

# **4<sup>TH</sup> EAST BARNET (SEA SCOUT) COUNCIL**

## **Annual General Meeting**

Monday 4<sup>th</sup> November 2024 @ 7.30pm

Discovery Hall, 1 Stevenson Close, New Barnet, EN5 1DR

### **AGENDA**

- 1. Introduction and welcome**
- 2. Apologies for absence**
- 3. Governance topics**
  - a. Approve the minutes of the Annual General Meeting held on **11<sup>th</sup> October 2023**.
  - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
  - c. Note the Group's financial year.
  - d. Approve appointed and community members of the Group Scout Council
  - e. Agree the number of members that may be appointed to the Trustee Board
  - f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)
- 4. Review of the previous year**
  - a. The Group Lead Volunteer's review of Scouts in the **4<sup>th</sup> East Barnet (Sea 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. [If required] Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board
  - b. [If required] Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board

- c. [If required] Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
- d. [If required] (Re-)appoint Group President and/or Vice Presidents
- e. Appoint the Scrutineer / Independent Examiner / Auditor

**Closing remarks**

# **4<sup>TH</sup> EAST BARNET (SEA SCOUT) COUNCIL**

Annual General Meeting – 4<sup>th</sup> November 2024

Held @ Discovery Hall, 1 Stevenson Close, New Barnet

## **Minutes (draft)**

### **1. Introduction and welcome**

#### **Chair**

Welcomed members of the Group Scout Council and guests

Present: DA (ASL), AM (Parent/Team member), SA (GLV & CLV), LP (Team member), RC (Chair), LC (BLV), MS (Parent/Team member), CH (DDC – Barnet), ST (Supporter), AS (DDC-Cubs), RT (Treasurer), IT (SLV), DH (ASL), LG & LG (DESLs), DS (Parent) and JG (ACLV)

### **2. Apologies for absence**

#### **Chair:**

Apologies received from Jen P, Nerav P, Jill H, Tracey A for their absence today.

### **3. Governance topics**

#### **Chair:**

This part of the meeting is to make sure the charity's foundations are in good order.

#### **3a. Approve the minutes of the Annual General Meeting held on 11<sup>th</sup> October 2023**

##### **Chair:**

The Group Trustee Board have reviewed the minutes of the previous AGM at their meeting held on 29<sup>th</sup> July 2024 . I put forward these minutes are taken as read and ask the Group Scout Council to agree they're a true record of that meeting.

Seconded by **SA (GLV & CLV), ALL present in favour.**

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

##### **Chair:**

In line with the recommendation from Scout Headquarters, the Group Trustee Board proposes we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules. A copy of this was available for review and inspection prior to this meeting, and copies are also available at this meeting.

Seconded by LC (BLV) – ALL Present in favour.

**3c. Note the Group's financial year.**

**Chair:**

Asked the Group Scout Council members to please note our charity's financial year is [1 April to 31 March].

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

**Chair** noted the Group Scout Council can admit other people to membership. Chair advises that **Richard Cubbidge, Chair; Richard Tolfree, Treasurer; Stuart Austin, Group Lead Volunteer; Mark Hailey; Jenny Zourdani; Sarah Hinton-Smith and Nerav Patel** are nominated as Group Scout Council members.

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

**ALL THOSE PRESENT CONFIRMED APPROVAL.**

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

**Chair:**

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

The Group Scout Council must agree the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommends that 5 people are appointed. I propose the Group Scout Council approves that recommendation.

**Seconded by DA (ASLV) / ALL PRESENT CONFIRMED APPROVAL.**

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

**Chair:**

The Group Scout Council must agree its quorum – the minimum number of Group Scout Council members that must be present at Group Scout Council meetings. The outgoing Trustee Board recommends the quorum should be set at **5** people. Does the Group Scout Council approve that recommendation?

**Seconded by SA (GLV & CLV) / ALL PRESENT CONFIRMED APPROVAL.**

**4. Review of the previous year**

**Chair:**

Welcomed the Lead Volunteers to reflect on the activities of the past year.

#### **4a. The Group Lead Volunteer's review of Scouts in the 4<sup>TH</sup> EAST BARNET (SEA SCOUT) GROUP**

**Chair** asked the Group Lead Volunteers to present their Annual Review.

Annual Reviews were presented by Lynzi Crisp (BLV), Stuart Austin (GLV & CLV) and Ian Thornton (SLV).

**The Chair** thanked Lynzi Crisp for an amazing report, and it was further noted by our President that the Beaver's Facebook page was a brilliant medium for the group. Stuart Austin was thanked for a super report too for the Cubs, and it was acknowledged that he does a great deal more work than he says he does – a great deal of stuff not in the report. Another huge Thank You. The Chair also thanked Ian Thornton for his Scout report and was pleased to note he had a new assistant in Daniel join the team.

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

**Chair** noted the Group Trustee Board has approved the Annual Report and Statement of Accounts and has received the report on the accounts from Ms. C. Heneghan, Independent Examiner.

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

**Treasurer** briefly presented the Statement of Accounts.

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

**Chair** thanked the Treasurer **Richard Tolfree**.

#### **5 Making appointments**

**Chair:**

The Chair explained that this part of the meeting is to organise the set-up of the charity until the next AGM, and to appoint a Trustee Board to oversee good governance for the charity over the next year.

#### **5a. [If required] Appoint the Group Chair, following recommendations from the open selection process initiated by the Group Trustee Board**

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

**Group Lead Volunteer** explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that **Richard Cubbidge** should be appointed as Group Chair. **ALL PRESENT – Agreed.**

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

**5b. [If required] Appoint the Group Treasurer, following recommendations from the open selection process initiated by the Group Trustee Board**

**Chair** explains the open selection process agreed by the Trustee Board. **It was noted at the Meeting that RT wished to step down from this role but would continue until a replacement had been found.** The recommendation to the Group Scout Council is that **Richard Tolfree** should be appointed as Group Treasurer, **until a replacement is found.** **ALL PRESENT Agreed.**

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

**Chair** explained the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that **Stuart Austin, Mark Hailey, Jenny Zourdani, Sarah Hinton-Smith and Nerav Patel** should be appointed as members of the Group Trustee Board.

**ALL PRESENT – Agreed.**

**Chair** thanked the Trustees for their work during the year and, in particular, those members who are standing down soon (**Richard Tolfree**).

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

**Chair** notes the Group Scout Council appoints the Group President and/or Vice President.

Chair advised that **Clive Hailey** is proposed as President.

**ALL PRESENT – Agreed.**

**5e. Appoint the Scrutineer / Independent Examiner / Auditor**

**Treasurer** proposes **Ms. Charlotte Heneghan.**

**Chair** confirmed that **Ms. Charlotte Heneghan** has been proposed, seconded and is qualified for the role, and asks for a show of hands to approve **Ms. Heneghan's** nomination.

**6. Closing remarks**

**Chair** was pleased to update the Meeting that communications/team meetings and whatsapp channels had improved the productivity overall in contrast to face-to-face meetings. The Chair closed the AGM, thanking everyone for attending and for all of their hard work over the last year.

Meeting closed at 8pm.

..... Chair

## 4<sup>th</sup> East Barnet Sea Scout Group

**Annual General Meeting – Wednesday 11<sup>th</sup> October 2023 @ 7pm –Held at:  
Discovery Hall, Stevenson Close**

### MINUTES

**Present:** Stuart Austin (GSL & Cub Leader), Tracey Austin (Supporter), David Austin (ASL), Michal Kasczyszyn (ASL), John Kercher (Chairman), Lisa McGinlay (Section Assistant - Cubs), Clive Hailey (D.D.C BBDSC), Gill Hailey (DBSL), Sarah Hinton-Smith, Nerav Patel, Lynzi Crisp (Beaver Leader), Richard Cubbidge (Exec), Matt King, Richard Tolfree (Treasurer), Daniel Hughes (YL), Libby Hanley (YL), Khush Malde (YL), Jennifer Grocock (ACSL), Ian Thornton (Scout Leader), Pauline Dore Newton (Exec)

**Apologies for Absence:** Lyn Houghton (Henry), Pauline Newton, Sinead Grace, Louise Khazali, Jenny Zourdani, Magdalene Stetner.

### Introduction

John Kercher (Chairman) welcomed all attendees to the AGM for the year ending 31<sup>st</sup> March 2023. The Chairman gave thanks to all the volunteers who are involved in the Group either as Leaders, Assistant Leaders, Young Leaders, the Committee and the Parent volunteers who have given their time freely to the group over the last year. He further confirmed that this meeting was to sign off the Annual Report and to appoint officers to the Committee.

There were no questions from the floor, so the Chairman moved to the vote to agree the Annual Report for the Year end 31<sup>st</sup> March 2023 – **All in favour.**

### Treasurer's Report

Richard Tolfree (Treasurer) addressed the Meeting to clarify the Insurance Policy cost identified (Page 14) and explained that due to the year of Covid (at a ½ year) the Insurance policy had a significant “jump” and was rolled over to the following year, so overall the Insurance Premium was £4,500.

There were no further questions from the floor, so the Chairman moved to the vote to agree the Annual Accounts for the Year end 31<sup>st</sup> March 2023 – **All in favour.**

### Election of Officers

Nominations had been received for the following:

**Group President** – Clive Hailey

**Chairman** – Richard Cubbidge

**Treasurer-** Richard Tolfree

**Secretary-** Lyn Houghton (Henry)

**Trustee Board Members** - Mark Hailey, Jenny Zourdani, Sarah Hinton-Smith, Nerav Patel

## **Hall Bookings Clerk – Jennifer Grocock**

The meeting was moved to the vote to agree the nominations – **All in favour.**

### **Presentations**

Stuart Austin presented to John Kercher his 5 Year Service award and thanked him for his volunteering to the Group.

Clive Hailey as Group President and on behalf as DDC for Barnet Borough gave a precise of how Scouting will change come the transformation date in February 2024.

He was pleased to see after hours of preparation and slow processes this Sunday's Awards Cream Tea to be held at Stephen's House there were some 9 or 12 awards for 4<sup>th</sup> East Barnet, which is tremendous, good news. He gave most sincere and grateful thanks on behalf of the Scout Association to all the volunteers.

He gave a special Thank You to John Kercher and a warm Welcome to Richard Cubbidge. He further gave thanks to Richard Tolfree for his 35 years as the Group's Treasurer.

Clive Hailey then spoke about a Leader who had recently stepped down (January 2022) after having giving 35 years dedicated service to the Group, not only was this former Beaver Leader a wonderful and dedicated volunteer but was a "damn good cook" who, when things went awry, rose to the challenge of preparing food for 300 people attending a County Camp. He noted that the Merit Award was presented in 2013, and the Bar of Merit was awarded in February 2020, and was even recognised with a Civic Award for her excellent long service to the Community. Clive Hailey then asked Tracey Austin to come to the front, and two Beavers came forward to present gifts from the Group. Tracey assured those present, that she will continue as part of the cooking team for our future camps.

### **AOB**

Stuart Austin reminded all that the Quiz (the only fundraiser for the Group) is scheduled for the 18/11/23.

**Meeting closed at 8.08pm.**

*RICH CUBBIDGE*

**Chair**

**4<sup>th</sup> November 2024**

## 4th EAST BARNET ( SEA SCOUT ) GROUP

Receipts and Payments Account for the year ending 31 March 2024

<b>Receipts</b>	<b>2023-24</b>	<b>2022-23</b>
Membership subscriptions	<b>7,011</b>	9,344
Hall Hire and Donations	<b>3,045</b>	3,832
Gift Aid	<b>1,989</b>	1,122
Interest	<b>325</b>	159
Activities	<b>14,150</b>	11,037
Fundraising	<b>2,277</b>	2,314
Minibus	<b>438</b>	1,039
Other	<b>1</b>	328
<b>Total</b>	<b><u>29,236</u></b>	<b><u>29,175</u></b>
<b>Payments</b>	<b>2023-24</b>	<b>2022-23</b>
Rates and Waste Collection	<b>709</b>	800
Water	<b>245</b>	182
Electricity	<b>522</b>	815
Repairs and Renewals	<b>8,946</b>	1,534
Insurances	<b>2,235</b>	7,122
Activities, Equipment, Training, Uniforms	<b>18,245</b>	16,908
Minibus (excluding Insurance)	<b>2,403</b>	2,850
Fundraising costs	<b>1,045</b>	944
Website and Phone	<b>203</b>	98
Capitation paid to District	<b>3,223</b>	3,703
Other	<b>90</b>	221
<b>Total</b>	<b><u>37,866</u></b>	<b><u>35,177</u></b>

# 4th EAST BARNET ( SEA SCOUT ) GROUP

## Receipts and Payments Account Summary for the year ending 31 March 2024

	£
Total Receipts for the year	29236
Total Payments for the year	37866
<b>Net Receipts/Payments for the year</b>	<b>-8630</b>
Funds Brought Forward	50383
Net Receipts/Payments for the year	-8630
<b>Funds Carried Forward</b>	<b>41753</b>

## Financial Position as at 31 March 2024

Cash	117
Bank	41636
<b>Funds Carried Forward</b>	<b>41753</b>

## Assets as at 31 March 2024

Discovery Hall (rebuild cost)	465,000
Storage Container	1800
Minibus	4000
Camping and other Equipment	42000
Boats	7500
Trailers	7000
<b>Total Assets</b>	<b>527300</b>

The above receipts and payments account and statement of assets were approved by the Trustees and signed on their behalf by Richard Cubbidge

Date

Date

## **Independent Examiners Report to the Trustees of the 4th East Barnet (Sea Scout) Group**

I report on the accounts of the 4th East Barnet (Sea Scout) Group - Charity number 303479 - which comprises the summary of receipts and payments for the year ended 31st March 2024

This report is made solely to the trustees in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the Charity's Trustees for my

### **Respective responsibilities of trustees and examiner**

It is my responsibility to:

Examine the accounts (under Section 145(1) of the Charities Act 2011)

To follow the procedures specified in the General Directions given by the Charity Commissioners (under Section 145(5) (b) of the Charities Act 2011) and

To state whether particular matters have come to my attention.

### **Basis of examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep the accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date

27/09/2024

## **Independent Examiners Report to the Trustees of the 4th East Barnet (Sea Scout) Group**

I report on the accounts of the 4th East Barnet (Sea Scout) Group - Charity number 303479 - which comprises the summary of receipts and payments for the year ended 31st March 2024

This report is made solely to the trustees in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the Charity's Trustees for my

### **Respective responsibilities of trustees and examiner**

It is my responsibility to:

Examine the accounts (under Section 145(1) of the Charities Act 2011)

To follow the procedures specified in the General Directions given by the Charity Commissioners (under Section 145(5) (b) of the Charities Act 2011) and

To state whether particular matters have come to my attention.

### **Basis of examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep the accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date

27/09/2024