Let's talk! Join us at our AGM

We're holding our annual general meeting this year on Monday 29th June 2026 at 6.45p.m..

All parents, Scouts and volunteers are invited to join us and reflect on some brilliant moments from the year.

Put your skills to use, learn new ones, and contribute to an amazing life-experience for you and your local community.

Volunteering is easier than you think. With full support and training, you can volunteer on a flexible basis.

scouts.org.uk/join

#SkillsForLife



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9th AYLESBURY GROUP SCOUT COUNCIL

Annual General Meeting

29 June 2026, 6.45pm
Oakfield Road HQ

AGENDA

1. **Introduction and welcome**
2. **Apologies for absence**
3. **Governance topics**
   a. Approve the minutes of the Annual General Meeting held on 25 June 2025
   b. Note the Group's financial year
   c. Agree the maximum number of members that may be appointed to the Trustee Board
   d. 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 during the past 12 months in the Aylesbury 9th 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. Appoint the Independent Examiner
6. **Closing remarks**

Minutes of 9th Aylesbury Scout Group
Annual General Meeting

Held at 9th Aylesbury Scout Headquarters
Wednesday 25 June 2025 at 7.00pm

1. Introduction and welcome

As the meeting was quorate (requiring 15 adult members of the Group Scout Council in attendance) Paul Sypko (Chair) opened the meeting and thanked everyone for attending.

2. Apologies for absence

Apologies were received from: Cara Underwood

3. Governance topics

The Chair explained this part of the meeting was to make sure the charity's foundations are in good order.

3a. Approve the minutes of the Annual General Meeting held on 26 June 2024

The Chair explained that the Group Trustee Board has reviewed the minutes of the previous AGM, held on 26 June 2024, (and a copy of which is included in the AGM Booklet).
He asked that these minutes are taken as read and ask the Group Scout Council to agree they're a true record of that meeting.
A show of hands was requested to approve the minutes and there were no objections and no abstentions. The minutes were approved.

3b. Note the Group's financial year

The Chair asked the Group Scout Council to note the charity's financial year as running from 1 April to 31 March.

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

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 Chair advised The Group Scout Council that they must agree the number of people to be appointed to the Trustee Board. This Trustee Board recommends that a maximum of 10 people are appointed. He proposed the Group Scout Council approves the recommendation.

A show of hands approved this proposal and there were no objections and no abstentions.

Minutes of 9th Aylesbury Scout Group
Annual General Meeting

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

The Group Scout Council must agree its quorum (this is the minimum number of Group Scout Council members that must be present at Group Scout Council meetings). This Trustee Board recommends the quorum should be set at 15 people.
A show of hands approved the number and there were no objections and no abstentions.

4. Review of the previous year

4a. The Group Lead Volunteer's (GLV) review of Scouts in the 9th Aylesbury Group

Kelvin Leaver, the GLV, spoke about many of the activities the youngsters from the group had experienced.

He explained that he had a very good Leader Team and this has helped offer the young members lots of activities and experiences, like Nights Away, etc. and many of the young people achieve top awards in their sections. He thanked them all for their hard work.

Full details of his review of the year can be found in the AGM booklet.

The Chair also added his thanks for the time and effort put in by all the Leadership team, along with others involved 'behind the scenes'.

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

The Chair advised that the Group Trustee Board had approved the Annual Report and Statement of Accounts, and had received the report on the accounts from the Scrutineer. These documents are detailed in the AGM booklet.

The Group Treasurer (Jackie Richards) explained that although our bank balance was looking healthy, the accounts show that Group had spent a sum of over £14000 on purchasing the land (along with associated legal fees etc.) on which the 9th Aylesbury Scout Group HQ sits.

It was explained that prior to the recent purchase, the Group had to lease the land, and there was always a possibility that we may not have been able to renew the lease. Having made the purchase of the land, it ensures there can be a Scouting facility on the site for generation to come.

Funds will be needed to carry out repairs, upgrades and alterations to the HQ in due course.

The Chair invited questions from the Group Scout Council on both the Annual Statement of accounts and the Trustee Report, but there were none.

The Treasurer advised those present that the membership subscriptions had not increased for ten years and therefore, the Trustee Board had agreed that the monthly subscription should increase by £1.00 (one pound) per month, commencing in September 2025. Jackie will be writing to parents/guardians of this in the near future.

The Chair thanked Jackie for her hard work.

Minutes of 9th Aylesbury Scout Group
Annual General Meeting

5. Making appointments

The Chair explained we use this part of the meeting to organise the setup of the charity until the next AGM so the Trustee Board can oversee good governance for the charity over the next year.

As there had been no one coming forward requesting to join the Trustee Board prior to the meeting, the existing Board members are all willing to stand and will be Trustees for the following year.

They are:

Paul Sypko – Chair, (on the recommendation of Kelvin Leaver, GLV)

Jackie Richards - Treasurer

Allyson Leaver

Ayşe Hunter-Watts

Paul Biswell

Sue Biswell

Kelvin Leaver as GLV, is an ex-officio member of the Board

The Groups Scout Council was advised by the Chair that the Board could co-opt up to 3 more Trustees to the Board at one of their meetings.

If anyone was interested in joining, or wished to help the Group in any other way, to please talk to any of the Leaders or Trustees.

The Chair thanked the Trustees for their work throughout the year and in particular, mentioned Dave Rayner, who stood down from being a Trustee in February 2025. Thank you, Dave.

5a. Appoint the Scrutineer

The Chair advised the Group Scout Council that the Treasurer had proposed Helen Green for the role of Scrutineer.
The Chair confirmed that Helen was qualified for the role and was willing to accept it.
A show of hands approved Helen as Scrutineer and there were no objections and no abstentions.

6. Closing remarks

Chris Harper, District Lead Volunteer, thanked the Group Scout Council for their attendance and explained how well the Group was doing. He thanked all involved, especially all the Leadership Team who turn up every week to give the young people Scouting opportunities.

Minutes of 9th Aylesbury Scout Group
Annual General Meeting

He then presented Jackie Richards with her 10 Year Service certificate and badge. Well done Jackie.

The Group Lead Volunteer then presented Amelia Hall with the Chief Scout's Gold AWARD in front of all the Group Scout Council and all the assembled Scouts. Very well done, Amelia.

The Chair thanked everyone again for attending and advised refreshments were available in the garden.

The meeting closed at 19.43.

Trustees' Annual Report

For the period:

From	01 April 2025	To	31 March 2026
	(period start date)		(period end date)

Charity Name	**Ninth Aylesbury Scout Group**
Charity Registration Number (if registered - leave blank if excepted Charity)	**300652**
HQ Registration Number	**28495**

Objectives and activities

Summary of the purpose and objects of the Charity as set out in its governing document	The objectives of the Charity are as a part of The Scout Association. **The Purpose of Scouting** Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. **The Values of Scouting** As Scouts we are guided by these values **Integrity** – We act with integrity; we are honest, trustworthy and loyal **Respect** – We have self-respect and respect for others **Care** – We support others and take care of the world in which we live **Belief -** We explore our faiths, beliefs and attitudes **Co-operation** – We make a positive difference; we co-operate with others and make friends **The Scout Method** Scouting takes place when young people, in partnership with adults, work together based on the values of scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their promise
Summary of the main activities in relation to the purpose and objects	During the year all sections continued to offer a varied and balanced programme including weekly meetings, camps, hikes, skills sessions, games and visits, with a strong emphasis on fun, personal development and keeping everyone safe in Scouts. Attendance has remained high across Beavers, Cubs and Scouts, with all sections at or near capacity and a waiting list of young people wishing to join Scouting. The Leadership Team has continued to use parent helpers and occasional rota-style support to sustain programme delivery, while encouraging more adults to consider taking on formal roles. The group has also ensured that young people who might otherwise be excluded for financial reasons have been supported to attend key events, such as County Camp, through discreet case-by-case subsidies from group funds.
Statement confirming the trustees have had regard to the guidance issued by the	The Trustees confirm that the Charity meets the Charity Commission's Public Benefit criteria under both the advancement of

Charity Commission on public benefit	education and the advancement of citizenship or community development headings.

Achievements and performance

Summary of the main achievements of the Charity during the year identifying the difference and impact the Charity's work has made, including on sustainability. ***You may choose to include further statements, where relevant, about:*** • *Achievements against objectives* • *Fundraising activities* • *Contribution made by volunteers*	The group has maintained strong membership and good weekly attendance in all sections during the year, with continued demand for places and waiting lists carefully managed, particularly at Beaver age. Leaders have delivered a broad programme focused on skills for life, including outdoor activities, camps, night away experiences, community engagement and badge-earning projects, with many young people achieving a wide range of badges and awards. Over 40 young people attended County Camp in May 2026, reflecting strong interest across sections (Approximately 50% uptake across the group) and the group's commitment to making residential opportunities accessible. The Trustee Board has also focused on strengthening governance, including work towards a formal risk register, a central digital document repository and the adoption of current Scouts and Charity Commission guidance, for example in relation to safety, safeguarding and the Charity Commission's Prevention of Future Deaths advisory note. In addition, trustees have started to plan for future growth and sustainability of the headquarters, commissioning professional surveyors to explore options for improving accessibility, energy efficiency and the overall suitability of the building for Scouting and wider community use. The Trustees would like to thank the Leadership Team and all the other parents/volunteers for their continued support.

Financial review

Review of the financial position	The Group remains in a strong financial position. Income from subscriptions, Gift Aid, hall hire and fundraising continued to support the Group's day-to-day activities, and the accounts show healthy cash balances at the year end. The trustees have maintained a prudent approach to spending and reserves, ensuring that sufficient funds are available to support ongoing Scouting and future commitments. A significant development this year was the purchase of the freehold for the headquarters. As a result, the Group is now building reserves for the next phase of work on the HQ, including improvements to the building and any associated professional costs. The trustees consider this approach appropriate, as it supports the long-term sustainability of the site while preserving the Group's ability to deliver safe, high-quality Scouting. At 31 March 2026, total cash funds and net assets were £57,335, which is above the Group's stated reserves level of around £15,000. The trustees believe this is a sound position, reflecting both the Group's financial resilience and the need to plan responsibly for future premises investment.
Policy on Reserves, why they are held, and the amount of reserves	The trustees' policy on reserves is to hold sufficient funds to ensure the continuity of the Charity's activities if income from subscriptions, fundraising or hall hire were to reduce unexpectedly, and to provide a prudent buffer against unforeseen expenditure. The Trustee Board considers that a reserve equivalent to around 18 months of normal running costs, approximately £15,000, is appropriate for the Group in view of its responsibility for ongoing programme delivery, building

	running costs and general financial resilience. At 31 March 2026 the Charity held total cash funds and net assets of £57,335. This is above the minimum level set by the reserves policy, and the trustees consider this appropriate given the Group's strong overall financial position, the need to maintain stability in supporting regular Scouting activities, and anticipated future expenditure on headquarters improvements and related professional costs.
Policy on Investments and investment performance	The Charity has adopted a low-risk policy for the management of its funds. At 31 March 2026 the Group held £57,335 in cash funds, comprising £1,887 in its current account and £55,447 in its deposit account, with no money held in quoted investments, property investments, building society accounts or the Scout Association Short Term Investment Service. During the year the Group received £331 in bank interest. In view of the nature of the Charity, the need to maintain liquidity for day-to-day operations and planned expenditure, and the level of reserves required to support Scouting activities and future premises improvements, the trustees do not consider it appropriate at present to invest in longer-term or higher-risk investment products. The Trustee Board reviews bank balances and interest rates periodically to ensure that funds are held securely, remain accessible when needed and achieve an appropriate return consistent with this low-risk approach.
A description of the principal risks	The Trustee Board recognises its responsibility to identify, assess and manage the principal risks facing the group in line with The Scout Association's Policy, Organisation and Rules and Charity Commission guidance. The most significant risks considered during the year relate to safeguarding and safety at weekly meetings and events, volunteer capacity (particularly leadership and trustee roles), financial sustainability and the condition and fitness-for-purpose of the headquarters building. These risks are managed through adherence to Scouts safety and safeguarding policies, including clear expectations for drop-off and collection, appropriate ratios and mandatory learning for adult volunteers; through ongoing efforts to recruit and support leaders, young leaders and trustees; through regular financial reporting, budgeting, maintaining an appropriate level of reserves and securing independent examination of the accounts; and through commissioning professional surveyors to advise on building condition and options for improvement. During 2025–26 trustees have also begun work on adopting a formal risk register, using the Scouts template, and on putting in place a central repository for key governance documents, with the aim of strengthening systematic review and oversight of risk in future years.

Structure, governance and management

Type of governing document	The Charity's governing documents are those of The Scout Association. These consist of a Royal Charter, which gives authority to the Association's Bye-Laws, and the Policy, Organisation and Rules (POR) of The Scout Association. In addition, the Group has adopted a local Group constitution / Terms of Reference, which are consistent with the Royal Charter and POR and set out how the Group is governed at local level.
How the Charity is constituted	The Charity is a trust established under its rules which are common to all Scouts. It is constituted as an educational Charity.
Trustee selection methods	The Trustees are appointed in accordance with the Policy Organisation and Rules of The Scout Association.

Policies and procedures for the induction and training of trustees	All Trustees complete The Scout Association trustee and mandatory learning within the first six months of joining the Trustee Board, they also complete other Scout Association mandatory learning periodically as required.
Additional governance arrangements	The Charity is managed by the Trustee Board, the members of which are the "Charity Trustees". As Charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate. The Trustee Board consists of the Chair, Group Lead Volunteer, Treasurer and up to seven other elected or nominated trustees, together with any ex-officio trustees in line with The Scout Association's Policy, Organisation and Rules. During the year to 31 March 2026 there were seven serving trustees, leaving up to three vacancies which the board is actively seeking to fill, particularly through recruiting parent trustees. The Trustee Board met formally five times during the year, including the Annual General Meeting, and maintained regular contact between meetings as required to support programme delivery, manage the headquarters and respond to governance matters. In the absence of a dedicated secretary, trustees agreed to use AI-assisted note-taking to support the production of minutes, with all minutes reviewed and approved by the board. The Trustee Board exists to support the Leadership Teams in meeting the responsibilities of their appointments and in supporting them to run high-quality and safe programs that give young people skills for life. The Trustee Board maintain appropriate governance policies and oversight. The Trustee Board is responsible for carrying out its purposes for the public benefit, complying with the Charity's governing document and the law, and managing the Charity's resources responsibly. The Trustee Board is responsible for ensuring the Charity is well managed, risks are assessed and mitigated, buildings and equipment are in good order and everyone follows legal requirements and Scout Association Policy, Organisation & Rules. This includes responsibility for: • Promoting a positive image of Scouting in the community, as well as its development; • Developing, maintaining and reviewing a risk register, including putting in place appropriate mitigations; • Ensuring that the finances are properly managed, and there are sufficient resources (and reserves) to deliver high quality Scouting; • Ensuring a system of internal controls is in place that is designed to provide reasonable assurance against material mismanagement or loss; • Ensuring that property is appropriately managed; • Maintaining appropriate insurance of persons, property and equipment; • Assisting in the recruitment of leaders and other adult support; • Having an open and transparent selection process for the recruitment of Trustees; • Appointing Advisors as required; • Ensuring effective administration is in place to support the Trustee Board;

	• Ensuring compliance with applicable governance and Charity regulations, including in respect to safety and safeguarding; • Ensuring incidents are appropriately reported in line with regulation and policy; • Ensuring applicable policies and regulations are regularly reviewed and changes implemented as appropriate; • Ensuring transparency of operations, including in the preparation of accounts and holding an AGM; • Ensuring compliance with Data Protection legislation; • Acting as a responsible employer for any employees, who are effectively managed.

Plans for future periods

Plans for future Periods	Over the coming period the group intends to maintain strong section programmes and high quality, safe Scouting for existing members while cautiously increasing capacity where leadership and premises allow. Trustees and leaders are actively exploring the feasibility of opening a Squirrels section for 4-6 year olds once sufficient adult volunteers and sustainable funding are in place. Building on the work started in 2025–26, the Trustee Board plans to develop and deliver a phased programme of improvements to the headquarters, subject to securing external grants and other funding, with a focus on accessibility, energy efficiency and creating a welcoming, inclusive environment for all users. The board also plans to embed a formal risk register, strengthen shared digital records and continue to encourage more parents and carers to take on leadership and trustee roles to sustain the group's work over the longer term.

Reference and administration details

Principal Address	**8 Hastoe Park** **AYLESBURY** **HP20 2AD**

	Names of the Charity trustees who manage the Charity	**Office (if any)**	**Dates acted if not for whole year**
1	Paul James Sypko	Chair	
2	Kelvin Charles Leaver	Lead Volunteer	
3	Jacqueline Richards	Treasurer	
4	Allyson Louise Leaver		
5	Ayşe Kongur		
6	Paul Terence Biswell		
7	Susan Jane Biswell		
8	-		
9	-		
10	-		

Name and address of advisors

Type of advisor	Name	Address
Independent Examiner / Auditor	Helen Calcutt (Green)	***Address withheld for privacy purposes***
Chartered Surveyors	Andrew Eades Chartered Surveyors	20 Cornmarket THAME OX9 2BL

Declaration

The trustees declare that they have approved the trustees' report above.
Signed on behalf of the Charity's trustees by:

Signature	REDACTED	REDACTED
Full name	**Paul James Sypko**	**Kelvin Charles Leaver**
Position held	**Chair**	**Lead Volunteer**
Date	**10 June 2026**	**10 June 2026**

9th Aylesbury Scout Group (Charity No. 300652)
Receipts and payments account

	Year start date		Year end date
For the year from	01/04/2025		31/03/2026

Receipts and payments

	2024/25 Unrestricted funds £	2025/26 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	14,878	15,504
Donations	67	33
Legacies	-	-
Gift Aid	2,274	2,603
Other similar income (Compensation)	-	-
Sub total	17,218	18,140
Grants		
Maintenenace grant	-	-
Other grants	-	-
Sub total	-	-
Fundraising events (gross)		
Detail 1 Misc	172	25
Detail 2 Scouting Activities	5,337	5,618
Detail 3 Badges/Scarves Receipts	-	20
Other fundraising activities	-	-
Sub total	5,509	5,663
Scout hut income		
Hire of building	3,800	5,068
Hire of equipment	-	-
Other Scout hut income	-	-
Sub total	3,800	5,068
Investment income		
Bank interest	572	331
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
Sub total	572	331
Total Gross Income	27,099	29,201
Asset and investment sales, etc.	-	-
Total receipts	27,099	29,201

9th Aylesbury Scout Group (Charity No. 300652)
Receipts and payments account

	Year start date		Year end date
For the year from	01/04/2025	To	31/03/2026

Receipts and payments

	2024/25 Unrestricted funds £	2025/26 Unrestricted funds £
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	6,240	7,171
Youth programme and activities	7,076	4,934
Adult support and training	20	-
Rent	78	-
Water and Sewerage	381	559
Electricity and Gas	3,220	2,548
Insurance	1,842	2,018
Repairs and Renewals	1,877	3,692
Materials and equipment	822	464
Printing and photocopying	202	229
Contribution to camp costs	-	-
Uniforms	274	287
AGM and trustee expenses	29	-
Other costs detail 1 Badges	529	445
Other costs detail 2 Special	80	-
Other costs detail 3 **Purchase of Oakfield Road Lease**	14,024	-
Sub total	36,694	22,346
Fundraising expenses		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
Sub total	-	-
Total Gross Expenditure	36,694	22,346
Asset and investment purchases, etc.	-	-
Total payments	36,694	22,346
Net of receipts/(payments)	- 9,595	6,855
Cash funds last year end ***(Total Balance in Bank)***	60,075	50,480
Cash funds this year end	50,480	57,335

9th Aylesbury Scout Group (Charity No. 300652)
Receipts and payments account

	Year start date		Year end date
For the year from	01/04/2025		31/03/2026

Statement of assets and liabilities at the end of the year

	2024/25 Unrestricted funds £	2025/26 Unrestricted funds £
Cash funds		
Bank current account	✓ 2,274	✓ 1,887
Bank deposit account	✓ 48,206	✓ 55,447
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	50,480	57,335
(agree balances with receipts and payments account)	ok	ok
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	-	-
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-
Total net assets	50,480	57,335

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on ~~date TBC~~ (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by 27 APRIL 2026

Signature	Print Name
REDACTED	Paul Sypko - Chair
REDACTED	Jackie Richards - Treasurer

England & Wales

Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of 9th Aylesbury Scout Group

I report to the trustees on my examination of the accounts of the 9th Aylesbury Scout Group for the year ended 31st March 2026.

Responsibilities and basis of report

As the charity trustees of the 9th Aylesbury Scout Group 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 9th Aylesbury Scout Group 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 9th Aylesbury Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

✓ 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: REDACTED

Name: HELEN CALCUTT

Relevant professional qualification or membership of professional bodies (if any): MISS A.C.I.B.

Address: BLANKED FOR PRIVACY

Date: 25-4-2026