



Lightcliffe Scout Group

AGM

Tuesday 7th June 2022

Agenda

1. Welcome and introductions (led by Group Chair)
2. Apologies for absence
3. Approval of the Minutes of the previous meeting of the Group Scout Council
4. The Group Scout Council to receive and consider the Annual Report and Accounts (led by the Group Chair)
5. Approval of the Group Scout Leader's nomination of the Group Chair
6. Election of the Group Secretary
7. Election of the Group Treasurer
8. Election of members of the Group Scout Council to the Group Executive Committee
9. Approval of the Group Scout Leader's nomination of members of the Group Executive Committee
10. Appointment of independent auditor, examiner or scrutineer
11. Close



Lightcliffe Scout Group

AGM

12TH November 2021

Minutes

1. Present:

Andrew (Chair), Brian Reeves (GSL), Helen French (ASL), Julian Fothergill (SL), Gillian Ramsey (Beaver/cub assistant leader). Helen Jeffrey, Suzanne Drakeford, Julie Santa (cub leader), Minghao Cai (ABL), Sarah Fuscoe.

2. Welcome and introductions.

Meeting opened and welcome and thanks provided by Brian Reeves.

Passed over to Andrew Donaldson (Chair) for opening remarks:

- Thanks for attending and a warm welcome.
- Well done for everyone's hard work through a turbulent year which we were closed down for most of.
- We returned to face to face scouting on 27th April and have a sense of normality but still need to "Be prepared" in the scouting way and continue to be careful.
- During the close down we were able to complete some of the work needed on the HQ including the work on the kitchen which, when complete, will be full functioning to a commercial standard.
- Thanks to those leaders who have departed from their roles; Indra, Jane and Sarah. We hope they will continue to be involved in the group and wish them well.
- Welcome to those leaders who have agreed to lead sections in their place; Alex Beecham new beaver leader and Julie for stepping up to lead the cub section.

3. Apologies for absence:

Alex Beecham (Beaver leader), Stewart McConnell, Terry Firth, Jane Smallbones and David Manning.

4. Approval of the Group Scout Leader's nomination of the Group Chair.

Brian nominated Andrew Donaldson who agreed to remain as Chair for the ongoing year.

Approved unanimously.

5. Election of the Group Secretary.

Helen Jeffrey unanimously elected into this role.

6. Election of the Group Treasurer.

Margaret Knapton unanimously elected into this role.

7. Election of members of the Group Scout Council to the Group Executive Committee.

Details provided from POR as to the rules and roles of these appointments.
(Paper document shared with attendees)

Others can attend meetings but will have no voting rights.

Voted unanimously on to the Executive Committee:

Stewart McConnell
Sarah Fuscoe
Suzanne Drakeford

Nominated to the Executive committee:

Jane Smallbones
David Manning (provisional to his acceptance and clarity of his role)

Section leaders on the committee:

Alex Beecham (Beavers)
Julie Santa (Cubs)
Julian Fothergill (Scouts)

All roles need updating on Compass.

8. The Group Scout Council to receive and consider the annual report and Accounts.

Accounts had been shared via email and whatsapp in advance of the meeting. There is still an issue with £720 of missing funds and missing invoices/bills. Although this is still being investigated, advice has been taken from District as to how to move forwards and the advice received was to prepare these accounts, have them externally audited and then draw a line and start again with improved financial management. Margaret stepping into the role of treasurer should prevent similar issues moving forwards.

Further expenditure expected this year to ensure the gas and electric meet the new regulation standards.

Discussion points were asked for and discussed including:

- Where did the £18k of covid funds come from?

Initial £10k council grant plus top up funding, as per other local groups.

- The £18385 expenditure on building repairs and maintenance, what has this gone on?

The kitchen so far, doors, lights, electrical work.

- Members of the committee asked that in future, expenditure and incomes could be itemised by project for further clarity.

Margaret and Andrew confirmed this is their intention. This years accounts are in a more summary format due to the financial circumstances but will be more detailed/itemised in future.

Margaret confirmed that she will be running the accounts on a day to day basis and using a spreadsheet to match against the bank account, invoices, receipts etc. These will then be passed to Jo who will input them into QuickBooks. They will then be audited by Barry Smith.

9. Appointment of independent auditor, examiner, or scrutineer (Jo Marshall YPS / Barry Smith FCA).

It was agreed that Jo will continue to be employed to do final accounts ready for submission to Barry Smith for final scrutiny.

The meeting voted unanimously to accept Barry Smith to continue in this role.

10. **AOB**

- Agreed Exec meetings to be 1 per quarter with extra meetings for fundraising events and extra agenda items where necessary.
- Dates of the next meeting to be approved at each meeting so members have plenty of notice.
- Additions to the agenda for the next exec meeting:
- use and access to the group mobile phone.
- Further discussion of the bonfire including breakdown of expenditure and profit on each stall/bar.

11. **Close of Meeting.**

Meeting closed 8.25pm

Date of next meeting:

- AGM May 2022. Exact date to be agreed once the accounts have been prepared.
- Exec committee meeting: Tuesday 25th January 2022. 7.30 pm at the HQ after beavers has finished.

Minutes prepared by H Jeffrey (Secretary)

Treasurer's report.

Lightcliffe Scouts 2021 / 2022 - Accounts

| | | | |
|-----------------------------------|------------------|--|------------------|
| 1st April 2021 to 31st March 2022 | | | |
| Unity Trust Bank | 12,652.98 | | |
| Income | | | |
| Bonfire | 10,600.38 | | |
| COVID Related Funding | 2,934.00 | | |
| Elijah Good | 645.00 | | |
| Guides Rent | 300.00 | | |
| NS&I Interest | 0.43 | | |
| Other | 3,380.03 | | |
| Subscriptions | 8,951.00 | | |
| TOTAL INCOME | 26,810.84 | | 39,463.82 |
| Expenditure | | | |
| Accounting | 378.00 | | |
| All Sections | 183.42 | | |
| Bank Charges | 120.50 | | |
| Beavers | 265.97 | | |
| Bonfire | 6,625.40 | | |
| Broadband | 640.51 | | |
| Brodstock | 12.99 | | |
| Building Repairs and Maintenance | 4,874.78 | | |
| Capitation 2021-2022 | 2,132.50 | | |
| Computer and Domain | 831.28 | | |
| Cubs | 530.15 | | |
| Expenses / Refreshments | 249.79 | | |
| Floats | 159.06 | | |
| HLP | 3,704.01 | | |
| Insurance | 692.94 | | |
| Land Rent | 600.00 | | |
| Materials and Equipment | 324.21 | | |
| Mobile Phone | 180.00 | | |
| Scouts | 561.65 | | |
| Stationery | 181.83 | | |
| Sundry Expenses | 385.62 | | |
| Uniform, Badges | 853.76 | | |
| TOTAL EXPENDITURE | 24,488.37 | | 24,488.37 |
| TOTAL | | | 14,975.45 |
| Capitation 2021-2022 | | | 2,132.50 |
| Guides Rent 2021-2022 | | | 300.00 |
| NS&I Interest | | | 0.43 |
| Unity Trust Bank | | | 16,807.52 |

I have scutinised these accounts and I can confirm that they are in accordance with the records and the explanations received.



Barry Smith FCA
1 June 2022

Lightcliffe Scouts
Period 1 April 2021 to 31 March 2022

Accounts summary

| | |
|-----------------------------|-----------|
| Income | 26,810.84 |
| Expenditure | 24,488.37 |
| Less Floats carried forward | -159.06 |

Surplus 2,481.53

Balance sheet

| | |
|------------|-----------|
| Bank | 16,807.52 |
| NS&I | 4,309.85 |
| Cash float | 159.06 |

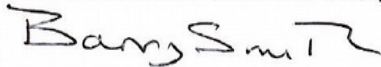
Retained funds 21,276.43

Represented by

| | |
|------------------------------------|-----------|
| Cumulative balance brought forward | 18,794.90 |
| This year's surplus | 2,481.53 |

Total 21,276.43

I have scrutinised these accounts and I can confirm that they are in accordance with the records and the explanations received.



Barry Smith FCA
1 June 2022

Group Scout Leader Report

BEAVERS

Lightcliffe Beavers continued to be a very popular colony last year.

The colony has been reduced from twenty eight to twenty four members now in order to keep numbers at a much more manageable level for sessions. The waiting list stands at around forty. We have sent three Beavers up to Cubs last year with two continuing which is good to see. We lost a few Beavers due to wider club commitments clashing on a Tuesday but we quickly added new ones from the waiting list who were eager to join.

The leaders have remained consistent with Gillian, Claire and myself. We lost a couple of regular parent helpers but we have already refilled these posts now.

The sessions have mainly been in the hut last year with a focus around the core badges. We have run lots of creative, crafts and game based sessions which have gone down really well with the Children. Two external trips to Forgotten Forest were also a big success with the Beavers learning how to start fires and cook on them. This helped us make up ground on some core badges.

Alex Beecham

Beaver Scout Leader



Cub Section Leader - Julie Santa
Cub Assistant Leader - Gillian Ramsey
Cub Assistant Leader - Chris Elkington
Young Leader - Edward Todd

As of the 1st April 2021 we had 19 Cubs, with Beaver transfers as of 31st March 2022 we had 25 Cubs. With more Beavers due to transfer during 2022.

From April 2021 to March 2022 we were able to deliver quality Cub sessions of learning, achieving new skills, working towards badges and most importantly having plenty of fun.

Some of the activities Cubs have completed are:-

Local Knowledge
Fencing
Stove Cooking
Science
War Hammer
Team Building
Karate
Fire Safety
Hikes
Halloween and Christmas parties

13 of our Cubs attended the County Cub Badge Day on Saturday 13th November 2021 thus enabling them to achieve one of the following badges :-Astronomer, DIY, Pioneer

Cubs also have some fun packed, exciting programmes planned for the coming year which we are looking forward to delivering.

Julie Santa
Cub Scout Leader

SCOUTS

Due to unforeseen circumstances I have taken over as Scout Section Leader.

I have put together a varied programme with the support of Terry, Julie, Brian and our Young Leader Jessica to help the young people achieve their Challenge Awards working towards Chief Scout Gold Award.

Over the coming weeks we have the Dawn til Dusk Camp, Scuba Diving taster session and Lazerzone. The Lazerzone night has been organised by the five Brighthouse District attendees who are going to the World Scout Jamboree in South Korea one of which is Jessica our Young Leader.

As part of HM The Queens Platinum Jubilee celebrations the Scouts will be planting saplings as part of the Green Canopy project which will happen later in the year.

Helen French
Scouts Section Leader

Lightcliffe Scouts 2021 / 2022 - Accounts

| | | | |
|-----------------------------------|-----------------|--|-----------------|
| 1st April 2021 to 31st March 2022 | | | |
| Unity Trust Bank | 12652.98 | | |
| Income | | | |
| Bonfire | 10600.38 | | |
| COVID Related Funding | 2934.00 | | |
| Elijah Good | 645.00 | | |
| Guides Rent | 300.00 | | |
| NS&I Interest | 0.43 | | |
| Other | 3380.03 | | |
| Subscriptions | 8951.00 | | |
| | | | |
| TOTAL INCOME | 26810.84 | | 39463.82 |
| | | | |
| Expenditure | | | |
| Accounting | 378.00 | | |
| All Sections | 183.42 | | |
| Bank Charges | 120.50 | | |
| Beavers | 265.97 | | |
| Bonfire | 6625.40 | | |
| Broadband | 640.51 | | |
| Brodstock | 12.99 | | |
| Building Repairs and Maintenance | 4874.78 | | |
| Capitation 2021-2022 | 2132.50 | | |
| Computer and Domain | 831.28 | | |
| Cubs | 530.15 | | |
| Expenses / Refreshments | 249.79 | | |
| Floats | 159.06 | | |
| HLP | 3704.01 | | |
| Insurance | 692.94 | | |
| Land Rent | 600.00 | | |
| Materials and Equipment | 324.21 | | |
| Mobile Phone | 180.00 | | |
| Scouts | 561.65 | | |
| Stationery | 181.83 | | |
| Sundry Expenses | 385.62 | | |
| Uniform, Badges | 853.76 | | |
| | | | |
| TOTAL EXPENDITURE | 24488.37 | | 24488.37 |
| | | | |
| TOTAL | | | 14975.45 |
| | | | |
| Capitation 2021-2022 | | | 2132.50 |
| Guides Rent 2021-2022 | | | 300.00 |
| NS&I Interest | | | 0.43 |
| Unity Trust Bank | | | 16807.52 |

| | |
|----------------|-----------------------|
| Income | 26,810.84 |
| Expenditure | 24,329.31 less floats |
| Surplus | 2,481.53 |

Balance Sheet

| | |
|-----------------------|------------|
| Bank | 16,807.52 |
| NS&I | 4,309.85 |
| Cash float | 159.06 |
| Retained funds | ### |

| | |
|------------------------------------|------------|
| Cumulative balance brought forward | 18,794.90 |
| This year's surplus | 2,481.53 |
| Total | ### |

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The expenditure figure ignores the floats

Balance Sheet

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| NS&I | 4,309.85 |
| Cash float | 159.06 |
| Less | |
| Creditors | 0 |

Retained funds **21,276.43**

Represented by

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Total **21,276.43**


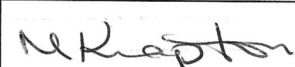
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Barry Smith

Barry Smith FCA
1 June 2022

| | | |
|--|-----------|------------|
|  | Chair | 07/06/2022 |
|  | Treasurer | 07/06/2022 |

Lightcliffe Scouts
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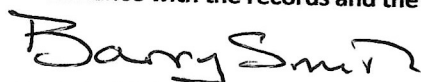
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Barry Smith FCA

1 June 2022

Signed on behalf of all the trustees

| | | |
|---|-----------|------------|
|  | | |
| Andrew Donaldson | Chair | 07/06/2022 |
|  | | |
| Margaret Knapton | Treasurer | 07/06/2022 |