**1st Samford Valley Scout Group**

**Annual General Meeting**

**Wednesday July 9th, 2014 @ 06:15pm**

**Agenda**

1. Welcome
2. Agree the minutes from last AGM.
3. Chairman report.
4. Group Scout Leader report.
5. Group Treasurer report and financial statement for 2013/2014.
6. Section Leader reports.
7. District Commissioners address.
8. Approve Group Executive Committee Annual Report, including the annual statement of accounts.
9. Appointment of Chairman.
10. Elect Officers – Treasurer and Secretary.
11. Elect Executive Committee Members – 4 to 6.

Assuming the following will remain – April Day, Caroline Collett, Claire Crosbie, Julia Holdcroft, Lisa Davis, Mel Holmes, Tony Wheatley

1. Appoint an auditor.

**1st Samford Valley Scout Group Minutes**

**Annual General Meeting 2013**

**Saturday September 7th, 2013 @ 10:30am-ish**

2 – Minutes from the last AGM were agreed.

3 – Chairman report was short but centred around the importance of the upcoming firework event and the fact that we needed it to be a success. By the end of the report Claire Crosbie had a complete Fireworks Committee organised.

7 – No district commissioner was there.

8 – The Group Executive Committee Annual Report and statement of accounts where approved..

9 – Tony Wheatley agreed to become the new chairman.

10 – Darren agreed to stay on as Treasurer and April Day agreed to become Secretary.

11 – The following people agrred to remain on the Executive Committee Members Caroline Collett, Julia Holdcroft, Lisa Davis, Mel Holmes plus the section leaders.

12 – Keith Bales appointed auditor.

**Group Scout Leader Report**

Samford Valley has had a busy and successful year. This time last year we had 50 children in the group – now we have 61, an increase of 20% and the highest numbers we’ve had for over 15 years. The secret to our success has been the programmes and activities we have put on.

We wouldn’t be able to do this without a hardworking team of volunteer leaders and Young Leaders putting time, imagination, planning and preparation into every meeting. Last summer we genuinely thought we were going to have to close down the beaver colony; this year we have a strong leadership team of Cheryl, Lisa and Linda and a full colony with a small waiting list. We’re sorry that Lisa will be standing down soon but extremely gratefully that she stepped in when she did – without her there would probably be no colony now. Both she and Cheryl were very impressive in the way they hit the ground running at the start of the year.

The leadership situation in cubs has been turbulent this year – with Akela coming and going, and family and work commitments making it hard for assistant leaders to commit the time that they’d like, it has been difficult to keep the programme going. However, with 32 cubs now in the pack (the highest numbers we’ve had for many years) I think we can say that this year, in spite of everything, has been a success.

Although our scout troop is still quite small, we’ve been very lucky when it comes to recruiting leaders. Bob has started the troop up for us and has given the scouts a firm grounding in traditional scouting skills; Adrian has joined him as an Assistant Scout Leader – Adrian is new to scouting but is quick to learn, and gamely took the scouts on camp this summer. And now, as Bob steps down to be an assistant leader, we’ve been joined by David, who brings lots of scouting experience and ideas with him, plus two children to boost the numbers in our troop.

Just as there are three essential elements to starting a fire (fuel, heat and oxygen), so there are three essential elements to a scout group: children, leaders and money. The first we have plenty of, the second we could do with more of, and the third we just don’t have enough of. This has had an impact on the activities we’ve been able to put on over the year and, as we have been running down our reserve this year, promises to have an even greater impact next year. If we had more money we could put on more exciting activities and subsidise them so that all children could take part; we could buy up-to-date equipment, and we could afford to store it properly. As our scout troop grows, lack of suitable equipment will become an increasingly limiting factor.

So, looking forward to next year, when we are forecast to have 75 children in the group, my main concerns are that we are able to recruit new leaders for the cub and beaver sections, to bolster the teams already in place, and that the parents form a functioning executive committee that is able to raise the funds that the children deserve and the leaders need.

**Treasurer’s report to31st March 2014**

**Cash funds**

The cash balance in the current account has fallen over the year to leave us with an end of year balance of £1362.38 compared to last year’s balance of £2437.85 however this is down to 2 main factors,

1. More scouts = more to pay in subs – this goes out mid-march, right near the end of the financial year
2. More spending on great activities for the beavers/cubs and scouts

We still have £752 in the Scout association savings account earning a pitiful £0.06 interest. This savings account may get moved to a more worthwhile one.

We made the move to the Charities Aid Foundation (CAF) online banking system and this is working very well allowing online payments and subs collection. The existing Nat West account is still open but no longer used and all funds are about to be transferred into the CAF account. This will simplify the accounting, ideal for a non-accountant like me!

I**ncomes**

Membership subscription income has risen in line with all the extra children, however actual incomes are down substantially. Fundraising has ground to a halt and the fireworks display, whilst as excellent as ever only brought us £200 in profit. The risk involved in organising this amounts to over £1000 which is simply not worth it so we have sadly agreed with the village hall committee to cease the displays from now on.

Fundraising for the coming year requires some focus and I have discussed this with the Chairman for raising at the AGM. We cannot maintain the group as it is without some fundraising, our outgoings were £1200 more than our incomes!

Gift Aid is an area I have not looked at for a while, it could bring in £300-£400 per year for us and is something on my agenda.

The discount on subs for leaders children is something we can no longer afford and I intend to stop this in time for the Autumn term. This will also simplify how the OSM system collects subs and avoid errors in the future. No other group I know operates a similar discount.

**Outgoings**

Spend on hall rent has been lower this year as we now pay on a “pay as you go” basis with Holbrook Academy and have held more outdoor meetings which is both cheaper and much more fun for the children.

Much more outdoor activities are being funded for all 3 groups, exactly what the money is for.

The lock-up was finally cleared out and the account closed which saves £218/yr.

Insurance of the Group kit is again not being renewed.

**Coming year**

Suggested initiatives to follow are:

* Gift aid – to be asked for and claimed wherever possible
* Leaders’ discounted subs to be halted
* Fundraising – race night, bag packing and car wash – other ideas required

Darren Cooper, Group Treasurer

5th June 2014

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|  |  | **Scrutineer's Report to the Trustees of the** |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  **1st Samford Valley Scout Group** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| I report on the accounts of the Group for the year ended 31 March 2014 |  |  |
|  |  |  |  |  |  |  |  |  |
| **Respective responsibilities of Trustees and Scrutineer** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| As the Group's trustees you are responsible for the preparation of the accounts; you consider |  |
| that neither the audit nor the independent examination requirements of the Charities Act 1993 |
| apply. It is my responsibility, without carrying out an audit or independent examination, |  |
| to scrutinise the accounts and to report to you. |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Basis of Scrutineer's Statement** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| In accordance with the directions given in the Group's constitution, I have scrutinised the  |  |
| records and the accounts set out on pages 2 to 4. |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Scrutineer's Statement** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| In my opinion the accounts are in accordance with the records produced to me and comply |  |
| with the constitution. |  |  |  |  |  |  |  |
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| **Signed** |  |  |  |  |  |  |  |  |
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| K R Bales |  |  |  |  |  |  |  |  |
| 34 Cattsfield |  |  |  |  |  |  |  |
| Stutton |  |  |  |  |  |  |  |  |
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|  |  |  | 1st Samford Valley Scout Group |  |
|  |  |  | Receipts and Payments Account |  |
|  |  |  |  |  |  |  |
|  |  |  | For the year from 1/4/13 to 31/3/14 |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 2013/14 |  | 2012/13 |
|  |  |  |  | Unrestricted |  | Unrestricted |
|  |  |  |  | Funds |  | Funds |
| Receipts |  |  |  |  |  |  |
|  |  |  |  | £ |  | £ |
| **Donations,legacies and similar income** |  |  |  |
| Membership subscriptions |  |  3,116.08  |  |  2,454.89  |
| Donations |  |  |  |  162.25  |  |  47.76  |
| Gift Aid |  |  |  |  -  |  |  -  |
| Start-up Grant |  |  |  100.00  |  |  -  |
| **Sub total** |  |  |  |  **3,378.33**  |  | **2,502.65** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Fundraising** |  |  |  |  |  |
| Fundraising |  |  |  104.49  |  |  760.00  |
| Fireworks |  |  |  |  1,280.77  |  |  1,675.15  |
| **Sub total** |  |  |  |  **1,385.26**  |  | **2,435.15** |
|  |  |  |  |  |  |  |
| **Investment income** |  |  |  |  |  |
| Scout Ass Short Term Investment Service |  0.06  |  | 0.12 |
| **Sub total** |  |  |  |  **0.06**  |  | **0.12** |
|  |  |  |  |  |  |  |
| **Miscellaneous Income** |  |  |  |  |  |
| CAF interest |  |  |  2.18  |  | 0.00 |
| Misc  |  |  |  |  210.00  |  | 0.00 |
| Subs rebate |  |  |  -  |  | 0.00 |
| Scarfs/Woggles |  |  |  47.00  |  | 8.70 |
| YP&A |  |  |  |  1,276.83  |  | 16.00 |
| **Sub total** |  |  |  |  **1,536.01**  |  | **24.70** |
|  |  |  |  |  |  |  |
| **Gross Total Income** |  |  |  **6,299.66**  |  | **4,962.62** |
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|  |  |  | 1st Samford Valley Scout Group |  |
|  |  |  | Receipts and Payments Account |  |
|  |  |  |  |  |  |  |
|  |  |  | For the year from 1/4/13 to 31/3/14 |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 2013/14 |  | 2012/13 |
|  |  |  |  | Unrestricted |  | Unrestricted |
|  |  |  |  | Funds |  | Funds |
| Payments |  |  |  |  |  |  |
|  |  |  |  | £ |  | £ |
| **Charitable Payments** |  |  |  |  |  |
| Youth programme and activities |  | 2,596.52 |  | 773.19 |
| Rent |  |  |  | 1,304.20 |  | 683.40 |
| Insurance |  |  |  | 39.75 |  | 39.75 |
| Materials and equipment |  | 0.00 |  | 0.00 |
| Food |  |  |  | 15.75 |  | 0.00 |
| Contribution to camp costs |  | 0.00 |  | 0.00 |
| Parking and petrol |  |  | 0.00 |  | 4.50 |
| Badges |  |  |  | 278.96 |  | 101.46 |
| Miscellaneous |  |  | 10.98 |  | 136.16 |
| Scarfs/Woggles |  |  | 0.00 |  | 73.75 |
| Uniforms |  |  |  | 10.00 |  | 48.80 |
| 50th Celebrations |  |  | 0.00 |  | 0.00 |
| Membership subs |  |  | 2,038.85 |  | 1,547.90 |
| **Sub total** |  |  |  | **6,295.01** |  | **3,408.91** |
|  |  |  |  |  |  |  |
| **Fundraising expenses** |  |  |  |  |
| Fireworks |  |  |  | 1080.10 |  | 1,325.13 |
| Other |  |  |  | 0 |  | 0 |
| **Sub total** |  |  |  | **1,080.10** |  | **1,325.13** |
|  |  |  |  |  |  |  |
| ***Total Gross Expenditure*** |  | **7,375.11** |  | **4,734.04** |
| ***Net Receipts*** |  |  | **-1,075.45** |  | **228.58** |
|  |  |  |  |  |  |  |
| **Cash Funds last year end** |  | **2,437.83** |  | **2,209.25** |
| **Cash Funds this year end** |  | **1,362.38** |  | **2,437.83** |
|  |  |  |  |  |  |  |

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| **Statement of assets and liabilities at the end of the year** |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | 31/03/2014 |  | 31/03/2013 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Unrestricted |  | Unrestricted |
|  |  |  |  |  | Funds |  | Funds |
|  |  |  |  |  | £ |  | £ |
| **Cash Funds** |  |  |  |  |  |  |
| Bank Current Account (Nat West) |  | 327.34 |  | 3821.22 |
| Bank Current Account (CAF Bank) |  | 449.13 |  | 1000.00 |
| Scout Ass Short Term Investment Service |  | 751.29 |  | 751.23 |
| Petty cash |  |  |  |  | 10.06 |  | 10.06 |
| Bank query |  |  |  | 0.00 |  | 0.00 |
| **Total Cash Funds** |  |  |  | **1537.82** |  | **5,582.51** |
|  |  |  |  |  |  |  |  |
| **Other Monetary Assets** |  |  |  |  |  |
| Gift Aid Claim |  |  |  | 350.00 |  | 350.00 |
| Fireworks Proceeds |  |  |  | 0.00 |  | 0.00 |
| Subscriptions |  |  |  | 0.00 |  | 0.00 |
| **Sub total** |  |  |  |  | **350.00** |  | **350.00** |
|  |  |  |  |  |  |  |  |
| **Non monetary assets for charity's own use** |  |  |  |  |
| Badge Stock |  |  |  | 300.00 |  | 300.00 |
| Scouting equipment etc |  |  | 5,600.00 |  | 6,300.00 |
| **Sub total** |  |  |  |  | **5,900.00** |  | **6,600.00** |
|  |  |  |  |  |  |  |  |
| **Liabilities** |  |  |  |  |  |  |  |
| Uncashed cheques |  |  |  | 175.44 |  | 3,144.68 |
| **Sub total** |  |  |  |  | **175.44** |  | **3,144.68** |
|  |  |  |  |  |  |  |  |
| **Cash fund year end** |  |  |  | **1,362.38** |  | **2,437.83** |
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| The above receipts and payments account and statement of assets and liabilities were |
| approved by the Trustees on and signed on their behalf by |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | Tony Wheatley | Chair |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | Darren Cooper | Treasurer |  |

**Section Leaders’ Reports**

**Beavers**

Our beaver colony has been full all year and we now have a short waiting list. We’ve had three swimming up ceremonies, with almost all our beavers moving on to cubs once they’re eight, and we’ve invested several new beavers.

We’ve been keeping the beavers busy with a wide range of activities. We’ve tried healthy eating, experiments, street dance, first aid, junk modelling, and playing rugby; we’ve looked at China, America and disabilities; we’ve learnt to put up tents and had an indoor campfire. And we’ve been on plenty of visits: we’ve been to Rookery Farm and Jimmy’s Farm, we’ve been to Remembrance Day and Play 2 Day, we’ve done tobogganing and grass-sledging, and we’ve visited the Fire Station and the Transport Museum. The highlight of our year was the District Beaver Sleepover, where 15 of our beavers tried their hands at archery, abseiled off a tower and scrambled over a monkey bridge

The beavers have earned plenty of badges alongside doing all the activities: Creative, Fitness, Friendship, Global and Promise Challenge badges have all been won by some beavers, as have the Adventure, Experiments, Health and Fitness, Healthy Eating, Imagination and Safety Activity badges. And six of our beavers have been presented with their Chief Scout’s Bronze Award – the highest award a beaver can get.

**Cubs**

The cubs have been busy too and with so many of them we have now opened two new sixes, giving four extra cubs the opportunity to be sixers and seconders.

During the past year we have learnt to use knives, axes and saws, and how to light fires (you’ll be pleased to know we did our Emergency Aid badge first), we’ve done cooking, cricket, climbing, crafts, kayaking, codes, carol singing, and we’ve met the Coastguard. We’ve made arrows, rockets, paper planes and a drone fly, we’ve learnt about China, international charities and some of the problems facing children in developing countries; we’ve attended Remembrance Day and St George’s Day services; we’ve been on hikes and we’ve been sporty – so sporty that we came second in the District Sports Day. We’ve been on an overnight camp near Southwold, the District Sixer and Seconder camp at Hallowtree, and our weekend camp at Bures.

And we’ve toasted more marshmallows than is good for our health, and played Jailbreak more times than is good for our sanity.

And next year will be even better!

**Scouts**

This year has been all about building up basic scouting skills. Scouts have been learning how to read maps and use compasses, they can now light fires and cook on them themselves, they are proficient in the use of knives, axes and saws and have even chopped down small trees. They can forage for food, and gut and cook fish on a fire.

They have also attended events with other groups and sections: they have been to the Remembrance Day and St George’s Day services; 3 scouts went to the County Thorpeness Meare Day, 4 went to Orwell District’s Knights’ Challenge Day Camp at Languard Fort, 6 formed a scout sub camp, alongside the cub camp at Bures, the whole troop pitched in to make gadgets for Stutton’s International Women’s Day event, and there will be 8 of us going to the County Wet Weekend in a few days’ time.

## Group Executive Committee Annual Report For the period 1 April 2013 – 31 March 2014

### a) Reference and Administration Details

**Charity Name:**  1st Samford Valley Scout Group

**Principal Address:** c/o Tony Wheatley

 Pannington Hall Cottage

Wherstead

IP9 2AR

**Trustees:**

|  |  |  |
| --- | --- | --- |
| Name | Office (if any) | Dates acted (if not whole year) |
| Tony Wheatley | Chair |  |
| April Day | Secretary |  |
| Darren CooperAlison Nichols | TreasurerGroup Scout Leader |  |
| Sarah IvesCheryl HeathBob Self | Cub LeaderBeaver LeaderScout Leader | Sept 2013 – Feb 2014 |  | Jan – May 2011 |
| Caroline CollettJulia HoldcroftLisa DavisMel Holmes |  |  |
|  |  |  |
| **Scrutineer:** | Keith Bales | 34 Cattsfield, Stutton |

### b) Structure, Governance and Management

* The Group's governing documents are those of 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.
* The Group is a trust established under its rules which are common to all Scouts. It has a constitution, drawn up in accordance with the Policy, Organisation and Rules of The Scout Association, and Charity Commission guidance.
* The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
* 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 registration, keeping proper accounts and making returns to the Charity Commission as appropriate.
* The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary, together with the Group Scout Leader, individual section leaders and parents’ representation and meets every term or as required. Electronic communication is extensively used for discussion and decision making.
* This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment and is responsible for:
	+ The maintenance of Group property;
	+ The raising of funds and the administration of Group finance, including advising on and setting budgets for sections to follow;
	+ 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.

### c) Objectives and Activities

The objectives of the group are as a unit of The Scout Association. The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership. 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.

Activities undertaken in furtherance of these objectives include:

* Group activities, such as our annual sailing session
* Studying international issues such as child poverty
* Singing in a local residential home

### d) Achievements and Performance

* The Beaver Colony continues to be a success and we now have a waiting list. The programme for beavers is varied,active and adventurous. We have a strong but small leadership team – we need to recruit one more ABSL.
* The Cub Pack is now full and we have a good retention rate between beavers and cubs. The leadership team is rather diffuse, due to family and work commitments, and relies on the GSL. We need to recruit one or two ACSLs.
* The Scout Troop is small but growing. We now have a strong leadership team and a good retention rate between cubs and scouts.
* 30% of our Young People are girls; the male:female ratio for leaders is roughly 50;50 but with the male leaders concentrated in the older sections.
* The fireworks revenue was down on previous successful years, probably because of increasing competition from surrounding villages. In the light of this we have decided not to run the event again. We have a considerable shortfall in funding which must be addressed by raising subs, improving fund-raising efforts, or a combination of the two.

### e) Financial Review

* **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. However, the Group Executive Committee considers that it is no longer realistic for the Group to hold a sum equivalent to one term’s running costs plus the Membership Fee likely to be payable for that year, as this could represent up to £4000. The Group held reserves of approximately £750 against this at year end. This is below the level required for operating expenses. In the event of a substantial shortfall when paying the Membership Fee, the group would have to consider closing.
* The incoming Committee will decide whether to remedy the situation through raising subs, fundraising or a combination of the two.
* **Source of Funds:** Our principal source of funds is subs, augmented by Gift Aid and fundraising. Although spending is tightly controlled, we currently spend more than we earn as we have a policy of keeping subs low. The incoming committee will need to address this.
* **Investment Policy:** The Group's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer term investments such as stocks and shares. 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 or The Scout Association's Short Term Investment Service.

### f) Future Plans

In the coming year we hope to:

* Increase Scout numbers
* Have a recruitment drive to increase the number of cub and beaver leaders
* Continue raising the group’s profile locally
* Increase the amount of equipment owned by the group, in order to improve the quality of activities offered
* Increase the number of activity permits held by the group
* Increase the nights away opportunities offered by the group
* Improve fund-raising.

### g) Declaration

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees:

Signature (1) (2)

Full name(s) (1) (2)

Position (1) (2)

(eg Secretary, Chair)

Date