

2022 saw Scouting slowly getting back to normal, back to pre-pandemic times. Camping is now back in the programme, St Georges Day Parade has returned and District events are being organised again.

The Group is still thriving but with fewer Beavers, Cubs and Scouts. We had still managed to retain most of our Leaders too, and thank them for all their help in difficult times over the past few the years.

2 Jays Nursery parted company with us at the Scout Hut and moved to Ridge. A new Nursery took a one year Licence and immediately started work on the grounds around the hut, laying down tarmac on the driveway and artificial grass around the front and side of the hut. It looks much smarter!

Many thanks to all the Leaders for the time and effort they put into making the 5th Potters Bar a large and successful Group.

Thank you also to the parents who have served on the Executive Committee. We are extremely short of Leaders for our Beaver Section (6-8 yrs), and Cub Section (8-10yrs) If you know of anyone who can help at Beavers on a Monday 6-7pm or Cubs on a Wednesday 6.30-8pm please contact me at chris.brunning@ntlworld.com.

Chris Brunning, Acting Group Scout Leader



Scout Troop

Camping returned to normal last year with a very successful camp during the Whitsun half term at Phasels Wood, Kings Langley and a Summer Camp near Hay-on-Wye, South Wales with activities enjoyed by all including, hill walking, canoeing on the river Wye, caving, and gorge scrambling. The weather was kind to us, and a good time was had by all.

During the Autumn, the County Green Beret Competition (assault course, orienteering, day and night exercises) returned after a two year break and we managed to enter a team of six members, which finished in a respectable 54th place out of 130 teams entered. This is always a highlight of the year and is both physically and mentally challenging.



Other activities throughout the year included a night hike, wide games, conservation work at Fir & Pond Wood, more orienteering, canoeing and pioneering. Scout numbers fell to 24 members during the year as we have had only a few Cubs move up.

We were pleased that we could run our regular programme again, much the same as pre-covid times, and long may it continue!



Cub Scout Pack





The Cubs have had a great year with few restraints. We are back to normal! All of the Cubs agree that the District camp was the best highlight of the year - three days and two nights camping at Well End. The camp was packed full of activities and excitement; they certainly had an excellent time and went home full of stories and plenty of muddy washing!

During the year, we focused on back to basics Cubs activities including many games, cooking, bushcraft, first aid, hiking and other adventures. We visited Tolmers Activity Centre where Cubs had a taster session of Archery lead by an experienced instructor. They also splashed about on the lake building rafts and setting sail with varying degrees of success! Services at KCM Church with crafts and Christingle and Remembrance & St Georges Day Parades brought us together to celebrate and wear our uniforms with pride. We are looking forward to exciting times ahead with more camping and activities planned along the way!

Beaver Scout Colony

We have had another great year at Beavers. Our varied program has included water wars and tunnels at Tolmers, Archery, learning first aid skills, wide games, hiking, making bug hotels, campfire cooking, water slide, crafting and games.

At Christmas, we had a sleepover in the hut. This was the first experience of being away from family for a night for many of our Beavers. Everyone had a great time. We had a visit from Father Christmas, slept in a box fort and made and ate delicious gingerbread men. We also enjoyed making Christingles at KCM and joining the congregation for a candle lit service. The Beavers also attended the Group Camp in the Summer and learnt new skills to help them on their Scouting journey. Four Beavers were awarded their Bronze Chief Scout Award before heading up to Cubs and we have welcomed 5 new Beavers into the Group.

A huge thank you to our Assistant Leader Tim and our young leaders, Ruby and Archie. Unfortunately, we still don't have a permanent Beaver Leader for the Colony. If you, or anyone you know may be able to help us, please have a chat with Chris Brunning.



We need your help

A thriving Group such as ours requires lots of help, whether that is in leadership positions, helping with administration or becoming an occasional helper at activities.

We rely on the generosity of our volunteers to make it happen.



Our website includes up-to-date programmes for each section, photos and more!

5pb Scouts.co.uk



Annual General Meeting of the 5th Potters Bar Scout Group Council (Charity no. 302560)

On Friday 6th October 2023 @ 7.30pm
5th Potters Bar Scout Headquarters, Furzefield, Potters Bar

AGENDA

1. Apologies and welcome
2. Vote to approve the Minutes from last AGM
3. Receive and adopt the Annual Report for the year ending 31st March
2023
4. Receive and adopt the Treasurer's Report and Annual Accounts for
the year ending 31st March 2023
5. Vote to agree the Acting Group Scout Leader's nomination for Group
Chairperson
6. Vote to elect the Group Secretary (currently vacant)
7. Vote to elect the Group Treasurer
8. Acknowledge any of the Group's Section Leaders expressly indicating
to the AGM (in writing or orally at the meeting), that they are willing
to sit on the Group Executive Committee as an Ex-officio member
9. Vote to agree the Acting Group Scout Leader's nominations to the
Group Executive Committee

10. Vote to elect other members of the Group Scout Council to the Group Executive Committee
11. Vote to fully adopt the Group's Constitution in the model form (without amendment) provided by The Scout Association at Section 5.4 of the Policy, Organisation and Rules.
12. Vote to agree the appointment of Roger Moore MBE as the Independent Examiner of the Group's Accounts
13. Vote to change the name of the Executive Committee to the Trustee Board
14. Vote to determine the Quorum required for meetings of the Trustee Board.
15. Vote to determine the Quorum required for meetings of the Scout Council.
16. Scouting Challenges
17. Presentations
18. AOB
19. BBQ!

Trustees' Annual Report

For the period

From (start date)

0	1	0	4	2	2
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 to end date

3		1	0	3	2	3
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Section AReference and administration details

Charity name

5th Potters Bar Scout Group

Other names the charity is known by

Registered charity number (if any)

3	0	2	5	6	0
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Charity's principal address

124 Moffats Lane

Brookmans Park

Herts

Postcode	AL9 7RW
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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Notes/ Dates acted if not for whole year
1	Martin Adams	Chair	MA has resigned as of 13.09.23, Peter Miles is our incoming Chair
2	Alex Miller	Trustee Board member	
3	Chris Brunning	Acting Group Scout Leader/ Scout Leader	
4	David Sanderson	Group Treasurer	
5	Michelle Pendrell-Smith	Assistant Cub Leader	
6	Alison Young	Trustee Board member	AY will be resigning at the AGM
7	James Sanderson	Deputy Group Scout Leader	
8	Nicki Durrant	Trustee Board member	ND will be resigning at the AGM
9	Mark Trollope	Trustee Board member	
10	Dan Thomas	Group Secretary	DT will be resigning at the AGM, GS position now vacant
11	Phil Day	Trustee Board member	
15			
16			
17			
18			
19			

Section A**Reference and administration details (continued)**

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address

Section B**Structure, governance and management****Description of the charity's trusts**

Type of governing document

(e.g. trust deed, constitution)

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

How the charity is constituted

(e.g. trust, association, company)

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

Trustee selection methods

(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

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

Policies and procedures adopted for:

- a) the induction and training of trustees;
- b) trustee' consideration of major risks and the systems and procedures to manage them

The Trustee Board consists of independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (where they have elected to serve) and parent representatives and meets every 2 to 3 months.

The Trustee Board exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

The maintenance of Group property;
 The raising of funds and the administration of Group finance;
 The insurance of persons, property and equipment;
 Group public occasions;
 Assisting in the recruitment of leaders and other adult support;
 Appointing any sub committees that may be required;
 Appointing Group Administrators and Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control</p> <p>The Trustee Board has identified the major risks to which they believe the Group 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:</p> <p>Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as local churches, community centres and other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p>Injury to leaders, helpers, supporters and members. The Group (through the capitation fees) contributes to the Scout Association's national personal accident and medical insurance policy. We also arrange our own Personal Accident Insurance for Leaders and Adults, and non-member children. Risk Assessments are undertaken before all activities.</p> <p>Reduced income from fund raising and/or Rent. The Group is reliant upon income from fundraising and Rent. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the level of subscriptions, either temporarily or permanently, if so required.</p> <p>Reduction or loss of Leaders. The Group is completely reliant upon volunteers to run and administer its activities. If there was a reduction in the number of leaders to an unacceptable level in a particular section (or the group as a whole) then there would have to be a contraction, consolidation or closure of a section. In such a situation, the Group would take all necessary steps to attempt to return the Group to the status quo.</p> <p>Significant reduction or loss of members. The Group provides activities for all local young people aged 6 to 18. If there was a significant reduction in membership in a particular section or the Group as whole then there would have to be a contraction, consolidation or closure of a section. In such a situation, the Group would take all necessary steps to attempt to return the Group to the status quo.</p> <p>Risk and Internal Control</p> <p>The group has in place systems of <i>internal controls</i> that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>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.</p> <p>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.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> - 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	<p>Regular weekly meetings during the school term time for Beavers, Cubs and Scouts, plus plenty of outdoor activities including, camping, hiking, cooking, canoeing, rafting, climbing, caving, cycling, and sports. All Leaders and Trustee Board members are unpaid volunteers.</p>
Additional details of the objectives and activities	
Public Benefit Statement	<p>The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.</p>

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

Membership levels are reasonable and we continue to offer many exciting activities and opportunities to our members, including offering camping and residential experiences to our young people. We continue to train younger leaders within the Group as many of our leaders are in their mid 50's and 60's and the Group needs to plan for the future. The Group is very much encouraged by the excellent relationship we have with our new tenants, we entered into negotiations at the end of the financial year with respect to a new nursery taking over the building. We are pleased to report that the new nursery are now fully up and running.

Section E**Financial Review**

Brief statement of the charity's policy on reserves

Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the Group should income and fundraising activities fall short. The Trustee Board considers that the Group should hold a sum equivalent to 6 months' operating costs, circa £10,000 as the minimum reserve.

The Group held reserves of approximately £24,000 at year end, which the Trustee Board considers to be entirely reasonable given the following matters: current uncertainties arising out of global affairs, the eventual costly renewal of both minibuses to meet current emissions standards and inflation.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

Investment Policy

- the charity's principal sources of funds (including any fundraising);

The Group's main sources of income are subscription fees, rental income from third party users of our leasehold premises and fundraising on an ad hoc basis. The Group's Income and Expenditure is relatively small and as a consequence, the Group does not have sufficient funds to invest in longer-term investments such as stocks and shares and our reserves are generally earmarked for future capital expenditure. The Group has therefore adopted a low-risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

- how expenditure has supported the key objectives of the charity;

The main expenditure has been on maintaining and repairing our leasehold premises, where the majority of meetings of the Scout Group are held, plus the vehicles and trailers owned by the Group. The Headquarters is also used by two of the local Guide and Brownie Units and the local Explorer Scout Unit, in addition to other rent-generating third party users of the premises.

- investment policy and objectives

The Group does not have sufficient funds to invest in longer term investments, particularly as reserves are generally earmarked for future capital expenditure. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

Section F**Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)

Section G**Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

DocuSigned by:
Christopher Brunning
94F9ABC385174BE...

DocuSigned by:
David Sanderson
A80B34364F37430...

Full name(s)

Christopher Brunning

David Sanderson

Position (eg Secretary, Chair)

Acting Group Scout Leader

Treasurer

Date

05 October 2023

04 October 2023

5TH POTTERS BAR SCOUT GROUP**RECEIPTS & PAYMENTS ACCOUNT SUMMARY
FOR THE YEAR ENDED 31ST MARCH 2023**

	31/3/2023	31/3/2022	31/3/2021
Total receipts for the year	£45,319.85	£33,867.23	£15,504.68
Total payments for the year	£50,948.55	£26,117.81	£24,614.62
Surplus/(Deficit) for the year	<u>£5,628.70</u>	<u>£7,749.42</u>	<u>£9,109.94</u>
RECEIPTS FOR THE YEAR ENDED	31/3/2023	31/3/2022	31/3/2021
Membership Subscriptions received	£4,670.11	£3,109.27	£3,898.02
Membership Subscriptions refunded	-	-	-
Membership Subscriptions paid	<u>£2,756.00</u>	<u>£3,009.00</u>	<u>£3,286.00</u>
	<u>£1,914.11</u>	<u>£100.27</u>	<u>£612.02</u>
Bank Interest	-	-	-
Building Society Interest	-	-	-
Scout Association Loan	-	-	-
Tax refund from Covenants	-	-	-
Activities	£4,056.08	£2,615.46	£100.00
Camp Acc.	£1,078.54	£6,991.33	£263.42
Fundraising	£5,213.75	£13.67	£320.44
Fundraising (mini-bus fund)	-	-	-
Misc Refund	£29.50	-	-
Insurance claim	£4,027.72	-	-
Use of Minibus	£4,087.55	£1,536.11	£490.00
Donations	£189.32	£85.00	-
Rent	£21,785.00	£19,001.75	£10,959.64
Grants	-	-	-
Sundry receipts (t-shirts, sale of old minibuses etc)	£182.28	£514.64	-
TOTAL RECEIPTS FOR THE YEAR	<u>£42,563.85</u>	<u>£30,858.23</u>	<u>£12,218.68</u>
PAYMENTS FOR THE YEAR ENDED	31/3/2023	31/3/2022	31/3/2021
Rent	£346.16	£346.16	£2,485.36
Letting Commission	£3,750.00	-	-
Water	£347.82	£224.98	£542.61
Electricity	£2,705.09	£3,177.21	£1,998.52
Broadband	£299.88	£324.87	£299.88
Gas	£224.35	-	-
Insurance	£4,265.46	£1,724.18	£1,682.50
Repairs & Renewals	£14,953.20	£3,207.39	£5,441.68
New Building costs	-	-	-
Donations and Grants	£550.00	£75.00	£135.00
Activities	£4,571.33	£3,446.75	£366.51
Camp Acc.	£2,610.30	£5,027.31	£1,958.36
Fundraising Expenses	£2,106.81	-	-
Purchases(mini-bus fund)	-	-	-
Loan Repayment	-	-	-
Training	-	-	-
Misc expenses (website/computer costs/other)	£1,060.70	£531.92	£341.30
Bank charges	-	-	-
Purchase of Capital Equipment	£629.80	£184.84	£535.66
Minibus expenses	£8,219.11	£4,375.20	£4,889.62
Purchase of Badges & T shirts	£1,552.54	£463.00	£651.62
TOTAL PAYMENTS FOR THE YEAR	<u>£48,192.55</u>	<u>£23,108.81</u>	<u>£21,328.62</u>
STATEMENT OF ASSETS (& LIABILITIES) AT	31/3/2023	31/3/2022	31/3/2021
Cash	-	-	-
Nat West Bank Account - 13152343	£23,595.37	£27,556.28	£21,917.12
Nat West Bank Account - 13618377	£455.00	£1,986.76	£22.74
Unpresented cheques	£100.32	£100.32	£142.81
Uncleared cheques/debits	£136.03	-	£103.75
Uncleared credits	-	-	-
TOTAL	<u>£23,814.02</u>	<u>£29,442.72</u>	<u>£21,693.30</u>
Surplus for year	£5,628.70	£7,749.42	£9,109.94
Surplus brought forward	£29,442.72	£21,693.30	£30,803.24
TOTAL	<u>£23,814.02</u>	<u>£29,442.72</u>	<u>£21,693.30</u>

Independent examiners report to members of the 5th Potters Bar Scout Group

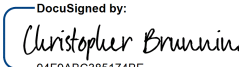
I report that I have examined, without carrying out an audit, the books vouchers and records of the 5th Potters Bar Scout Group and that the receipts and payments and particulars of the assets and liabilities as at the 31st March 2023 are in accordance therewith and I have verified the cash and bank balances.

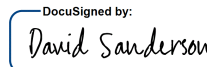


Roger Moore MBE

Date 4 October 2023

The above accounts summary was presented to the Group Scout Council at the AGM held on the 6th October 2023. Approved by the Trustees and signed on their behalf by

DocuSigned by:

 94F9ABC385174BE
Chris Brunning - Acting GSL/Trustee
 05 October 2023

DocuSigned by:

 A80B34364F37430
David Sanderson - Treasurer/Trustee
 04 October 2023

**Minutes of the Annual General Meeting of the
5th Potters Bar Scout Group Council
(Charity no. 302560)**

Friday 30th September 2022
Group Headquarters, Furzefield,
Potters Bar

Present: The total number of those present was estimated to be in the region of 20.

- 1. Apologies and Welcome from the Chairman:** Martin Adams welcomed all to the meeting.
- 2. Minutes of the 2021 AGM:** The minutes of the previous AGM were made available to attendees. The minutes were approved.

3. Group Scout Leader's Report:

Chris Brunning, Acting Group Scout Leader, reported orally on the Group's successes despite the difficulties caused by the Pandemic. Written reports for each section were made available to the meeting.

The formal Annual Report (to be submitted to the Charity Commission) was also made available to the meeting.

4. Treasurer's Report and adoption of the Annual Accounts for the previous financial year:

The group's finances have improved compared to 2020/21. Our reserves at the year-end were about £30k, and income exceeds expenditure. Our income from letting the hall almost doubled now we have a new tenant. However, our Electricity cost has increased significantly. A new gas supply and heating system is to be installed which should lower our electricity usage for heating.

The Annual Accounts were made available at the meeting, as approved by the Executive Committee.

- 5. Group Scout Leader's nomination for Chairperson:** Chris Brunning nominated Martin Adams, which was seconded by a show of hands. Martin Adams accepted the nomination.
- 6. Election of Secretary:** Martin Adams proposed Dan Thomas, which was approved by show of hands.
- 7. Election of Treasurer:** Martin Adams proposed David Sanderson, which was approved by show of hands.
- 8. Acknowledgment of Section Leaders* who have indicated to the AGM that they are willing to sit on the Group Executive Committee.**

Michele Pendrell-Smith
Phil Day

Assistant Cub Scout Leader
Assistant Cub Scout Leader

* The Group Scout Leader (Chris Brunning) and Deputy Group Scout Leader (James Sanderson) are ex-officio members of the Executive Committee.

- 9. Group Scout Leader's nominations to the Group Executive Committee:** Chris Brunning nominated the following individuals, all of whom were approved by a show of hands.

Nicki Durrant
Mark Trollope

- 10. Election of other members of the Group Scout Council to the Executive Committee:** Martin Adams

proposed the following representatives who were all elected unanimously by a show of hands.

Alison Young
Alex Miller

11. Vote to agree the appointment of Roger Moore MBE as the Independent Examiner of the Group's

Accounts: Roger Moore was duly appointed and the Group wishes to thank Roger once again for his assistance.

12. Any other business: There was discussion regarding the challenges to Scouting.

The meeting closed at approximately 8.30pm.





