - Chris Williams - Elected |
| <p>Appointment of Auditors: Approved</p> <ul style="list-style-type: none"> - Neal & Co, Cradley, West Midlands. |
| <p>Group Scout Leaders (GSL) Report:</p> <ul style="list-style-type: none"> - The GSL report is included in the AGM Pack, but the GSL commented that it has again been had been a particularly difficult year coming out of COVID-19. He said he was he was still finding it difficult to get to grips with the role and thanked the leaders and the Executive Committee for their patience and support. He thanked Alex Baugh for his Microsoft Teams rollout across the group, and continual help in keeping all the sections running with regular virtual Beaver, Cub, and Scout meetings. He said was looking forward to hopefully getting back to 'normal.' |
| <p>AOB: There were no matters raised</p> |
| <p>CLOSE OF MEETING: The Chair and the GSL thanked the DC for attending the AGM and closed the meeting.</p> |

Notes:

*The terms used above:

- **'Appointed,' or 'Approval'** means the meeting was in favour, no objections upheld at the AGM.
- **Executive Committee:** Trustees of the Scout Group.
- **Elected Members** Persons elected from the Group Scout Council at the Group AGM to the Executive Committee.
- **Ex-Officio' Members:** Those who have an automatic right to sit on the Executive Committee, if they wish, due to their other role in Scouting:

1st Sedgley Scout Group
Executive Committee - Trustees Annual Report & Accounts
for the year ended 31 March 2023

Contents

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Welcome and Introduction and Trustees Annual Report: Group Chair - David Baugh

We are pleased to welcome you all and to say that 1st Sedgley Scout group is continuing to thrive.

Please take time to read the reports that follow. You can see what we have been doing in the last year. Read about our fantastic adult volunteers, and young leaders who have been outstanding – showing extraordinary determination, generosity, and positivity – we are understandably proud.

Transition from Executive Committee to Trustee Board:

The Executive Committee & Executive Committee Members have become the Trustee Board & Trustees respectively in accordance with the Scout Association Policy, Organisation & Rules (POR).

We have supported the group membership and subsidised activities so that all members can participate in the scouting adventure. We have planned, managed, maintained, and improved our assets upon which the sections rely. We have complied with requirements placed upon us.

Sadly, Richard Powell has stood down as Group Scout Leader (GSL), and Chris Williams has retired from his role as Assistant Treasurer. We all thank Richard for being an inspiring GSL and Chris for helping us get back on track with the hall hire invoicing. Chris Burton is also standing down as Trustee but will join our Support Team. Thank you, Chris.

On very positive notes, Mandy Todd has 'come back' as GSL, thank you Mandy. We also had a wonderful volunteer response after last year's AGM and co-opted new trustees, Bev Wakeman, Rachael Clarke, & Kaliegh Lowe, who are standing again this year.

Accounts:

The financial balance sheet and report is included in the AGM Pack.

Costs have escalated in all areas, we have made changes where possible by changing providers, so that we can continue to support leaders and subsidise activities to reduce the financial burden of scouting.

Fundraising income has continued to recover from the Covid-19 pandemic over the year. We are, year after year, grateful to Louise and Neil Porter for their continued dedication and work in managing our Party Hall Hire bookings and payments, one of our biggest fundraisers.

The Charity Beer Festival recovered spectacularly and will run again this year on 22 & 23 September. Encouragingly, we also resurrected and produced our most successful Bedding Plant Sale in May this year. Thank you to Beacon Explorers Scouts for your additional help with this.

We have set up a Funding Sub Committee that will seek grants especially for the funding for the capital expenditure planned and the HQ extension. Grants are becoming more difficult to access, and there is a lot more competition for the funds available. The backlog of Gift Aid applications is being addressed.

Jubilee Hall HQ and Extension:

We formed a Sub Committee for Capital Projects to address, floor, chairs, door replacements and of course the HQ extension. For the later project Nigel Stone has been co-opted to the subcommittee for his Quantity Surveyor experience. Thank you, Nigel, for your help & advice.

The HQ extension will release up to 20% more floor space in the hall and provide us with outdoor cooking facilities and a bouldering wall. We are grateful for the help of Albrighton Scout Group for providing temporary storage of our bigger items over the last year.

We have been working hard to advance the extension, but following the digging of trial holes, the findings show adverse ground conditions which have temporally stalled the project. A redesign is in hand for a new planning application.

Changes to Scout Headquarters Rules affecting the Scout Group Organisation.

The Executive Committees and Executive Committee Members become Trustee Boards and Trustees respectively.

Trustee Boards will focus on governance activities.

Support activities (such as fundraising, premises management or administration) previously led by the Executive Committees will move to new operational support teams in the Group.

Separating governance and operational tasks will also help us recruit new volunteers - and retain those who are already part of our teams and subcommittees.

Parents and Guardians -Your Role:

1st Sedgley Scout Group depends on new blood joining us on a voluntary basis, to support young people in Scouting.

Fresh volunteers from parents, guardians, (who are our Group Council), relatives and friends ensure that our Scout Group continues to thrive. This year we have vacancies for:

- Assistant Group Treasurer,
- General help and administration
- Operational, Support & Maintenance Team Members
- Assistant Leaders (Contact a leader or Mandy our GSL for this role)

If you can volunteer (or someone you know), for any of the above, or would like to help on a less formal basis, please contact any Trustee or speak with one of our great leaders or contact me on 07795370712 or email david.baugh@1stsedgleyscouts.org.uk or mandy.todd@1stsedgleyscouts.org.uk go to our website: www.1stsedgleyscouts.org.uk

Thanks:

As Chair I would like to thank the Trustees for their support, in facilitating the sections, for helping make an extraordinarily positive impact on the lives of all our young members.

Trustee Board - Current Trustees (Assignment):

Ex-officio members David Baugh (Chair), Mandy Todd (Group Scout Leader), Rob Barlow (Deputy Group Scout Leader) Helen Whitehouse (Cub Scout Leader), Phil Bate (Assistant Scout Leader).

Elected Members: Saul Burton (Deputy Chair), Clare Ford (Group Secretary), Chris Burton (General Duties), Louise Porter (Hall Hire Manager) Neil Porter (Hall Booking Support)

Co-opted Members: Rachael Clarke, (Funding Sub Committee), Bev Wakelam (Treasurer), Kaliegh Lowe (Projects Sub-Committee)

The Group is a trust established under The Scout Association, Policy Organisation and Rules (POR) which is fundamentally common to all Scout Groups. Trustees are appointed in accordance with the POR. The accounts have been drawn up on the receipts and payments basis, which is consistent with the previous year.

| | |
|--|---|
| Jubilee Hall (Headquarters) Custodian Trustees: | Scout Association Trust Corporation (SATC) |
| Bankers | Barclays Bank |
| Custodian Trustees | Scout Association Trust Corporation |
| Group Registration No. with The Scout Association | 14268 |
| Charity Registration Number | 524621 |
| Contact Name and Address | Mr Saul Burton 131 Cotwall End Road Sedgley Dudley DY3 3YQ |



David Baugh, Chair,

on behalf of the Trustees, 04 July 2023:

1st SEDGLEY SCOUT GROUP

RECEIPTS & PAYMENTS SUMMARY for the year ended 31 March 2023

| | General Funds | | | | | | Previous Year £ |
|--------------------------|-----------------------------|------------------|-----------------------|--------------------|-------------|------------|-----------------------|
| | Executive Committee £ | Building Fund | Beaver Scouts £ | Cub Scouts £ | Scouts £ | Total £ | |
| Total Receipts | 19,290 | | 3,859 | 5,635 | 6,171 | 34,955 | 24,113 |
| Total Payments | 19,654 | | 4,088 | 4,830 | 6,095 | 34,667 | 22,277 |
| | (364) | | (229) | 805 | 76 | 288 | 1,836 |
| Cash/Bank balances b/fwd | 21,416 | 5,000 | 733 | 2,220 | 4,293 | 33,662 | 31,826 |
| Total | 21,052 | 5,000 | 504 | 3,025 | 4,369 | 33,950 | 33,662 |
| Transfers between Funds | | | | (154) | 154 | | |
| Cash/Bank balances c/fwd | 21,052 | 5,000 | 504 | 2,871 | 4,523 | 33,950 | 33,662 |

The above account and accompanying statements of assets
and liabilities were approved by the Trustees on 7th July 2023
and signed on their behalf by :

David Baugh (Chairman)

1st SEDGLEY SCOUT GROUP

DETAILED RECEIPTS

for the year ended 31 March 2023

| General Funds | | | | | | | Previous Year £ |
|--------------------------|-----------------------------|-----------------------|-----------------------|--------------------|-------------|------------|-----------------------|
| | Executive Committee £ | Building Fund £ | Beaver Scouts £ | Cub Scouts £ | Scouts £ | Total £ | |
| Membership Subscriptions | 4,366 | | 4,273 | 3,351 | 2,657 | 14,647 | 10,285 |
| Less Paid | (4,082) | | (994) | (1,051) | (2,321) | (8,448) | (6,151) |
| | 284 | | 3,279 | 2,300 | 336 | 6,199 | 4,134 |
| DONATIONS/GRANTS | | | | | | | |
| Donations | 1,456 | | | | | 1,456 | 327 |
| Grants | | | | | | - | 10,667 |
| ACTIVITIES | | | | | | | |
| Camps | - | | 580 | 3,299 | 5,835 | 9,714 | 2,121 |
| Other | | | | 36 | | 36 | 680 |
| FUND RAISING | | | | | | | |
| Bedding Plant Sale | | | | | | - | - |
| May Fayre and others | 221 | | | | | 221 | - |
| Beer Festival | 10,491 | | | | | 10,491 | - |
| SUNDRY RECEIPTS | | | | | | | |
| Hire of Hall | 6,838 | | | | | 6,838 | 6,184 |
| TOTAL RECEIPTS | 19,290 | - | 3,859 | 5,635 | 6,171 | 34,955 | 24,113 |

1st SEDGLEY SCOUT GROUP

DETAILED PAYMENTS for the year ended 31 March 2023

| General Funds | | | | | | | Previous Year £ |
|------------------------------|-----------------------------|-----------------------|-----------------------|--------------------|-------------|------------|-----------------------|
| | Executive Committee £ | Building Fund £ | Beaver Scouts £ | Cub Scouts £ | Scouts £ | Total £ | |
| PREMISES | | | | | | | |
| Rent | 21 | | - | - | - | 21 | 21 |
| Water Rates | 406 | | - | - | - | 406 | 86 |
| Light and Heat | 4,746 | | - | - | - | 4,746 | 3,207 |
| Insurance | 1,906 | | - | - | - | 1,906 | 2,048 |
| Repairs and Renewals | 3,204 | | - | - | - | 3,204 | 2,587 |
| Grass Cutting | 330 | | - | - | - | 330 | 505 |
| Cleaning | 2,161 | | - | - | - | 2,161 | 1,467 |
| Fire Extinguishers | 171 | | | | | 171 | 649 |
| | 12,945 | | - | - | - | 12,945 | 10,570 |
| DONATIONS/GIFTS | | | | | | - | 300 |
| ACTIVITIES | | | | | | | |
| Camps & activities | 2,135 | | 2,373 | 2,850 | 5,287 | 12,645 | 6,444 |
| Training Courses | 306 | | | | | 306 | - |
| Section Nights | - | | 1,420 | 1,445 | 640 | 3,505 | 1,490 |
| FUND RAISING | | | | | | | |
| Other | | | | | | - | - |
| ADMIN/ESTABLISHMENT EXPENSES | | | | | | | |
| Books, Stationery etc. | 1,361 | | | | | 1,361 | 322 |
| AGM Expenses | 815 | | | | | 815 | - |
| Other | 362 | | | | | 362 | |
| OTHER EXPENSES | | | | | | | |
| Uniform Grants | 99 | | | | | 99 | 49 |
| CAPITAL EXPENDITURE | | | | | | | |
| Equipment | 425 | | | | | 425 | (650) |
| Headquarters | 1,119 | | | | | 1,119 | 3,473 |
| PURCHASE OF BADGES | 87 | | 295 | 535 | 168 | 1,085 | 279 |
| TOTAL PAYMENTS | 19,654 | | 4,088 | 4,830 | 6,095 | 34,667 | 22,277 |

1st SEDGLEY SCOUT GROUP

STATEMENTS OF ASSETS & LIABILITIES at 31 March 2023

| | General Funds | | | | | Total £ | Previous Year £ |
|-----------------------|-----------------------------|-----------------------|-----------------------|--------------------|--------------|---------------|-----------------------|
| | Executive Committee £ | Building Fund £ | Beaver Scouts £ | Cub Scouts £ | Scouts £ | | |
| MONETARY ASSETS | | | | | | | |
| Bank Current Accounts | 19,147 | 5,000 | 488 | 2,871 | 4,523 | 32,029 | 33,552 |
| Expense Cards | 1,716 | | | | | 1,716 | - |
| Cash in Hand | 189 | | 16 | - | - | 205 | 110 |
| | <u>21,052</u> | <u>5,000</u> | <u>504</u> | <u>2,871</u> | <u>4,523</u> | <u>33,950</u> | <u>33,662</u> |

NON-MONETARY ASSETS

Land and Buildings

Group Headquarters Insured Value £309924

Scouting Equipment ,Furniture Insured Value £22737

CONTINGENT LIABILITIES

There are no contingent liabilities.

**Independent Examiner's Report to the Trustees of the
1st Sedgley Scout Group**

I report on the accounts of the Group for the year ended 31 March 2023 which are set out on page 4 to 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
3. to state whether particular matters have come to my attention.

Basis of examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention;

1. which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and
- to comply with the accounting requirements of the 2011 Act

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached,

3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's constitution have not been met.



Name: Mrs Kerry Fellows

Qualification: FCCA

Address: Neal and Co Business Services Limited
Shakespeare Buildings, Cradley Road
Cradley Heath
B64 6AG

Date: 30 January 2024