

10th WIDNES ST MICHAELS CHURCH OF ENGLAND SCOUT GROUP

ANNUAL GENERAL MEETING

5th June 2019

Financial Year 1st January 2018 to 31st December 2018.

AGENDA

- 1) Formal Opening**
- 2) Apologies for Absence**
- 3) Minutes of last AGM**
- 4) Chairman's Report**
- 5) Treasurer's Report and Approval of Accounts**
- 6) Election of Officers: Chair, Vice-Chair, Secretary, Treasurer**
- 7) Approval and Appointment of Auditor/Inspector**
- 8) Nomination of Committee Members**
- 9) District Commissioners' Comments**
- 10) Presentations**
- 11) Any Other Business**
- 12) Close**

Present: 26 people. 15 adults and 11 children.

1) Formal opening

Nick introduced the meeting.

2) Apologies for absence

Elizabeth Ainsworth, Amanda Brown, Jamie Foulger.

3) Minutes of last AGM

Accepted as a true and accurate record of the meeting. No matters arising.

4) Chairman's report

Nick read out the Chairman's report as per the Trustee's annual report, commenting on the success of the group over the year, and fundraising difficulties, including the contribution of Barclays Bank, Halton Borough Council, Halton Play Council, Spinney Avenue School, Cronton C of E, First Steps Nursery and all group leaders and helpers, parents and friends.

5) Treasurer's report and approval of accounts

Sue Rosbottom submitted the financial report.

All financial details are in the booklet. Sue added that despite our healthy overall balance, the amount of money we are able to use is restricted so fundraising is what keeps us afloat. Sue mentioned our major contributors again and expressed her thanks to them for their continued support. She thanked everyone involved in the group for their financial support throughout the year. As usual, if anyone wants to look at the accounts in more detail, Sue will be happy to discuss them. On the account, unsolicited £17.99 was a donation made by cubs and scouts to the Manchester Bee Appeal.

David Worthington proposed that the accounts be approved. Seconded by Karen Foggin. No objections.

Nick then expressed gratitude to Sue.

6) Election of Officers

a. Chair

Nick Walker nominated by Karen Foggin. Nick accepted the position.

b. Vice Chair

Barbara Manley proposed Leza Walker. Sue Rosbottom seconded. Elected unopposed.

c. Secretary

David Worthington nominated Gary Austin. Rachel Cooper seconded. Elected unopposed.

d. Treasurer

Sue Rosbottom was proposed by Leza Walker. Alison Ryan seconded. Elected unopposed.

7) Approval and appointment of Auditor/Inspector

Jayne Vernon was proposed by Nick Walker and seconded by Gary Austin so she was duly appointed.

8) Nomination of Committee members

Nick asked anyone who is interested in joining to contact him or Karen at any time.

9) District Commissioner's Address

No DC's comments were available.

10) Presentations

Karen Foggin announced 5 silver awards, which is the highest award available to cubs. There will be a formal district presentation with a date to be announced. Luke Holwood, Scarlett Foggin, Harry Walker and Charlie Walker were presented with their badges by Richard Hamilton, representative of District.

Richard presented a 15 year service award to leader David Worthington. He also presented a 10 year service award to Leza Walker.

David and Karen invested Harry, Charlie and Luke into 10th Widnes Scouts.

Rachel Cooper presented a Chief Scout Bronze award, the highest award available to Beavers, to

Nick talked about Andrew Brown's service to the group as AGSL amongst other posts. He stood down from AGM last year. Eric Winstanley has also announced his retirement from the group after 40 years. He has worked in many capacities including chef, band helper, executive committee treasurer, general manager and "all round good egg". He retires with our good wishes and the committee will miss him. Nick presented Eric with a token of our appreciation.

11) Any Other Business

None

12) Closure of the meeting by Group Chairman

Nick thanked everyone for their attendance and urged everyone to remain for a cuppa.

TRUSTEES' ANNUAL REPORT FINANCIAL YEAR 1st January 2018 to 31st December 2018 10th Widnes St Michaels Church of England Scout Group.

PLEASE NOTE

Because both Scouting *and* Guiding sections operate from the Group Headquarters a joint Annual General Meeting is held and this Report appropriately includes articles relating to Scouting *and* Guiding under 'Achievements and Performance'. Otherwise, the detail in this Report (and the associated Accounts) is presented exclusively on behalf of the 10th Widnes St Michaels Church of England Scout Group, and supports the reporting and accounting requirements of the Charity Commission under dedicated Charity Registration Number 701064. The Guiding sections are subject to Charity Commission reporting under their own Charity Registration Number.

OBJECTIVES AND ACTIVITIES

10th Widnes St Michaels C of E Scout Group (Group) provides adventurous activities and personal development opportunities for young people aged 6 to 18.

Personal development means promoting the physical, intellectual, social and spiritual well-being of the individual, helping them achieve their full potential to become positive, active citizens, regardless of gender or disability. The Group also promotes international opportunities, including camps and Scout Jamborees, with the aim of strengthening links between The Scout Association in the UK and other members of The World Organization of the Scout Movement.

The Group Executive Committee (Exec) co-operates with the Group Scout Leader (GSL) and the Section Leaders regarding the running and promotion of the Group. The Exec is specifically responsible for the maintenance of the Group Headquarters (HQ) facilities (Hall Avenue, Widnes) and for supporting the Sections by fund raising in order to maximise the scope of activities available to the young people and to ensure that no youngster misses out due to financial difficulties.

In addition, the Group encourages the use of HQ for Community purposes, such as Dance Schools, Art Classes and Play-schemes.

AIM AND PURPOSES

The Group is committed to encouraging young people to learn by doing, when they are given responsibility, work in teams, take acceptable risks and think for themselves. Led by volunteer Leaders, sections for Beavers, Cubs, and Scouts generally meet weekly, term time.

All objectives and activities are undertaken with due consideration to the Policy, Organisation and Rules (POR) of the Scout Association, with safety paramount.

ACHIEVEMENTS AND PERFORMANCE

EXECUTIVE CHAIR REPORT

The last 12 months have been very successful in the development of Scouting & Guiding in Hough Green. Group numbers are solid with many groups having waiting lists for entry and this is testament to the excellent section leaders and the strong and varied activity programmes that they produce. We believe that we offer some fantastic facilities here, which as an executive committee we are continually striving to maintain and improve. This last year has been a quiet one from the exec. Committee as we prepare for a potentially challenging year ahead.

Fundraising is perhaps one of the most important things that we do here, without our fundraisers there would be little money for general maintenance, new equipment or even heating and lighting and I would like to thank everybody who has given their energy and time to this cause.

The building continues to be used by local community groups including the Halton Playgroup and Cronton C of E School.

My closing statement is one that I have used every year in my report to the AGM and I still believe it to be true – I would like to thank everybody who is directly involved with Hough Green Scout & Guide Group parents, leaders, friends and exec. without whom the first class facility that we have here today would merely be a facility.

Nick Walker

TREASURERS REPORT - FINANCIAL YEAR 1st January 2018 to 31st December 2018

HEAD QUARTERS

HQ spend of £5772.61 was lower than last year by £2,497.23. Repairs and Renewals spend of £652.56 relates to routine maintenance of HQ, which was down on last year's spend by £1,213.46. Cleaning costs were also lower by £340.12 this year. Utilities costs went down by 1,091.06, largely due to a refund of £690.25, and Insurance cost were £72.33 lower. However, spend for Heating and Lighting increased by £230.40.

FINANCIAL REVIEW

Solicited donations totalled £520 - many thanks to those who used our HQ and contributed towards our running costs; £320 from Halton Borough Council, £150 from Halton Play Council, and £50 from Cronton C of E School. Each are valued regular supporters.

A total of £5054 was received in Levy, and £2971.50 for Capitation, both amounts included payments relating to previous Financial Year.

Our consistently popular Christmas Fayre raised £631.66, but we did not run a Summer Gala this year. Sadly, our Quiz Night wasn't the usual success, we lost £20.49.

Loan of £1860.02 made by HQ for Chamboree was repaid in full in year.

Including monies brought forward at the beginning of the year, the balances carried forward at 31st December 2018 totalled £159,259.80 which £2851.75 more than at the close of last year. The balance comprises £153,753.54 restricted funds, leaving £5506.26 (£870.05 more than last year) unrestricted. In addition, unspent foreign currency of 350CHF from the Scouts summer 2010 activity trip to Kandersteg remains held over for the next trip to minimise exchange rate charges.

We may have a higher than usual spend next year but will continue to keep our overhead costs as low as we can.

RESERVES POLICY

We aim to maintain £5K easy access monies for contingency, to cover emergency situations that may arise from time to time. We also aim to maintain a Woggle fund of £1K.

We continue to ring-fence bequest monies totalling £142,931.99 from the estate of Mr Kenneth Dean for our 'building fund'. £77877.16 of this is monies from a matured fixed term investment, now retained in an easy access account with AIB that is 'rolled over' weekly until we advise otherwise. The remaining £65,054.83 is deposited in a Virgin instant access account. These monies may be utilised as contingency, exceptionally, and subject to the approval of the Exec.

Monies held on behalf of the Sections and in the International Funds total £1975.94 and £1739.97 respectively, and are restricted accordingly. £1105.64 is carried forward for future camps.

HOUGH GREEN SCOUT & GUIDE GROUP

Charity no. 701064

Financial Statement for Financial Year Ending 31st December 2018

			Income	Expenses	Net
Opening Balances		Sub-total	156,408.05		156,408.05
Sections					
	Loans and Grants		1,860.02	(1,860.02)	0.00
	Beavers		835.00	(982.56)	(147.56)
	Cubs		948.96	(304.56)	644.40
	Scouts		232.38	(209.40)	22.98
	Levy		5,054.00		5,054.00
		Sub-total	8,930.36	(3,356.54)	5,573.82
Capitation		Sub-total	2,971.50	(2,172.50)	799.00
HQ					
	Repairs and Renewals			(652.56)	(652.56)
	Heating and Lighting			(1,270.80)	(1,270.80)
	Insurance			(2,152.11)	(2,152.11)
	Rent			(52.00)	(52.00)
	Cleaning			(762.82)	(762.82)
	Utilities		690.25	(1,419.74)	(729.49)
	HBC Non Domestic Rates			(152.83)	(152.83)
		Sub-total	690.25	(6,462.86)	(5,772.61)
Fund Raisers					
	Christmas Fayre		850.03	(218.37)	631.66
	Donations – Solicited		520.00		520.00
	Quiz Night		42.00	(62.49)	(20.49)
	Scout Bag Pack		501.52		501.52
		Sub-total	1,913.55	(280.86)	1,632.69
Miscellaneous					
	Licenses and Fees			(20.00)	(20.00)
	Interest/Gift Aid		966.85		966.85
	Training		21.56	(150.00)	(128.44)
	Sundry Expenses		0.09	(199.65)	(199.56)
		Sub-total	988.50	(369.65)	618.85
Total Income and Expenditure			171,902.21	(12,642.41)	159,259.80
Closing Balance c/fwd					159,259.80

NOTES:

1. The Financial Statement was prepared using the Receipts and Payments basis.
2. The movements in restricted funds during the year were:

STATEMENT OF ASSETS AND LIABILITIES

	Unrestricted £	Restricted £	Total £
Cash/Bank funds	5,506.26	153,753.54	159,259.80
<i>350CHF cash held over from Summer 2010 activity trip to Kandersteg, Switzerland, but no other monetary assets.</i>			
Investment assets (see Note 3)	6,200.00		6,200.00
No Liabilities (see Note 4)			

3. Fixed asset owned by the Group is the HQ building at Hall Avenue, rateable value £6200. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable furnishings and the contents of the stores (tentage, etc.).

4. No liabilities to record on the Statement of Assets and Liabilities; no bills/costs outstanding for works, services, or goods.

MOVEMENTS IN RESTRICTED FUNDS DURING THE YEAR

	Balance B/Forward £	Receipts £	Payments £	Balance C/Forward £
Camps	1,105.64			1,105.64
Contingency	5,000.00			5,000.00
International Fund	1,739.97			1,739.97
Woggle	1,000.00			1,000.00
Sections	954.60	2,517.86	-1,496.52	1,975.94
Bequest from Mr Kenneth Dean	141,971.63	960.36		142,931.99
	151,771.84	3,478.22	-1,496.52	153,753.54

Accounts prepared by*Sue Rosbottom*(Group Treasurer)

Accounts checked by*Jayne Vernon*(AAT Qualified)

Independent Examiner's Report to the trustees/members of 10th Widnes St Michaels C of E Scout Group

Report on the accounts for the year ended 31st December 2018 which are set out earlier in this document.

Retrospective responsibilities of trustees and examiner - An independent examination is needed for this year and will fulfil the requirements of the Charity Commission. It is my responsibility to examine the accounts, and state whether particular matters have come to my attention.

Basis of examiner's statement - In the course of my examination, no matter has come to my attention:

- 1) Which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep comprehensive accounting records; and
 - to prepare accounts which accord with the accounting records and comply with accounting requirements; have not been met; or
- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....*Jayne Vernon*

VOLUNTEERS

We would like to thanks all the volunteers, front line and behind the scenes, who work so hard to keep our Group running and to make it so lively and vibrant.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Scout Leaders' meetings are held in the first week of every month, term time.

The GSL (Chairman) and the Section Leaders are responsible for considering the well-being, development and progress of Group members, the planning and coordinatin of Group activities, and for keeping the Exec informed of the financial and resource requirements of the programme.

The Exec meets in the second week of every month during term time. It exists to support the GSL, and is responsible for maintaining the Groups property and equipment, raising funds and administrating finance (including insurance) Group public occasions, and helping to recruit Leaders and Adult support. The Exec comprises Chairperson, Vice Chairperson, Secretary, Treasurer, GSL, Section Leaders who advise the Annual General Meeting (AGM) that they wish to sit, and elected members as approved at the (AGM). In addition, the Exec may include persons nominated by the GSL and approved at the AGM. The District Commissioner and the District Chairman also have the right to attend. Minutes from these meetings are reported to the full Exec and are displayed in the entrance hall to the HQ building for wider cascade.

Where considered necessary, for instance for a special project, a sub-committee to the Exec will be formed to meet as often as is required.

At the end of the financial year (31st December) The Group Annual Report and Accounts are prepared by the Group Secretary and the Group Treasurer on behalf of the Exec. The Accounts are examined independently by a suitably qualified person and are presented to the Group AGM. The Group Annual Report and Accounts are subsequently posted on-line to the Charity Commission.

ADMINISTRATIVE INFORMATION

The Group HQ is situated at Hall Avenue, Widnes WA8 8XS. The address for Group related correspondence is 3 Lea Cross Grove Widnes WA8 4FG. The HQ building is owned by the Group; we pay ground rent annually to St Michaels Parish Church Council (PCC).

The Group is registered with the Charity Commission, serial number 701064.

Current serving Exec members are;

Nick Walker - Chairperson

Leza Walker - Vice Chairperson

Gary Austin - Secretary

Sue Rosbottom - Treasurer

Karen Foggin - Group Scout Leader (GSL)

Elizabeth Ainsworth, Andy Morris, Colin Rosbottom – Elected Members

Section Leaders Attendance as required

Group Chair.....*Nick Walker*

Group Secretary.....*Gary Austin*

Group Treasurer.....*Sue Rosbottom*