

**BEVERLEY AND HORNSEA  
DISTRICT SCOUT COUNCIL**  
Annual General Meeting

Saturday 14<sup>th</sup> September 2024 – 4pm  
Leven Scout Hut



## **AGENDA**

1. **Introduction and welcome**
2. **Apologies for absence**
3. **Governance topics**
  - a. Approve the minutes of the Annual General Meeting held on Saturday 9<sup>th</sup> September 2023 (addendum 1)
  - b. Adopt the model constitution from Policy, Organisation and Rules (POR) (addendum 2)
  - c. Note the District's financial year
  - d. Agree the number of members that may be appointed to the Trustee Board
  - e. Agree the quorum for future meetings of the District Scout Council (excluding this AGM)
4. **Review of the previous year**
  - a. The District Lead Volunteer's review of Scouts in the Beverley and Hornsea District
  - b. Receive and consider the Annual Report of the District Trustee Board, including the annual Statement of the Accounts
5. **Making appointments**
  - a. Appoint the District Chair (3 year term)
  - b. Appoint the District Treasurer (3 year term)
  - c. Appoint members of the District Trustee Board (3 year terms)
  - d. Appoint the Scrutineer
  - e. Nominate representatives of the District Scout Council to represent the District on the County Scout Council

**Closing remarks**

**BEVERLEY AND HORNSEA  
DISTRICT SCOUT COUNCIL**  
Annual General Meeting

Saturday 9<sup>th</sup> September 2023 – 5pm  
Beverley Masonic Hall



## **MINUTES**

1. Introduction and welcome by Ian Birkinshaw
2. Apologies for absence
3. To approve the minutes of the Extraordinary General Meeting held on Tuesday 25<sup>th</sup> April 2023 (addendum 1) –
  - a. Proposer Ian Birkinshaw, Seconder Darren Burgess
4. **Governance topics**
  - a. Adopt the model constitution from Policy, Organisation and Rules
    - a. To be adopted as per addendum 2. –
      - i. Proposer Ian Birkinshaw, Seconder Richard Whomsley
    - b. Any changes made by The Scout Association to the model constitution will be automatically adopted by the District Scout Council as they happen without the need for an EGM or AGM. –
      - i. Proposer Ian Birkinshaw, Seconder Richard Whomsley
  - b. Note the District's financial years
    - a. 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024
    - b. 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025
  - c. Agree the number of members that may be elected to the Trustee Board
    - a. To be maximum of 6 elected members –
      - i. Proposer Ian Birkinshaw, Seconder Terry Jackson
  - d. Agree the quorum for each of the District Scout Council (including this AGM), meetings of the District Trustee Board, meetings of any sub-committees
    - a. 20 members - District Scout Council meetings including this AGM, other AGMs or EGMs –
      - i. Proposer Ian Birkinshaw, Seconder Richard Whomsley
    - b. One third plus 1 of the active trustees - District Trustee Board meetings –
      - i. Proposer Ian Birkinshaw, Seconder Alex Aitkin
    - c. One third plus 1 of the active trustees – sub-committee meetings –
      - i. Proposer Ian Birkinshaw, Seconder Alex Aitkin

5. **Review of the previous year**
  - a. The District Commissioner's review of Scouting in Beverley and Hornsea District – Jacob Birch gave his review of the year.
  - b. To receive and consider the Annual Report of the District Trustee Board including the annual Statement of the Accounts –
    - a. Terry Jackson and Ian Birkinshaw explained Annual Report and Accounts.
6. **Making appointments**
  - a. To approve the District Commissioner's nomination of the District Chair –
    - a. Jacob Birch nominated Ian Birkinshaw to be Acting Chair. All in favour.
  - b. Election of the District Secretary –
    - a. None elected
  - c. Election of the District Treasurer –
    - a. Terry Jackson Proposed by Ian Birkinshaw, Seconder Darren Burgess
  - d. Elections of members to the District Trustee Board –
    - a. Tom Harrison, Richard Whomsley and Lisa Dean Proposed by Terry Jackson, Seconder Christine Bettinson
  - e. To approve the District Commissioner's nominations to the District Trustee Board –
    - a. Katie Scrowston, Susan Healey – all in favour
  - f. To appoint the Scrutineer / Independent Examiner –
    - a. Terry Jackson proposed Sam Rogerson, Seconded by Richard Whomsley – all approved.
  - g. To nominate representatives of the District Scout Council to represent the District on the County Scout Council –
    - a. 1 member to be District Representative at the County Scout Council. Jacob Birch proposed Darren Burgess, Seconded by Ian Birkinshaw
7. Closing comments and presentation by the County Commissioner or their representative. – Gary McCune gave words of thanks.
8. Close

## **5.5 Constitution for a Scout District**

### **5.5.1 Preamble**

This constitution describes the role, membership and operation of the District Scout Council, and the District Trustee Board.

In the interest of openness, especially for new members of the District Scout Council, the District Scout Council should re-adopt their constitution at each Annual General Meeting (AGM).

Apart from use at the District AGM, this constitution must always be used in the context of 5.1, 5.2, 5.3 and 5.7.

### **5.5.2 Charitable objects**

- 5.5.2.1 [Rule 1.1 of The Scout Association Policy, Organisation and Rules]  
Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

### **5.5.3 The District Scout Council and the District Trustee Board**

- 5.5.3.1 The District Scout Council has a governance role for the District Scout charity and, in particular, makes District Trustee Board appointments other than ex officio and co-opted appointments (see Rule 5.5.4.2).
- 5.5.3.2 The District Trustee Board is responsible for the governance of the charity. Although the District Trustee Board is responsible for the charity, it is accountable to the District Scout Council.
- 5.5.3.3 The District Scout Council has no Trustee responsibilities.

### **5.5.4 The District Scout Council - membership**

- 5.5.4.1 Membership of the District Scout Council does not provide any membership status of the Scouts.

#### **5.5.4.2 District Scout Council membership**

- a) The ex officio members of the District Scout Council are members by virtue of their role in The Scouts:
- all adult members with a role in the District - see District roles in the Chapter 16 Roles Table of The Scout Association's Policy, Organisation and Rules
  - all Group Scout Leaders and Deputy Group Scout Leaders from the District
  - all Group Trustee Board Chairs from the District

- all Group Trustee Board Treasurers from the District
  - all Section Leaders, Assistant Section Leaders from the District
  - all Group Active Support Managers from the District
  - all Explorers (including Young Leaders) in the District
  - all members of the Scout Network in the District
  - all parents and carers of all Explorers (including Young Leaders)
  - a representative of the District Troop Leadership Forum, selected from amongst the membership of the Forum
  - the County Commissioner
  - the County Chair
- b) The **appointed** members of the District Scout Council are other supporters of the District appointed by the District Scout Council on the recommendation of the District Commissioner and the District Trustee Board. The number of appointed members must not exceed the actual number of ex officio members (see also (e) below). A District Scout Council does not need to have any appointed members.
- c) The **community** members of the District Scout Council are representatives of the local community appointed because of their role rather than by name. For example local headteachers, or Parish Council members. They are appointed by the District Scout Council on the recommendation of the District Commissioner and the District Trustee Board. The number of community members must not exceed the number of ex officio District Scout Council members (see also (e) below).
- d) Membership of the District Scout Council ends when the:
- member resigns
  - member no longer qualifies as a member of the District Scout Council
  - District Scout Council is dissolved
  - District Scout Council membership is terminated by UK Headquarters following a recommendation by the District Trustee Board.
- e) The total number of appointed and community members of a District Scout Council must not exceed the number of ex officio members.

- f) Appointed members of a District Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.
- g) Community members of a are appointed to the District Scout Council are initially appointed for a term of one year, though they may be renewed annually at the AGM.
- h) District Trustee Board administration (see Rule 5.5.7.9) must ensure that appointed District Scout Council Members are recorded locally in the minutes of the District Scout Council meeting which appoints them (normally the AGM). District Scout Council members, whether ex officio or appointed, must not be recorded as District Scout Council Members on The Scout Association's membership system.

### **5.5.5 District Scout Council - Annual General Meeting**

5.5.5.1 Each District Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the District's financial year. Districts should give 4 weeks notice of the date of the AGM.

5.5.5.2 The AGM must:

- a) Undertake governance oversight by
  - approving the minutes of the previous District AGM
  - adopting (or re-adopting) the constitution of the charity. See Rule 5.3 of The Scout Association Policy, Organisation and Rules.
  - noting the dates of charity's financial year
  - approving appointed and community members of the District Scout Council
  - agreeing the maximum total number of members of the District Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
  - agree the quorum for future meetings of the District Scout Council
- b) Review the previous year by
  - receiving from the District Commissioner an overview of the past 12 months of activity in the District
  - receiving and considering the District [Trustees' Annual Report](#) and the annual statement of accounts approved by the District Trustee Board.

Before the AGM, the accounts must have completed their examination by an appropriate auditor, independent examiner, or

scrutineer (see 5.7.3). This must include the formal report prepared by the auditor, independent examiner, or scrutineer.

c) Make appointments

- appoint a Chair of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board. Vacancies for Chair only occur at the end of their period of appointment (for example, a Chair may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
- appoint a Treasurer of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board. Vacancies for Treasurer only occur at the end of their period of appointment (for example, a Treasurer may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
- appoint other members of the District Trustee Board, following recommendations from the selection process initiated by the District Trustee Board. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
- Appoint two representatives of the District Scout Council to represent the District Scout Council at meetings of the County Scout Council.
- approve the appointment of any District Presidents or District Vice Presidents, and note current appointees (if any).
- appoint (or re-appoint) an auditor, independent examiner or scrutineer as [required](#)
- nominate representatives of the District Scout Council to represent the District on the County Scout Council.

5.5.5.3 Following each District AGM, the District Trustee Board administration must ensure that:

- a) all appointed Trustees are recorded on the membership system, as required by Rules 16.1.2 and 16.2.2.4 of The Scout Association Policy, Organisation and Rules
- b) the District Trustees' Annual Report and Accounts, including the formal report prepared by the auditor, independent examiner, or scrutineer are filed as described in Rule 5.7 of The Scout Association Policy, Organisation and Rules

It is good practice for the District Trustee Board to verify the draft Minutes of the AGM at their first meeting following the AGM, even though the minutes cannot be formally approved until the charity's next AGM.

#### **5.5.6 District Trustee Board – purpose <sup>SV</sup>**

The District Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

- 5.5.6.1 Members of the District Trustee Board must act collectively as charity trustees of Scout District, and in the best interests of the charity's members.
- 5.5.6.2 Governance roles must be distinct to help manage conflicts of interest. This means that the roles of District Chair and District Treasurer must be kept separate and be done by two different people.
- 5.5.6.3 The District Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:
  - a) The charity is:
    - well managed
    - carrying out its purposes for the public benefit
    - complying with the charity's governing document and the law
    - managing the charity's resources responsibly
  - b) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2 of The Scout Association Policy, Organisation and Rules.
  - c) young people are meaningfully involved in decision making at all levels
  - d) the District has sufficient resources (funds, people, property and equipment) available to meet the planned work of the District including delivery of the high quality programme and resource requirements of the training programme (see Rule 4.2.2 of The Scout Association Policy, Organisation and Rules)
- 5.5.6.4 The District Trustee Board members must themselves collectively:
  - a) develop and maintain a risk register, including putting in place appropriate mitigations



- b) ensure that the District's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the District
- c) maintain and manage:
  - a reserves policy for the charity including a plan for use of reserves outside the 'minimum'
  - an investment policy for the charity
  - a public benefit statement for the charity
- d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the District is properly protected and maintained
- e) ensure the appointment and management and operation of any sub committees, including appointing a Chair to lead the sub committees. This should normally be one of the District's Trustees.
- f) ensure that effective administration is in place to support the work of the District Trustee Board
- g) appoint any co-opted members of the District Trustee Board
- h) ensure transparency of operation, including:
  - prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer as appropriate and as appointed by the District Scout Council at their AGM
  - prepare and approve the District Trustees' Annual Report which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer
  - present the approved Trustees' Annual Report and Annual Accounts to the District Scout Council for their consideration at the District's AGM
  - following the District AGM, ensure that a copy of the District Trustees' Annual Report and Accounts is sent to the County Trustee Board administration (see Rule 5.5.7.9) and, if the District is a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- i) take responsibility for the District's adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor

- j) individually and collectively maintain confidentiality regarding appropriate District Trustee Board business
- k) put in place annually an open and transparent selection process to recommend to the District Scout Council appropriate persons to be appointed members of the District Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).
- l) where staff are employed:
  - act as a responsible employer in accordance with the Scouts' values and relevant legislation
  - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
  - ensure that appropriate specific personnel insurance is in place

5.5.6.5 A District Trustee Board may create sub committees it deems necessary to support its governance function. The District Trustee Board must ensure that for any sub committee it appoints:

- a) its purpose is governance focused and not operational
- b) its members are agreed and approved by the District Trustee Board
- c) the District Trustee Board Chair is an ex officio member
- d) the District Commissioner is an ex officio member

Sub committee members are not District Trustees unless they are already members of the District Trustee Board.

All sub committee members must be recorded on the membership system.

5.5.6.6 To support effective governance and share good practice, the District Chair and Treasurer should create a support network amongst the Group Chairs and Group Treasurers of the District.

## **5.5.7 District Trustee Board - membership <sup>SV</sup>**

5.5.7.1 Subject to the conflict of interest rules (see Chapter 16 and the definition of 'conflict of interest in the Definitions Chapter of The Scout Association Policy, Organisation and Rules), a Trustee may be a member of more than one Trustee Board.

5.5.7.2 A District Trustee Board should comprise a maximum of 12 Trustees (the total of all ex officio, appointed and co-opted Trustee categories), with a

minimum of five Trustees. The maximum number of Trustees should be agreed by the District Scout Council at its AGM.

- 5.5.7.3 Each ex officio, appointed and co-opted member of the District Trustee Board is a charity Trustee of the District as appropriate.
- People invited to attend meetings of the District Trustee Board, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.
- 5.5.7.4 Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- 5.5.7.5 Some Districts may also need to register as a charity (see Rule 13.1.2 of The Scout Association Policy, Organisation and Rules).<sup>SV</sup>
- If registered, the District registration number must be recorded on the membership system.
- Districts must not use any other charity number than their own.
- 5.5.7.6 All Trustees must complete learning as specified in Rule 16.2.1, 16.2.3, 16.2.4 and the Chapter 16 Roles Table of The Scout Association Policy, Organisation and Rules.
- 5.5.7.7 A District Trustee Board and any sub committees should have at least two Trustees aged between their 18<sup>th</sup> and 25<sup>th</sup> birthdays.
- 5.5.7.8 Each District Trustee Board requires effective administration. The administration may be provided by one or more persons as appropriate to the District.
- 5.5.7.9 The selection processes leading to appointment of District Trustees must include a rigorous and transparent selection process, which includes advertising vacancies widely.
- 5.5.7.10 The members of the District Trustee Board are:
- a) The District Commissioner and the District Youth Commissioner are ex officio members of a District Trustee Board <sup>SV</sup>
- There is only one ex officio Trustee role for a District Commissioner, so where there are joint role holders for District Commissioner, the role holders must decide, in discussion the District Chair, which of them will be the ex officio Trustee. However, each District Commissioner role holder must be eligible to be a Trustee (as specified in Chapter 16 of The Scout Association Policy, Organisation and Rules).

There is only one ex officio Trustee role for a District Youth Commissioner, so where there are joint role holders for District Youth Commissioner, the role holders must decide, in discussion the District Commissioner and the District Chair, which of them will be the ex officio Trustee. However, each District Youth Commissioner role holder must be eligible to be a Trustee (as specified in Chapter 16 of The Scout Association Policy, Organisation and Rules).

- b) The District Trustee Board must initiate a selection process to propose a District Chair to the District Scout Council for appointment at their AGM. The vacancies for the role of Chair only occur at the end of their period of appointment (for example, a District Chair may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.

- c) The District Trustee Board must initiate a selection process to propose a District Treasurer to the District Scout Council for appointment at their AGM. The vacancies for the role of Treasurer only occur at the end of their period of appointment (for example, a District Treasurer may have been appointed for three years and so does not need to be re-appointed after years 1 and 2). The proposal from the Trustee Board is received by the Scout Council at their AGM.

The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.

- d) The appointed members of a District Trustee Board are persons appointed by the District Scout Council at the District's AGM. This should follow a selection process initiated and overseen by the District Trustee Board. The vacancies for the role of Trustee only occur at the end of their period of appointment (for example, a District Trustee may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.

- e) The co-opted members of a District Trustee Board are persons co-opted annually by the District Trustee Board. They are not appointed by the District Scout Council at its AGM.

The number of co-opted members must not exceed the actual number of appointed Trustees (excluding Chair and Treasurer).

- f) The County Chair and the County Commissioner each have the right of attendance at meetings of each of the District Trustee Boards in the Districts in the County.

5.5.7.11 Term limits for Trustees are defined in POR rule 5.3.1.6.

5.5.7.12 If a District Trustee Board Chair or Treasurer resigns, then Rule 16.6.3 of The Scout Association Policy, Organisation and Rules must be followed.

### **5.5.8 District Scout Council - Conduct of meetings**

5.5.8.1 The District Scout Council meets at their AGM (see 5.5.5). It would be unusual for there to be additional meetings of the District Scout Council.

5.5.8.2 A District Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the District Trustee Board.

5.5.8.3 District Scout Council meetings are chaired by the District Chair. If the Chair is unable to be present, the Chair may appoint a delegate to chair a meeting of the District Scout Council subject to such appointment being approved at the start of the meeting by a majority of the District Scout Council members present.

5.5.8.4 Only District Scout Council members, as defined in Rule 5.5.4, may vote in District Scout Council meetings.

5.5.8.5 The quorum for a District Scout Council meeting is agreed by the District Scout Council at their AGM (see 5.5.5.2).

If there is no quorum present at a meeting of the District Scout Council, the meeting must be closed and reconvened at the earliest opportunity.

5.5.8.6 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side,

the Chair does not have a casting vote and the matter is taken not to have been carried.

- 5.5.8.7 In order to discharge their responsibilities, the District Scout Council may meet by video conference as well as (or instead of) face to face when agreed by the District Chair. The District Scout Council must not ‘meet’ using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

- 5.5.8.8 All meetings of the District Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

### **5.5.9 District Trustee Board - Conduct of meetings**

- 5.5.9.1 Meetings of the District Trustee Board should be convened on at least two week’s notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the District Trustee Board.

- 5.5.9.2 District Trustee Board meetings are chaired by the District Chair. If the District Chair is unable to be present, they may appoint a delegate to chair a meeting of the District Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

- 5.5.9.3 Only members of a District Trustee Board as defined in 5.5.7 may vote in its meetings.

- 5.5.9.4 The quorum for a meeting of a District Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.

If there is no quorum present at a meeting of the District Trustee Board, the meeting must be closed and reconvened at the earliest opportunity.

- 5.5.9.5 In the case of a sub committee of the District Trustee Board, the quorum for each sub committee must be set by the District Trustee Board, based on the size of the sub committee and the complexity of its task(s).

- 5.5.9.6 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

- 5.5.9.7 In order to discharge their responsibilities, the District Trustee Board may meet by telephone or video conference as well as face to face when agreed by the District Chair. This includes ‘hybrid’ meetings, where some members are present at an agreed meeting place and others join by telephone or video.

- 5.5.9.8 Where urgent matters arise between scheduled meetings of the District Trustee Board and if it is not practicable to convene a meeting of the District Trustee Board then an electronic voting method (such as email) is allowed for decision making of the District Trustee Board when deemed appropriate by the District Chair. In such circumstances at least 75% of the members of the District Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next District Trustee Board meeting.



## Annual Report of the District Trustee Board and Statement of Accounts 2023 - 2024

Presented at the Annual General Meeting  
Saturday 14<sup>th</sup> September 2024



# Trustees Annual Report - year end March 2024

## Charity Details

Charity Number: 524649

HQ Registration Number: 10001764

Registered Address: 5 Oak Square, Wawne, HU7 5XP

## Trustees

Name	Office (if held)
Jacob Birch	District Lead Volunteer
Ian Birkinshaw	County Chair (acting as District Chair)
Terry Jackson	Treasurer
Chris Whomsley	District Youth Lead
Katie Burgess	Trustee
Lisa Dean	Trustee
Katie Scrowston	Trustee
Thomas Harrison	Trustee
Richard Whomsley	Trustee

# District Team Overview 2023 - 2024

## District Lead Volunteer Review

Scouting in Beverley and Hornsea District has never been more vibrant and has grown every year in both young people and dedicated volunteers. What another year to remember.

The district appreciates and values the dedication and leadership delivered by our volunteers over the past year(s), that has enabled the team to ensure all members of the district have a positive experience in all that we do to equip people, both young and old with “skills for life”. For this we would like to thank each and every one of our volunteers for their dedication and enthusiasm.

The team have worked on increasing visibility around the district, endeavouring to support as many volunteers and young people as possible! We have worked to strengthen and form the district team and moved the trustee board forward. The District Team strives to provide immense support across lots of areas, ensuring that our volunteers and young people are able to do what it is they do best.

We have been lucky enough to appoint some fantastic volunteers to new roles in the district including our Joe Dickinson to Support Team Leader, Chris Whomsley and Katie Burgess as Youth Leads, and, two new Group Leads in 1<sup>st</sup> Beverley, Christine Bettinson and Denise Suggitt as well as two new Group Leads in 1<sup>st</sup> Cherry Burton, Dave White and Clare White. Plus there have been various new volunteers joining us across the sections and units. I wish them all the best in their scouting journey.

We have lost count of the numerous nights away, campfires, swimming sessions, hikes and drives into the countryside that we have been privileged to share with hundreds of young people. It has been incredible to see how the district has supported numerous events that have been organised and all the events that the county have and continue to deliver. We would like to thank you for working tirelessly to support and deliver amazing scouting experiences.

## District Chairs Review

During the last 12 months we have seen some big changes to Scouting through the work we are seeing on transformation. Following on from earlier changes to Trustee Boards back in early 2023 we have seen more updates come as we move to a teams-based structure and move to be more aligned with the Charity Commission and charity guidance.

During the year we have continued to support groups with matters of governance, but also to ensure their Trustee Boards operate effectively and facilitate Scouting across our district.

We would like to take this opportunity to thank the members of the District Trustee Board for all their hard work this year in making sure the support is there for the District Leadership Team to deliver on its goals and targets.

Many thanks

Ian Birkinshaw

County Chair acting as District Chair

# Structure, Governance and Management

## Type of governing document

The District'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 District 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.

## The Management and function of the charity

Beverley and Hornsea District Scout Council is the electoral body that supports Scouting in the Scout District of Beverley and Hornsea. It is the body to which the District Trustee Board is accountable. The role of the District Trustee Board is to support the District Lead Volunteer in meeting the responsibilities of their appointment and to provide support for the Groups, Units and Scout Network in the District.

The District is managed by District Lead Volunteer with support from the District Leadership Team and the Trustee Board. The members of the Trustee Board are the Charity Trustees. As Charity Trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and submitting returns to the Charity Commissioner, as appropriate.

The Board consists of 2 officers the Chair and Treasurer together with the District Lead Volunteer, District Youth Lead and other representation and endeavours to meet 6 times per year.

This District Trustee Board exists to support the District Lead Volunteer in meeting the responsibilities of the appointment. The Trustee Board is a team of volunteers who work

together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life. Further details of the Trustee Board purpose can be found in Chapter 5 of Policy, Organisation and Rules (POR).

### **The induction and training of new trustees**

Members of the Trustee Board endeavour complete the training within the first 5 months of joining the board:

001 - Essential Information

GDPR - General Data Protection Regulations

SAFE - Safeguarding Training

SFTY - Safety Training

TRST - Trustee Induction

### **Trustee' consideration of major risks and the systems and procedures to manage them**

#### **Risk and Internal Control**

The District Trustee Board has identified the major risks to which they believe the District is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The District would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The District through the membership fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The District is primarily reliant upon income from subscriptions and fundraising. The District does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the District on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The District is totally reliant upon volunteers to run and administer the activities of the District. If there was a reduction in the number of leaders to an unacceptable level then there would have to be a contraction, consolidation or closure of a provision. In the worst case scenario the complete closure of the District.

Reduction or loss of members. The District provides activities for all young people aged 4 to 25. If there was a reduction in membership in a particular provision as whole then there would have to be a contraction, consolidation or closure of that provision. In the worst case scenario the complete closure of the District.

The District 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, expenses policy, risk register and a comprehensive insurance policies to ensure that insurable risks are covered.

## **Objectives and 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**

The District works with its young people to provide fun, exciting, safe and educational activities to work towards teaching skills for life and earning the badges and top awards.

The District has also been involved in training its volunteers with new permits to allow other activities to be delivered.

Further information can be found in the DLV report.

### **Public Benefit Statement**

The District 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**

Numbers of young people continue to grow.

Lots of young people have been awarded various badges from across the Groups withing the District with various events being organised by the District for the young people. Various support has been offered and given by the District team to the volunteers across the Groups.

Further information can be found in the DLV report.

## **Financial Review**

Brief statement of the charity's policy on reserves

### **Reserves Policy**

The District policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The District Trustee Board considers that the District should hold a sum equivalent to 6 months running costs, circa £10,000.00 (Across both the District funds and 2 Explorers funds). This does not account for any activities that are directly paid for such as camps etc.

The District held General Funds of approximately £12,0000.00 against this at year end.(Across both District and 2 Explorer funds). This is above the level required for operating expenses.

### **Principle sources of funds**

The Districts main source of income is generally Membership Fees with good numbers of young people. During 2023/24 various fundraising activities took place and these activities also raised funds for the District as detailed in the Annual Accounts.

### **How the expenditure has supported the key objectives of the charity.**

The main expenditure of the District represents the payments made to County for Membership fees, collected as an agent on behalf of another charity. There is also expenses towards the running of the District in supporting the Groups, putting on events and purchasing equipment. These all support the work and continuation of the charity as a way of facilitating scouting. Another main expense largely relating to the Explorer units is the amounts paid to the County for the Austria 2023 trip.



## **Investment Policy**

The District's Income and Expenditure is minimal in normal years. Due to the low funds the District Trustee Board does not consider investments at this time. The District Trustee Board does have an instant access savings account, which it holds reserve funds in and generates a small interest amount.

## **Plans for the future**

### **Plans for future periods**

The District plans to continue to offer safe and educational scouting through the work it has started already and will continue to do by delivering weekly sessions for the young people, organising camps and other extra activities.

The District will also actively continue to recruit new young people and volunteers to secure the future of the District.

The District and its trustees and volunteers feel it is in a good shape to continue Scouting moving forward.

# England & Wales

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 Beverley and Hornsea District Scout Council

I report to the trustees on my examination of the accounts of the Beverley and Hornsea District Scout Council for the year ended March 2024.

### Responsibilities and basis of report

As the charity trustees of the Beverley and Hornsea 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 Beverley and Hornsea 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 Beverley and Hornsea 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:

*Slogerson*

Name:

SAMANTHA ROGERSON

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

FAIAAT

MEMBER NO

10063255

Address:

13 THE CROFT, HULL, HU7 6EF

Date:

15/07/2024

District			Explorers Combined			Consolidated Accounts		
INCOME	2023-24	2022-23	2023-24	2022-23		2023-24	2022-23	
Admin	£ 251.50	£ -	£ 304.39	£ -		£ 555.89	£ -	
Clothing	£ 625.75	£ 80.00	£ 360.00	£ 245.00		£ 985.75	£ 325.00	
Donation	£ 115.48	£ -	£ -	£ -		£ 115.48	£ -	
Equipment	£ -	£ -	£ -	£ -		£ -	£ -	
Fundraising	£ 567.99	£ 70.04	£ 526.61	£ 2,215.16		£ 1,094.60	£ 2,285.20	
Gift Aid	£ -	£ -	£ -	£ -		£ -	£ -	
Lead Volunteer	£ -	£ -	£ -	£ -		£ -	£ -	
Membership Fees	£ 4,853.75	£ 51.12	£ 5,220.00	£ 6,055.90		£ 10,073.75	£ 6,107.02	
OSM	£ 875.00	£ 210.00	£ -	£ -		£ 875.00	£ 210.00	
Other	£ 291.69	£ 994.88	£ -	£ 5,017.51		£ 291.69	£ 6,012.39	
Programme	£ 12,110.87	£ 5,087.35	£ 11,154.90	£ 15,023.10		£ 23,265.77	£ 20,110.45	
Support	£ 500.00	£ -	£ -	£ -		£ 500.00	£ -	
Team 14 - 24	£ -	£ -	£ -	£ -		£ -	£ -	
Volunteer Development	£ -	£ -	£ -	£ -		£ -	£ -	
Youth Leads	£ -	£ -	£ -	£ -		£ -	£ -	
Savings Account Transfer	£ -	£ 7,842.43	£ -	£ -		£ -	£ 7,842.43	
<b>TOTAL INCOME</b>	<b>£ 20,192.03</b>	<b>£ 14,335.82</b>	<b>£ 17,565.90</b>	<b>£ 28,556.67</b>		<b>£ 37,757.93</b>	<b>£ 35,050.06</b>	
EXPENSES	2023-24	2022-23	2023-24	2022-23		2023-24	2022-23	
Admin	£ 2,540.17	£ 1,140.94	£ 2,367.75	£ 2,377.26		£ 4,907.92	£ 3,518.20	
Clothing	£ 1,454.39	£ 181.60	£ 1,604.74	£ 284.30		£ 3,059.13	£ 465.90	
Donation	£ 25.00	£ 970.00	£ -	£ -		£ 25.00	£ 970.00	
Equipment	£ 103.92	£ 204.92	£ 639.56	£ 1,183.64		£ 743.48	£ 1,388.56	
Fundraising	£ -	£ -	£ -	£ 297.87		£ -	£ 297.87	
Gift Aid	£ -	£ -	£ -	£ -		£ -	£ -	
Lead Volunteer	£ -	£ -	£ -	£ -		£ -	£ -	
Membership Fees	£ -	£ -	£ 2,375.00	£ 3,754.00		£ 2,375.00	£ 3,754.00	
OSM	£ 470.15	£ 804.00	£ 35.00	£ -		£ 505.15	£ 804.00	
Other	£ 57.20	£ 104.86	£ -	£ 4,991.07		£ 57.20	£ 5,095.93	
Programme	£ 12,032.32	£ 7,454.30	£ 13,287.18	£ 14,836.34		£ 25,319.50	£ 22,290.64	
Support	£ 447.93	£ 46.09	£ 200.00	£ -		£ 647.93	£ 46.09	
Team 14 - 24	£ -	£ -	£ -	£ -		£ -	£ -	
Volunteer Development	£ 62.00	£ -	£ -	£ -		£ 62.00	£ -	
Youth Leads	£ -	£ -	£ -	£ -		£ -	£ -	
<b>TOTAL EXPENSES</b>	<b>£ 17,193.08</b>	<b>£ 10,906.71</b>	<b>£ 20,509.23</b>	<b>£ 27,724.48</b>		<b>£ 37,702.31</b>	<b>£ 38,631.19</b>	
Account Balances			Account Balances			Account Balances		
Main Account - Natwest (District)	£ 200.00	£ -	£ -	£ -		£ 200.00	£ -	
Main Account - Virgin (District)	£ 8,095.20	£ 5,418.32	£ -	£ -		£ 8,095.20	£ 5,418.32	
Savings - Natwest (district)	£ -	£ -	£ -	£ -		£ -	£ -	
Main Accounts (Explorers)	£ -	£ -	£ 3,461.30	£ 6,464.44		£ 3,461.30	£ 6,464.44	
Stock	£ 171.90	£ 269.10	£ -	£ -		£ 171.90	£ 269.10	
Cash	£ 219.27	£ -	£ 59.81	£ -		£ 279.08	£ -	
<b>TOTAL BALANCES</b>	<b>£ 8,686.37</b>	<b>£ 5,687.42</b>	<b>£ 3,521.11</b>	<b>£ 6,464.44</b>		<b>£ 12,207.48</b>	<b>£ 12,151.86</b>	
Summary			Summary			Summary		
Account Balance Brought Forward	£ 5,687.42	£ 2,258.31	£ 6,464.44	£ 5,632.25		£ 12,151.86	£ 7,890.56	
Total Income	£ 20,192.03	£ 14,335.82	£ 17,565.90	£ 28,556.67		£ 37,757.93	£ 42,892.49	
Total Expenses	£ 17,193.08	£ 10,906.71	£ 20,509.23	£ 27,724.48		£ 37,702.31	£ 38,631.19	
Net Income	£ 2,998.95	£ 3,429.11	£ 2,943.33	£ 832.19		£ 55.62	£ 4,261.30	
Account Balance Brought Forward	£ 8,686.37	£ 5,687.42	£ 3,521.11	£ 6,464.44		£ 12,207.48	£ 12,151.86	
Membership Fees								
Income (gross)	£ 26,528.50	£ 24,081.12				£ 26,528.50	£ 24,081.12	
Paid to County	£ 21,674.75	£ 24,030.00				£ 21,674.75	£ 24,030.00	
Income (net)	£ 4,853.75	£ 51.12				£ 4,853.75	£ 51.12	