

19th Durham Scouts

Campfire, BBQ & AGM



Accounts, Minutes and Trustee Report

7th November 2023

www.19nx.org.uk

Annual General Meeting 2022/23 Agenda

1. Welcome & update from the Group Scout Leader - verbal
2. APPROVE the minutes of the 2021/22 Annual General Meeting of the Group Scout Council, as recommended by the Group Trustee Board:
3. APPROVE the delegation to the Group Trustee Board of the appointment of an independent auditor for the Annual Statement of Accounts 2022/23
4. ADOPT the Group Constitution as documented in POR 5.4
5. RECEIVE and CONSIDER:
 - a. Trustees Annual Report 2022/23 – to be taken as read
 - b. Annual statement of accounts 2022/23 - to be taken as read

Resolutions

6. ADOPT Resolution 1, as recommended by the Group Trustee Board:
 - a. That the number of members elected to the Group Trustee Board by the Group Scout Council shall be no more than 3 (three), in addition to the Secretary and Treasurer.
 - b. That the minimum quorum for a meeting of the Group Executive Committee shall be:
 - i. 50% of members where the meeting has been advertised for no less than 7 calendar days; or
 - ii. 75% of members where the meeting has been advertised for less than 7 calendar days;
 - iii. (i) and (ii) notwithstanding the provisions in POR 5.4.6.5 concerning electronic voting
 - c. That the minimum quorum for a meeting of the Group Scout Council shall be 15 members
 - d. That all individuals shall have their membership of the Group Executive Committee and their status as a Trustee of 19th Durham (Neville's Cross) Scout Group terminated with effect from today, in accordance with POR The Appointments Process Rule 4(x), unless:
 - i. They have been elected, or nominated and approved, at this Annual General Meeting
 - ii. They are an ex-officio member by virtue of holding the role of Group Scout Leader or Deputy Group Scout Leader

- iii. They are the holder of a role which is an ex-officio member, but which is required to opt-in if they wish to be a member of the Group Executive Committee, and they have done so verbally this Annual General Meeting or in writing to the Group Scout Leader prior to the meeting

Appointments

The Chair, or another suitable person, will outline the purpose and methods of the Group Executive Committee, and eligibility for membership.

All appointments to be dated until the next Annual General Meeting of the Group Scout Council

7. APPROVE the Group Scout Leader's nomination of the Group Chair
8. ELECT the Group Treasurer
9. ELECT the Group Secretary
10. ELECT members to the Group Executive Committee (subject to the resolution at agenda point 6)
11. APPROVE the Group Scout Leader's nomination of individuals to the Executive Committee; the quantity of approved nominations not to exceed the number of members elected at agenda points 8 through 10.
12. NOTE where any rights are being exercised by the below role holders to join the Group Executive Committee in an ex-officio capacity, in accordance with POR 3.24(b)(iii)
 - a. Beaver Scout Leader
 - b. Cub Scout Leader
 - c. Scout Leader
13. Close of business

2022 Annual General Meeting minutes

Jonathan Tones opened the meeting.

1. Welcome & update from the Group Scout Leader – *verbal*

Jonathan Tones provided a verbal update on the Group activities over the last year.

The meeting was chaired by Darren Melroy on behalf of the Group Chair

The Chair confirmed that the meeting was quorate through a show of hands from members of the Group Scout Council and explained the purpose of the meeting.

2. APPROVE the minutes of the 2020/21 Annual General Meeting of the Group Scout Council, as recommended by the Group Executive Committee:

This item was APPROVED through a show of hands.

3. APPROVE the appointment of John Cowey as independent auditor of the Annual Statement of Accounts 2021/22

This item was APPROVED through a show of hands.

4. APPROVE the delegation to the Group Executive Committee of the appointment of an independent auditor for the Annual Statement of Accounts 2022/23

This item was APPROVED through a show of hands.

5. RECEIVE and CONSIDER:
 - a. Trustees Annual Report 2021/22 – *to be taken as read*
 - b. Annual statement of accounts 2021/22 - *to be taken as read*

This item was RECEIVED and CONSIDERED through a show of hands.

Resolutions

6. ADOPT Resolution 1, as recommended by the Group Executive Committee:
 - a. That the number of members elected to the Group Executive Committee by the Group Scout Council shall be no more than 3 (three), in addition to the Secretary and Treasurer.
 - b. That the minimum quorum for a meeting of the Group Executive Committee shall be:
 - i. 50% of members where the meeting has been advertised for no less than 7 calendar days; or
 - ii. 75% of members where the meeting has been advertised for less than 7 calendar days;
 - iii. (i) and (ii) notwithstanding the provisions in POR 3.24(d)(iv) concerning electronic voting
 - c. That the minimum quorum for a meeting of the Group Scout Council shall be 15 members
 - d. That all individuals shall have their membership of the Group Executive Committee and their status as a Trustee of 19th Durham (Neville's Cross) Scout Group terminated with effect from today, in accordance with POR The Appointments Process Rule 4(x), unless:

- i. They have been elected, or nominated and approved, at this Annual General Meeting
- ii. They are an ex-officio member by virtue of holding the role of Group Scout Leader or Deputy Group Scout Leader
- iii. They are the holder of a role which is an ex-officio member, but which is required to opt-in if they wish to be a member of the Group Executive Committee, and they have done so at this Annual General Meeting

This item was ADOPTED through a show of hands.

Appointments

The Chair, or another suitable person, will outline the purpose and methods of the Group Executive Committee, and eligibility for membership.

All appointments to be dated until the next Annual General Meeting of the Group Scout Council

7. APPROVE the Group Scout Leader's nomination of the Group Chair

The Group Scout Leader nominated Will Greeves. This nomination was APPROVED through a show of hands.

8. ELECT the Group Treasurer

Dawn Brown stood for election. Dawn Brown was ELECTED through a show of hands.

9. ELECT the Group Secretary

No individual stood for election. This post was UNFILLED.

10. ELECT members to the Group Executive Committee (subject to the resolution at agenda point **Error! Reference source not found.**)

Nicky Hayes and Darren Melroy stood for election. Nicky Hayes and Darren Melroy were ELECTED through a show of hands.

11. APPROVE the Group Scout Leader's nomination of individuals to the Executive Committee; the quantity of approved nominations not to exceed the number of members elected at agenda points 8 through 10.

No individuals were nominated by the Group Scout Leader.

12. NOTE where any rights are being exercised by the below role holders to join the Group Executive Committee in an ex-officio capacity, in accordance with POR 3.24(b)(iii)
 - a. Beaver Scout Leader
 - b. Cub Scout Leader
 - c. Scout Leader
 - d. Explorer Scout Leader

Rich Hall as Beaver Scout Leader & Richard Leckenby as Scout Leader exercised their right to opt-in.

13. Close of business

19TH DURHAM SCOUTS NEVILLE'S CROSS

INCOME & EXPENDITURE ACCOUNT

1st April 2022 - 31st March 2023

Balances B/f	1st April 2022
CAF Current	35,211.38
CAF Reserve	30,869.86
	66,081.24

Income	
Termly Subscriptions	12,480.00
Hall Hire	2,802.00
Donations	1,269.26
Events	32,877.18
Gift Aid Received	0.00
Grants	0.00
Fundraising	1,113.15
Misc/interest	1,165.91
Income	51,707.50

Expenditure	
Utilities	1,636.58
Meetings	2,098.42
Camps/events	40,474.56
Training	1,010.00
Equipment/uniform	3,909.77
Admin, IT & Misc	906.52
Hut expenses/Capitation	8,755.87
GoCardless Charges	910.35
Bank charges	144.00
Insurance	2,269.92
Expenditure	62,115.99

Closing Bank Balances	
CAF Current	24,066.45
CAF Reserve	30,841.27
Expense cards	765.03
	55,672.75

Total Income **117,788.74**

Total Expenditure **117,788.74**

AUDITOR'S OPINION

Having examined the books and records of 19th Durham Neville's Cross Scout Group and sought and received explanations where necessary, I am of the opinion that these accounts are a true and fair record of the affairs and transactions of the Group

Signed 
Name John Cowey Date 27/10/2023

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 A Reference and administration details

Charity name	19TH DURHAM (NEVILLE'S CROSS) SCOUT GROUP												
Other names the charity is known by													
Registered charity number (if any)	<table style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">5</td><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">6</td><td style="width: 20px; text-align: center;">6</td><td style="width: 20px; text-align: center;">8</td><td style="width: 20px; text-align: center;">0</td></tr></table>	5	1	6	6	8	0						
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Charity's principal address	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">36 Claude Road</td></tr> <tr><td style="text-align: center;">Merrington Park</td></tr> <tr><td style="text-align: center;">Spennymoor</td></tr> <tr><td style="text-align: center;">Postcode</td></tr> <tr><td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">D</td><td style="width: 20px; text-align: center;">L</td><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">6</td><td style="width: 20px; text-align: center;">7</td><td style="width: 20px; text-align: center;">G</td><td style="width: 20px; text-align: center;">R</td></tr></table> </td></tr> </table>	36 Claude Road	Merrington Park	Spennymoor	Postcode	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">D</td><td style="width: 20px; text-align: center;">L</td><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">6</td><td style="width: 20px; text-align: center;">7</td><td style="width: 20px; text-align: center;">G</td><td style="width: 20px; text-align: center;">R</td></tr></table>	D	L	1	6	7	G	R
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D	L	1	6	7	G	R							

Names of the charity trustees who manage the charity
(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Will Greeves	Chairman	
2	Dawn Brown	Treasurer	
3	Jonathan Tones	Group Scout Leader	
4	Darren Melroy	Group Executive Member	
5	Richard Leckenby	Group Executive Member	
6	Amy Beierholm	Group Executive Member	
7	Richard Hall	Group Executive Member	
8	Nicky Hayes	Group Executive Member	
9			
10			

Names and addresses of advisers (optional information but encouraged as best practice)
(These will be published in the annual report of the charity)

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)	<p>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 Association and The Policy, Organisation and Rules of The Scout Association.</p>
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How the charity is constituted	
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(e.g. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
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:	<p>The Group is managed by the Group Executive Committee, the 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 the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.</p>
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	<p>The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, Deputy Group Scout Leader, individual section leaders (if opted to take on the responsibility) and other members as elected, nominated, or co-opted from interested parties.</p> <p>Members of the Executive Committee complete Essential Information, Safety, Safeguarding, GDPR & Trustee Induction ' training within the first 5 months of taking on the role.</p> <p>This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:</p> <ul style="list-style-type: none"> 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 Group Executive Committee 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 the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. 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 national membership fee contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p>Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The</p>

Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. 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 the worst case scenario this could lead to the complete closure of the Group.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. If there was a 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 the worst case scenario this could lead to the complete closure of the Group.

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: - 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.</p>
Summary of the main activities in relation to these objects	

Scouting activities primarily seek to develop young people through learning by doing - and typically sees weekly meetings being led for young people aged 6-8, 8-10.5, and 10.5-14. Through a Partnership Agreement with Durham City & District Scouts, the Group also supports activities for 14-18 year olds.

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

Intentionally left blank

Public benefit statement

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Group has returned to a normal programme, with all sections running successful nights away - including many young people having their first night away from home. All sections have also participated in a rich programme consisting of both locally organised activities, external visits, and District/County events.

Young people continue to work towards the top awards in each section, and the Group has welcomed a number of new volunteers.

Section E

Financial Review

reserves

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 Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, circa £25,000.

Quantify and explain any designations

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

N/A

Further financial review details (optional information)

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

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

The Group's funds are held in cash, held with a bank that is a member of the Financial Services Compensation Scheme. The Group does not hold any investments.

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

Income is primarily obtained from membership subscriptions paid by the parents/guardians of young people who attend the Group. The Group has benefitted from Covid-19 grants throughout the pandemic, and benefits from other ad-hoc grants from time-to-time.

- investment policy and objectives;

The Group designates funds each year in the following ways:

Headquarter's Membership Fee ('Capitation'): £4,500
 Adult training: £1,500
 Hardship fund: £1,500

Section F

Other Optional Information

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

Additional work is ongoing to identify the level of maintenance and capital works required in future with regards to the group's primary asset, Nelson Hall. This is likely to require significant levels of funding and as a result, the trustees have no concerns about the current level of reserves being in excess of annual running costs.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair)

Date