



Chessington Scout Group Annual Report 2024/2025

<http://www.chessingtonscouts.org.uk/>

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**CHESSINGTON SCOUT GROUP EXECUTIVE COMMITTEE
ANNUAL GENERAL MEETING SUNDAY 29TH JUNE 2025
at The North Star pub**

1. Agenda

- 1. Introduction and welcome**
- 2. Apologies for absence**
- 3. Governance topics**
 - a. Approve the minutes of the Annual General Meeting held on [30th June 2024](#)
 - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
 - c. Note the Group's financial year (1st April - 31st March)
 - d. Approve appointed and community members of the Group Scout Council
 - e. Agree the number of members that may be appointed to the Trustee Board
 - f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)
- 4. Review of the previous year**
 - a. The Group Lead Volunteer's review of Scouts in the Chessington Scout Group
 - b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
- 5. Making appointments**
 - a. Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board
 - b. Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board
 - c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
 - d. [If required] (Re-)appoint Group President and/or Vice Presidents
 - e. Appoint the Scrutineer
- 6. Group topics**
 - f. Report by District Commissioner
 - g. Presentations
- 7. Closing remarks**

2. Apologies for absence

3a. Minutes from last year's AGM (2023/24)



Minutes of the Annual General meeting held Sunday 30th June 2024 at 12.00

1. Present

Stewart Nash - District Commissioner
Joy Jenkins - Treasurer
Bryn Regan - Chair
Emma Gregory - Group Lead Volunteer
John Harvey - Cub Section Volunteer
Marie Butcher - Beaver Section Lead Volunteer
Mark Howe - Maintenance Officer
Duncan Lloyd - Scout Section Lead Volunteer

Parents/carers and their families:

Bob Whitehead & Katie
Lucas Howe
Sarah & Sam Walsh with Olive and Winnie
Vereena & Darren Skilton with Frank & Michael
Liam Finan with Henry
Asen Dzhermanski with Daniel
Irina Taneva
Gemma & Graham Murray with William

2. Apologies for Absence

Bryn confirmed who was unable to join us.

We've received apologies from 7 persons for their absence today, and their names will be included in the minutes of this meeting.

Liz Lafferty - Group Secretary

Neil Findlay - District Chair

Sam Vieitez - Parent

Adam Banks - Parent

Ellie Morris - Parent

Nick Christie - Parent

Sarah Noble - Parent

Mark Rice - Parent

3. Governance Topics

Bryn explained the governance topics that we needed to go through.

We'll use this part of the meeting to make sure the charity's foundations are in good order

3a. Approve the minutes of the Annual General Meeting held on 28th May 2023.

Bryn confirmed that the Group Trustee Board have reviewed the minutes of the previous AGM at their meeting held on 28th May 2023. He put forward that the minutes are taken as read and asked the Group Scout Council to agree they're a true record of that meeting.

John Harvey seconded with all present showing hands to approve.

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

Bryn confirmed that in line with the recommendation from Scout Headquarters, the Group Trustee Board proposes we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules.

Duncan Lloyd seconded with all present showing hands to approve.

3c. Note the Group's financial year

Bryn asked the Group Scout Council members to note our charity's financial year is 1 April to 31 March and that the AGM needs to take place within 6 months of the end of the financial year..

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

Bryn noted that the Group Scout Council can admit other people to membership.

These are to be admitted as members of the Group Scout Council as well as the ex officio list in POR Rule 5.4.4

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

c) The community members of the Group Scout Council are representatives of the local community appointed because of their role rather than by their name. For example local headteachers, or Parish Council members. They are appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Trustee Board. The number of community members must not exceed the number of ex officio Group Scout Council members (see also (f) below).

Bryn recommended we appoint John Harvey as our church representative and asked for a show of hands to approve. Bryn also recommended we appoint Mark Howe as our Maintenance Officer.

Please note: These nominations are to the Group Scout Council (the people attending this AGM). They aren't members of the Group Trustee Board. Please also note, these nominations can be by name or role.

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

Bryn went through the following;

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 on the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommends that 5 people are appointed. Bryn proposed the Group Scout Council approves that recommendation.

Bryn - Chair

? Secretary

Joy - Treasurer

Emma - Group Lead Volunteer

Dom - Lettings

Bryn confirmed that Liz Lafferty is stepping down as secretary. Bryn thanked Liz for her service to the group over the last several years.

Liam Finan seconded with all present showing hands to approve.

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

Bryn went through the following;

The Group Scout Council must agree to 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 Charity Commission’s recommendation that the quorum should be set at **one third of trustees plus one** person. Does the Group Scout Council approve that recommendation?

Bob Whitehead seconded with all present showing hands to approve.

4. Review of the previous year

4a. The Group Lead Volunteer’s review of Scouts in the **Chessington Scout Group**

Bryn asked Emma, the Group Lead Volunteer, to present their Annual Review.

Emma gave an overview of the past year with the resilience of the group given the issues with the hall. Emma thanked all the volunteers for their help in keeping the group running and in particular John Harvey who is stepping down from Cubs. John started volunteering with the group in April 1988 and has 36 years of continuous service! John will remain involved in the group as the church representative on the Trustee Board.

Bryn thanked Emma for the review.

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

Bryn noted the Group Trustee Board has approved the Annual Report and Statement of Accounts, **but has not yet** received the report on the accounts from the **Scrutineer**.

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

Joy explained the Statement of Accounts including the £13k loss over the past year due to the cost of refurbishments, some of which will be recouped from the insurance company. Joy also mentioned we have made good progress with HMRC and the Charity Commission with respect to claiming gift aid and when we have the new details from CAF we’ll be able to begin receiving that money.

Bryn invited questions from the floor regarding the Trustee Annual Report, and the Annual Accounts. No questions raised.

Bryn thanked the Treasurer **Joy Jenkins**

Please note: No vote is required, the Group Scout Council only ‘receives and considers’ the report.

5. Making appointments

Bryn explained the following;

We'll use this part of the meeting to organise the set up of the charity until the next AGM. We'll appoint a Trustee Board to oversee good governance for the charity over the next year.

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

Bryn handed the chairmanship of the meeting over to Emma whilst also mentioning that we often don't get people coming forward for open roles.

Emma explained the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that **Bryn Regan** should be appointed as Group Chair. Those present showed hands to approve.

Emma handed the chairmanship of the meeting back to Bryn.

Please note: If appointing a new Chair, you should agree **prior** to the AGM whether the outgoing Chair will continue to lead this meeting, or whether the new Chair should take over immediately during the meeting. It's strongly encouraged the new Group Chair takes over after the AGM's finished – perhaps from midnight following the AGM.

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

Bryn explained the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that **Joy Jenkins** should be appointed as Group Treasurer. Those present showed hands to approve.

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

Bryn explained the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that **John Harvey and Dom Morten** should be appointed as members of the Group Trustee Board.

Those present showed hands to approve.

Post meeting note: Following the conclusion of the AGM, Sarah Walsh came forward to volunteer in the Secretary role.

Please note:

- There can't be more names appointed than were approved at agenda item 3d. There can be fewer than agreed at 3d, but not more. Remember, agenda item 3d is the total number of agreed ex officio, appointed and co-opted members.
- It's very important to arrange the open selection process and its recommendations **before** the AGM. Recruitment needs to be open, organised and in advance, so it's a thoughtful process. It shouldn't be taking place last minute during the AGM.

Bryn thanked the Trustees for their work during the year and, in particular, those members who are standing down – [Liz Lafferty](#).

Please note: Co-opted members (if any) of the Group Trustee Board are appointed by the Group Trustee Board themselves at one of their meetings, and not at the AGM.

5d. [If required] (Re-)appoint Group President and/or Vice Presidents

Bryn noted that we don't currently have these roles.

5e. Appoint the Scrutineer

Joy proposed [Mrs Holgate](#).

Bryn confirmed that [Mrs Holgate](#) has been proposed, seconded and is qualified for the role, and asked for a show of hands to approve [Mrs Holgate](#) nomination.

Please note:

- Please find the requirements for whether to appoint a Scrutineer, Independent Examiner or Auditor on: [Accounting & Audit Requirements for Group Districts, Counties/Areas & Scottish Regions](#)
- Please find the template for a Scrutineer or an Independent Examiner to use to report back to the Trustee Board on: [Accounting and Reporting](#)

6. Group Topics

6a. Stewart Nash - District Commissioner

Stewart came forward and provided his support for the group and requested a round of applause for the volunteers involved having worked through the challenges of the past year.

Stewart had a number of awards to give to people that have been involved in the group.

Marie Butcher received the Chief Scout's Commendation for Good Service award.

John Harvey received the Award for Merit.

Emma Gregory received the Award for Merit.

6b. Group presentations

Bryn mentioned that as a group we have our own awards to present. Those awards are;

The Peter Dregghorn Community Award for volunteer contributions to the group.

- Emma presented Mark Rice as the winner for his support across Beavers and Cubs this year.

The Frank Seaton Award for the most improved / best Scouting Member

- Emma presented Thomas Finan as the winner for the challenges he has faced and overcome this year. Henry received the award on Thomas' behalf.

7. Closing remarks

Bryn closed the AGM, thanking everyone for attending and outlined any arrangements for the rest of the event.

Meeting closed at 12.45pm.

----- **End of minutes from last year's AGM (2023/24)** -----

4. Chairperson's report

It has been a year of recovery for Chessington with the ongoing subsidence investigation which has delayed the kitchen renovations and the issues with the dangerous tree at least now has been removed, it feels like we're making progress for the group, albeit slowly.

However, the volunteer team has worked incredibly hard to make improvements to the building and grounds whilst keeping Scouting going for our young people. We still have great plans for the Scout Hut and hopefully over this coming year we'll be able to make progress towards the goals of renovating the kitchen and toilets.

For the last few years we've required volunteering from all parents or carers that join the group. This first year has had a number of people willing to help, however there's still a dependency on core volunteers to some extent. A focus for this year is to ensure the new volunteers are empowered to make progress with less support.

As a reminder, the roles we've defined are the following:

1. *Fundraising team member*
 - a. *Join a team that helps to raise funds for the scout group. This would involve meeting up once a term with other committee members to discuss fundraising, coming up with ideas, helping to run events etc. Funds raised could be for equipment, events for members, camps or the scout hut.*
2. *Parent/carer representative on the exec committee*
 - a. *Attend an executive committee meeting to share your voice with the volunteers that help run the group. The committee meets every two months and you can sign up as an occasional or regular attendee.*
3. *Parent/carer helper*
 - a. *Volunteering here means you get added to a rota for your child's section (Beavers, Cubs, Scouts, Explorers). You'd then be asked to attend a section meeting to help the leaders run the session. In this role you are likely to help out at least once a term.*
4. *Maintenance team member*
 - a. *In this role you will help with little jobs as needed around the scout hut, painting, gardening, gathering quotes for trimming the trees, plumbing jobs etc and general upkeep of the property. The team will aim to meet once a term to decide on activities needed.*

Anyone interested in getting involved in the above areas, or any other areas you feel you can contribute, please contact me.

With respect to our group sections we remain in a relatively healthy position with the following numbers, however we still rely on a small core of key volunteers that run the sections. Whilst our numbers were high during the census for membership, they have dropped now compared to where we were at when we had our AGM last June.

- 1) 20 (+3) Beavers
- 2) 14 (-11) Cubs
- 3) 14 (-2) Scouts
- 4) 9 (-2) SkyCube Explorers

Our team of volunteers under Emma's leadership has been relatively stable over the last year and really do work well together.

As ever, I'd like to thank the volunteers in the group, and particularly all the volunteers that run our meetings for all the time & energy they've given the group this year. I'd also like to thank Sarah Walsh for her support as Secretary over the last year.

Bryn Regan
Chair, Chessington Scout Group

4. Group Lead Volunteer's report

I would like to start by saying a huge thank you to everyone who helps out behind the scenes to keep the sections and building working. We have faced many challenges over the last few years but we the leadership and trustee team work together to keep the children the centre of our focus.

As always we are still looking for help across all sections, fundraising committee members, maintenance teams and any occasional helpers that fancy being part of our team.

In a couple of weeks we are off to our group camp where we have invited parents to help and are giving the children the opportunity to participate in a wide range of new and exciting activities.

Sections have been busy this past year taking part in many different activities such as escape rooms pioneering, shooting and trips out.

We look forward to what the next year has in store for us.

Emma Gregory
Group Lead Volunteer

6. Beaver Section report

We have again had many Beavers joining us this year after others moved on to Cubs. Currently we have 20 members in our Beaver pack.

We had a busy Autumn term with fun activities to cover badges such as Safety, Problem solving, cooking and many more. We went on Nature Walks, made sausage rolls, built machines from junk materials and had a trip to Polyapes to try out caving on the cave bus.

Throughout the Spring term we made puppets and the children put on their own puppet shows, we looked at emergency aid, went on a night hike and did some science experiments. We also started a new mini enterprise venture as part of our care in the community badge. The children are delivering community magazines in return for a small fee and they can decide on what to spend that on for a reward.

We are now half way through the summer term, we spent the last couple of weeks building rafts and then took them to the stepping stones to see how well they floated. We will next be covering off Stage 1 of the Air activities badge and hope to get out and about this term making the most of the nicer weather!

We will finish off the term at the start of the summer holidays with group camp, which this year will be at Bentley Copse activity centre.

Marie Butcher
Beaver Section Team Leader

7. Cub Section report

With help from our volunteer team we have been able to offer a range of different experiences to our Cubs this year. We have completed Teamwork challenges, cooking, caving and much more. The Cubs will be taking part in the group camp experiencing some things for the first time: sleeping in traditional canvas tents, archery, Gladiator walls and a hike in the Surrey hills. Finishing the evening with a group Campfire singing a range of silly songs.

We hope to be able to bring a lot more adventure and experiences to our young people over the next year.

Emma Gregory
Acting Cub Section Team Leader

8. Scout Section report

The Scout section has 14 Scouts registered, with between 7-12 scouts regularly attending, The section work well together enjoying multiple activities each evening including Pioneering skills, fire lighting using a ferro rod (flint and steel), DaVinci Bridge along with hikes, gardening and Shooting.

A number of scouts took part in the St Georges Day Parade at Chessington Methodist where they supported younger sections in the building of a mini DaVinci Bridge as well as interacting with questions that were being asked during the service.

The Scouts have increased their knowledge of Map and compass reading as well as how to take a bearing to find orienteering posts around Horton. The Scouts have taken part in various group games that make use of their knot tying skills and well and other skills learnt over the last year.

The Scouts encourage and support each other during difficult challenges and are looking forward to many more exciting activities in the future.

Duncan Lloyd
Scout Section Team Leader

9. Explorer Unit report

Skycube report

We have lost a few members this year due to exams and age.

They have taken on the challenge to build a soap box go kart with the help and skills of some of our Volunteers to teach them.

They have completed lots of fun activities from cooking, escape rooms, paintballing, hikes and so much more.

The Explorers will be joining the group camp taking part in a range of new activities such as pistol shooting following a go at trying crossbow shooting earlier this year.

We have also had several members awarded Jack Petchey awards for outstanding contributions.

These have been for overcoming personal difficulties and helping the younger members and generally being a credit to the group.

Emma Gregory
Explorer Unit Team Leader

10. Quartermaster's report

Mark has had ill health this year and has stepped away from group duties. Thank you for your contributions over the last few years Mark.

Mark Stanford
Quartermaster

11. Treasurer's report

Chessington Scout Group Treasurer's Report for the year ending 31 March 2025

The accounts for the year are attached in the AGM report.

The group Profit & Loss account shows a surplus of income over expenditure for the year of £6,014.96. The Balance Sheet shows a healthy bank balance at 31st March 2025 of £20,320.74 (from end of year bank statement).

We continued with cost cutting measures and closely monitored the subscriptions through Gocardless.

Our costs this year were higher than last year as the cost-of-living crisis affects every transaction. Our largest costs this year were due to replacement flooring in the entrance and classroom and repairs in the main hall.

We are still waiting for the subsidence repairs to be carried out. The problem tree has now been removed, and a replacement has been planted.

Our hall hire income has increased this year due to new lettings for a private tutor company and more recently a dance company. The dance company have confirmed they would like to carry on after September.

Our closing position gives us a very comfortable cushion with which to start the new Scouting year.

Joy Jenkins
Group Treasurer

12. Lettings Report

Due to the ongoing issues with the hall and subsequent insurance claims, we have not advertised the venue for hire last financial year.

We have accepted a couple of long term day hires with certain restrictions in place and a lower hire charge.

Hopefully soon we can fully open the hall Lettings and advertise more widely.

Dominic Morton
Volunteer Hall hire team

13. Maintenance report

In the last 12 months as a group we have achieved so much on site.

New floors in the entrance hall and classroom. New exterior doors to provide better security and energy efficiency.

The Explorers room is now fully refurbished following the tree damage to the room.

We're still pending work to the driveway and drainage system, that is all in hand with the insurance company.

The subsidence investigation has been completed and found to be present, and is in hand with the insurance company.

Plans to refurbish the kitchen, toilet facilities, and look to get a shower room, so we can have sleepovers and share the facilities more easily with visiting scout groups, can't go ahead until insurance work has been carried out.

Mark Howe
Maintenance Volunteer Lead

14. Chessington Methodist Church update

Last July we bade a sad farewell to our minister Mark Wakelin and his wife Judith, as Mark took a well-earned retirement after more than forty years in the Methodist ministry, the last four having been spent with us in Chessington.

In September we welcomed Rev Vindra Maraj-Ogden as our new minister. Vindra was already known to us as our Circuit Superintendent, but she has now taken Chessington under her wing in addition to Surbiton Hill Methodist Church. It is quite usual in Methodism for multiple churches to share one minister. Methodist Churches in Britain are grouped into 'Circuits'. The Kingston Methodist Circuit is smaller than average with just four churches, in Kingston, Surbiton, New Malden and Chessington. We are learning to share the church's ministry with Vindra in new ways.

Attendance at Parade services has been variable, but a definite highlight was the St George's Day service on 27th April. This was led by Duncan Lloyd, combining his roles as Scout leader and Local Preacher in the Methodist Church, with active participation by the young people. Unfortunately I was away that week and couldn't attend, but I have heard glowing reports from both Scout Group and Church.

The people at Chessington Methodist value our relationship with the Scout Group, and look forward to continuing to work together for the benefit of the young people of Chessington.

John Harvey
Church representative to the Group Scout Council

15. Appendix A - Financial Report

Scrutineer's Report to the Trustees of Chessington Scout Group

I report on the accounts of the Group/District for the year ended 31st March 2025

Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 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/District's constitution, I have scrutinised the records and the accounts set out on the profit and loss statement.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: BARBARA HOWGATE BHowgate

Address: 12 BOROUGH ROAD

MITCHAM

SURREY

CR4 3DX

Date: 31ST MAY 2025

Profit and loss account

Chessington Scout Group
Income & Expenditure Account
Year ending 31st March 2025

	2025	2024
Income		
Members subscriptions	£ 8,667.00	£ 10,711.77
Hall hire/Garage	£ 2,250.00	£ 600.00
Fundraising/Donations	£ 5,697.32	£ 656.87
Utilities refund	£ 658.99	£ -
Activity refunds	£ -	£ 22.51
Jack Petchey Award	£ 1,000.00	£ 2,500.00
Insurance claim	£ 11,751.20	
Deposit account transfer	£ 216.67	
HSBC account transfer	£ 13,914.95	
Activity payments	£ 1,212.00	
GoCardless fee	-£ 397.77	
Bank interest	£ 9.11	
Clothing	£ 220.00	
TOTAL	£ 45,199.47	£ 14,491.15

Expenditure		
Utilities	£ 1,619.02	£ 1,932.91
Council Tax	£ 302.58	£ 283.20
Insurance	£ 1,538.46	£ 571.04
Petty cash	£ 285.81	£ 170.23
Scout shop	£ 295.56	£ 263.50
Activities	£ 2,840.75	£ 5,177.14
Repairs & Maintenance	£ 13,416.21	£ 14,122.95
Cleaning	£ 854.40	£ 370.00
Refreshments, Prizes & Gifts	£ 69.25	£ 115.73
Entertaining	£ -	£ -
District Fee	£ 3,264.00	£ 4,536.00
Subscription refund	£ -	£ -
Bank charges	£ 109.20	£ 73.20
HSBC Transfer	£ 13,914.95	
Training	£ -	
Explorers account	£ 674.32	
TOTAL	£ 39,184.51	£ 27,615.90

Net profit/loss	£ 6,014.96	-£ 13,124.75
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Chessington Scout Group Balance Sheet As at 31st March 2025	2025	2024
	£	£
Fixed Assets		
Property - Garrison Lane	420,000.00	420,000.00
Fixtures & Fittings	17,275.00	17,275.00
	<hr/>	<hr/>
	437,275.00	437,275.00
Current Assets		
Group Current Account	20,320.74	14,518.80
Scout Shop Balance	15.35	-239.50
	<hr/>	<hr/>
	20,336.09	14,279.30
District Loan	20,000.00	22,250.00
	<hr/>	<hr/>
	<hr/>	<hr/>
	336.09	-7,970.70
	<hr/> <hr/>	<hr/> <hr/>