

## Annual General Meeting

Thursday 15<sup>th</sup> June 2023 at Normandy HQ

1. Welcome
  - David welcomed those present, apologies were noted.
2. **Approve** Minutes of the last AGM held on 15th September 2022
  - Approved
3. **Adopt** the constitution for the Group as the model constitution as set out in POR (see rule 5.3)
  - Adopted
4. **Note** the dates of the financial year 1<sup>st</sup> April – 31<sup>st</sup> March
  - Noted
5. **Agree** the number of members that may be elected to the Trustee Board
  - It was agreed that 6 people can be elected to the Trustee Board
6. **Agree** the quorum for each of:
  - meetings of the Scout Council (~~20~~14 people)
    - It was agreed that the quorum of meetings of the Scout Council shall be 14 people.
  - meetings of the Trustee Board (60%)
    - It was agreed that the quorum of meetings of the Trustee Board shall be 60% of the positions filled.
  - meetings of any sub-Committees (60%)
    - It was agreed that the quorum of meetings of any sub-committee shall be 60% of the positions filled.
7. **Review** the previous year
  - Receive and consider the Trustees' Annual Report; Group, Beavers, Cubs, Scouts & Explorers.
    - Reports of the previous year were provided by the Chairman (on the new developments), Treasurer, the various sections and a summary by the Group Scout Leader.  
Thanks was expressed to the those who had decided to move on from the Group.
  - Receive the accounts.
    - A paper copy of the accounts was provided to those at the meeting, our financially healthy position was well received.
  - Receive the formal report prepared by the independent examiner.
    - A paper copy of the independent examiner's report was provided to all those present.
8. Appointments
  - **approve** the Group Scout Leader's, nomination of the Chair of the Trustee Board

- Jonathan Gasson, proposed David Lowther continue to be the chair, David agreed and the meeting approved.
  - **approve** the Group Scout Leader's nomination of members of the Trustee Board
    - Jonathan Gasson, proposed Carol Shirliff and Robert Hatfield join the Trustee Board, the meeting approved.
  - **elect** a Secretary to the Trustee Board.
    - vacant
  - **elect** a Treasurer to the Trustee Board
    - Jo Hurst was nominated by Roger Prime and seconded by Nick McEvet. Unanimously elected.
  - **elect** Trustees to the Trustee Board
    - Thomas Schaefer, Catriona Ferris and Ben Holland were nominated by Roger Prime and seconded by Thomas Gray. Unanimously elected.
  - **appoint** an independent examiner
    - David Walker was appointed as the independent examiner.
  - **List** the other ex officio members
    - The meeting was reminded that the following people are ex officio members of the Trustee Board: Jonathan Gasson (GSL), Jez Pheonix (Beaver Leader), Alexis Shirliff (Cub Leader), The Scout Leader position is vacant, Peter Hurst (Explorer Leader)
9. A message from District and Awards (if any)
- Robert Hatfield was awarded his 10 years' service, and Alan Rice received a Silver Acorn.
10. Close
- The meeting closed at 20:14

# 1st Normandy Scout Group (Charity no. 305778)

## Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2022	To	31st March 2023
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### Receipts and payments

	Unrestricted funds £	Restricted funds £	Total funds £	2021/22 Total funds £
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	9,790	-	9,790	9,470
Donations	20,001	-	20,001	17
Legacies	-	-	-	-
Gift Aid	2,331	-	2,331	2,734
Other similar income	13	-	13	20
<b>Sub total</b>	<b>32,135</b>	<b>-</b>	<b>32,135</b>	<b>12,241</b>
<b>Grants</b>				
Maintenence grant	-	-	-	-
Other grants	-	-	-	10,667
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,667</b>
<b>Fundraising events (gross)</b>				
Youth programme and activities	15,715	-	15,715	4,714
Fundraising	485	-	485	323
Other fundraising activities	-	-	-	-
<b>Sub total</b>	<b>16,200</b>	<b>-</b>	<b>16,200</b>	<b>5,037</b>
<b>Scout hut income</b>				
Hire of building	2,239	-	2,239	2,420
Hire of equipment	-	-	-	-
Other Scout hut income	-	-	-	-
<b>Sub total</b>	<b>2,239</b>	<b>-</b>	<b>2,239</b>	<b>2,420</b>
<b>Investment income</b>				
Bank interest	54	-	54	-
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Other investment income	-	-	-	-
<b>Sub total</b>	<b>54</b>	<b>-</b>	<b>54</b>	<b>-</b>
<b>Total Gross Income</b>	<b>50,628</b>	<b>-</b>	<b>50,628</b>	<b>30,366</b>
<b>Asset and investment sales, etc.</b>	-	-	-	-
<b>Total receipts</b>	<b>50,628</b>	<b>-</b>	<b>50,628</b>	<b>30,366</b>

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## Receipts and Payments Account

Year start date

Year end date

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### Receipts and payments

	Unrestricted funds £	Restricted funds £	Total funds £	2021/22 Total funds £
<b>Payments</b>				
<b>Charitable Payments</b>				
Membership subscriptions paid on (National/County/Area/District)	4,234	-	4,234	4,182
Youth programme and activities	19,325	-	19,325	5,302
Refunds	-	-	-	-
Adult support and training	82	-	82	68
Rent	-	-	-	-
Water and Sewerage	319	-	319	312
Electricity and Gas	795	-	795	635
Insurance	1,022	-	1,022	866
Alarm, Security & Fire	250	-	250	64
HQ Repairs and Renewals	2,979	-	2,979	3,127
Equipment maintenance	214	-	214	821
Equipment	656	-	656	4,213
Stationery and admin costs	-	-	-	43
Uniforms, badges & books	814	-	814	493
HQ Development	1,705	-	1,705	-
Boiler inc. Serv. Contract	84	-	84	84
Internet	360	-	360	393
Tents etc	-	-	-	-
Bank charges	72	-	72	96
Cleaning	-	-	-	-
Misc	-	-	-	-
<b>Sub total</b>	<b>32,910</b>	<b>-</b>	<b>32,910</b>	<b>20,698</b>
<b>Fundraising expenses</b>				
Bonfire drinks	379	-	379	-
Detail 2	-	-	-	-
Detail 3	-	-	-	-
Other fundraising costs	-	-	-	-
<b>Sub total</b>	<b>379</b>	<b>-</b>	<b>379</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>33,289</b>	<b>-</b>	<b>33,289</b>	<b>20,698</b>
<b>Asset and investment purchases,</b>	-	-	-	-
<b>Total payments</b>	<b>33,289</b>	<b>-</b>	<b>33,289</b>	<b>20,698</b>
<b>Net of receipts/(payments)</b>	<b>17,338</b>	<b>-</b>	<b>17,338</b>	<b>9,668</b>
<b>Transfers between funds</b>	-	-	-	-
<b>Cash funds last year end</b>	<b>60,835</b>	<b>-</b>	<b>60,835</b>	<b>51,167</b>
<b>Cash funds this year end</b>	<b>78,173</b>	<b>-</b>	<b>78,173</b>	<b>60,835</b>

# 1st Normandy Scout Group (Charity no. 305778)

## Receipts and Payments Account

Year start date

Year end date

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### Statement of assets and liabilities at the end of the year

	Unrestricted funds £	Restricted funds £	Total funds £	2021/22 Total funds £
<b>Cash funds</b>				
Bank current account	78,173	-	78,173	60,835
Bank deposit account	-	-	-	-
Building society account	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Cash/Floats	-	-	-	-
<b>Total cash funds</b>	<b>78,173</b>	<b>-</b>	<b>78,173</b>	<b>60,835</b>
(agree balances with receipts and payments a/c)	ok	ok	ok	ok
<b>Other monetary assets</b>				
Tax claim	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-
Insurance claim	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>				
Investment property - detail	-	-	-	-
Quoted investments	-	-	-	-
Other investments - detail	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's</b>				
Badge stock	-	-	-	-
Scouting equipment, furniture etc	-	-	-	-
Other	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>				
Accounts not yet paid	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-
Subscriptions not yet paid	-	-	-	-
Loan - detail	-	-	-	-
Other liabilities	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total net assets</b>	<b>78,173</b>	<b>-</b>	<b>78,173</b>	<b>60,835</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

	Signature	Print Name
Chair		David Lowther
Treasurer		Joanne Hurst

## **1<sup>st</sup> Normandy Scout Group**

### **Report to the Trustees on the Income and Expenditure Statement 2022/23**

I have reviewed the accounts of the group in accordance with the requirements of the Charities Act 2011, the attached report records that, in my opinion there are no material matters that I need to draw to your attention.

I would like to thank Peter Hurst and all others involved, for the considerable effort they have made in maintaining the high quality of the recordkeeping and the supporting information. The result this year is a very transparent set of accounts. All involved should be congratulated on this achievement.

As last year the only area that I ask you to consider last year is the level is the cash reserves that are being held by the group. The cash balance as at 31<sup>st</sup> March 2021 was £51,167, this had increased to £78,173 at 31<sup>st</sup> March 2023 this increase mainly as a result of the generous donation from an individual.


The trustees have previously considered the position and have decided to invest further in the disabled facilities within the new hut. This project has been in progress for some time now and is now ready for implementation. The budget for this work is circa £10k. This will leave a significant balance which the trustees should agree a way forward for.

It should be noted that considerable work has been undertaken to rationalise the bank accounts, this has been a challenging project which will bring benefits in future years. As the group is now banking with a commercial high street bank it would be worth looking into the interest rates that may be possible by placing excess funds in separate accounts.

The changed to the bank accounts, has resulted in a lack of available bank statements, so my checks have not included checking of detailed transactions and have concentrated on verification of the balances.

I have brought to the attention of Peter Hurst that refunds of camp fees should be shown as a reduction in income as opposed to expenditure. This year both are overstated by £642 which I do not think needs to be adjusted for.

One further minor issue I have noted is that for some suppliers (Kendall Cars for example) payments are being made based both on invoices and monthly statements. This leaves a risk of duplicate payments being made.

  
**David Walker**