

LIGHTCLIFFE SCOUT COUNCIL
Annual General Meeting

16th July 2024

Minutes

1. Introduction and welcome

Chair (Anthony Dickinson)

Thanks to all for attending. Apologies for the delay in starting the meeting.

Described the structure of the evening: Formal meeting, awards presentation and then BBQ

2. Apologies for absence

None received

3. Governance topics

3a. Approve the minutes of the Annual General Meeting held on 6th June 2023.

Chair:

The Group Trustee Board have reviewed the minutes of the previous AGM at their meeting held on 6th June 2023.

AD put forward these minutes are taken as read and ask the Group Scout Council to agree they're a true record of that meeting.

Seconder: Julie Jesson (LGV). Approved by a show of hands.

3b. Adopt the model constitution from Policy, Organisation and Rules (POR)

In line with the recommendation from Scout Headquarters, the Group Trustee Board proposed we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules. A move towards Charity Commission rules.

Seconder: Julie Jessop (LGV). Approved by a show of hands.

3c. Note the Group's financial year

Chair: Group Scout Council members please note our charity's financial year is 1 April to 31 March.

3d. Approve appointed and community members of the Group Scout Council

Chair notes the Group Scout Council can admit other people to membership, but at present we have no further appointments other than the Ex Officio members as described below (Extract from POR)

a) *The ex officio members of the Group Scout Council are members by virtue of their role in The Scouts:*

- *all adult members of the Group – see Group roles listed in the Chapter 16 Roles Table of The Scout Association's Policy, Organisation and Rules*
- *all Patrol Leaders of the Troop(s) in the Group*
- *all parents or carers of Squirrels, Beavers, Cubs and Scouts in the Group*
- *all Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District*
- *all parents and carers of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District*
- *the Sponsoring Authority, where there is one, or its nominee*
- *the District Commissioner*
- *the District Chair*

Approved by a show of hands.

3e. Agree the number of members that may be appointed to the Trustee Board

Chair: Following good practice recommendations from the Charity Governance Code, POR states Trustee Boards should have a minimum of 5, and no more than 12, Trustees in total. This includes ex officio and co-opted Trustees.

The Group Scout Council must agree the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommends that people 6 are appointed. Chair proposed the Group Scout Council approves that recommendation.

Secunder: Helen Jeffrey Approved by a show of hands.

3f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)

Chair: The Group Scout Council must agree its quorum – the minimum number of Group Scout Council members that must be present at Group Scout Council meetings. The outgoing Trustee Board recommends the quorum should be set at 4 people.

This was agreed but with the note from the Chair that all meetings will continue to be held in an open and transparent way with discussion and agreement from the majority of members for all decisions. We will not be forcing any decisions using the quorum,.

4. Review of the previous year

4a. The Group Lead Volunteer's review of Scouts in the Lightcliffe Scout Group.

Chair noted that the current LGC (Brian Reeves) is stepping down after 13 years. He will continue to support the group as section support. We thank him for his service and will be organising a gift for him in due course.

The new GLV is Julie Jessop.

Julie will also continue with beavers until a new leader is found as Lynda, Sam and Liz have chosen to move on from their roles for a variety of reasons. We also thanked these leaders for their support.

Chair asked the Group Lead Volunteer to present their Annual Review.

Group Lead Volunteer gives their review.

Section leaders share their section reports.

Chair thanked Group Lead Volunteer and leaders for their review.

(Section reports included at the end of these minutes in Appendix 1)

The Group Chair took a few minutes to share some thought to parents on scouting, sharing his experiences through the group and DofE. He shared that there are lots of opportunities and it can be and in depth commitment but “if you think you might enjoy it, you definitely will.”

The group needs some help with leading the sections and we need the right people in the right roles. All the people involved are volunteers and the roles are unpaid, but rewarding. It can be like part of a family where everyone supports each other to provide opportunities for the young people in the group. We would like our family to grow.

Please reach out to us if you would like to help in any way.

4b. Receive and consider the Annual Report of the Group Trustee Board including the annual Statement of Accounts

Chair We have not yet received the report on the accounts from the scrutineer but this is in process and so the reports are being reviewed today subject to final approval. The auditors report will be circulated when available. The Group Trustee Board has approved the Annual Report and Statement of Accounts as prepared thus far.

(Attached at the end of this report)

Chair asked the Group Treasurer to give their explanation of the Statement of Accounts.

Treasurer explained the Statement of Accounts.

Chair invites questions from the floor regarding the Trustee Annual Report, and the Annual Accounts.

Chair thanks the Treasurer Daniel Haigh.

5. Making appointments

5a. Appoint the Group Chair, following recommendations from the open selection process initiated by the Group Trustee Board

Chair hands the chairmanship of this meeting over to the Group Lead Volunteer.

Group Lead Volunteer explained the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council was that Anthony Dickinson should be appointed as Group Chair. **Approved by a show of hands.**

Group Lead Volunteer handed the chairmanship of this meeting back to Group Chair.

5b. Appoint the Group Treasurer, following recommendations from the open selection process initiated by the Group Trustee Board

Chair explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council was that Daniel Haigh should be appointed as Group Treasurer.
Approved by a show of hands.

5c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board

The recommendation to the Group Scout Council is that Julie Jessop and Brian Reeves (they are ex-officio due to their roles in the group) and then Philip Tiffany and Helen Jeffrey should be appointed as members of the Group Trustee Board.

Approved by a show of hands.

Chair thanks the Trustees for their work during the year and, in particular, those members who are standing down – Andrew Donaldson.

5e. Appoint the Auditor

Treasurer proposed John Barry Smith

Chair confirmed that John Barry Smith has been proposed, seconded and is qualified for the role. **Approved by a show of hands.**

6. Awards and Section celebration

Awards and badges provided to all beavers.

Annual awards:

Beavers: Bella Halliwell and Elsie Truesdale

Cubs: Eadie Dutton and Sam Smith

Scouts: Benedikt Andrewstottier, Scarlett Rowlands and William Nast

Certificates and awards presented and well done to them and all our young people for their efforts over the year.

7. Closing remarks

Chair closed the AGM, thanking everyone for attending and invited all families to stay and join us for BBQ and drinks.

Appendix 1: AGM report as shared with all attendees to the AGM

Minutes of previous Lightcliffe Scout Group AGM 6th June 2023

1. Meeting opened 6.36pm by Chair (Andrew Donaldson)

Welcome and introductions

Thank you to all those in attendance and thanks to all those who have contributed to the Group over the past year. Request for help on Fundraising to help maintain the building.

2. **Apologies for absence**

Terry Firth and Andy Robinson (DC)

3. **Approval of the Minutes of the previous meeting of the Group Scout Council (AGM 2022)**

Approved as a true record.

Proposed by H Jeffrey and Seconded by Margaret Knapton

4. **The Group Scout Council to receive and consider the Annual Report and Accounts (led by the Group Chair)**

GSL and section leaders reports shared. Accounts shared and agreed.

Proposed: Helen Jeffrey Seconded: Brian Reeves

5. **Approval of the Group Scout Leader's nomination of the Group Chair**

- New chair (Anthony Dickinson) nominated by Brian Reeves and approved.
- Anthony took over the Chairing of the meeting and thanked Andrew Donaldson for his service.
- Anthony shared some remarks about his experience in Scouting and his commitment to the ongoing survival of Lightcliffe Scout Group and continuing its 88 Year History.
- Anthony explained the move from Executive Committee to Trustee Boards and the need to adopt a constitution. It was recommended we adopt POR as our constitution and this was agreed.
 - o Proposed: Brian Reeves, Seconded Margaret Knapton.

6. **Election of the Group Secretary**

Helen Jeffrey nominated as Group Secretary.

Proposed Andrew Donaldson, Seconded Brian Reeves

7. **Election of the Group Treasurer**

Margaret Knapton nominated as Group Treasurer

Proposed Helen Jeffrey, Seconded Gillian Ramsey

8. **Election of members of the Group Scout Council to the Trustee Board**

Stewart McConnell
Andrew Donaldson
Jane Smallbones
Suzanne Drakeford
Julie Santa
David Manning
Julie Jessop

Proposed Margaret Knapton, Seconded Julie Jessop

9. Approval of the Group Scout Leader's nomination of members of the Trustee Board

As above: Anthony Dickinson, Brian Reeves, Margaret Knapton and Helen Jeffrey.

10. Appointment of independent auditor, examiner or scrutineer

John Barry Smith appointed as scrutineer.

11. Section awards

Beaver of the Year: Lucy Jeffrey
Beaver Achievement: Oscar Smith
Cub of the Year: Jonah Haigh
Cub Achievement: Hollie Jeffrey
Scout of the Year: Finley Bowden
Scout Achievement: Henry Lambert

· **Close**

Wine and cheese social

Group Lead Volunteer Report 2023/24

2024 has been a very interesting year at Lightcliffe Scout Group. We have had a number of new leaders join the group and some of the old leaders left the group.

Beaver numbers are back to full strength but Cubs numbers are low but will pick up moving forward. Scouts have continued to grow in strength but some of the older ones will be leaving in July as they have reached 14.

All sections have had a very busy programme and all of the leaders have worked hard to make sure that all of the children have had a great experience in scouting.

There have been a number of issues with the building due to the subsidence and a number of trees have been removed from the grounds to prevent further damage. We are now working with the insurance company and our Trustee Board to repair some of the damage caused by the subsidence. We have started painting the main hall and there has been work done outside on the ground's maintenance side of things.

At the end of May, I decided to step down as Group Lead Volunteer due to events outside of scouting and a wife that is going through further treatment for cancer. I also felt it was time to give someone else a chance to move the group forward. I will remain as an Assistant Cub leader and also help in the Scout section of the group.

I wish Julie Jessop good luck with her role as Group Lead Volunteer and I will continue to support her moving forward.

Brian Reeves (Group Lead Volunteer)

July 2024



2023/24

Beaver Leader – Julie Jessop / Linda Lockwood

Assistant Section Leader – Samuel Lockwood

Sectional Assistants – Liz Wilson & Nikki Holborough

The Beaver Section as remained stable with an average of 20/25 beavers in the section, and we have run a varied and exciting programme.

We ran a 2-night Beaver Camp staying at Fanwood, we had 9 Beavers Participate in the camp, all earning their corresponding nights away, and activity badges, for tasks and activities carried out whilst on the camp.

Throughout the year, the Beavers have taken part in many varied activities, such as Cooking, Gardening, Crafting & many more, they have been encouraged to learn, achieve new skills work together as part of a team but most important was the having FUN !

Over the course of the last twelve months, we have awarded 86 badges in total, to the young people in the section, these have been made up of:

12 Joining in Awards
6 Membership Awards
21 Staged Badges
27 Activity Badges
17 Challenge Badges

We also had the great pleasure of presenting 3 of our Beavers with their Chief Scouts Bronze Award.

Finally, watch this space for a fun packed, exciting programme for the coming year, which we will look forward to delivering to our young people.

Julie Jessop "HAWKEYE" (Beaver Leader)

July 2024

The logo for the Cub Scouts section, featuring the word "cubs" in a bold, green, lowercase sans-serif font.

2023/24

Cub Section Leader – Georgina Knightley

Cub Assistant Leader – Brian Reeves

Young Leader - Owen Clayton

The last year has seen a lot of changes in leadership, numbers of cubs and leadership style. Julie and Terry have moved onto new things, and Brian and I stepped into the breach in October.

We lost a number of cubs during the year but the number now remains steady between 10 to 12 cubs who are amazing. We intend advertising for more cubs and leaders at the start of the new academic year.

The cubs have worked really hard on their badge work and are all on the point of finishing or just completed the Skills, World and Teamwork challenge badges. Most that have been with us since

October changes have only one or two sections to complete on each badge. They have been working on the following activity badges:

First Aider to level 3
Chef
Local Knowledge
Backwoods Cooking
Naturalist.

The style of leadership has been more traditional, and the cubs have responded to this fabulously. I would like to take the opportunity to thank Brian for taking on the role of assistant cub leader and all the parents who have stepped in to help on an evening to ensure that it could run during this period.

I also want to thank Owen our Cub Young Leader for all the time and support he has given and hope that his GCSE's go really well.

Cubs have some fun packed, exciting programmes planned for the coming year, which we are all looking forward to delivering, with the hope that we may be able to get away on camp.

Georgina Knightley (Cub Scout Leader) July 2024

SCOUTS

2023/24

Scout Section Leader – Helen French

As at 1st April 2024 we had 20 Scouts and four achieved their Chief Scouts Gold Award in January 2024 which was a fantastic achievement and it gave me great pleasure to award them.

From 1st April 2023 – 31st March 2024 we were able to deliver a well balanced programme for the young people to learn new skills and to work towards various activity and challenge badges. During this time we had a Camp at Fanwood and attended a full day of water activities at Green Withens. The Police have also talked to and carried out activities with the Scouts about staying safe when out on your bike and most importantly talked to them about drug awareness and how drugs can have an impact on your life.

Some of the other activities the Scouts have included:

Learning how to sew / change a lightbulb
Orienteering
Navigation
Radio Communication
Quad Biking
Pottery Painting (went towards creative challenge badge)
Air rifle shooting

The Scouts have also achieved the Protect the Planet badge which was set up by West Yorkshire Scouts.

We held our Christmas Party at a Pizza Restaurant in Brighouse which the scouts all enjoyed.

The section continues to run a full programme of activities for the young people but moving forward I would like to ask for support from parents to do this as we have lost two leaders from the section recently. Scouts have an exciting programme planned for the coming year which we are looking forward to delivering. If anyone has any skills (eg D.I.Y) that they would like to share with the young people please let me know.

Helen French (Scout Leader)

July 2024

Treasurer's Report
(Subject to audit)

	2023-2024
Income	
Bank Interest	164.75
Donation	155.00
Events	10,391.80
Events - Beavers	595.80
Events - Cubs	232.00
Events - Scouts	1,478.69
Gift Aid	1,988.45
Insurance Claim	7,100.00
Meetings	17.87
Membership Fees	8,749.04
Expense	
Activity Equipment	22.50
Admin	1,680.55
Badges	72.99
Bank Fees	91.80
Camping Equipment	315.81
Events	6,502.87

Events - Beavers	892.70
Events - Cubs	46.50
Events - Scouts	1,670.87
Insurance	275.61
Meetings	599.81
Meetings - Beavers	519.35
Meetings - Cubs	181.75
Meetings - Scouts	690.96
Membership Costs	3,284.00
Rates	11.24
Rent	600.00
Utilities	2,558.97
Venue Maintenance	7,923.88
Account balances	
Expense Account	134.90
Lloyds Current Account	11,390.64
Lloyds Savings Account	14,880.75
Summary	
Account balance brought forward	23,555.87
Total income	30,873.40
Total expenditure	27,942.16
Net income	2,931.24
Account balance carried forward	26,406.29

The financial position of the group remains healthy with a closing bank balance of £26.4k.

There are two significant lines in the accounts which are outside of normal group expenditure.

1. Insurance income of £7,100 – this is due to the ride on lawn mower being stolen. The replacement was bought in the current financial year
2. Venue maintenance £7923.88
 - a. £3,967 – Gas works in the kitchen are
 - b. £3,958.88 - General repairs and upgrades to the building and grounds including kitchen refurbishments and gun safe.

Excluding the Insurance claim and the gas works due to their one-off nature, the group ended the year with a small deficit of £210. To ensure the group remains financially sustainable moving forward we raised the membership fees in the 24/25 financial year.

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Secunder: Helen Jeffrey Approved by a show of hands.

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Chair invites questions from the floor regarding the Trustee Annual Report, and the Annual Accounts.

Chair thanks the Treasurer Daniel Haigh.

5. Making appointments

5a. Appoint the Group Chair, following recommendations from the open selection process initiated by the Group Trustee Board

Chair hands the chairmanship of this meeting over to the Group Lead Volunteer.

Group Lead Volunteer explained the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council was that Anthony Dickinson should be appointed as Group Chair. **Approved by a show of hands.**

Group Lead Volunteer handed the chairmanship of this meeting back to Group Chair.

5b. Appoint the Group Treasurer, following recommendations from the open selection process initiated by the Group Trustee Board

Chair explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council was that Daniel Haigh should be appointed as Group Treasurer.
Approved by a show of hands.

5c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board

The recommendation to the Group Scout Council is that Julie Jessop and Brian Reeves (they are ex-officio due to their roles in the group) and then Philip Tiffany and Helen Jeffrey should be appointed as members of the Group Trustee Board.

Approved by a show of hands.

Chair thanks the Trustees for their work during the year and, in particular, those members who are standing down – Andrew Donaldson.

5e. Appoint the Auditor

Treasurer proposed John Barry Smith

Chair confirmed that John Barry Smith has been proposed, seconded and is qualified for the role. **Approved by a show of hands.**

6. Awards and Section celebration

Awards and badges provided to all beavers.

Annual awards:

Beavers: Bella Halliwell and Elsie Truesdale

Cubs: Eadie Dutton and Sam Smith

Scouts: Benedikt Andrewstottier, Scarlett Rowlands and William Nast

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Proposed: Helen Jeffrey Seconded: Brian Reeves

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- Anthony explained the move from Executive Committee to Trustee Boards and the need to adopt a constitution. It was recommended we adopt POR as our constitution and this was agreed.
 - o Proposed: Brian Reeves, Seconded Margaret Knapton.

6. **Election of the Group Secretary**

Helen Jeffrey nominated as Group Secretary.

Proposed Andrew Donaldson, Seconded Brian Reeves

7. **Election of the Group Treasurer**

Margaret Knapton nominated as Group Treasurer

Proposed Helen Jeffrey, Seconded Gillian Ramsey

8. **Election of members of the Group Scout Council to the Trustee Board**

Stewart McConnell
Andrew Donaldson
Jane Smallbones
Suzanne Drakeford
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David Manning
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Beaver Achievement: Oscar Smith
Cub of the Year: Jonah Haigh
Cub Achievement: Hollie Jeffrey
Scout of the Year: Finley Bowden
Scout Achievement: Henry Lambert

· **Close**

Wine and cheese social

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Beaver numbers are back to full strength but Cubs numbers are low but will pick up moving forward. Scouts have continued to grow in strength but some of the older ones will be leaving in July as they have reached 14.

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Brian Reeves (Group Lead Volunteer)

July 2024



2023/24

Beaver Leader – Julie Jessop / Linda Lockwood

Assistant Section Leader – Samuel Lockwood

Sectional Assistants – Liz Wilson & Nikki Holborough

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Julie Jessop "HAWKEYE" (Beaver Leader)

July 2024



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Cub Section Leader – Georgina Knightley

Cub Assistant Leader – Brian Reeves

Young Leader - Owen Clayton

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Georgina Knightley (Cub Scout Leader) July 2024

SCOUTS

2023/24

Scout Section Leader – Helen French

As at 1st April 2024 we had 20 Scouts and four achieved their Chief Scouts Gold Award in January 2024 which was a fantastic achievement and it gave me great pleasure to award them.

From 1st April 2023 – 31st March 2024 we were able to deliver a well balanced programme for the young people to learn new skills and to work towards various activity and challenge badges. During this time we had a Camp at Fanwood and attended a full day of water activities at Green Withens. The Police have also talked to and carried out activities with the Scouts about staying safe when out on your bike and most importantly talked to them about drug awareness and how drugs can have an impact on your life.

Some of the other activities the Scouts have included:

Learning how to sew / change a lightbulb
Orienteering
Navigation
Radio Communication
Quad Biking
Pottery Painting (went towards creative challenge badge)
Air rifle shooting

The Scouts have also achieved the Protect the Planet badge which was set up by West Yorkshire Scouts.

We held our Christmas Party at a Pizza Restaurant in Brighouse which the scouts all enjoyed.

The section continues to run a full programme of activities for the young people but moving forward I would like to ask for support from parents to do this as we have lost two leaders from the section recently. Scouts have an exciting programme planned for the coming year which we are looking forward to delivering. If anyone has any skills (eg D.I.Y) that they would like to share with the young people please let me know.

Helen French (Scout Leader)

July 2024

Treasurer's Report
(Subject to audit)

	2023-2024
Income	
Bank Interest	164.75
Donation	155.00
Events	10,391.80
Events - Beavers	595.80
Events - Cubs	232.00
Events - Scouts	1,478.69
Gift Aid	1,988.45
Insurance Claim	7,100.00
Meetings	17.87
Membership Fees	8,749.04
Expense	
Activity Equipment	22.50
Admin	1,680.55
Badges	72.99
Bank Fees	91.80
Camping Equipment	315.81
Events	6,502.87

Events - Beavers	892.70
Events - Cubs	46.50
Events - Scouts	1,670.87
Insurance	275.61
Meetings	599.81
Meetings - Beavers	519.35
Meetings - Cubs	181.75
Meetings - Scouts	690.96
Membership Costs	3,284.00
Rates	11.24
Rent	600.00
Utilities	2,558.97
Venue Maintenance	7,923.88
Account balances	
Expense Account	134.90
Lloyds Current Account	11,390.64
Lloyds Savings Account	14,880.75
Summary	
Account balance brought forward	23,555.87
Total income	30,873.40
Total expenditure	27,942.16
Net income	2,931.24
Account balance carried forward	26,406.29

The financial position of the group remains healthy with a closing bank balance of £26.4k.

There are two significant lines in the accounts which are outside of normal group expenditure.

1. Insurance income of £7,100 – this is due to the ride on lawn mower being stolen. The replacement was bought in the current financial year
2. Venue maintenance £7923.88
 - a. £3,967 – Gas works in the kitchen are
 - b. £3,958.88 - General repairs and upgrades to the building and grounds including kitchen refurbishments and gun safe.

Excluding the Insurance claim and the gas works due to their one-off nature, the group ended the year with a small deficit of £210. To ensure the group remains financially sustainable moving forward we raised the membership fees in the 24/25 financial year.



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 2024

Charity no
(if any)

1020420

Set out on pages

Attached 3 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 2024.

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:

J.B. Smith

Date:

5 November 2024

Name:

John Barry Smith FCA

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

Institute of Chartered Accountants

Address:

First Floor

1 Edmund Street, Bradford

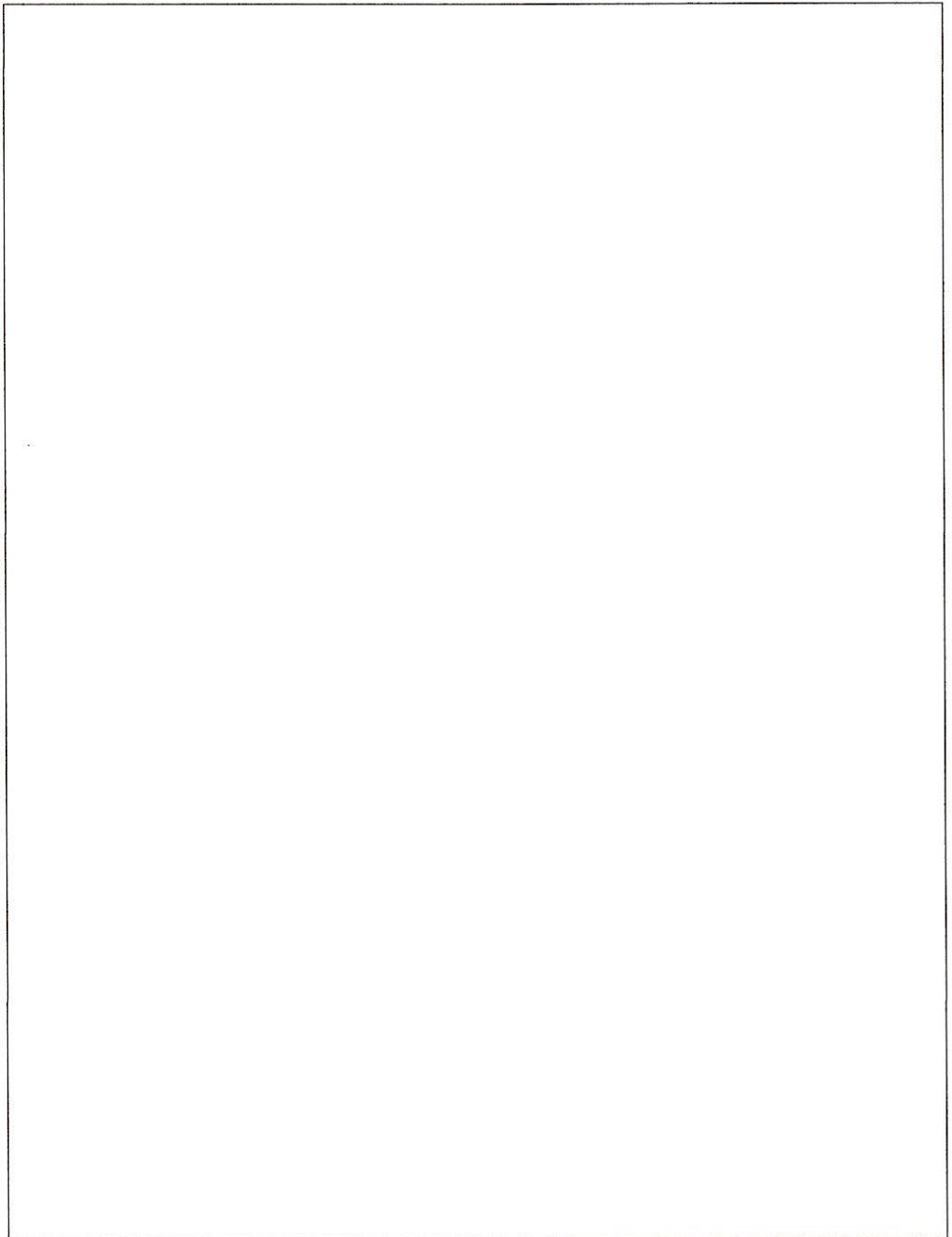
West Yorkshire BD5 0BH

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.





Annual Repo...024.numbers



LIGHTCLIFFE SCOUT GROUP
 YEAR ENDED 31 MARCH 2024

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JBSmR FCA
 5 November 2024

