



**4th Headstone Scout Group
Annual report 2025**

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Charity Details

Aim of the Organisation

The education, training and development of young people using the Scout Association principles and programme. Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Charity Details

Charity number: 303690

Charity name 4th Headstone Scout Group (St Albans' Own)

Charity Contact: Mark Outtrim

President: David Carlen

Trustees

- Ex officio: Samantha Holliday – Jackson – Group Lead Volunteer / Trustee
- David Jolliff – Group Chair / Trustee
- Michelle McCalden – Group Secretary / Trustee
- Mark Outtrim – Joint Group Treasurer/ Trustee
- Jane Spencer – Davis - Joint Group Treasurer/ Trustee
- Elected: Tracy Janssens – Trustee

Statement of Purpose

Promoting the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, responsible citizens and as members of their local, national and international communities.

Future plans

We would like to see 4th Headstone continue to grow as a group offering Scouting to young people in the area local to the Scout hut.

Chairperson's Report

Welcome to the 4th Headstone Scout Group's Annual General Meeting. In this report, we'll highlight the wonderful activities and achievements of our group over the past year. A heartfelt thank you to all our volunteers; your efforts have truly made Scouting a vibrant experience at 4th Headstone.

The group trustee board has met three times this year as we navigate the changes required by the Scout Association. We are still finalising our subcommittee focused on fundraising and maintenance for the hut, and I want to extend my gratitude to those who have agreed to continue or join this initiative.

As we adapt to new operational guidelines, many long-serving members of our executive committee have stepped down. We deeply appreciate their years of dedication to 4th Headstone and would like to recognise Angela, Andrei, Suzanne, Sohail, and others for their invaluable contributions.

As Group Chair, I would like to express my sincere thanks to our board of trustees for their commitment, which can often feel like a thankless task alongside other commitments. Additionally, I want to acknowledge our volunteers and leaders of all sections for delivering an outstanding program for our young people.

Thank you all for your support!

Best regards, **David Jolliff, Chairperson, 4th Headstone Scout Group**

Group Lead Volunteer's Report

As we celebrate 95 years of Scouting at 4th Headstone, I want to express my heartfelt gratitude to our Trustee Board and Section Volunteers for their unwavering dedication to our Group.

The section reports highlight the fantastic range of activities offered to our young people—not only during section meetings but also during exciting nights away. We've enjoyed memorable events such as the group family camp at Well End, a sleepover at the Battle of Britain Bunker Museum, a joint Beaver and Cub camp, and a May Day trip for the Scouts, among others. Additionally, we were fortunate to provide our young people with a water activity day in June.

Each section continues to support our young people in achieving the highest section awards, including the Acorn Award and the Bronze, Silver, and Gold Chief Scout Awards. Scouting truly provides our youth with invaluable opportunities and essential skills for life!

It is with great sadness that I announce the departure of Sharika, our Assistant Cub Section Volunteer, and Raju, our Group Lead Volunteer, from their leadership roles due to personal reasons. Let's extend our sincere thanks to them for their dedication and hard work in supporting the Group.

As we move forward, we are actively seeking volunteers to join our leadership team, particularly in the Cub and Beaver sections, as well as additional Group Lead Volunteers to work alongside me. As Group Lead Volunteer I have always worked with the Cub sections, having served for over 30 years, as it would feel strange to step away but please note that Group Lead Volunteers do not have to work directly with a section and can offer support from afar—this can be a great option for those unable to commit to weekly meetings.

Our Scout Group is also currently looking for additional trustees to join our board . We meet just four times a year, including our Annual General Meeting (AGM), and play a vital role in ensuring the smooth running and success of the group.

As a trustee, you'll help oversee:

- The financial management of the group
- The maintenance and upkeep of our Scout hut
- The governance and strategic direction of the group
- Supporting our amazing volunteers to deliver a safe, fun, and varied programme for our young people

You don't need any Scouting experience – just a willingness to get involved and help make a difference. This is a rewarding way to support young people and give something back to your local community.

For more information on volunteering opportunities in Scouting, please see the link provided. <https://www.scouts.org.uk/volunteer/uk-scouts-volunteering/> Or If you're interested in finding out more, please get in touch.
We'd love to hear from you!

Thank you all for your continued support!

Sammy - Group Lead Volunteer

Squirrels Report – September 2025



It's been an incredibly busy year for the Squirrels. A handful of Squirrels and their parents enjoyed at least one dry day on Family Camp. Well End proved to be a great site for the Squirrels; it wasn't too big!



On Friday night, Squirrels enjoyed unwinding with Lego in the main hall and having story-time before retiring to bed. We enjoyed teaming up with the Beavers on Saturday, and climbed across the traverse wall, painted pottery and used the junior crossbows. Having learnt from the previous year, that

everyone needed some downtime after lunch, more Lego was presented and stories read on the grass in the shade.

A wonderful magic show followed in the evening, followed by a campfire, which is new to so many young people. Unfortunately, Sunday produced rather drowned Squirrels as we were forced to retire early from camp due to the weather; and boy did it rain!



Having been unable to use the Scout HQ for weeks following the Family Camp, Squirrels scampered all over Harrow; we made our way to Headstone Recreation Group for a nature walk, and even took in a Chip-shop hike, which proved incredibly successful.



Following a Spooktacular Halloween party, Squirrels attended church for Remembrance Parade and laid their own poppy wreath. Bear took the lead in November for Space! Squirrels learned about our solar system and the moon. We looked outside at the stars, read a story about building a rocket ship and made our

own junk-modelled space helmets. We even talked about aliens and what they might look like.

In February, the Squirrels joined the rest of the Group for the night at the bunker – they very much enjoyed walking down into the control room and seeing how everything worked. The bunker volunteers were surprised with the questions asked – some of which, they said, had never been asked before!

The Squirrels had fun having an Easter Egg Hunt at the end of term; we were very lucky with the weather and managed to do this outside in our garden area. Each Squirrel looked for an egg with their name on it, and inside was a little Easter bunny to take home.



In May, we were visited by a member of the Yeading Walk Committee. Initially, we were going to litter pick, as part of our community badge, however, instead we were asked to plant seeds – the Squirrels were very happy planting sunflowers, poppies, nasturtiums, etc. and took them home to look after. Unfortunately, not many made it to Yeading Walk to be planted.

End of term culminated in the Squirrelympics – we met in Pinner Park and enjoyed a variety of team and individual games, including tug-of-war against the Young Leaders ... guess who won!

Chief Scout's Acorn: several top awards were awarded this year, with a multitude of Challenge, Activity and Stage badges. We are incredibly proud of all the Squirrels and their achievements this year.

Leadership Changes: around Easter 2025, Skippy left us along with our longest-standing Squirrel. We miss her greatly, along with her natural energy and warmth. Red departed in October to have her own baby Squirrel.

In September, Kat and Jo joined Bear and LaLa as volunteers – we hope to convert them to full leaders shortly. They have become an irreplaceable party of the leadership team; bringing forward new ideas and resources.

Bear left at the end of the summer term of 2025 for paternity leave; welcoming twin girls to his family. We wish them every success and look forward to his return in the Spring.

LaLa

Beaver Section report

Once again this has been another busy year for our Beavers.

In the term from September to December several of our Beavers attended family camp and enjoyed a wide range of activities including bouldering, zip wire, camp fire, scavenger hunt, tracking and of course a firm favourite - making and eating smores!

During this term as well as activities towards the various challenge badges beavers also had the opportunity to earn the book reader badge. As part of this we visited North Harrow Community Library where we did a scavenger hunt together with book and word searches.

The term finished with our annual visit to Auburnmere Residential Home where we sang songs to the residents and gave them Christmas cards which the beavers had made. We have already been asked back again this year!

In January we welcomed our first squirrels who moved up to us. Thank you to Tim (Bear) one of the squirrel leaders who came down on this first evening to help the move up go smoothly and who has continued to do so each term more squirrels move up.

In March we had a sleepover inside the scout hut in pop up tents for our 7 year old beavers. At the sleepover the beavers made various treats as part of the cooks badge for their mums who were invited to join us on the Sunday morning for coffee and to sample the delights the beavers had made as a late Mothers Day treat.

During the term we also learnt about the air ambulance service and collected milk bottle tops to support their activities as part of the Collectors badge. Beavers also had the opportunity to earn the communicator activity badge. We had a visit from a lady who taught them how to say hello and their name in sign language. We also celebrated National Chip day by making our own oven chips - another firm favourite!

After Easter for the first time our Beavers tackled the Stage 1 Digital Maker Badge. They learnt how to write simple codes which their fellow beavers had to follow to avoid dangers and successfully find the treasure.

One of the highlights of this term was a visit from a RNLI volunteer called David who taught the beavers all about water safety. They then had the chance to dress up as lifeguards or lifeboat crew and roll play scenarios of rescuing our young leaders from danger. We're not sure who enjoyed this more - the beavers or Emily and Dylan our Young Leaders!

In June, 5 beavers accepted the invitation to join the Cubs for a sleepover at

Leeswood Camp Site. The camp focused on traditional camping skills and our beavers had great fun putting up tents. They also made their own dinner and collected wood to make fires, on which they cooked the food they had made.

During the year we have undertaken numerous other activities including making water filters, a visit to the model railway in Roxborough Park, Scalextric in Northwood, planting bulbs in Margaret's pots and various craft activities. We are very grateful to all the parents who have helped us to deliver these activities to the Beavers whilst on parent rota.

We're very pleased that during the year all of the beavers who attended on a regular basis gained the Chief Scouts Bronze Award before moving up to Cubs - the highest award beavers can earn.

A big thank you must also go to Viv, our retired beaver leader who continues to help run an evening once a term, all the other leaders who have supported us and last, but by no means least, our 2 young leaders Emily and Dylan who we are delighted are able to join us again next term.

As we start to think about this new term plans are already well under way for another family camp in September which several beavers and parents will be joining us at. We look forward to another 4 squirrels joining us and hope that they, along with our current beavers will continue to enjoy their time with us before continuing their Scouting journey through Cubs and the other sections.

Maria, James & Nancy

Cub Section report

It's been another fun-filled year of cubs! We've awarded over 319 badges, including 14 Chief Scout Silver Awards. We are very proud of them all and are delighted that most of the cubs who left have carried on into Scouts.

As a pack, the cubs have completed their Fire Safety badge, part of which included us visiting Pinner Fire Station and quizzing the crew there. The cubs were also able to use the hose to spray water which was great fun. Many of the cubs also earned their Gardener's badge and their Home Safety badge too.

We have tried to keep some focus on core Scouting skills during the year so Emergency Aid, knots and navigation skills have been included in various ways.

Our Spring camp at Tolmers Scout campsite also saw 15 of the cubs learning to use a compass and read maps, as well as doing some cooking for themselves and enjoy the onsite activities such as the rolling rock climbing wall and Aeroball (which is a cross between trampolining and basketball in enclosed areas)

Our Summer one-night camp for the cubs and beavers followed a similar format to previous years with the young people learning how to pitch tents, light fires with flints and steels and cook their own meals over an open fire. This year we made kebabs which went down very well!

The group water activity day in the summer was enjoyed by all the cubs that attended, as was the trip to Harrow Wall. For the first time we also took the cubs on a canal boat trip out of Batchworth Lock. As well as going on the boats, they learned a little about the history of the canals and helped open and close the lock gates – a good time was had by all!

There are currently 23 cubs in the pack; less than usual but we are expecting to go back up to 29 later next year and are conscious that us being at capacity all the time has a knock-on effect on the Scout troop so it's nice to have lower numbers for a while!

As ever, a huge thank you to all the parents who support us so well each week and at camps – it is very much appreciated!

We look forward to another fruitful year, including a Spring camp at PACCAR where we will be sleeping in the tipis.

Alison Vallance
Cub Scout Team Leader



Scout Section Report

What a fantastic year it has been for our Troop! With 28 Scouts on our register and a committed leadership team of five Leaders, supported by our brilliant Young Leaders Emily and Millie, we've enjoyed a truly action-packed programme. This year we were delighted to welcome Sophie to the Leader team, strengthening the diverse and enthusiastic group guiding our Scouts.

Adventures & Activities

Our weekly meetings have been full of practical Scouting skills, from cooking and navigation to learning how to use axes and saws safely and gaining confidence in first aid.

We've had some unforgettable nights away too. Highlights included sleeping aboard the historic Golden Hinde, surviving the elements at Lees Wood, exploring mines and hiking in the Peak District, and braving the cold at Winter Camp at Phasels Wood, where we also helped with forestry work.

Community & Service

Scouting is about making a difference, and our Troop has been out in the community with a Clean the Stream project at Yeading Walk. We were proud to take part in both the St George's Day Parade and Remembrance Sunday, representing 4th Headstone with pride.

Growth & Achievement

Our Scouts have worked hard and shown great commitment. This year we awarded an amazing 168 badges, including one Chief Scout's Gold Award – the highest award a Scout can achieve. Leadership training for our Patrol Leaders and Assistant Patrol Leaders has also helped develop teamwork and responsibility. A special mention goes to the eight Scouts who successfully completed their Expedition Challenge in the New Forest – a real test of independence and resilience.

Looking Ahead

We've got another packed year in store, with more skills training, outdoor adventure and community projects. Already in the diary is a Winter Camp at Paccar (Chalfont Heights) and an exciting May trip to Dorset.

Thank You

A big thank you goes to our Leaders and Young Leaders for their dedication, to our parents for their continued support, and most of all to our Scouts, whose enthusiasm, teamwork and commitment make 4th Headstone Troop such a success.

Here's to another brilliant year of Scouting!

INDEX Explorer Unit's AGM Report

This year has been another fantastic one for our Explorer Unit. We continue to have a strong membership of 50+ young people and running with a waiting list — a real sign of the enthusiasm and commitment within the group.

Last year we were thrilled to host our **first Awards Evening**, celebrating the achievements of our Explorers. It was fantastic to see so many young people receive their **DofE** and **Chief Scout's Awards**, with Index achieving the most awards in the entire district. We were also proud to award a **Young Leader Belt** (one of 2 in the district), and several Explorers received **Jack Patchey Awards** for their dedication and contribution to the unit. Looking ahead, we're excited to have **six explorers** working towards their **King's Scout Award** and **Gold DofE** and look forward to sharing their success with you.

We began the year by focusing on our **community and environmental work**. Our explorers took the lead in cleaning the stream by the hut, removing plastic and litter and helping to create a healthier environment for local wildlife.

In the **spring**, we partnered with **Firm Foundation**, raising over **£1,000** to support their work with homeless people. We are very grateful to **St Albans Church** for kindly allowing us to hold a sleepover in their grounds as part of this initiative — it was a valuable and memorable experience for everyone involved.

Summer was filled with adventure. In **July**, we enjoyed a brilliant weekend on the coast, where our Explorers took part in **coasteering** and other seaside activities — a much-needed break after the GCSEs and A-Levels! The campsite was excellent, and having the whole place to us made it even more special. Then, in **August**, eight of our Explorers joined nearly 600 young people from across the county on an unforgettable international trip to **Kandersteg, Switzerland** — a true highlight of the year.

Most recently, in **September**, we were delighted to be invited to the **4th Headstone Group Camp**. We had almost as many Explorers attending as the group's own young people, and everyone thoroughly enjoyed the weekend that had been organised.

Our sincere thanks go to **Sammy, 4th Headstone leadership team**, and the **Trustee Board** for their ongoing support. Your help in providing opportunities for our

young people to develop as leaders, and in allowing us to use your kit and equipment, truly helps us to deliver an outstanding programme.

On behalf of all the leaders at Index — **Scott, Jonny, Paul, Andy, and myself** — I want to say a huge thank you for your continued support.

It has been a year full of achievement, adventure, and community spirit, and we are immensely proud of everything our Explorers have accomplished.

**14-25 Lead, Harrow
District Scouts - Reshma
Patel**



Group Programme

Scout Hut – Building Review and Risk Update (2024–2025)

Over the past year, the Trustee Board has undertaken a comprehensive review of the Scout Hut's condition and the facilities it provides for our users. As trustees, we are committed to maintaining and improving the building, ensuring it remains safe, functional, and welcoming for current users and future generations.

Background

The last major refurbishment of the hut took place in 1999. Since then, only limited upgrades have been made. Given the passage of time, many elements of the building are now reaching the end of their life and are beginning to require repair or replacement.

Recent Improvements

Despite the challenges, particularly those arising from our roles as volunteers with full-time commitments, we have made several important upgrades:

- **Electrical Upgrades:** The wiring has been reviewed and replaced where necessary. New protective lighting cages have been installed in the main hall to enhance safety.
- **Shower Installation:** Showers have been added to the old kitchen area, in anticipation of eventually renting out the hut to visiting Scout groups. Our location near North Harrow Station makes the hut particularly attractive for such use.

- **Bridge Footpath Replacement:** Earlier this year, we replaced the footpath section of the bridge, which we hope will now last for another 25 years.
- **Appliance Replacement:** The hut's fridge and freezers, originally donated over 20 years ago, have recently been replaced to ensure reliability and hygiene in our catering facilities.

Ongoing and Planned Projects

- **Risk Register Development**

We are currently developing a comprehensive risk register to help prioritise maintenance and improvement projects. This tool will assist in identifying urgent needs versus long-term goals.

- **Roof Replacement and Solar Panels**

The roof is nearing the end of its usable life and will likely need to be replaced within the next few years. As part of this project, we are exploring the feasibility of installing solar panels. While this would be a significant upfront cost, we believe it could bring long-term savings and sustainability benefits.

- **Door Repairs or Replacement**

The doors to the building are also in need of attention. We are currently investigating suitable options that balance security, accessibility, and cost. However, the process is time-consuming, especially given the limitations of our volunteer schedules.

- **Wi-Fi and Internet Access**

Internet connectivity has been a long-standing issue at the hut. Earlier this year, we trialled a SIM-based system, which has proven functional. A previous attempt to work with Virgin Media was unsuccessful, as they were unable to classify our building properly (it being neither residential nor commercial) and encountered logistical difficulties due to the stream running through our site. For now, we will continue with the SIM solution while we explore other viable options.

Future Goals

- **Improved Rental Opportunities:**

Once core refurbishments are complete, we aim to open up the hut for rental by other Scout groups, particularly those visiting London.

- **Sustainable Upgrades:**

We are committed to exploring environmentally sustainable improvements wherever feasible.

- **Fundraising Initiatives:**

We have begun fundraising specifically for the roof replacement and other high-cost projects. We welcome any support from our wider community in helping us achieve these goals.

Conclusion

Maintaining and upgrading a building of this age is an ongoing challenge, especially with limited resources and time. However, the Trustee Board remains committed to preserving the Scout Hut as a safe, functional, and welcoming space for all users.

We are proud of the progress made this year and look forward to continuing this important work in the year ahead.

4th Headstone (St. Albans Own) Scout Group AGM Annual Accounts Report – 15 October 2025

Introduction

This report comments on the accounts of 4th Headstone (St. Albans Own) Scout Group for the twelve months between 1 April 2024 and 31 March 2025.

Annual accounts must be prepared by each Scout Group in accordance with the current Charity Commission recommended practice and Scouts Association rules. The Group's accounts take advantage of a dispensation available to small charities, which allow the preparation of accounts according to cash accounting principles, known as 'Receipts and Payments Accounts'. This means that accounts only reflect cash in, cash held and cash out of the Group's accounts. No attempt is made to match income and expenditure, neither are accruals or other adjustments made.

When preparing accounts, the Group is required to show not only the financial data for the last twelve months, but also the data for the previous twelve months. This is to allow comparisons to be made and to highlight changes. However, because the Group does not undertake the same activities each year and because income and expenditure can fall into different accounting periods the benefits of comparison are limited.

Receipts and Payments

The receipts and payments statement is a historic record of the resources which came into and left the Group over the twelve month period ending on 31 March 2025.

Overall

The overall financial position for the Group during 2024/25 was expenditure in excess of income by £4,466. In comparison, during 2023/24, income exceeded expenditure by £8,715.

Receipts

The Group had 264 transactions (359 previous year) and recorded total receipts of £30,302 (£38,466 previous year) during the twelve month period. The major sources of revenue were:

- Subscriptions for Members;

- Contributions to activities and camps;
- Auction and raffle;
- Defibs Day;
- Rental income;
- Bank interest; and
- Jack Petchey awards

Payments

The Group had 145 transactions (138 previous year) and recorded total expenditure of £35,768 (£29,750 previous year) during the twelve month period. The major sources of spending were:

- Subscriptions to the national and county Scouts associations for 2025;
- Youth programme, activities and camps;
- Buildings and contents insurance for the Scout hut and equipment;
- Utilities – water, electricity and gas;
- Uniforms and badges;
- Camping equipment and other equipment – Including tents and defibrillators;
- Auction expenses; and
- Repairs and renewals, including hut cleaning, repairs to the bridge and

servicing the boiler. **Financial Performance of Camps, Activities and**

Fundraising

All sections have taken part in activities and camps this year. Overall, activities and camps created a net loss of £108. This reflected £1,391 received in advance for camps and activities that took place early in the next year (2025/26) and deposits of £1,796 paid to the venues. The Group's usual intention is that activities and camps should break even. While activities and camps show a net loss overall, it should be noted that regular activities during section meetings are financed by subscriptions received for Members of the Group.

A number of fundraising initiatives were undertaken during the year, which collectively raised £3,559. The Auction and Raffle were particularly successful

again, respectively generating £2,229 and £445 of revenue, while £634 was raised at the Defibrillators Day. The total cost of fundraising initiatives was £589, leaving net revenue of £2,970.

Donations were received during the year, totalling £100 and £600 was received in Jack Petchey awards.

Cash flow

In many respects, cash flow is a more important measure of an organisations financial health than net income or expenditure at a particular point in time. The Group has built up a cash reserve. A cash reserve is maintained in order to cover planned liabilities, including renewing the flat roofs of the main HQ building, replacement of external doors, replacing the external storage buildings and maintenance to the bridge on the HQ site, as well as any unplanned liabilities.

Analysis of Funds held at 31 March 2025

The Receipts and Payments Accounts and Summary show a snapshot of the cash available to the Group on 31 March 2025.

Receipts and Payments Account

As the Group operates on cash accounting principles the Account shows the cash available to the Group at 31 March 2025. The Account shows that the Group had £27,856 in the bank, which was available to support Group liabilities and planned expenditure in the future.

The cash balance was made up of £33,321 brought forward from the previous year, less a net loss of £5,466 over the twelve months between 1 April 2024 and 31 March 2025.

The Group's Assets

The Group operates on the basis of cash accounting. As a consequence, the Group does not capitalise any of its assets onto the Accounts, but writes them off to Receipts and Payments straight away. These assets include the HQ buildings, furniture and other contents, camping kit and equipment, uniforms and badges.

The Group's Objectives

The Charity Commission asks all charities to develop their own classifications that best describe their principle charitable activities. The Scout Association recommends that the headings 'Youth Programme and Activities' and 'Adult

Support and Training' should be followed for Receipts and Payments Accounts since for the majority of Groups these descriptions are the most appropriate.

Jane Spencer-Davis & Mark Outtrim
Joint Treasurers
4th Headstone (St. Albans Own) Scout Group

4th Headstone SCOUT COUNCIL
Annual General Meeting

2024 AGM

1. Introduction and welcome

The chair welcomed members of the Group Scout Council to the 2024 AGM.

2. Apologies for Absence

The chair noted that we received apologies from 7 persons for their absence today. The chair noted that the AGM would be slightly longer to cover some of the changes to the rules. The reasons are to make us compliant with the Charity Commission. Mainly these are governance changes and these are being shared with you.

3. Governance topics

3a. Approve the minutes of the Annual General Meeting held on 16/9/2023

The chair noted that the minutes of the previous AGM had been circulated in the AGM papers. There were no questions. These minutes were asked to be approved.

Approved Sammy Jackson, seconded Angela Symons

The chair noted that since the last AGM the Scout Association has provided more information about the new structure and some decisions will only be in place from this AGM so we need to re confirm some appointments in this AGM.

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

We are adopting an unchanged model constitution from the POR 5.4, 5.5 or 5.6. The link to this was sent out in the AGM Papers. The chair asked if there were any questions on the POR.

There were no questions and **the constitution was approved by a majority.**

3c. Note the Group's financial year

The treasurer confirmed that our charity's financial year is 1 April to 31 March.

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

The chair confirmed that as a group we are affiliated to St Albans. Jane Spencer Davis was the previous representative for the church and we have just been advised this is a conflict of interest as she is also a trustee of 4th Headstone, so she cannot be appointed as a community member. This is the only community member that is on the Group Scout Council.

ACTION: The GSL will communicate with St Albans to confirm a church representative as part of the Group Scout Council.

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

The POR states that the Trustee Boards should have a minimum of 5, and no more than 12, Trustees in total. This includes ex officio and co-opted Trustees.

The Group Scout Council must agree on the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommended that 6 people are appointed.

Following a discussion, the group recommended that the maximum of 12 are included to allow for additional members where appropriate.

It was agreed that 12 would be recommended and this was approved by the majority.

The secretary noted that there should be no expectation that all 12 places would be filled in 2024.

The chair noted at this point that if any members of the Group Scout Council had any relevant skills that could be helpful to please come forward to the Trustees.

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

The Group Scout Council must agree on its quorum – the minimum number of Group Scout Council members that must be present at Group Scout Council meetings. The outgoing Trustee Board recommended the quorum should be set at 6 people. This is based on previous experience of attendance when the AGM is not run at a camp.

This was approved by the majority.

4. Review of the previous year

4a. The Group Lead Volunteer's review of Scouts in the 4th Headstone

The chair asked the GSL to give a review of the year.

The GSL noted that the reports were circulated in the AGM paper. She highlighted that two squirrel leaders will be stepping away on sabbaticals.

ACTION If you know anyone who is free on a Monday 5:30 – 6:30 who would be willing to support the group to let her know. Training will be provided.

ACTION The GSL will send this information to St Albans for inclusion in the Church magazine

The GSL noted what a thriving group we are and thanked all leaders from all sections.

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

The chair asked Mark as Group Treasurer to give their explanation of the Statement of Accounts.

Mark gave a brief summary of the finances for the Year April 2023 -March 2024. The accounts have been approved by the trustees and put before an independent examiner, Roy McKerracher.

Roy confirmed that the accounts have been prepared in line with the current rules for charities and no further matters or clarifications were raised. The reports from the examiner were circulated just before the AGM.

The group's accounts take advantage of dispensations for a small charity. A copy of the treasurers report is included with these minutes for information in Annex 1.

The chair invited questions from the floor. No questions were raised.

The accounts were approved by the majority.

5. Making appointments

5a. Appoint the Group Chair

The GSL noted that her recommendation for chair is confirmed as Dave Joliff. This was approved by the majority.

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

The chair noted that the recommendation to the Group Scout Council is that Mark Outtrim and Jane Spencer Davis should be appointed as joint Group Treasurers.

This was approved by the majority.

5c. Appoint members of the Group Trustee Board

The chair noted that we had asked for volunteers to be considered as trustees.

The existing trustees would like to remain in their roles, and this starts a new term for them of three years. There was also a nomination from a parent to join the trustee board.

The trustees of the group are:

Dave Joliff (Chair), Sammy Jackson (GSL), Mark Outtrim (Joint Treasurer), Jane Spencer Davis (Joint Treasurer), Tracy Janssens and Michelle McCalden

These were approved by the majority.

5e. Appoint the Independent Examiner

The Treasurer proposed Roy McKerracher as the independent examiner. He noted that Mr McKerracher undertakes this activity for many scout groups so he is very well experienced.

The Chair confirms that Mr McKerracher has been proposed, seconded and is qualified for the role.

6. Questions

There was a question asking what the priorities are for the next year in terms of building works at the scout hut.

The GSL noted the following:

- The trustees are in the process of creating a risk register which will help prioritise work
- The roof is currently the biggest risk, then possibly the doors and bridge.
- We currently only have advice from one roofer and require three quotes before any decision can be made.
- It has also been brought to the attention of the GSL that if we are looking to do the roof we should consider solar panels.
- We have been building up a cash reserve for some time, as we have known about the roof for a while, and we know about the doors. We also need cash in the bank for day-to-day running costs.
- We have bought two defibs in memory of Chris, we have one for internal use and one for public use. We have one with us at camp. Defibs have an ongoing cost. We are going to launch the defibs on 20th October, and will run some training.

ACTION if you see something amiss at the hut please come and talk to any of the trustees.

The GSL informed the attendees that as a group we will be reviewing subs again however we don't know all costs yet from the district. We understand the increase may be significant.

Siobhan noted that we raised the subs the previous year to cover our running costs. The group had agreed that subs should cover the ongoing day to day costs of running the group.

Mark noted that although we did fundraising, the amount of income from fundraising has decreased over time.

The GSL noted that on Sat 30th Nov we will be having an auction for fundraising and noted thanks to Paul and Brian Cox for the sponsorship of the boards.

Alison asked what the plan is for subcommittees going forward.

The GSL noted the following:

- We have asked the previous Executive group if they would remain on the subcommittee.
- The plan is for 4th Headstone to have one subcommittee not multiple ones due to the number of volunteers required.
- We will be reviewing parent reps as well.

Adam asked if the group were looking for specialist skills for the subcommittee?

The GSL responded that yes we were, for example we would like to review the camp store and perhaps replace it with shipping containers. If anyone has any experience in shipping containers, please let us know. We may run specific projects in the future and come to families to ask for specialist knowledge.

Adam noted a thank you to everyone and to the leaders, the kids get a lot out of it.

Sarah made a few comments on behalf of St Albans:

- The group is amazing and doing very well.
- Everywhere people are struggling to get volunteers and the kids are having a marvellous time .
- The offer of chaplaincy is still there and looking forward to seeing people more,
- They had a brownie wedding this year, which was amazing.
- Happy to help in the squirrels recruitment.

The GSL invited Paul and Reshma from the district to come up and make some presentations.

- A Wood badge was presented to Maria Foster – she came the beaver leader, from assistant leader
- Mark, Joint Treasurer was presented with a 10 years award
- David Whitaker, DBS Coordinator for the group, was presented with a long service award
- Kirsty, Scout Leader, was presented with a 20 years award
- Sammy, GSL was presented with a 25 years award

Congratulations to all concerned.

Reshma noted the incredible programmes delivered by the 4th Headstone leaders in all sections. She was the programme lead for harrow scouts, so has been working with lots of teams for young people to get their chief scout award and 4th headstone

is consistently enabling the young people to get this. One of the sections that has really shone is the scout section. The leaders put in so much effort and dedication and she presented the GLMW balance programme leader award to Paul, Scott, Andy and Kirsty .

Reshma moved on to the Jack Petchey awards which is an award system in which Scout and Explorer leaders can nominate anyone who has significantly achieved something through scouting.

She presented this award to Adam Symons and Tommy Young.

Many congratulations to both Adam and Tommy.

6. Closing remarks

The Chair closed the AGM at 17:10

ACTION send paper and the minutes to Paul and Reshma

AGENDA

[Delete and / or tailor agenda items as applicable to your charity and AGM]

1. **Introduction and welcome**
2. **Apologies for absence**
3. **Governance topics**
 - a. Approve the minutes of the Annual General Meeting held on [Edit DD/MM/YYYY]
 - 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 during the past 12 months in the 4th Headstone
 - b. The District Lead Volunteer's remarks
 - c. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
5. **Making appointments**
 - a. Reminder of who are trustees from last AGM and do not need to re-elected at this time.
 - b. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board

- c. appoint Group President and/or Vice Presidents
- d. Appoint the Scrutineer / Independent Examiner / Auditor
- e. Comments from the Church and other parties

Closing remarks

4th Headstone (St. Albans Own) Scout Group
Receipts & Payments Account Summary for the period ended 31 March 2025

	2024/25	2023/24
	Unrestricted funds	Unrestricted funds
	£	£
Total receipts for the year (see page 2)	30,302	38,466
Total payments for the year (see page 3)	<u>35,768</u>	<u>29,750</u>
Net (outgoings) incomings for the year	(5,466)	8,715
Cash, bank and similar funds brought forward	<u>33,321</u>	<u>24,606</u>
Cash, bank and similar funds carried forward	<u>£27,856</u>	<u>£33,321</u>

The above account and accompanying statement of assets and liabilities were approved by the Trustees on 2nd October 2025 and signed on their behalf by:-

Mark Outtrim (Trustee)



David Jolliff (Trustee & Chairman)



4th Headstone (St. Albans Own) Scout Group Receipts and Payments Account

Year start date	Year end date
For the year from	To
01-Apr-24	31-Mar-25

Receipts and payments

	2024/2025 Unrestricted funds £	2023/2024 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	12,515.96	17,960.85
Less Membership subscriptions paid on (National/County)	- 6,417.25	- 6,039.50
Net membership subscriptions retained	6,098.71	11,921.35
Donations	100.01	3,242.46
Jack Petchey award	600.00	-
Gift Aid	-	-
Subtotal	6,798.72	15,163.81
Grants		
Grants	-	-
Subtotal	-	-
Fundraising (gross)		
Other Fundraising	251.22	189.52
Summer Fair	-	2,501.42
Auction	2,229.08	1,983.75
Defibs Day	633.60	-
Raffle	445.00	406.00
Subtotal	3,558.90	5,080.69
Investment income		
Bank interest	483.68	422.40
Property Rent income	1,350.00	580.00
Subtotal	1,833.68	1,002.40
Other receipts		
Camps	9,213.89	9,627.05
Uniform and Badges	25.00	486.50
Activities	8,872.04	7,105.10
Other	-	-
Subtotal	18,110.93	17,218.65
Total Gross Income	30,302.23	38,465.55
Asset and investment sales, etc.	-	-
Total receipts	30,302.23	38,465.55

4th Headstone (St. Albans Own) Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	01-Apr-24	To	31-Mar-25

Receipts and payments

	2024/25 Unrestricted funds £	2023/24 Unrestricted funds £
Payments		
Premises		
Improvements	-	-
Water and Sewerage	707.32	1,057.72
Electricity and Gas	1,339.64	1,816.91
Insurance	1,377.32	1,282.01
Repairs and Renewals	5,261.07	1,456.56
Subtotal	8,685.35	5,613.20
Charitable Payments		
Youth programme and activities	8,583.89	8,259.89
Adult support and training	-	-
Camping equipment and other equipment	7,258.27	2,965.29
Printing postage stationary & Online Youth Manager	36.49	314.66
Camp costs	9,610.74	7,624.76
Uniforms and Badges	458.94	2,983.56
AGM and trustee expenses	-	0
Bank charges	-	0
Gifts	45.49	66.94
Other	500.00	0.00
Subtotal	26,493.82	22,215.10
Fundraising expenses		
Other Fundraising	-	-
Summer Fair	-	1464.37
Auction	588.63	457.55
Raffle	-	-
Subtotal	588.63	1,921.92
Total Gross Expenditure	35,767.80	29,750.22
Asset and investment purchases, etc.	-	-
Total payments	35,767.80	29,750.22

4th Headstone (St. Albans Own) Scout Group
Statement of Assets & Liabilities at 31 March 2025

	2024/25	2023/24
	£	£
MONETARY ASSETS Cash, bank & similar funds		
Bank Current Account	100	100
Business Reserve Account	27,756	33,221
Cash	0	0
	<u>27,856</u>	<u>33,321</u>
OTHER MONETARY ASSETS		
Subscriptions receivable after year end	2,933	0
Deposits paid for camps	1,796	534
Gift Aid submitted to HMRC in subsequent year	8,785	6,038
Other monetary assets	0	275
	<u>13,514</u>	<u>6,847</u>
NON-MONETARY ASSETS Assets for Charity's own use		
Land and buildings (Nominal value)	1,000	1,000
Scouting equipment, furniture, etc.	0	0
	<u>1,000</u>	<u>1,000</u>
INSURANCE VALUE		
Group Buildings - £529,339;		
Equipment and Contents - £35,027		
LIABILITIES Those due within one year		
Accounts not yet paid	1,898	569
Contributions received for camps & activities	1,391	153
Other liabilities	0	0
	<u>3,289</u>	<u>722</u>
LIABILITIES Those payable after one year	<u>£0</u>	<u>£0</u>
CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS	<u>£0</u>	<u>£0</u>

Independent Examiner's Report to the Trustees of the 4th Headstone (St. Albans Own) Scout Group

I report on the accounts of the 4th Headstone (St. Albans Own) Scout Group for the year ended 31st March 2025, which comprise the Statement of Financial Activities and the Statement of Assets and Liabilities set out on pages 1 to 4

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters that 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 examination work.

Respective responsibilities of Trustees and Examiner.

The Scout Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act)
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

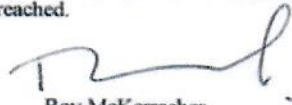
Basis of Independent Examiner's report

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 no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

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 accounting records in accordance with Section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Roy McKerracher
Qualification: BAcc, CA
Address: 34 Elmcroft Crescent, Harrow, Middx. HA2 6HN

Date: 10th October 2025

Independent Examiner's Report to the Trustees of the 4th Headstone (St. Albans Own) Scout Group

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Name: Roy McKerracher
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