

MINUTES OF THE 1st NORMANDY SCOUT GROUP AGM

29 SEPT 2021

Held at the Normandy HQ at 1930.

This was the much delayed (by Covid) AGM for the Year 1st APR 2020 – 31st MAR 2021. The timing of the event, so close to the 6 month deadline, was deliberate as it allowed us to meet in person. We took the opportunity to invite the Parents of the Beavers, meeting earlier, as well as the Explorers Parents to stay for the AGM and a BBQ was offered to try and make the AGM a celebration of our Group returning to some degree of normality as well as the formal business that is required at the AGM.

We were delighted by the turnout. Approximately 23 Parents were present at the start together with about 12 Members of the Group Exec and Section Leaders as well as the GSL. A number of the Explorers who were roped into to provide the BBQ.

The meeting was opened by David Lowther (Chair) who in his welcome promised to make the AGM fun and inclusive and offer a very different feel to the AGM than purely a Formal Meeting. To that end we started with a number of games to keep the Beavers on board and happy. It is best described as happy anarchy !

The Beavers were split into 4 teams led by a parent and Beaver leader and in the great tradition of the Radio 4 comedy I'M SORRY, I HAVEN'T A CLUE, we're given silly things to do by DL .

Games included:

- Collect as many people as you can of various ages that would add up to how long Scouting had been in Normandy (109 Years !)
- How many chairs, tables, white boards were visible in the room, together with how many floor tiles.
- A rogues gallery to see who could pick out DL's son from the line up.

The Beavers threw themselves enthusiastically into the fun and the noise level rose markedly. All plans to have a team winner each time was quickly discarded in the melee of boisterous Beavers !

DL then called the meeting back to a resemblance of order and continued the theme of trying to be more interactive. He spoke of the endearing Family of Scouting and the fact that none of it can happen without the support of the Parents. He spoke of forthcoming plans at the HQ and the desire for Parents with particular knowledge and skills in DIY type activities to consider volunteering their time to come and support some of these and perhaps give their time to help bring them to fruition. He mentioned the need for a Plumber, our desire to build a Porch on the side of the new HQ hut and the much bigger project to put new toilet and shower facilities into the old hut and spare storage room in the new hut. All these projects would be enhanced by more Volunteers. All were reminded that they were automatically enrolled in the Scout Council and so PLEASE consider if they could offer time as a volunteer.

On then to the Formal part of the meeting ;

APOLOGIES:

Alexis Shirliff
Jacque Sadler
Andrew Kent (?)

,MINUTES FROM LAST AGM:

These were available for all to see and remind themselves of what happened previously.

They were accepted.

FINANCE REPORT:

These had been previously scrutinised and accepted by the Group Exec and our External Auditor DAVID WALKER as a true reflection . DL gave the report in place of our Treasurer, Sammy Tod, who has sadly asked to stand down. A copy is included below...

Finance Report 2021

I have the privilege of presenting this Finance Report on behalf of Sammy Tod. Sadly this is Sammy's last Finance Report as she is stepping down as Treasurer after more than 5 years.

As has been pointed out to me by the independent assessor, on numerous occasions, the Scout group accounts are equivalent to a not insignificant £25,000+ revenue business. As demanded by the Scout Association, the accounts are independently reviewed to the highest possible standard. I believe as a Team (David, Peter, Skip and Myself) we are a well-oiled machine, process the accounts in a structured manner and should be extremely proud of our accomplishments.

You should have received the FY20/21 independently assessed accounts as part of the briefing pack that came with the agenda.

With COVID-19 having had an unprecedented impact on society through lockdown measures this has had a monumental impact on Scouting activities this FY.

- The leadership felt a duty to retain as much normality as possible for the membership as well as ensuring that Scouting in Normandy would be in good shape when more "normal" conditions returned.
- Where possible the section leaders attempted to deliver a program of activities online.
- Parents were asked to contribute Subscription fees on a donation basis. This achieved a fantastic response with overall subscription income down only one third on the previous year (£6,340 cf. £9,730)
- Grants were made available by Guildford Borough Council to charitable organisations like ourselves to ensure ongoing financial security. We have applied for those which we are eligible and have received considerable support.
- Clearly with only virtual meetings the Youth Programme receipts and payments for activities have been significantly reduced (95% reduction)
- With the Scout Hut closed utility costs associated with usage are significantly reduced. Note, much of the costs are fixed (standing charge on utilities, insurance etc) as remain constant irrespective of whether the Hut is in use or closed.
- Finally, the closure of the Scout Hut for meetings provided an opportunity for investment in the infrastructure. Approximately £16k has been spent/forecast on painting, flooring, new boiler, upgraded alarm systems etc

So overall, the finances look solid and we have plans in place for FY21/22 to spend money on further infrastructure improvements for the benefit of our members.

Thanks go to David Walker our independent assessor for reviewing and approving the accounts.

Any questions?

David Lowther / Sammy Tod

No comments or queries arose from the report from the floor

GROUP SCOUT LEADER NOMINATIONS:

Chair - David Lowther. Agreed

Treasurer - TBC following resignation of Sammy Tod

Secretary - Dominic Howard-Jones. Agreed

All Parents present were reminded that they were all automatically part of the SCOUT COUNCIL, but were asked to consider whether any would be willing to stand for election to the Group Exec. None offered at the meeting, but we're all asked to give this consideration for the future and to contact DL if interested

Group Scout Leaders - All to continue in current roles
Auditor - David Walker. Agreed
Quorum - 6

GSL Report was given as copied below and was accepted.

Normandy Scout Group report 2020/21

The Scout group has had another successful year despite the restrictions imposed by the pandemic. We currently have good membership within all sections. At the last census taken in Jan 2020, we had around 80 young people regularly attending Beavers, Cubs, Scouts and Explorers every week, supported by a great team of Leaders.

The activities, as you heard earlier, have been great and varied, with both the young and our leaders having a good time. My thanks to all the leaders and parents who help with running these activities, both face to face and online. Without you, none of this could happen.

The highlights of the year I will leave you to choose your personal favourites, but from all that you have seen and heard this evening, our young people will clearly have much to remember and talk about.

The HQ and grounds continue to be used throughout the year by groups both from Guildford and further afield including, Whitton Beaver and Cubs, Aldershot Beaver and Cubs, Farnborough Beaver and Cubs and from Rydes Hill and Worplesdon, Brownies and Guides. We hope that more organisations will use our facilities in the future, providing an increased steady income stream.

It has been a very busy and successful year, even given the pandemic and my thanks go to the Adult Leaders and Exec Committee. However, extra help is always welcome and if anybody is interested in helping in any way, please contact me anytime.

Jonathon Gasson Group Scout Leader.

SECTION REPORTS:

1. BEAVERS - Jez detailed what they had been doing in the pricing months. He has up to 24 beavers currently. They have held meetings both online and more recently face to face with the easing of Covid restrictions including events to do with magic and science.
2. SCOUTS - PH gave a PowerPoint report - most uplifting !
3. EXPLORERS - Tommy gave a PowerPoint as well and reported that they had managed to keep going throughout the year with a mix of online and local outside activities
4. JG also reiterated that the HQ grounds continues to be used by a number of external groups

DISTRICT COMMISSIONER ACTIONS:

- Bill Knight awarded (in abstentia) a certificate for 60 years of service
- David Lowther awarded a certificate for 15 years of service
- David Cunningham awarded a certificate for 5 years of service
- Hair awarded his wood badge and Chief Scout Commendation for good service. It was received in his absence by Oldman.

The AGM formal section was then declared at a close and all were invited to stay for some refreshments that were prepared and served by members of the Explorer section.

Dominic Howard-Jones

Group Secretary

1st Normandy Scout Group

Receipts and Payments Account

For the year from	1st April 2020	To	31st Mar 2021
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Receipts and payments

	2020/21 Unrestricted funds £	2020/21 Restricted funds £	2020/21 Total funds £	2019/20 Total funds £
Payments				
Charitable Payments				
Youth programme and activities	574.76	-	574.76	9,153.86
Refunds	105.00	-	105.00	-
Rent & Rates	-	-	-	-
Water and Sewerage	83.14	-	83.14	805.53
Electricity and Gas	540.78	-	540.78	1,118.10
Insurance	778.27	-	778.27	520.88
Alarm, Security & Fire	1,093.04	-	1,093.04	273.54
HQ Repairs and Renewals	4,597.68	-	4,597.68	145.32
HD Maintenance Equipment	-	-	-	335.51
Equipment	2,418.15	-	2,418.15	
Stationery and admin costs	-	-	-	8.02
Uniforms, badges & books	230.65	-	230.65	644.38
Flooring	-	4,509.20	4,509.20	
Boiler inc. Serv. Contract	2,488.42	-	2,488.42	-
Internet	30.00	-	30.00	-
Training	-	-	-	68.00
Tents etc	150.00	-	150.00	204.80
Bank charges	69.00	-	69.00	60.00
Cleaning	286.12	-	286.12	540.00
Misc	-	-	-	-
Sub total	13,445.01	4,509.20	17,954.21	13,877.94
Fundraising expenses				
Sub total	-	-	-	-
Total Gross Expenditure	13,445.01	4,509.20	17,954.21	13,877.94
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Total payments	13,445.01	4,509.20	17,954.21	13,877.94
Net of receipts/(payments)	14,218.67	- 1,642.02	12,576.65	13,644.19
Cash funds last year end	33,837.46	4,752.73	38,590.19	24,946.00
Cash funds this year end	48,056.13	3,110.71	51,166.84	38,590.19

Statement of assets and liabilities at the end of the year

	2020/21 Unrestricted funds £	2020/21 Restricted funds £	2020/21 Total funds £	2019/20 Total funds £
Cash funds				
Bank current account	48,056.13	3,110.71	51,166.84	38,590.19
Bank deposit account	-	-	-	-
Total cash funds	48,056.13	3,110.71	51,166.84	38,590.19
Other monetary assets				
Tax claim	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-
Insurance claim	-	-	-	-
Sub total	-	-	-	-
Investment assets				
Investment property - detail	-	-	-	-
Quoted investments	-	-	-	-
Other investments - detail	-	-	-	-
Sub total	-	-	-	-
Non monetary assets for charity's own use				
Badge stock	-	-	-	-
Shop stock	-	-	-	-
Other stock	-	-	-	-
Land and buildings	-	-	-	-
Motor vehicles	-	-	-	-
Scouting equipment, furniture etc	-	-	-	-
Other	-	-	-	-
Sub total	-	-	-	-
Liabilities				
Accounts not yet paid	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-
Subscriptions not yet paid	-	-	-	-
Loan - detail	-	-	-	-
Other liabilities	-	-	-	-
Sub total	-	-	-	-

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on date of the Executive Committee meeting that approved the accounts) and signed on their behalf by David Lowther

(the

Signature

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Print Name

Chair	David Lowther
Treasurer	Samantha Tod

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 1st Normandy Scout Group Scout Council

I report to the trustees on my examination of the accounts of the **1st Normandy Scout Group** for the year ended 31st March 2012.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 1st Normandy 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: David Walker

Relevant professional qualification or membership of professional bodies (if any): FCCA (retd)

Address: 22 Sutherland Avenue, Jacobs Well, Guildford. GU5 7QX

Date: 21st May 2021