1st SWANMORE AND DROXFORD SCOUT GROUP SCOUT COUNCIL

Annual General Meeting

8 July 2026, 7.30pm
The Rising Sun, Swanmore

AGENDA

1. **Introduction and welcome**
2. **Apologies for absence**
3. **Governance topics**
   a. Approve the minutes of the Annual General Meeting held on 16 July 2025
   b. Adopt the model constitution from Policy, Organisation and Rules (POR)
   c. Note the Group's financial year
   d. Agree the number of members that may be appointed to the Trustee Board
   e. 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 1st Swanmore and Droxford 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 Scrutineer
   b. Appoint new trustees
6. **Closing remarks**

1st SWANMORE AND DROXFORD SCOUT GROUP

Trustees' Annual Report
for the period
01/04/25 to 31/03/26

Section A: Reference and Administration Details

Charity name: 1st Droxford Scout Group

Other names the charity is known by: 1st Swanmore and Droxford Scout Group

Registered charity number: 302225

Charity's principal address: Orchard House, Kiln Hill, Soberton SO32 3QE

Names of the charity trustees who manage the charity:

Trustee name	Office	Dates acted if not for whole year
Michael Anthony McHugh	Trustee	12/08/2024 to 16/07/2025
Amy Claire Baldwin	Trustee	Appointed 09/04/2024
Simon James Allison	Treasurer	Appointed 01/04/2025
Philip Michael Kirk	Chair	Appointed 16/07/2025
Jennifer Clare Farrell	Trustee	Appointed 16/07/2025
Nicholas David Farrell	Group Lead Volunteer	Appointed 16/07/2025
Richard Philip Cawley	Trustee	Appointed 16/07/2025
Fiona Jane Alexandra Sharvill	Trustee	Appointed 16/07/2025
Louise McMenemy	Trustee	Appointed 16/07/2025

Section B: Structure, Governance and Management

Description of the charity's trusts

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association. The Group is a trust established under its rules which are common to all Scouts. The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. 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 9 Trustees. Members of the Trustee Board complete Safety and Safeguarding training within 3 months of appointment. This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in

good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

Risk and Internal Control
The Group Trustee Board has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to property and equipment: The Group would request the use of property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. The Group has sufficient contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members: The Group through the capitation fees contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fundraising: The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders: The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Reduction or loss of members: The Group provides activities for all young people aged 4 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, the complete closure of the Group.

Section C: Objectives and activities

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.

During the period of this report, the volunteers of 1st Swanmore & Droxford Scout Group have once again generously given their time to provide our young people with a full and varied programme. Across our Beaver, Cub and Scout sections this has included camps and nights away, parades, fundraising fetes and stalls, trips out, barbecues and water fights, alongside a packed weekly programme of activities.

Highlights over the year have included archery, pioneering, radio work, backwoods cooking and fire-lighting, first aid, bushcraft and navigation, water sports, bikes and scooters, gardening and crabbing, hobbies and invertebrate evenings, to name a few.

This year saw the Swanmore and Droxford Groups merge into a single Group, and we are now gradually integrating the two, sharing equipment and programme ideas between the two sets of leaders. Alongside each section's own camps and fun days, our first joint camp has been planned, and we look forward to doing much more of this together in the years ahead. As ever, none of this would be possible without our volunteers, and we are all grateful for their commitment and generosity of time. The children benefit greatly from their time at Beavers, Cubs and Scouts, and this is only possible because of our Leaders.

Scouting wise the Group continues to thrive. We now run five sections across our two villages, with 98 young people in membership:

- Swanmore Beavers: 24 young people with 4 leaders
- Swanmore Cubs: 24 young people with 4 leaders
- Swanmore Scouts: 21 young people with 4 leaders and GLV
- Droxford Beavers: 14 young people with 2 leaders and 1 helper
- Droxford Cubs: 15 young people with 2 leaders and 1 helper

All sections have an active programme and the young people clearly enjoy their activities. Each of our sections is now effectively full, and we continue to manage waiting lists, particularly in Beavers. The Scout section in particular continues to grow, and we expect numbers there to push into the mid-thirties over the coming year. To manage this growth we have put in place a planned transition scheme for moving young people between sections in the correct order, which has resolved earlier "bottleneck" pressures and should prevent future imbalances.

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D: Achievements and performance

Scouting across the Group continues to go from strength to strength. The Scout troop has kept growing, while the Cub packs and Beaver colonies in both villages remain full. We have strengthened our leadership team over the year, welcoming new Leaders into Scouts who have settled in well and steadying the Cub and Beaver teams across both villages. This has allowed Nick to step back from day-to-day section leadership and focus more on supporting the Group as a whole. We have also welcomed new Trustees to the Board and have a new Treasurer ready to take over the Group's finances.

The Group has continued to work much more coherently as a whole, across all sections, with shared fundraising and combined events increasingly common. Regular leaders' meetings and shared programme planning continue to build a strong sense of community amongst the leaders, and between the leaders and the Trustees. We also took practical steps to improve standards of behaviour, rolling out a Group-wide Code of Conduct, parent signup evenings and a consistent reward and consequence system, which has been working well, alongside a new Beaver parent intro pack, with Cub and Scout versions to follow.

Fundraising has been strong this year across various events and has allowed us to invest across the Group. We completed roof and electrical repairs to the Droxford Scout Hut and refreshed our tent stock through repairs and replacements. New equipment added over the year includes two VHF radio sets, new cooking equipment, soft axe-throwing kits, sports bibs and cones, a stop motion animation kit, new first aid kits for every section, additional OS maps and emergency kit for hikes, lock boxes for knives and sharps, pioneering rope, pumpkin carving kits, and portable signboards and recruitment posters. We have also begun progressing plans for improved, better-located storage for the Group.

Section E: Financial review

Reserves policy

It is the policy of 1st Swanmore and Droxford Scout Group to hold in reserves the equivalent of the running costs for a short period of 6-9 months to enable the group to survive any sustained period of low or zero income, for example further pandemic lockdowns. This is estimated at £6,000 and will be accessible at short notice. It is also our policy to hold an amount for maintenance and rebuilding or substantial refurbishment of the main hut building in the future. This is estimated to be in the 20-year timeframe and funds of approximately £300,000 will be required. The aim is to save approximately £30,000 per year, when available, in order to build towards this goal. Funds will be moved from the current account to one or more savings accounts when the balance allows, on a quarterly or annual basis. This policy will be reviewed annually, with potential alterations if saving is ahead or behind projections, along with regular estimates of future building costs against projected reserves (savings + interest).

Investment policy

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

Section F: Other optional information

Plans for future periods
Our goals for the next 12 months are to keep building our leaders' skills and confidence, to recruit further leaders, particularly in Beavers, and to keep managing our growing numbers so that we can avoid turning children away from Scouting. We also want to continue improving communication, both within the Group and with parents, and to keep raising standards of behaviour so that every young person can enjoy their Scouting.

Section G: Declarations

The Trustees declare they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature:

Full names:	**Philip Kirk**	**Jennifer Farrell**
Date:	**08/07/2026**	

1st Swanmore and Droxford Scout Group Treasurer's Report

1st April 2025 to 31st March 2026

The accounts included in this report have been prepared by myself, Simon Allison as Group Treasurer. The accounts cover the period from 1st April 2025 to 31st March 2026.

Overall Position

The groups position has changed considerably since the last report due to the combining of Droxford and Swanmore Scout groups. This means that their assets and liabilities have been combined. Droxford Scout group owns a Scout hut which requires maintenance and upkeep.

During the last year there was a net income of £8784.

If I scrutinise the accounts, we have have had an amazing effort from everyone with fundraising and also with grant awards which total over £11K. However we have also had to spend over £9K on hut maintenance this year which urgently needed addressing which should cover us for the next few years.

The sections have all run within their budgets.

Membership Fees

We will likely need to increase membership costs again this year in order to cover increasing costs. This will be advised after the AGM and likely start for the winter term.

Gift Aid

Thanks to all Parents who opted in for Gift Aid. This generated the group an additional income of over £1400 and has been added straight to the sections budgets as mentioned above. We will send out another reminder to check the declaration next March.

Easyfundraising

We have an Easyfundraising account and would encourage parents to utilise this if possible. It does not cost a thing to use and can earn the group additional donations.

Summary

The group accounts are in a good position and we will continue to support the Section leaders to help deliver great meetings and events for our Beavers, Cubs and Scouts.

Simon Allison, Group Treasurer

1st Swanmore and Droxford Scout Group (302225)
Receipts and payments account

Year start date

For the year from	2025	2026

Receipts and payments

	31st March 2026 Unrestricted funds £
Receipts	
Donations, legacies and similar income	
Membership subscriptions	£10,270.25
Less: Membership subscriptions paid on (National/County/Area/District)	-£6,615.00
Enrolement Fees	£180.00
Donations	£4,736.34
Scouts, Cubs and Beaver Event Donatations	£8,487.91
Gift Aid	£1,440.99
Sub total	£18,500.49
Grants	
Maintenenace grant	£0.00
Other grants	£0.00
Sub total	£0.00
Fundraising events (gross)	
Jobs, Fete, VE Day	£6,462.54
Other fundraising activities	£0.00
Sub total	£6,462.54
Scout hut income	
Hire of building	£30.00
Hire of equipment	£0.00
Other Scout hut income	£9,763.30
Sub total	£9,793.30
Investment income	
Bank interest	£612.50
Sub total	£612.50
Total Gross Income	£35,368.83

Total receipts	**£35,368.83**

1st Swanmore and Droxford Scout Group (302225)
Receipts and payments account

Year start date

For the year from	2025	2026

Receipts and payments

	31st March 2026 Unrestricted funds £
Payments	
Charitable Payments (Rememberance Day)	**£ (115.50)**
Section Events and Activities	**£ (7,669.57)**
Adult support, Training and Admin	**£ (208.13)**
Section Meetings Expenses	**£ (1,735.77)**
Rent (School and Village Hall)	**£ (930.00)**
Water and Sewerage	**£ -**
Electricity	**£ (1,364.63)**
Insurance	**£ (1,591.96)**
Materials and equipment	**£ (853.81)**
Contribution to camp costs	**£ -**
Uniforms	**£ (258.59)**
Building Maintenance	**£ (9,164.60)**
Bank Fees	**£ (592.22)**
Badges	**£ (1,181.53)**
Sub total	**£ (25,666.31)**
Fundraising expenses	
Kids Sweets	**£ (288.15)**
Strawberry Stall	**£ (291.19)**
Swn Fete July 2026	**£ (20.00)**
VE Cake Stall	**£ (93.74)**
Quiz Refund	**£ (225.00)**
Sub total	**£ (918.08)**
Total Gross Expenditure	**£ (26,584.39)**

Total payments	£	(26,584.39)
Net of receipts/(payments)		£8,784.44
Cash funds last year end		£44,941.03
Cash funds this year end		£53,725.47

1st Swanmore and Droxford Scout Group (302225)
Receipts and payments account

Year start date

For the year from	2025	2026

Statement of assets and liabilities at the end of the year

	31st March 2026 Unrestricted funds £
Account Balances	
Barclays Bank Current Account	1
Lloyds Current Account	32,404
Lloyds 95 day Savings Account	21,187
Barclays Savings Account	1
OSM Expense Account	132
Total cash funds	53,725
(agree balances with receipts and payments account)	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	

Kneckers stock	**10**
Land and buildings	**200,000**
Scouting equipment, furniture etc	**5,000**
Sub total	**205,010**
Liabilities	
Accounts not yet paid	**-**
Expenses incurred but not invoiced	**-**
Subscriptions not yet paid	**-**
Loan - detail	**-**
Other liabilities	**-**
Sub total	**-**
Total net assets	**258,735**

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 8th July 2026 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Philip Kirk - Chair
	Simon Allison - Treasurer

These templates are based on Charity Commission guidance, which provides helpful notes:

'CC16b Receipts and Payments Accounts Introductory Notes' The link is provided below
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/585971/CC16b.pdf

The templates are **guidance.** They must show the opening cash balances, the receipt and payment movements in the year, and the closing cash balances. But do tailor to local circumstances, to most clearly report the Scout Group's finances to members and other stakeholders.

Should agree to 'Total cash funds' in Statement of assets and liabilities

Should agree to 'Cash funds this year end' in the Receipts and payments account.

Independent examiner's report to the trustees of 1st Swanmore & Droxford Scout Group

I report to the trustees on my examination of the accounts of the 1st Swanmore & Droxford Scout Group for the year ended 31st March 2026.

Responsibilities and basis of report

As the charity trustees of the 1st Swanmore & Droxford Scout Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

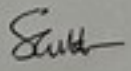
I report in respect of my examination of the 1st Swanmore & Droxford Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 1st Swanmore & Droxford 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: 

Name: Sophie Cutter

Relevant professional qualification or membership of professional bodies (if any): MICB, Institute of Certified Bookkeepers

Address: [redacted]

Date: 30 June 2026