

**Annual General Meeting
of the
1st Send (St. Mary's) Scout Group
22nd October 2020**

AGENDA

1. Welcome
2. Apologies for Absence
3. Minutes of Previous AGM
4. Section Reports
5. GSL's Report
6. Treasurer's Report
7. District Commissioner's Report
8. Election of Officers
 - i) Chair – Post Vacant
 - ii) Secretary – Post Vacant
 - iii) Treasurer – Andrew Robertson
 - iv) Fundraising – Post Vacant
9. Items of Business
 - i) Finances – Gift Aid etc.
 - ii) Fundraising – Events and Volunteering
 - iii) Quotation - Replace fascias/soffits
 - iv) HQ Cleaning
 - v) Security – Fence/Lease
 - vi) Skip 'party'
 - vii) Deck-out loft of store
 - viii) Work on kitchen
 - ix) New launching deck
10. Any Other Business

Minutes of the Annual General Meeting of 1st Send (St. Mary's) Scout Group

Held 26th September 2019 at Headquarters (HQ)

Present: Neil Freeman (GSL), Gail Freeman, Kevin Spencer (Asst District Commissioner), Ingrid Botha, Sarah Wright, Gill Barr-Colbeck, David Colbeck, Chris Sansom, Mark Silcock, Janet Manktelow, Martin Manktelow, George Williams, Paul Webb, Rob Barnes, Shaun Cheyne, Anthony Loader, Eileen Loader.

1. Welcome

Neil Freeman opened the meeting at 7:50pm and welcomed everyone.

2. Apologies for Absence

Vicky Robertson, Mark Clover, Anya Williamson, Rick Stephens, Vicki Groves, Steve Groves, Heather Pennells, Jackie Hunt .

3. Minutes of Previous Meeting

The minutes of the previous meeting were agreed as correct.

Ingrid Botha proposed and Sarah Wright seconded.

4. Section Reports

See attachment for Beaver, Cub and Scout Reports.

5. Group Scout Leader (GSL)'s Report

See attachment for GSL's report

6. Treasurer's Report

See attachment for Treasurer's report.

Gail Freeman explained that we were in a deficit situation due to the money spent on the store building roof this year.

Neil Freeman said that we do need to do further building maintenance and we would have to make a group decision on whether to go ahead.

We also need to discuss Gift Aid again.

7. District Commissioner's Report

Achieving Bronze, Silver and Gold in all sections was a big highlight.

There has been a good engagement with Districts.

The Ypres trip for the last post was very inspiring and there was great support from Send.

There is great Young Leader support in groups and they all get a lot from it.

The District Commissioner offered a massive Thank you to all leaders at Send.

Thanks to parents for their support.

Every group needs more help.

Heather Pennells received her 5 year service award.

Philip Locatelli received his 10 year service award.

8. Election of Officers

Chair – Ingrid Botha

Secretary – Sarah Wright

Treasurer – Gail Freeman

Fundraising – Gill Barr-Colbeck

9. Items of Business

i) Finances

We have decided to contract out our bonfire night catering to an independent contractor, because of the sheer amount of work involved to do it ourselves and to try something new. There will be a substantial drop in income so we need to have a bigger push on bucket collections.

We need a bigger push on gift aid. Less than 25% signed up currently. If everyone was able to sign up, it would raise £1500. Sarah Wright has been tasked to create a new form for this. We need to suggest to parents that they could set up a standing order for three times a year to make payments more efficient. A joining fee was also discussed.

There is an option to put payment reminders on O.S.M but there is a fee for this.

It was discussed that we are very good value of money and it would be feasible to raise the term fees to raise more funds. A strong majority of the group voted in favour of this.

Gill questioned the Asst. District Commissioner on the viability of getting finance to fix building.

The amount of capitation we pay is going up year on year.

ii) Fundraising

We are doing the BBQ outsourcing experiment.

We may be able to claim money back from the May Fair and other events like a quiz night.

Our camping events are very good value for money and we may be able to start charging a little bit more for them.

We need a fundraising team rather than just one person and Eileen Loader has stepped forward to help out with some of the organising.

May Fair 2020 will be on Friday 8th May and there will be special V.E day celebrations with “Street Party” style celebrations.

iii) Quotation for Fascias/gutters

We need to replace fascias/soffits/guttering and store roof guttering in PVC. Ryan Roofing have quoted £6500 plus vat. The condition of the roof is of concern. Neil and Ingrid would like the opportunity to sit down with Mark Curtis at Vision Engineering to discuss leasing issues. We voted to assess the condition of the roof and the result was a positive in favour of getting this done before deciding about the gutter work. We need to check that we still need to pay VAT as a charity.

iv) HQ Cleaning

Sarah Wright and Eileen Loader volunteered to clean the toilets and kitchen periodically. Also Sarah to let other parents know when we are going into the HQ to see if anyone else can spare 30 minutes to help.

v) Security Fence/Lease

The idea of installing a "Private Property" sign to stop people wandering through the grounds and allowing their animals to foul on the ground.

vi) Skip Party

We will be ordering an 8yrd skip to have another clear out, after the success of the last one.

vii) Deck out loft of store

This was decided to be a spring job, perhaps at the same time as the skip party.

viii) Work on Kitchen – Still Ongoing

ix) New Launching Deck – Still Ongoing

10. Any Other Business

Small number of parents attended the meeting again and we discussed the idea of sending out a letter regarding non-attendance.

Janet Manktelow offered a sincere Thank You to all leaders and supporters for all the support and everything that they do.

According to GDPR rules, we need to make sure that all group emails are sent out using blind copy function so that emails addresses are not shared around.

We need to support rotary club a bit more as the current members are senior citizens.

REPORTS

Beaver Section

The Beavers were very busy in 2019 and the first few months of 2020. There were lots of creative activities, loads of glitter and many, many badges. There was also camping, only our second camp as a Colony, and much fun was had by all down at Birchmere Scout Campsite on Wisley Common.

Then Covid came along, and we had to stop face-to-face scouting with our Beavers for five and a half months ... but we were the first Section to return to face-to-face meetings (with reduced numbers to help with distancing). There will be more fun, there will be more glitter, and most of all ... more badges!

Special thanks to the Team; Heather, Sarah, and Philip and Sophie

Written for Cheryl Locatelli (Red Beaver) – Beaver Scout Leader

Cub Section

Since the last report the section has had a membership of approximately 24 and currently we have 27 Cubs including three girls.

Sadly, our planned trip this Easter to Chatham Historic Dockyard to sleep over on HMS Cavalier followed by a day in the dockyard had to be cancelled due to Covid 19 restrictions.

Similarly, our summer camp had to be cancelled. However, as a result of Max Snapper's creativity and some great support from the other leaders and parents we had our first (and hopefully last) virtual camp. It may not have been the real thing, but under the circumstances it was a brilliant effort and, based on the responses that were received, it was very much appreciated by those that attended from their back gardens.

Programme

We have at last got a leader who has a natural affinity to IT – hurrah!

Max Snapper has transformed our badge recording and OSM is now used to its full potential. The results are great for the Cubs, but recent badge orders have left our treasurer a little weak at the knees.

Prior to lockdown we made some more bird boxes. A big thank you to all the Mums and Dads that helped keep things safe whilst the Cubs wielded the tools over those two evenings.

Since lockdown until the beginning of this term, we have been holding virtual meetings for the Cubs - you guessed it, with Max at the helm.

This term we have managed a few evenings face to face, with athletics, backwoods cooking and communications, sadly interrupted by a couple more virtual meetings due to isolation of the Year 5 bubble.

Young Leaders

A big thank you to Jono Hemsley who has been helping out for a number of years, but has stepped down due to his studies.

Since introducing James Scott a couple of years ago, he has continued to help out and is a much valued member of the team – thank you James.

Adult Leaders

During this period, we have been joined by Max Snapper (Baloo) on the Adult Leader team. This brings our current leaders to five, Matt, Geraint, John and me.

I would like to publicly acknowledge all of the team for all they have done over the last year, and in particular, since the onset of Covid – 19. On many occasions I have heard it said about Scouting that 'you have to enjoy it'. This team have not only made it enjoyable, whilst providing a brilliant experience for the Cubs, but they have been good friends during difficult times. Thanks to you all.

Rob Barnes aka Baggy

Scout Section

Scouts this year has been interesting and challenging.

First of all I'd like to say a massive thank you to Neil our GSL who is stepping down after 12 years ... thank you for your leadership, support and encouragement and also your hands on support to the Scout Troop, with weekly meetings and our camps.

All the boring stuff you have to do in the background (sorting out insurance, paying the utilities, getting us a better deal, making sure we stay up to date with our training) that means we as Leaders get to do fun stuff with the Beavers, Cubs and Scouts.

Scouts last year we had a Halloween party with traditional games and a visit from our Troop Mascot.

We had Mark Bond back to do axe throwing which is a very popular activity. Simon Lee came along over 2 nights to do lots of fun science experiments with half the Troop. The other half of the Troop went to the Games Workshop to paint mini figures, we have not managed to play the Warhammer game yet as we wanted Billy, a former Scout, and his Dad, Paul (former Orange Beaver), to teach us the game as they play it ... we've not managed to get a date that Billy is not busy!

Lots of the traditional stuff we normally do till Covid19 hit ... we stopped face to face meetings in March, well we stopped all meetings, till Neil set up and organised online Zoom meetings for the Scouts and helped the Leaders know what to do so we could continue them after the Summer Holidays , I say we, I mean Anya, Brandon and our online Zoom consultant Leo W.

Scouts are only meeting virtually at present, as Section Leader I took this decision because of my job working in a Care Home and the high risk Covid19 poses to the Residents.

Mark Silcock – Scout Troop Leader

Treasurers Report - Year to 31/03/2020

It has, as they say, most definitely been a year of 2 halves since my last Treasurer's report. I was delighted in February when Andrew Robertson volunteered to take over as treasurer and I thought the rest of the year would be a gradual handover through May Fair, camps and Scoutabout. How wrong I was! Nevertheless, here we are and here are my last accounts prepared to the end of March 2020, when the world was more or less still normal, I'll be glad to try to answer any queries you may have. Accounts audited as always by the lovely Lisa Daly. Thanks Lisa.

And now, with thanks to all the leaders and volunteers without whom my job as treasurer wouldn't have been the same over the years, that's all folks. Good luck to you all and especially to Andrew who I know is going to do a fantastic job for you all.

Gail Freeman – Outgoing Group Treasurer

Fundraising Report

This has been a difficult year for fundraising.

Our last activity was the Bonfire and Firework Display in November 2019. At this event we trialled outsourcing the hot food catering to a burger van contractor. I think that everyone agreed that this proved successful and should be repeated in subsequent years. Contracting out lessens the need for a number of volunteers to help with the catering and allows them to be deployed elsewhere.

Subsequently we have not been able to hold our annual May Fair 2020 or this year's Firework Display and Bonfire celebrations.

I would like to take this opportunity to thank our committed team of stalwart volunteers who like myself have not had an offspring within the Group for many years, in some cases twenty years plus.

I am standing down from the Fundraising Committee to make way for new blood and new ideas. I will still support any event organised by the new committee.

Gill Colbeck - Fund Raising Committee

Additional report on Fundraising by Neil Freeman

Although Scouting has been in virtual hibernation over the spring and summer of 2020, we have been trying to bolster the funds from whatever source we can. We have still been welcoming Scout-based water-sports at our HQ and have received a small income from the users, and we have lent our large Gala Tent and furniture out to the Ripley Farm Shop who hosted the summertime outdoor cinema events in return for a donation.

More recently, I have had a meeting at our HQ with a Location Scout working for Sky TV who is interested in using our building as a location for a new film production (I'm not able to say what the film is, but it would probably be of great interest to our youth members). If we do get chosen as a Location, there is

likely to be an offer of both cash and a refurbishment of the internal decorations of the hut ... possibly even some repairs to the entry driveway as this forms part of the interest that the film company has in our little plot. I hope to be meeting with the Director in a few weeks' time ... with the meetings' permission, I will continue to be the point of contact for this until such time as we have a new GSL to deal with it.

Group Scout Leader's Report

We must all remember that this is a report for 2019 and the first three months of 2020. Last year was an excellent year for Scouting at Send ... we had camps and activities, fundraisers and outdoor events, and lots of badges earned. Only in the last three weeks of March 2020 did things change, and I remember clearly the point at which we had to call a halt to the sort of Scouting that we had all become used to. It was a Monday evening, and the Cub Leaders were down at the HQ turning Cubs and their parents away in light of the Government announcements made only two hours earlier at the first of many Prime Minister's 4.00pm briefings ... but more about that later.

The Sections have done very well over the last year and, as I said above, many badges have been awarded to our young people. The Beavers continue to thrive, although with slightly reducing numbers to maintain the sanity of our fantastic Beaver Leaders ... but we still have youngsters on our waiting list.

Our Cubs, busy as ever, and a very popular section (something that appears to be a trend across the District) ... something to do with the certain age group and the great activities we provide for them ... well done Cub Team.

And then the Scouts, who have done great things in the year, and with slightly reducing numbers, running most activities has become easier for our experienced and active team there.

Then Lockdown came along and Scouting was presented with one of the greatest challenges in its history. Never before had we been presented with a situation where we were not allowed to meet face-to-face with our youngsters, and so, after a brief hiatus whilst we got things sorted out, both Cubs and Scouts were meeting remotely via Zoom. Unfortunately, for a number of reasons, we were not able to extend this to the Beaver section ... but the Beavers were the first Section to make it back to face-to-face Scouting in September.

Now, Beavers and Cubs have met several times since the easing of restrictions but, due to the Shielding of some of our Leaders, the Scouts haven't quite made it back ... yet! The Scout Section are still meeting on Zoom

In January, both Gail and I announced that, after twelve great years with 1st Send, we wished to stand down for a bit of a rest. Little did we know that Covid-19 was lurking around the corner. Andrew Robertson, one of our Scout Parents volunteered to take on the Treasurer role, and has effectively been doing the job since the beginning of April whilst Gail got the 2019/2020 accounts together and audited ... Gail has presented the accounts earlier in this Annual Report.

I intended to relinquish the GSL role at the end of the summer term, but agreed to stay on a little longer to help see the Group through the worst of the Lockdown. I will now be stepping down as GSL in a few days' time ... although both Gail and I will still be around to offer any help or guidance over the coming months.

Currently, there is no one who has volunteered to take on the role, but the DC has assured me that they are doing everything they can to fill the post.

There are other changes too:

- Ingrid Botha has decided to resign her position as Group Chair ... this is largely because her son, Luke, is no longer a member of the Group.
- As reported in our AGM last year, Gill and David Colbeck will be leaving us as our Fundraisers ... Gill and David are moving to the other side of Guildford and Gill has said she will be available for guidance in the planning of future fundraising events, although she will now be remote from the Send area.

It has been a real pleasure and privilege working with these lovely people to run the Group and I will be sad to see them go ... my heartfelt thanks to all three of you.

- Some good news now: Nancy Hamilton has volunteered to become our Membership Secretary. This is a role that Gail and I shared between us, and it is now nice to see membership being coordinated by one of our Group Parents.

Have you considered being more involved with Scouting? As you can see, the Group needs both Uniformed and Support volunteers. Being a Leader, Sectional Assistant or Occasional Helper can be a lot of fun and doesn't have to be a regular commitment – a number of our Leaders work away from home on occasion and cannot be there every week ... having other adult leaders available enables us to still deliver activities for our young people ... and our support volunteers are essential for fundraising ... these roles can be fun and rewarding, especially if there are a number of you to lighten the load!

My personal thanks to my lovely wife, Gail – without her support I would not have been able to lead 1st Send in the way I have over the last twelve years.

I wish everyone in the 1st Send (St. Mary's) Scout Group all the best for the future ... we have a great Scout Group, and the best I have ever had the pleasure of volunteering for in my Scouting career of over forty years.

Neil Freeman – Group Scout Leader

1st SEND (ST. MARY'S) SCOUT GROUP (Registered Charity No 267767)

Summary of Accounts - Year Ended 31st March 2020

	Bank	Cash	
OPENING BALANCES			
Beavers - Cash		-£ 4.39	
Group - Bank	£ 23,078.43		
Group - Cash		£ 70.02	
Reserve Fund - NS&I	£ 14,814.03		
Scout Investment A/c	£ 4,072.34		
	£ 41,964.80	£ 65.63	£ 42,030.43
INCOME			
Gift Aid	£ 6,472.98		
	£ 6,472.98	£ -	£ 6,472.98
Subscriptions			
All Sections	£ 5,892.00	£ 120.00	
	£ 5,892.00	£ 120.00	£ 6,012.00
Camps, Trips & Activities			
Beaver	£ 127.00	£ 20.00	
Cubs	£ 2,126.00	£ 8.00	
Scouts	£ 1,450.00	£ 50.00	
	£ 3,703.00	£ 78.00	£ 3,781.00
Interest			
Scout Inv A/c interest	£ 25.35		
Reserve Fund Interest	£ 118.51		
	£ 143.86	£ -	£ 143.86
Panto	£ 440.00	£ 40.00	
	£ 440.00	£ 40.00	£ 480.00
Misc. Income			
Use of HQ & Equipment	£ 546.50		
WDSC Resource Centre	£ 9.71		
	£ 556.21	£ -	£ 556.21
Donations			
Various	£ 700.00	£ 72.00	
	£ 700.00	£ 72.00	£ 772.00
Fundraising			
May Fair 2019	£ 3,102.10	£ 24.00	
May Fair 2020	£ 175.00	£ 25.00	
Bonfire Night	£ 4,162.64	£ 100.00	
	£ 7,439.74	£ 149.00	£ 7,588.74
Gross Income			£ 25,806.79
Net Excess Income			£ 9,333.82

	Bank	Cash	
EXPENDITURE			
Capitation	£ 3,547.50		
	£ 3,547.50	£ -	£ 3,547.50
Camps, Trips & Activities			
Beavers	£ 194.37	£ 62.86	
Cubs	£ 1,663.82		
Scouts	£ 2,411.69		
	£ 4,269.88	£ 62.86	£ 4,332.74
Equipment			
Various equip			
	£ -	£ -	£ -
Buildings			
Maintenance	£ 549.24		
Cleaner		£ 400.00	
Buildings Insurance	£ 1,285.45		
Electricity	£ 368.00		
Water / Sewage	£ 108.30		
	£ 2,310.99	£ 400.00	£ 2,710.99
Misc. Expenses			
P&S	£ 35.90		
Leader Expenses	£ 75.00		
Uniforms / Badges	£ 935.14		
AGM	£ 56.96		
Web Hosting	£ 95.83		
Group Activities	£ 120.00		
Gifts	£ 120.84		
Other Insurances	£ 266.00		
	£ 1,705.67	£ -	£ 1,705.67
Panto	£ 488.00		
	£ 488.00	£ -	£ 488.00
Fundraising			
May Fair 2019	£ 704.88		
May Fair 2020	£ 508.00		
Ripley Event	£ 53.41		
Bonfire Night	£ 2,421.78		
	£ 3,688.07	£ -	£ 3,688.07
Gross Expenditure			£ 16,472.97
CLOSING BALANCES			
Beavers - Cash		£ 2.75	
Group - Bank	£ 32,172.25		
Group - Cash		£ 159.02	
Reserve Fund - NS&I	£ 14,932.54		
Scout Investment A/c	£ 4,097.69		
	£ 51,202.48	£ 161.77	£ 51,364.25

1st SEND (ST. MARY'S) SCOUT GROUP (Registered Charity No 267767)
Summary of Accounts - Year Ended 31st March 2020

	Bank	Cash		Bank	Cash
OPENING BALANCES			EXPENDITURE		
Beavers - Cash		£ 4.39	Capitation	£ 3,547.50	
Group - Bank	£ 23,078.43			£ 3,547.50	£ - £ 3,547.50
Group - Cash		£ 70.02	Camps, Trips & Activities		
Reserve Fund - NS&I	£ 14,814.03		Beavers	£ 194.37	£ 62.86
Scout Investment A/c	£ 4,072.34		Cubs	£ 1,663.82	
	£ 41,964.80	£ 65.63	Scouts	£ 2,411.69	
		£ 42,030.43		£ 4,269.88	£ 62.86 £ 4,332.74
INCOME			Equipment		
Gift Aid	£ 6,472.98		Various equip		
	£ 6,472.98	£ -		£ -	£ - £ -
Subscriptions			Buildings		
All Sections	£ 5,892.00	£ 120.00	Maintenance	£ 549.24	
	£ 5,892.00	£ 120.00	Cleaner		£ 400.00
		£ 6,012.00	Buildings Insurance	£ 1,285.45	
Camps, Trips & Activities			Electricity	£ 368.00	
Beaver	£ 127.00	£ 20.00	Water / Sewage	£ 108.30	
Cubs	£ 2,126.00	£ 8.00		£ 2,310.99	£ 400.00 £ 2,710.99
Scouts	£ 1,450.00	£ 50.00	Misc. Expenses		
	£ 3,703.00	£ 78.00	P&S	£ 35.90	
		£ 3,781.00	Leader Expenses	£ 75.00	
Interest			Uniforms / Badges	£ 935.14	
Scout Inv A/c interest	£ 25.35		AGM	£ 56.96	
Reserve Fund Interest	£ 118.51		Web Hosting	£ 95.83	
	£ 143.86	£ -	Group Activities	£ 120.00	
		£ 143.86	Gifts	£ 120.84	
Panto	£ 440.00	£ 40.00	Other Insurances	£ 266.00	
	£ 440.00	£ 40.00		£ 1,705.67	£ - £ 1,705.67
Misc. Income			Panto	£ 488.00	
Use of HQ & Equipment	£ 546.50			£ 488.00	£ - £ 488.00
WDSC Resource Centre	£ 9.71		Fundraising		
	£ 556.21	£ -	May Fair 2019	£ 704.88	
		£ 556.21	May Fair 2020	£ 508.00	
Donations			Ripley Event	£ 53.41	
Various	£ 700.00	£ 72.00	Bonfire Night	£ 2,421.78	
	£ 700.00	£ 72.00		£ 3,688.07	£ - £ 3,688.07
		£ 772.00	Gross Expenditure		£ 16,472.97
Fundraising			CLOSING BALANCES		
May Fair 2019	£ 3,102.10	£ 24.00	Beavers - Cash		£ 2.75
May Fair 2020	£ 175.00	£ 25.00	Group - Bank	£ 32,172.25	
Bonfire Night	£ 4,162.64	£ 100.00	Group - Cash		£ 159.02
	£ 7,439.74	£ 149.00	Reserve Fund - NS&I	£ 14,932.54	
		£ 7,588.74	Scout Investment A/c	£ 4,097.69	
Gross Income		£ 25,806.79		£ 51,202.48	£ 161.77 £ 51,364.25
Net Excess Income		£ 9,333.82			



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

1st Seald (St Mary's) Scout Group.

On accounts for the year
ended

31. 3. 2020

Charity no
(if any)

267767

Set out on pages

remember to include the page numbers of additional sheets

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/DD/YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust's 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Lisa Daly

Date:

16. 10. 2020

Name:

LISA DALY

Relevant professional
qualification(s) or body

ACA

(if any):

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Address:

14 Beech Drive

Ripley

Surrey GU23 6LG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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