

Remembrance Day 2025

Annual General Meeting

8th Winchester Scout Group

July 2026

#SkillsForLife
8thwinchester.org.uk
Registered charity #302315

Proposed Agenda

Minimum quorum for Group Scout Council is 10 – must include Chair, GLV and 2 Trustees (as per AGM in 2025)

1. Welcome - Chair
2. Apologies for absence - Chair
3. Governance Topics (Chair)
    a. Approve minutes of previous AGM
    b. Adoption of new constitution
    c. Note the Group's financial year (1st January - 31st December)
    d. Agree the number of members that may be appointed to the Trustee Board
    e. Agree Quorum for future meetings of Group Scout Council (Chair)
4. Review of the previous year
    a. Group Lead Volunteer
    b. Section Leads – Beaver, Cub & Scout Reports
    c. Receive & consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
5. Making Appointments
    a. Appoint the Group Chair
    b. Appoint the Group Treasurer
    c. Appoint members of the Group Trustee Board
    d. Appoint the Scrutineer
6. Closing Remarks

Apologies received prior to AGM

- Marriane Foster (St Lukes with St Marks Stanmore - Vicar)
- David Finch (St Lukes with St Marks Stanmore - Warden)

Nominations for Trustee Board

1. Chair - Adrian McKenzie
2. Treasurer - Kevin Knappett
3. Trustee - Zoe Coleman
4. Trustee - David Ashby
5. Trustee - Andrew Masham (2 year nomination)
6. Trustee - Darren Whitt (2 year nomination)
7. *Vacant*
8. *Vacant*

Ex-officio - Sean Coleman (Group Lead Volunteer)

Current Board of Trustees



Trustee (Chair) & Leadership Team Member
Adrian McKenzie



Cubs Team Leader & Trustee
Andrew Masham



Trustee (Treasurer)
Kevin Knappett



Beaver Team Leader & Trustee
Zoe Coleman



Scout Team Leader & Trustee
David Ashby



Group Lead Volunteer
Sean Coleman



Trustee & Leadership Team Member
Darren Whitt



Beaver Team Leader & Trustee
Michelle Rodericks

Trustee Report

Adrian McKenzie – Chair

Since the last AGM in July 2025 the Trustee Board met 8 times - October & twice in November 2025, January, February, March, May & June 2026. We continue to review, develop & mature our governance process and structures, within the Trustee Constitution and in accordance with the Charity Legislation.

Our first order of business was a strategy workshop, considering the future for the group. Whilst we have ambition, we tempered our plans according to the quantity of volunteer hours. Our primary focus is to deepen our Volunteer Leader rota, establish a Squirrel Drey, leading to the reopening of a second Beaver colony. Additionally we are looking to foster a culture of fundraising to support youth programs and charity.

St Luke's with St Mark's PCC, as part of their discernment and visioning process for the future of their parish church, consulted with the 8th Winchester Trustees. Whilst we have made no commitments, we are open to exploring a collaborative way forward which benefits the local community and to further Scouting in this area.

As part of our regular agenda we have:

- Reviewed Safety & Safeguarding within the Group
- Reviewed our finances, subscriptions & cash reserves
- Updated our Data Protection Policies
- Maintained our Scout Hut, insuring it complies with recent legislation, including Fire & Carbon Monoxide regulations
- Reviewed and updated our risk register
- Supported Sean (as GLV) and the Volunteer Leaders

I am proud of the Trustee Board and the strengths each member brings to the team. For most of us, it is a responsibility we discharge in addition to day to day Scouting with our young people. I would particularly like to thank Michelle Rodericks for her contribution to the Trustee board, as she steps back from Board responsibilities, whilst continuing as Beaver Team Leader.

Despite our best efforts in promoting the Charity, we were unable to recruit any new Trustees. If anyone can put forward names of potential Trustees (especially aged 18-25), I am happy to meet and explore the possibility of them joining the board during the year.

Finally, on behalf of the Trustee Board, I would like to thank Sean and all of the Volunteer Leaders, and Parent Helpers, and anyone who has assisted in the delivery of Scouting to Young people in our care. Thank you.

Adrian McKenzie
chair@8thwinchester.org.uk

Finance Report

Kevin Knappett – Trustee Treasurer

Treasurer Update

The July 2025 AGM re-appointed Mr Kevin Knappett as the 8th Winchester Scout Group Treasurer and continues in this role to the present day.

Membership Fee

Maintaining the long-term financial sustainability of the 8th Winchester Scout Group is a key responsibility of the Treasurer. The monthly membership throughout 2025 was maintained at £18 per month per young person.

Charity Commission

The Scout Association is incorporated by Royal Charter and is the umbrella membership organisation for Scouting in the United Kingdom. Each member Scout Group is an independent legal and charitable body in its own right with its own local governance – 8th Winchester Scout Group is a registered charity (no. 302315).

The accounts for the financial year ending 31 December 2024 were submitted to the Charity Commission on 19 October 2025. The annual accounts for the financial year ending December 2025, shown in table 1, will be submitted before 31 October 2026..

Gift Aid

Gift Aid is a simple government initiative which allows you to increase the value of your donations at no extra cost to you. HM Revenue and Customs regards membership fees as 'donations'. The 8th Winchester Scout Group submitted a claim to HMRC GiftAid for the previous four years of contributions, and the Treasurer confirmed that over £8000 was claimed and received in October 2025.

Parents and carers are encouraged who are UK Taxpayers and pay the membership fee, to complete the Gift Aid declaration on the Online Scout Manager portal. It takes less than a minute to do so and allows the Group to be given 25p for every £1 that you give for membership fees. By doing so makes a big difference to the sustainability of our Group funds, including the upkeep of the Scout hut. If parent/carers have issues or questions completing the Online Scout Manager Gift Aid declaration, please contact treasurer@8thwinchester.org.uk

Notable expenditure during the 2025 period includes:

Notable Expenditure in 2025	Payment Due	Total in 2025
UKHQ Annual Membership Fee	March	£6,233
Hut Cleaning (weekly activity)	monthly	£2,105
Utilities: Electricity & Water Provider	Quarterly	£1,960
Badges	Quarterly	£837
Unity Scout Hut Insurance	December*	£724
Health & Safety: Fire Alarm, extinguisher servicing	April & Sept	£419

Table 2: Notable Expenditure 2025

Insurance invoice was paid in January 2026, hence expenditure is not reflected in 2025 accounts.

The cash flow during 2025 is shown in Fig.1.

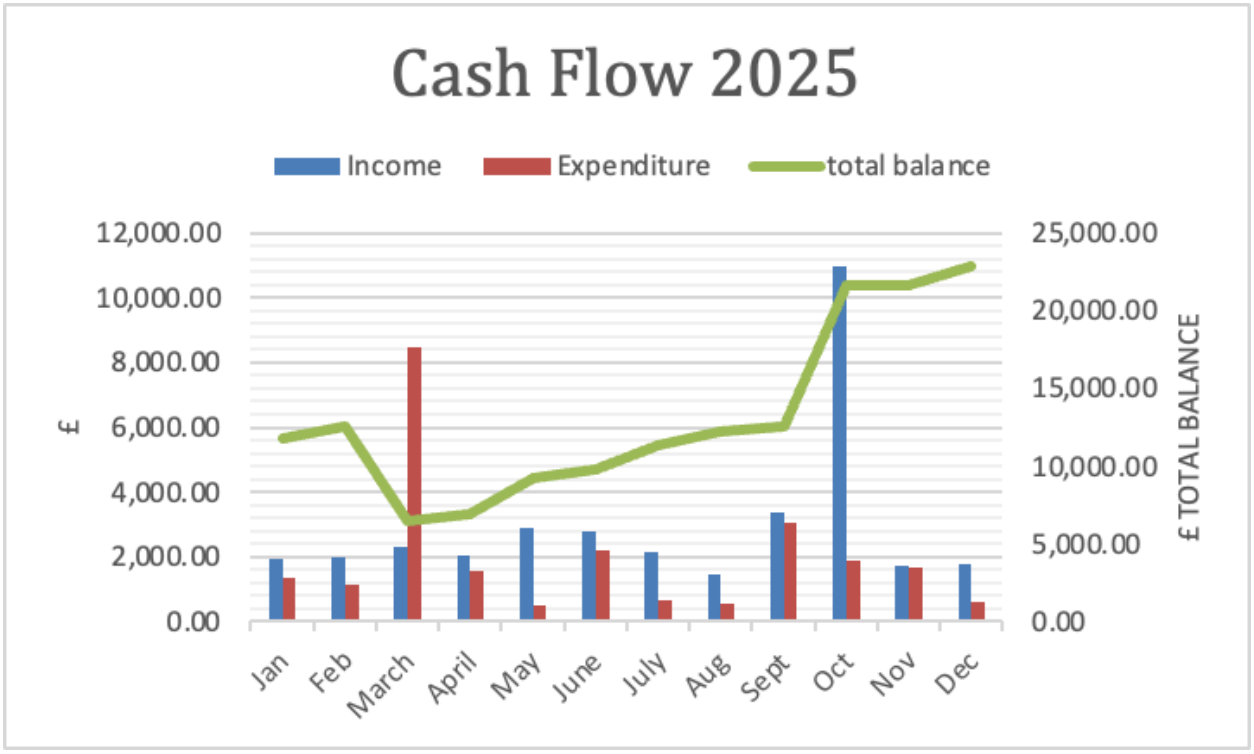


Fig1: Cash Flow 2025

Annual Accounts

These accounts have not yet been examined by our independent examiner.

The 2025 accounts are presented to the 3 July 2026 AGM.

Annual Accounts 1 January to 31 January	2025
Income	
Donation	20
Events	10764.2
Fundraising	0
Gift Aid	8067.79
Membership Fees	16040
Scout Hut Hire	467.5
Expense	
Activity Equipment	848.06
Badges	836.56
Events	11019.61
Insurance*	0
Membership Costs	6233.5
Scout Hut Hire	100
Utilities	1959.77
Venue Maintenance	2700.52
Account balances	
Expense Account	1134.53
Barclays	21714.89
Summary	
Account balance brought forward (1 January 2025)	11187.95
Total income	35359.49
Total expenditure	23698.02
Net income	11661.47
Account balance carried forward (31 December 2025)	**22849.42**

Table 1: 2025 Annual Accounts

Recommended appointment of Independent Examiner

The Charities Act and Scouting POR detail the requirements for the independent examination of accounts. The Trustee Board recommends Mr Ian Urquhart, who has agreed to volunteer in this role. A CIMA qualified accountant with over 20 years in senior finance industry roles, and previously scrutinised PTA school accounts.

Fundraising & Community Report

Zoe Coleman – Trustee

This is a new but incredibly important section of our group that we need to explore and expand.

The group helped the local council run Access All Areas last August – thank you to the Scouts involved. We have been invited back again this year and they would love more Scouts to help count people in.

Utilita, part of the Luxion Group, were welcomed on their volunteer days - getting out of the office and warehouse, and on the end of a paintbrush. They spent 2 days helping redecorate and refurbish parts of the Scout Hut to provide a fresher meeting place for your children.

They also donated enough carpet floor tiles to redo the main hut floor. This is a task which is yet to be completed.

We are always looking for ways to fundraise for the hut – do let us know if you have any fabulous ideas or wish to become a part of this team to help provide much needed resources through fund raising.

Beaver Section report

Michele Rodericks – Trustee & Team Leaders, Beaver Scouts

Tuesday 18:00 – 19:15

I have been leader in charge for 6 years. We have 11 Beavers aged 6-8 with even numbers of both boys and girls. We also have a steady flow of Young Leaders (YL) 3 currently completing either Bronze or Gold Duke of Edinburgh Awards. Three adult leaders and we rely on parent helpers to ensure meetings and events go ahead. Over this past year we saw 6 Beavers swim up to Cubs all achieved their Bronze awards. Also 2 YL Daniel and Verity who completed their Bronze DofE. We have awarded lots of badges across the year to all our Beavers and Leaders!

We have had a busy year completing lots of fun activities, We attended Group and District events, Remembrance Sunday, St Georges Day and Athletics night, District Camp. As a colony we held craft evenings, Science evenings, including making bird feeders, badge work and visits to the Fire Station, Pinsent for firelighting, Bouldering, Archery. One of my highlights was our bring a friend evening which resulted in 3 new Beavers joining the Colony.

The District highlights were the Athletics night and District Camp.The Athletics event was held for Beavers for the first time based on the success of the Cub event. The 8th were represented by 10 Beavers who were enthusiastic and quite successful against much larger teams. District Camp this year was a triumph in spite of the weather. District camp was held the first weekend of June and was very cold and wet! This year we had new tents and a new waterproof marquee. Our Beavers who attended the day were very brave and joined in all events. Activities on offer were Archery, Bouldering, making and cooking on campfires, making bunting flags to celebrate 40 years of Beavers, inflatable slide and assault, course, wide games, birthday party, campfire and hike on the Sunday morning, all this for £23!! Central catering and organisation of the day improves each year, there were 180 Beavers from across the District. 8 Beavers attended the day and 6 stayed overnight, for some first camp and first time away from home. We had two young leaders join us on the day to help.

I would like to thank my team of leaders Heidi, Ching, Lori, Chris who help with planning and running evenings. Special thanks to Sean and Zoe who help at District events A special mention to our YLs who are enthusiastic and instrumental in modeling great behaviour. They run a fantastic range of games, share songs and participate fully and encourage the Beavers.

Finally thank you to all our parents who help on Tuesdays, at events and to our Beavers who turn up each week.

Cub section report

Beccy Scott

Team Leader, Galahad Cub Scouts

Meets – Monday 18:30 – 20:00

Andrew Masham

Trustee & Team Leader, Lamorak Cub Scouts

Meets – Friday 18:00 – 19:30

This year, the leadership team — Heidi, Lori, Zac, Anna, and two excellent DofE students — have delivered a strong, fast-moving programme that's pushed the Cubs forward week after week.

So what have we achieved?

- 213 badges.
- 3 Silver Awards.
- 4 camps.
- Night hikes, archery, off-site adventures, and a packed calendar of activities.

The standout achievement is the Cubs themselves: turning up every week after a full day at school, focused, well-presented, and ready to get stuck in. That attitude comes from you as parents, and from a leadership team that sets the same tone.

This year I also gained my Nights Away Permit, meaning both Beccy and I now hold it. Camps are easier to run, easier to manage, and easier to share — which strengthens the whole programme.

Looking ahead, we do need more parent helpers. When our students return home, our team becomes very lean. If you'd like to know what helping involves or how you can support the pack, please ask.

Scout Section report

David Ashby – Trustee & Scout Leader (Percival)

Thursday 19:00 – 12:00



Group update

Sean Coleman – Group Lead Volunteer

This year has honestly flown by. Having previously been more focused on Beavers, I've really enjoyed getting to grips with the differences between the sections, getting to know more of our volunteers and young people, and spending time across Beavers, Cubs and Scouts.

We currently have Tristan Beavers, Lamorak Cubs, Galahad Cubs and Percival Scouts running, and we're still really keen to get Gawain Squirrels off the ground. It's still something we want to make happen, even if it's taken longer than planned. With numbers in the younger sections not quite where we'd like them to be, Squirrels feel like an important part of helping more young people start their Scouting journey with us.

Overall, the Group has been stable this year. We've had good coverage at most, if not all, District events, and our leaders have played an active part in helping make those wider events happen. I've had the pleasure of joining Beavers and Scouts District Camps, the Group Cub Camp, and a number of other activities. They've been brilliant weekends with loads of great moments, and the sort of things that remind you why we do this.

The sections will no doubt go into more detail themselves, but I do want to say how pleased I've been with the feedback we've had about our Group's contribution to District events. We have a brilliant bunch of young people and volunteers, and it's been great to see that recognised by others too.

The main challenge for the year ahead is sustainability. We've still got a handful of people doing an awful lot behind the scenes, and while that work is hugely appreciated, it isn't the best long-term plan. If every family did a little bit, it would take the pressure off the few people doing a lot — whether that's helping with the low-level running of a section, picking up a small admin task, joining the Trustee Board, or simply lending a hand when needed, reach out and get involved.

Finally, a huge thank you to Adrian, Kevin, the Trustee Board, our Section Leads, regular helpers, and everyone who has mucked in over the past year. And thank you in advance to those reading this who are looking to step up. We've learnt a lot this year and have made a solid foundation to build on going forwards.

8th WINCHESTER GROUP SCOUT COUNCIL

Annual General Meeting Minutes

Friday 11th July 2025

8th Winchester Scout Hut, Stanmore.

Attendee Information –

48 people attended the AGM, 1 person was not affiliated with Scouting, 2 people were representing District, 11 people were 8th Winchester Leaders or Trustees, 14 people were non uniformed parents and 20 were young people. The names are not included here for GDPR reasons, but can be supplied if required.

Welcome

Adrian McKenzie, Chair of the Trustee Board, welcomed the Group Scout Council members, and walked through the safety procedures in the event of a fire. He welcomed the following guests and noted the apologies.

Guests

Richard Mendelsohn - District Chair of Winchester
Robin Cook - District Lead Volunteer of Winchester
Nicola Horsey - Chair of Carroll Centre

Apologies

Darren Witt (Deputy Group Lead Volunteer)
David Ashby (Scout Lead Volunteer)
Liz Stannard (Home-Start Winchester and Districts)
Marriane Foster (St Lukes with St Marks Stanmore - Vicar)

Governance Topics

- Approve the minutes from last year's AGM (2024) – unanimous approval from the Group Scout Council. (see pages 24 - 25 of the AGM report)
- Adopted Constitution from Scout website (2025) – unanimous approval from the Group Scout Council. (see pages 26-32 of the AGM report)
- Agree minimum quorum for Group Scout Council is 10 – must include Chair, GLV and 2 Trustees – unanimous approval from the Group Scout Council.
- There are to be 8 members on the Scout Trustee Board; 7 nominations and 1 ex-officio - unanimous approval from the Group Scout Council.
- The Financial Year having run from 1/1/2024 until 30/12/2024
- There are no new names to add to Group Scout Council

Review of the Previous Year (September 2024 - July 2025)

Group Lead Volunteer, Sean Coleman, welcomed and thanked everyone for attending, with

special thanks to Adrian and Darren for their support as he takes over the role of GLV.

He gave the group update (see pages 22 - 23 of the AGM report) and mentioned that the main focus has been on rebuilding the Trustee Board and actions behind the scenes.
As a group we have achieved lots of different activities and events over this year.
We have focused on reaching out to the local community to establish our presence within Stanmore. There will be a refurbishment of the hut, which will take place over the summer holidays. This will not only make it an improved space for us to meet in, but will also encourage more bookings to rent the hut. Utilita and Procode will come and help refurbish the hut, by painting and installing new kitchen fronts. Parents are needed to help with preparations before this can happen - details will be shared.

Cub Lead Volunteer, Andrew Masham, gave a report for both Lamorak and Galahad, Friday and Monday Cubs (see pages 18 - 20 of the AGM report). They have been working closely together to provide more activities for the children, as shared events.
They have also streamlined the processes, helping each other with strengths and weaknesses.
Lots of badges handed out to all Cubs. Thank you to all volunteers and parents who help with the groups.

Beaver Lead Volunteer, Michele Rodericks, gave the report for Tristan, the Tuesday Beavers section (see pages 13 -17 of the AGM report). Sadly, we closed Wednesday's Lancelot at Christmas. The Beavers have done lots of activities, which included Silas from New Life who came and ran our Faith badge one evening. The Beavers attended 2 camps this year, District Cricket Camp and a very soggy summer camp, where they were absolute troopers. Our parades had a good turnout, but we would like to see more attending. Thank you to parents who help us in the evenings.

District Lead Volunteer, Robin Cook, thanked everyone for attending, especially GLV and Chair. He mentioned that he is looking forward to our community engagement and the growth that will bring. He expressed his sadness on the closure of Wednesday Beavers, and advised a push for a Squirrel unit to bring in the parent helpers that are needed. He praised the group for their good input into District events, with a special mention to Beccy Scott, for organising the District Athletics event.

Receive and consider the Annual Report of the Group Trustee Board

Chair of the Trustee Board, Adrian McKenzie, gave the Trustee Report *(see page 8)* stating that they met 5 times in the last year – with the main focus being on maturing the Trustee Board. He thanked the trustees, and explained their role is to promote the care of the property and managing the risks associated with the group.

They had discussed the sustainability of sections, which resulted in the tough decision to close one of the groups, but this was from the care of volunteers' perspective, as many were attending more than one section. We are still looking to regrow our group, and hope to encourage more help.

In March 2025 the Trustee Board appointed Sean as GLV, and Adrian as Chair of the Trustees.

During the past year leaders have had to deal with the change of Compass to the new Scout admin system which has added a challenge to an already busy planning and running of sections.

Adrian delivered the following **Thank You:**

- Kevin Knappett has stepped down as a uniformed leader but will continue his role as treasurer.
- Beccy Scott will be stepping down from Trustee Board but will stay as Cub Leader, which is where she wants to spend her time.
- Jo Gibson, who supported onboarding and hall booking, has stepped back from the role as admin, as her family have moved to another group.
- Paul Barker who is stepping down as secretary and trustee, but helped with the re-formation of the board.

Treasurer, Kevin Knappett gave the financial report *(see pages 9 - 12)* for the year 2024, running from 1st January 2024 to 30th December 2024.

In order to maintain the long term sustainability of the group, we increased the membership fee to £18 a month in November 2024.

We had a lot of financial investments – new fire alarm system, new heaters, new lighting and new tents – health and safety was the focus in 2025.

Hiring out the hut is a useful source of income and we have seen an increase in bookings.

Gift Aid is very important – we can claim from HMRC for the last 4 years.

We had a few large expenditures -
Annual Membership is paid out once a year to UK Headquarters, which supports Scouting UK-wide.

Historic utility cost, where we had not been billed since COVID. This has been investigated and we are looking to move suppliers.
We have to submit our accounts to the Charity Commission every year, under the Scout Association.

Based on the Charities Act and Scouting Policies, Organisation and Rules the minimum requirements for an independent examination of accounts has been reached, and we need a scrutineer – Mr Ian Urquhart had volunteered to do this for us, as an independent person.

- Appointment of Ian Urquhart as Scrutineer - unanimous approval from the Group Scout Council.

Making Appointments

Appointment for Trustees and Scrutineer -

- Chair – Adrian McKenzie – unanimous approval from the Group Scout Council.
- Treasurer – Kevin Knappet – unanimous approval from the Group Scout Council.
- Trustees – Zoe Coleman, David Ashby, Michele Rodericks, Andrew Masham, Darren Whitt – unanimous approval from the Group Scout Council.
- Scrutineer – Ian Urquhart (independent) unanimous approval from the Group Scout Council.

Noted

- Ex-officio – Sean Coleman as GLV

Closing Comments

Robin Cook advised that we need more non-uniformed trustees on the board.
Nicola Horsey said it would be amazing to have the group participate in more community events, and to remember that the Carroll Centre is there to be used.

Sean Coleman reminded all present that there is a free community event, Access all Areas, on 29th August 2025, on the field behind the hut.

Questions for the floor

A parent asked if they became a uniformed leader, from being a parent helper, would more parent helpers be needed.
Sean Coleman's response - There is always a need for leaders and parent helpers, as most people will follow their child through their Scouting journey, and move up the groups. Both keep the sections running.
Beccy Scott's response - Being a leader gives you skills you can use in other areas of life

The meeting was closed at 18:45, and the Scout Council was invited to the Family BBQ to follow.

The Constitution of 8th Winchester Scout Group, adopted at AGM on 3rd July 2026

Charity number: 302315

5c.1.1.1 Preamble

This constitution describes the role, membership and operation of the Group Scout Council, and the Group Trustee Board.

5c.1.1.2 Charitable objects [POR 1.1]

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5c.1.2 The Group Scout Council

5c.1.2.1

The Group Scout Council has a governance role for the charity and makes Group Trustee Board appointments other than ex officio and co-opted Trustee appointments.

5c.1.2.2

The Group Scout Council has no Trustee responsibilities.

5c.1.2.3

The members of the Group Scout Council are

a. The ex officio members of the Group Scout Council are detailed in POR 5b.3.2.4.
b. The Group Scout Council may **appoint** some members as detailed in POR 5b.3.2.8.
c. The Group Scout Council may appoint some **community** members. See POR 5b.3.2.9.
d. The maximum number of appointed and community members of a Group Scout Council is defined in POR 5b.3.2.10.

5c.1.2.4

Group Trustee Board administration must ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the AGM). Group Scout Council members (whether ex officio or appointed or community) must not be recorded as such on the membership system.

5c.1.3 The Group Trustee Board

5c.1.3.1

The Group Trustee Board is responsible for the governance of the Group, whether or not it is a charity in law. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.

5c.1.3.2

Group Trustee Board membership

a. The ex officio Group Trustees, as defined in POR 5b.3.3.5(a).
b. Appointed Group Trustees (including Chair and Treasurer) are persons appointed by the Group Scout Council as described in POR 5b.3.3.5(b).
   The selection process for appointed Group Trustees must follow POR 5b.3.3.5(b) and POR 5b.3.3.6.
c. Co-opted Trustees are persons co-opted by the Group Trustee Board as described in POR 5b.3.3.5(c). Their term of appointment is a maximum of 12 months (though re-appointment is permitted).
   The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by Group Scout Council resolution at the AGM.
   The selection process for Co-opted Trustees must follow POR 5b.3.3.5(c) and POR 5b.3.3.6.
d. The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board.

5c.1.4 Group Scout Council – Annual General Meeting

5c.1.4.1

To support the planning and delivery of a Group AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

5c.1.4.2

Each Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year. The Group should give a minimum of four weeks' notice of the date of the AGM.

5c.1.4.3

The AGM must:

a. Undertake governance oversight by

    a. approving the minutes of the previous Group AGM
    b. adopting (or re-adopting) the constitution of the Group (POR 5c.1)
    c. noting the dates of Group's financial year
    d. approving appointed and community members of the Group Scout Council
    e. agreeing the maximum total number of members of the Group Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
    f. agreeing the quorum for future meetings of the Group Scout Council

b. Review the previous financial year by

    a. receiving from the Group Lead Volunteer an overview of the past 12 months of activity in the Group
    b. receiving and considering the Group Trustees' Annual Report and the annual statement of accounts which have been approved by the Group Trustee Board.

c. Make appointments

    a. appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
    b. appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
    c. appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board.
    d. approve the appointment of any Group Presidents or Group Vice Presidents, and note current appointees (if any)
    e. appoint (or re-appoint) an auditor or independent examiner (see POR 5e.3)

5c.1.5 Group Trustee Board - purpose

5c.1.5.1

The Group Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the Group is meeting The Scout Association's overall aims and strategic goals.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5c.1.5.2

Members of the Group Trustee Board must act collectively as charity Trustees of their Group (whether or not it is a charity in law), and in the best interests of the Group and its members.

5c.1.5.3

The Group Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

a. the Group is:
    a. well managed
    b. carrying out its purposes for the public benefit
    c. complying with the Group's governing document and the law
    d. managing the Group's resources responsibly
b. the Group is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in POR Chapter 2a.
c. young people are meaningfully involved in decision making at all levels
d. the Group has sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group including delivery of the high-quality programme and resource requirements of the training programme (POR 4b.7)

5c.1.5.4

The Group Trustee Board members must themselves collectively:

a. develop and maintain a risk register, including putting in place appropriate mitigations
b. ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group
c. ensure that where the Group is partnered with an Explorer Unit and the operational financing is undertaken by the Group, this arrangement must be documented in the Partnership Agreement, and the finance arrangements must follow this guidance.
d. maintain and manage:
    a. a reserves policy for the Group. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the Group, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts
    b. an investment policy for the Group
    c. a public benefit statement for the Group
e. ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and

maintained

f. ensure the appointment and management and operation of any sub-team(s) created in line with POR 5c.1.5.5, including appointing a Chair to lead the sub-team(s). This should normally be one of the Group's Trustees. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in POR Chapter 16).
g. ensure that effective administration is in place to support the work of the Group Trustee Board
h. appoint any co-opted members of the Group Trustee Board
i. ensure transparency of operation, including:

    a. prepare and approve the Annual Accounts and arrange their examination by an auditor or independent examiner (as appropriate) and as appointed by the Group Scout Council at their AGM
    b. prepare and approve the Group Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor or independent examiner)
    c. present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council for their consideration at the Group AGM
    d. following the Group AGM, ensure that the Group Trustee Board administration:

        - files a copy of the Group Trustees' Annual Report and Accounts as described in POR 5e.2.1.2 and POR 5e.2.1.3.
        - records all Group Trustees on the membership system, and ensures that the necessary eligibility checks are promptly concluded (should be by no later than 30 days following the AGM)
        - if the Group is registered with their regulator, updates the Group's registration details to list all Group Trustees

j. take responsibility for the Group's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor, including the Trustee Board responsibilities listed at POR 2a.3.2.1.
k. individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business
l. put in place annually an open and transparent selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).
m. where staff are employed:

a. act as a responsible employer in accordance with Scouts' values and relevant legislation
b. ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
c. ensure that appropriate specific employee insurance is in place (POR 5g.4.1.2(j))

5c.1.5.5

a. A Group Trustee Board may create sub-teams it deems necessary to support its governance function (see POR 5c.1.5.4(f)). The Group Trustee Board must ensure that for any sub-team it appoints:
    a. its purpose is governance-focused and not operational
    b. its members are agreed and approved by the Group Trustee Board
    c. the Group Chair has right of attendance
    d. the Group Lead Volunteer has right of attendance
b. Sub-team members are not Trustees unless they are already members of the appointing Group Trustee Board.
c. All sub-team members must be recorded on the membership system.
d. If a sub-team consists entirely of non-Trustee members it is good practice for at least one member of the sub-team to have completed the Being a Trustee in Scouts learning.

5c.1.6 Group Scout Council – Conduct of meetings

5c.1.6.1

The Group Scout Council meets at their AGM (POR 5c.1.4).

5c.1.6.2

It would be unusual for there to be additional meetings of the Group Scout Council. This is because the primary task of the Group Scout Council is to appoint the Group Trustee Board. If members resign from the Group Trustee Board, POR 16.9.2 must be followed, thus rendering an additional meeting of the Group Scout Council unnecessary.

5c.1.6.3

A Group Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

5c.1.6.4

Group Scout Council meetings are chaired by the Group Chair. If the Group Chair is unable to be present, the Group Chair may appoint a delegate to chair a meeting of the Group Scout Council subject to such appointment being approved at the start of the meeting by a majority of the Group Scout Council members present.

5c.1.6.5
Only Group Scout Council members, as defined in POR 5c.1.2.3, may vote in Group Scout Council meetings.

5c.1.6.6
The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (POR 5c.1.4.3(a)).

If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available opportunity.

5c.1.6.7
Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5c.1.6.8
To discharge their responsibilities, the Group Scout Council may meet by video conference as well as, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

5c.1.6.9
All meetings of the Group Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5c.1.7 Group Trustee Board - Conduct of meetings

5c.1.7.1
Meetings of the Group Trustee Board should be convened with at least two weeks' notice, though it is good practice to schedule meeting dates well in advance.

Meetings may be convened on shorter notice, using the guidance of POR 5c.1.7.3 to agree the date of the additional meeting.

5c.1.7.2
Group Trustee Board meetings are chaired by the Group Chair.

If the Group Chair is unable to be present at a meeting, the Group Trustee Board may choose a member to act as Chair for the duration of the meeting of the Group Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

5c.1.7.3
Only members of a Group Trustee Board as defined in POR 5b.3.3 may vote in meetings of the Group Trustee Board.

Trustees (including ex officio Trustees) must have a full appointment as a Trustee before they can vote at, or influence discussion at, a Trustee Board meeting. They can be invited to attend Trustee Board meetings while they have a provisional appointment but may not influence decision making or take part in any voting.

Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.

5c.1.7.4
The quorum for a meeting of a Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

For any sub-teams of the Group Trustee Board, the quorum for each sub-team must be set by the Group Trustee Board, based on the size of the sub-team and the complexity of its task(s).

If there is no quorum present at a meeting of the Group Trustee Board, or a meeting of a sub-team, the meeting must be closed and reconvened at the earliest opportunity.

5c.1.7.5
To fulfil their responsibilities, the Group Trustee Board may meet by video conference or in person, as determined by the Group Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

Whether hybrid or in person, it is important that all persons present at a meeting are able to:

a. be seen

b. ask questions
c. join in the debate
d. see, share and display documents such as resolutions

5c.1.7.6

Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the Group Chair deems it appropriate.

Digital applications other than email are generally not appropriate to be used for such decision making. This includes WhatsApp, Doodle and similar tools, which should only be considered in exceptional circumstances and with the agreement of the Group Chair.

For such decisions taken between meetings, a minimum of 75% [round down if necessary] of the total number of Trustees must approve the matter. The results of the vote must be reported to, and recorded in the minutes of, the next Group Trustee Board meeting.

POR Spring 2026 Edition

https://www.scouts.org.uk/por/

	2025
Income	
Donation	20.00
Events	11,792.29
Fundraising	0.00
Gift Aid	8,067.79
Membership Fees	16,040.00
Scout Hut Hire	467.50
Expense	
Activity Equipment	848.06
Badges	836.56
Events	12,047.70
Insurance	0.00
Membership Costs	6,233.50
Scout Hut Hire	100.00
Utilities	1,959.77
Venue Maintenance	2,700.52
Account balances	
Expense Account	1,134.53
Barclays	21,714.89
Summary	
Account balance brought forward	11,187.95
Total income	36,387.58
Total expenditure	24,726.11
Net income	11,661.47
Account balance carried forward	22,849.42

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 8th Winchester Scout Group

I report to the trustees on my examination of the accounts of the 8th Winchester Scout Group for the year ended 31st Decemeber 2025.

Responsibilities and basis of report

As the charity trustees of the 8th Winchester 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 8th Winchester 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 8th Winchetser 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: IAN URQUHART

Relevant professional qualification or membership of professional bodies (if any): A.C.M.A.

Address: 8, COMPTON WAY, OLIVERS BATTERY, WINCHESTER, SO22 4EY

Date: 6th AUGUST 2026