

**Lightcliffe Scout Group**

**AGM**

**Tuesday 6<sup>th</sup> 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 (AGM 2022)
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. Section awards
12. Close

Wine and cheese social

jj  
**Lightcliffe Scout Group**  
**AGM**  
**7<sup>th</sup> June 2022**  
**Minutes**

**1. Welcome and introductions.**

Meeting opened and welcome and thanks provided by Andrew Donaldson (Chair) for opening remarks:

- AGM has returned to normal as we return to pre-pandemic timetable.
- We start this year on a sound financial footing which we must use to ensure compliance to Health and Safety regulations and the improving the conditions we operate in.
- Further works we are considering include: kitchen, electrical works, door replacement, fire safety system, repairs to the floor, toilet improvements, ramp installation and redecorating.
- Recently invested in some new archery equipment.
- Numbers in each section are strong and thanks to the leaders and volunteers who make this possible.
- Thanks to those incredible people who put in so much for free, but more support is always needed; whether working with a section or helping maintain the hut and grounds.
- Thanks and recognition to Alex and Julian who have left us this year as Beaver and Scout leader.

**2. Apologies for absence:**

Helen French (Scout Leader), Sarah Fuscoe, Jane Smallbones

**3. Approval of the minutes of the previous meeting:**

Proposed – Margaret Knapton, Seconded – Brian Reeves

**4. The Group Scout Council to receive and consider the annual report and Accounts:**

Proposed – David Manning, Seconded – Stewart McConnell

**5. 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.

**6. Election of the Group Secretary.**

Helen Jeffrey elected into this role.

Proposed – Andrew Donaldson Seconded – Brian Reeves

**7. Election of the Group Treasurer.**

Margaret Knapton elected into this role.

Proposed – Andrew Donaldson Seconded – Julie Santa

## 8. Election of members of the Group Scout Council to the Group Executive Committee.

Voted on to the Executive Committee:

David Manning  
Stewart McConnell  
Sarah Fuscoe  
Suzanne Drakeford

Proposed – Margarret Knapton    Seconded – Helen Jeffrey

Nominated to the Executive committee by the GSL:

Jane Smallbones  
Sarah Fuscoe

Proposed – Margaret Knapton    Seconded – Helen Jeffrey

Section leaders on the committee:

Julie Santa (Cubs)  
Helen French (Scouts)

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

It was agreed that Jo will no longer be needed to prepare the accounts for scrutiny now Margaret is Treasurer.

The meeting voted unanimously to accept Barry Smith to continue his role as scrutineer. Margaret will deal with him direct.

## 10. AOB

- DC spoke on behalf of District regarding discussions at t recent Distruct team Meeting. Leader Training is changing over the next few years. If a leader is appointed, try to get them through basic training asap.

## 11. Close of Meeting.

Meeting closed 8.26pm

### Date of next meeting:

- AGM 6<sup>th</sup> June 2023 – to include an awards night/prize giving for sections.
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**Minutes prepared by H Jeffrey (Secretary)**

## Lightcliffe Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	01/04/2022	To	31/03/2023

### Receipts and payments

	2022/23 Unrestricted funds £	2021/22 Unrestricted funds £
<b>Receipts</b>	<b>This Year</b>	<b>Last Year</b>
<b>Donations, legacies and similar income</b>		
Membership subscriptions	9,572	8,951
Donations	500	-00
Refunds	-00	-00
<b>Sub total</b>	<b>10,072</b>	<b>8,951</b>
<b>Grants</b>		
Covid Grant	-00	2,934
HMRC Gift Aid	2,915	-00
<b>Sub total</b>	<b>2,915</b>	<b>2,934</b>
<b>Fundraising (gross)</b>		
Fundraising events	14,571	10,600
<b>Sub total</b>	<b>14,571</b>	<b>10,600</b>
<b>Investment income</b>		
Bank interest - NS&I	-00	-00
Bank Interest - Lloyds BBInstOnline	41	-00
Property rent income	800	945
<b>Sub total</b>	<b>841</b>	<b>945</b>
<b>Youth Programme &amp; Activity Income</b>		
Activities	1,718	-00
Camp Blankets for Resale	126	-00
Other	10	3,380
<b>Sub total</b>	<b>1,854</b>	<b>3,380</b>
	<b>30,253</b>	<b>26,810</b>
<b>Asset and investment sales, etc.</b>	<b>-00</b>	<b>-00</b>
<b>Total receipts</b>	<b>30,253</b>	<b>26,810</b>

# Lightcliffe Scout Group

## Receipts and Payments Account

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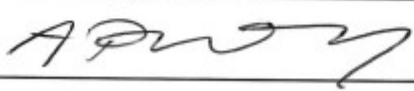

### Receipts and payments

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<b>Payments</b>	<b>This Year</b>	<b>Last Year</b>
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Donations	665	-00
<b>Sub total</b>	<b>4,803</b>	<b>2,133</b>
<b>Youth programme and activities</b>		
Activities - Beavers	285	266
Activities - Cubs	456	530
Activities - Scouts	1,536	562
Activities - All Sections	434	183
<b>Sub total</b>	<b>2,710</b>	<b>1,541</b>
<b>Overheads</b>		
Accounting, Legal and Professional	252	378
Adult Support and Training	257	-00
Badge & Uniform Purchases	628	854
Bank Charges	54	121
Building Repairs and Renewals	2,445	4,875
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Miscellaneous	307	386
Mobile Phone	137	180
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Refreshments for Meetings	28	250
Regulatory and Entertainment licences	326	-00
Rent	600	600
<b>Sub total</b>	<b>20,460</b>	<b>20,656</b>
<b>Community Presence and Donations</b>		
Charitable Donations	-00	-00
<b>Sub total</b>	<b>-00</b>	<b>-00</b>
<b>Total Gross Expenditure</b>	<b>27,974</b>	<b>24,329</b>
<b>Net of receipts/(payments)</b>	<b>2,279</b>	<b>2,481</b>
<b>Cash funds last year end</b>	<b>21,276</b>	<b>18,795</b>
<b>Cash funds this year end</b>	<b>23,556</b>	<b>21,276</b>

## Statement of assets and liabilities at the end of the year

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	£	£
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Cash Float	-00	159
Lloyds Bank Treasurers Account	3,143	-00
Lloyds Bank Online Saver	20,000	-00
Expense Cards	413	-00
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	-00	-00
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<b>Investment assets</b>		
Other investments - Laptops and Printers	-00	-00
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	-00	-00
<b>Sub total</b>	<b>-00</b>	<b>-00</b>
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Accounts not yet paid - gas	141	-00
Accounts not yet paid - electricity	62	-00
Camp prepayments	105	-00
Expenses incurred but not invoiced	-00	-00
Subscriptions not yet paid	-00	-00
Other liabilities	-00	-00
<b>Sub total</b>	<b>308</b>	<b>-00</b>
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<b>Sub total</b>	<b>-00</b>	<b>-00</b>
<b>Total Assets</b>	<b>23,556</b>	<b>21,276</b>
<b>Total Liabilities</b>	<b>308</b>	<b>-00</b>
<b>Solvency</b>	<b>23,248</b>	<b>21,276</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 23 May 2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Andrew Donaldson (Chair)
	Margaret Knapton (Treasurer)

## **Group Scout Leader Report**

Looking back over the last 12 months, Lightcliffe Scout Group has had a very successful year with lot of activities taking place across all the sections and a continued growth in the number of young people joining the group. Indeed, we have seen all sections grow to pre pandemic numbers.

As part of the growth within the group we have had a number of changes of leaders; with the addition of five new beaver leaders and one new assistant Scout Leader. I am pleased to say that all sections have a healthy number of leaders with a number of them completing their wood badges before the training scheme changes. I am pleased to say that Julie Santa has now completed her wood badge and is waiting for it to be presented.

All sections have had very healthy and well-planned programmes for the past year with lots of exciting activities delivered for the young people. There have been a number of camps and scouts took part in Sub Aqua diving at Robin Hood Water Sports.

All sections are working together to make sure that the young persons journey through the sections within the group is smooth and they are achieving the full experience of scouting.

As a result of these activities, there have been a large number of badges awarded across all sections of the group and a number of investitures of both young people and the new leaders.

As part of continuing that challenge, we have been able to invest in equipment to allow us to have an indoor rifle range and, thanks to securing a number of grants, we have also purchased a full set of archery equipment that can be used both inside and outside.

I would also like to take this opportunity to thank the parents and committee that help us to organise fundraising events that enable us to buy much of the equipment need to run the sections on a week-to-week basis.

It must be recognised that all our leaders are volunteers and work extremely hard to provide these great experiences for our young people. I would like to take this opportunity to thank them all for the hard work put into their sections, ensuring the group is successful and that keeping young people interested in scouting and excited about the challenging activities that we provide for them.

**Brian Reeves**

Group Scout Leader

# BEAVERS

Over the past year the beaver section has grown back to 21 beavers and there has been an exciting programme for them to take part in.

In October last year, Helen French along with some newly recruited leaders ran a very successful camp at the headquarters which was attended by all of the beavers. They had a number of activities organised during the day and a film night on the Saturday evening complete with drinks and popcorn.

As Helen organised the camp along with Georgina Knightley, she was able to obtain her camping permit within scouting.

Throughout the rest of the year the beavers have taken part in lots of beaver activities including cooking on open fires, craft and games nights, Irish dancing, nature walks and adventures on the zipwire.

All the beavers have had plenty of opportunities to earn badges and I am also very pleased that, with Helen's hard work alongside the other leaders, we were able to present seven bronze awards.

From a leader point of view, Helen French stepped in to help run the beavers last year after our previous leader Alex left us due to work commitments and we were able to persuade two parents, Liz and Nikki, to take up uniform as Assistant Beaver leaders.

Since then the number of leaders has grown again, when Julie and Linda also came in to the group. Julie Jessop is now the new Beaver leader working with Linda, Liz, and Nikki.

I would also like to take this opportunity to thank parents who have helped with the various activities we have run through out the year.

**Brian Reeves**

Group Scout Leader on behalf of the Beaver Section



Cub Section Leader - Julie Santa

Cub Assistant Leader - Gillian Ramsey

Cub Assistant Leader - Chris Elkington

Cub Assistant Leader - Terry Firth, joining us in 2022 as a regular member of our team.

Young Leader - Edward Todd - In May 2022 we said farewell and good luck to Edward as he left us to pursue his studies at University.

Young Leader - Owen Clayton - We welcomed Owen in Nov 2022, joining us as a valued regular member of our team.

We had 25 Cubs as of the 1st of April 2022 and maintained an average 24 throughout the year, with 24 Cubs on the 31st March 2023.

From April 2022 to March 2023 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:-

Backwoods Cooking

Hikes

Orienteering

Tracking

Navigator

Armpit Fudge

Air Activity

Halloween and Christmas parties

During May 2022, 14 of our Cubs attended the County Cub Badge Day, thus enabling them to achieve one or more of the following badges: Communication, Backwoods Cooking, Pioneering or DIY.

On Sunday 17th July 2022, 13 of our Cubs had a fantastic time after taking up the wonderful opportunity to do Kayaking on the River Calder.

In February 2023, 20 of our Cubs attended The Climbing Hub, with 18 Cubs sleeping over. Many being away from home for the first time, so we'll done all.

We are so proud that we have had the great pleasure of presenting 5 of our Cubs with their Chief Silver Awards. Also pleased that 4 of these young people have moved on and have become Scouts.

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

**Julie Santa**

Cub Scout Leader

# SCOUTS

The Scout section now has 13 scouts and 4 leaders. There have been a number of cubs coming into the scout section which has started to backfill the loss of some of the older scouts who had turned 14. The section is well attended and all the scouts appear to enjoy the activities that are laid on for them.

We have a varied programme which has enabled the Scouts to complete the Model Maker badge through to the Fire Safety badge. The programme has had a mix of traditional scouting activities eg learning to build fires through to modern day skills like making bread and Pizza's. As part of the activities, the scouts have also been on a number of walks away from the Scout Headquarters including the famous chip shop hike.

The Scouts planted saplings within our grounds as part of the Green Canopy Project for HM The Queens Platinum Jubilee Celebrations and the group also attended the St. George's Day Parade in Brighthouse.

During the last 12 months we had 5 young people who received their Chief Scouts Gold Award before leaving the scout section.

Some of the scouts also helped with the fundraising at the annual group bonfire held last October.

As part of the growth of the scout section leadership team we are pleased to welcome Georgina Knightley as a new assistant scout leader who will bring with her a vast amount of experience in scouting which will add to the very experienced team already in place.

The activities continue into this year and in the upcoming weeks we have a camp arranged at Fanwood where the activities planned will go towards a number of badges and we have a full day of water activities at Green Withens in July.

**Helen French**

Scouts Section Leader



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Lightcliffe Scout Group

**On accounts for the year  
ended**

31 March 2023

**Charity no  
(if any)** 1020420

**Set out on pages**

Attached 4 pages

1 to 4 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2023.

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

**Signed:** 

**Date:** 23/05/2023

**Name:** John Barry Smith FCA

**Relevant professional  
qualification(s) or body  
(if any):**

Institute of Chartered Accountants

**Address:** First Floor

1 Edmund Street, Bradford

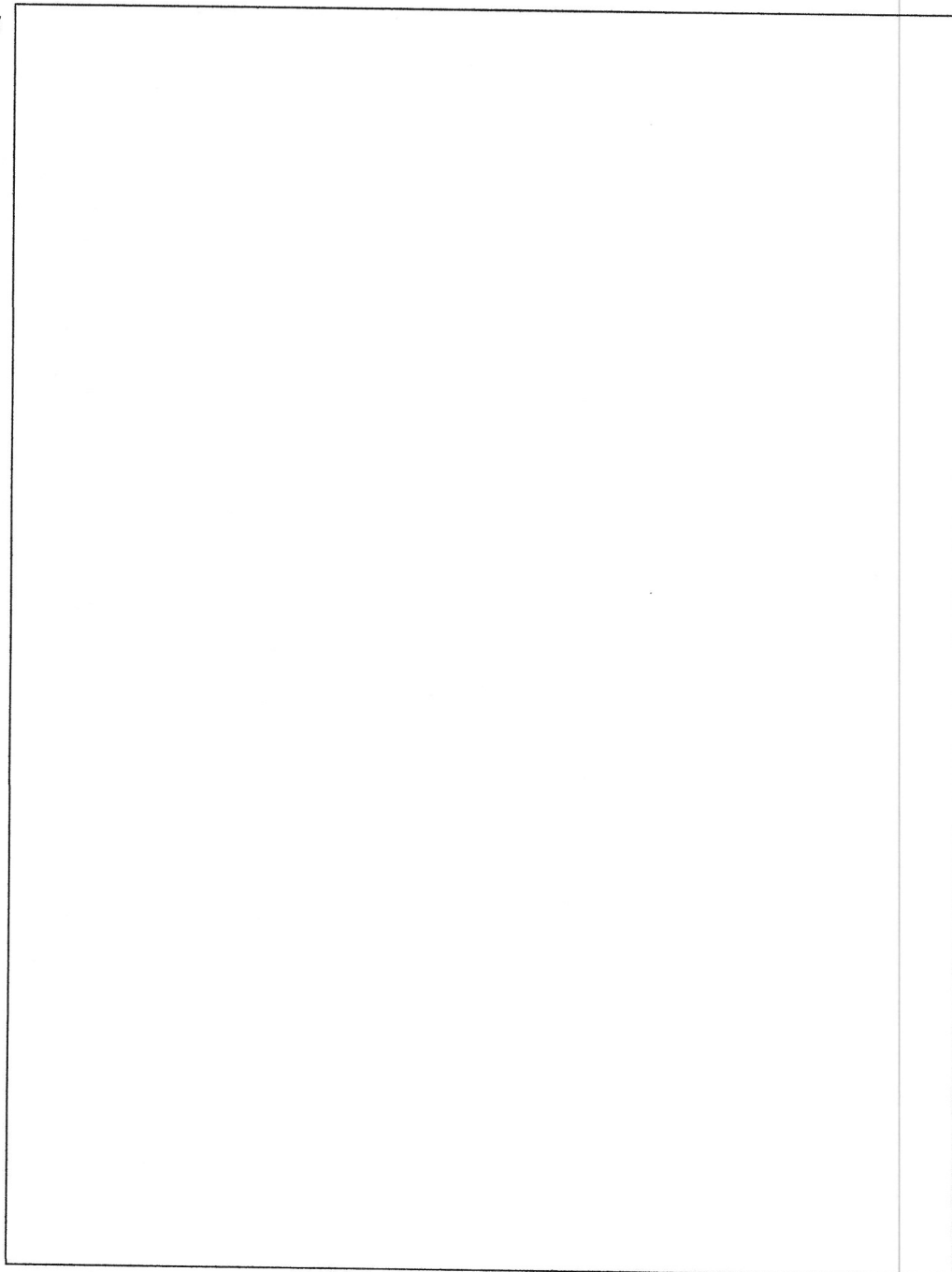
West Yorkshire BD5 0BH

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



# Lightcliffe Scout Group

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	Year start date		Year end date
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Fundraising events	14,571	10,600
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# Lightcliffe Scout Group

## Receipts and Payments Account

Year start date

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Signature	Print Name
	Andrew Donaldson (Chair)
	Margaret Knapton (Treasurer)



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Lightcliffe Scout Group

**On accounts for the year  
ended**

31 March 2023

**Charity no  
(if any)** 1020420

**Set out on pages**

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**Responsibilities and  
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examiner's statement**

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**Signed:** 

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**Relevant professional  
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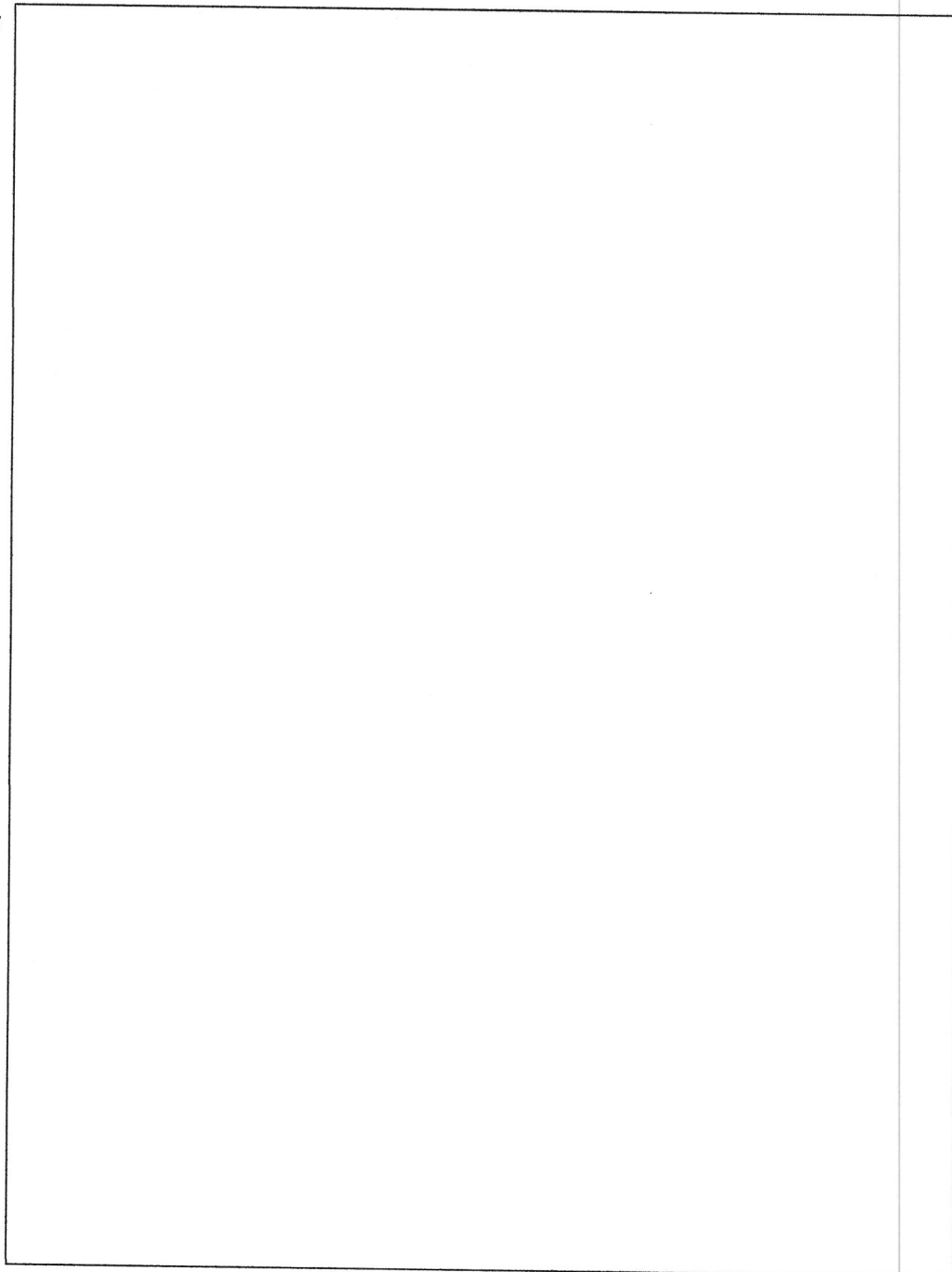
West Yorkshire BD5 0BH

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# Lightcliffe Scout Group

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Fundraising events	14,571	10,600
<b>Sub total</b>	<b>14,571</b>	<b>10,600</b>
<b>Investment income</b>		
Bank interest - NS&I	-00	-00
Bank Interest - Lloyds BBIInstOnline	41	-00
Property rent income	800	945
<b>Sub total</b>	<b>841</b>	<b>945</b>
<b>Youth Programme &amp; Activity Income</b>		
Activities	1,718	-00
Camp Blankets for Resale	126	-00
Other	10	3,380
<b>Sub total</b>	<b>1,854</b>	<b>3,380</b>
	<b>30,253</b>	<b>26,810</b>
<b>Asset and investment sales, etc.</b>	<b>-00</b>	<b>-00</b>
<b>Total receipts</b>	<b>30,253</b>	<b>26,810</b>

# Lightcliffe Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2022	To	31/03/2023
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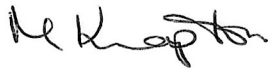
### Receipts and payments

	2022/23 Unrestricted funds £	2021/22 Unrestricted funds £
<b>Payments</b>	<b>This Year</b>	<b>Last Year</b>
<b>Donations, legacies and similar expenses</b>		
Membership subscriptions to District	4,138	2,133
Donations	665	-00
<b>Sub total</b>	<b>4,803</b>	<b>2,133</b>
<b>Youth programme and activities</b>		
Activities - Beavers	285	266
Activities - Cubs	456	530
Activities - Scouts	1,536	562
Activities - All Sections	434	183
<b>Sub total</b>	<b>2,710</b>	<b>1,541</b>
<b>Overheads</b>		
Accounting, Legal and Professional	252	378
Adult Support and Training	257	-00
Badge & Uniform Purchases	628	854
Bank Charges	54	121
Building Repairs and Renewals	2,445	4,875
Camp Blankets Sold	198	-00
Computer Domain & Broadband	1,153	1,472
Fundraising	9,133	6,638
Heating, Lighting, Power	1,450	3,704
Insurance	849	693
Materials and Equipment	2,537	324
Miscellaneous	307	386
Mobile Phone	137	180
Office and Admin	108	182
Refreshments for Meetings	28	250
Regulatory and Entertainment licences	326	-00
Rent	600	600
<b>Sub total</b>	<b>20,460</b>	<b>20,656</b>
<b>Community Presence and Donations</b>		
Charitable Donations	-00	-00
<b>Sub total</b>	<b>-00</b>	<b>-00</b>
<b>Total Gross Expenditure</b>	<b>27,974</b>	<b>24,329</b>
<b>Net of receipts/(payments)</b>	<b>2,279</b>	<b>2,481</b>
<b>Cash funds last year end</b>	<b>21,276</b>	<b>18,795</b>
<b>Cash funds this year end</b>	<b>23,556</b>	<b>21,276</b>

# Statement of assets and liabilities at the end of the year

	31/03/2023	31/03/2022
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Unity Trust	-00	16,808
NS&I	-00	4,310
Cash Float	-00	159
Lloyds Bank Treasurers Account	3,143	-00
Lloyds Bank Online Saver	20,000	-00
Expense Cards	413	-00
<b>Total cash funds</b>	<b>23,556</b>	<b>21,276</b>
<b>Other monetary assets</b>		
	-00	-00
<b>Sub total</b>	<b>-00</b>	<b>-00</b>
<b>Investment assets</b>		
Other investments - Laptops and Printers	-00	-00
<b>Sub total</b>	<b>-00</b>	<b>-00</b>
<b>Non monetary assets for charity's own use</b>		
	-00	-00
<b>Sub total</b>	<b>-00</b>	<b>-00</b>
<b>Liabilities</b>		
Accounts not yet paid - gas	141	-00
Accounts not yet paid - electricity	62	-00
Camp prepayments	105	-00
Expenses incurred but not invoiced	-00	-00
Subscriptions not yet paid	-00	-00
Other liabilities	-00	-00
<b>Sub total</b>	<b>308</b>	<b>-00</b>
<b>Contingent liabilities and future obligations</b>		
	-00	-00
<b>Sub total</b>	<b>-00</b>	<b>-00</b>
<b>Total Assets</b>	<b>23,556</b>	<b>21,276</b>
<b>Total Liabilities</b>	<b>308</b>	<b>-00</b>
<b>Solvency</b>	<b>23,248</b>	<b>21,276</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 23 May 2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Andrew Donaldson (Chair)
	Margaret Knapton (Treasurer)