

1st NORMANDY SCOUT GROUP

Charity Number 305778

Annual Report 2023/24

1st NORMANDY SCOUT GROUP

Annual General Meeting

Tuesday 3rd September 2024 @ 7:30
The Scout HQ – Guildford Road, Normandy

AGENDA

1. **Introduction and welcome**
2. **Apologies for absence**
3. **Governance topics**
 - a. Approve the minutes of the Annual General Meeting held on 15th June 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. Agreeing the maximum total number of members of the Group 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 Scout Leader's review of last 12 Months
 - b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
5. **Making appointments**
 - a. Appoint the Group Chair
 - b. Appoint the Group Treasurer
 - c. Appoint members of the Group Trustee Board
 - d. Appoint the Independent Examiner
6. **Chairman's Address**
7. **District Commissioner (Quentin Vaughan)**
8. **Closing remarks**

1st NORMANDY SCOUT GROUP

Annual General Meeting

Outline / Script for the [2024] AGM

1. Introduction and welcome

Can we grab a note of everyone who is here please.

The Scout Association is going through a transformation; a review and updates to bring it in line with modern good practice and transparency from the Charity Commission (governance) point of view as well as other operational reforms following on from some incidents nationally where it has been recognised, we need to move with the times.

So, in some respects this is a bit of system reset.

2. Apologies for absence

Roger Prime	Alan Rice
Nicola Wareing	Dave Chambers
Jo Hurst	

3. Governance topics

We'll use this part of the meeting to make sure the charity's foundations are in good order

First a number of votes

3a. Approve the minutes of the Annual General Meeting held on 15th June 2023

The Group Trustee Board have reviewed the minutes of the previous AGM at their meeting held on 15th June 2023. 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.

Secunder please...[Ben Holland](#)..... / Please show your hands to approve.

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

In line with the recommendation from Scout Headquarters, the Group Trustee Board proposes we adopt the model constitution from Chapter 5, section 4 of Policy, Organisation and Rules.

[The current version of POR is March 2024, plus the June amendments. We look to follow all amendments as soon as practically possible when they are published.](#)

A copy of this was available for review and inspection prior to this meeting, and copies are also available at this meeting.

Secunder please ...[Phillipa](#)..... / Please show your hands to approve.

3c. Note the Group's financial year

Can the Group Scout Council members 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 notes the Group Scout Council can admit other people to membership. **Chair** advises that the following people are all *ex officio*:

- All adult members of the Group
- All Leaders
- All Patrol Leaders in the Troop
- All Parents of Beavers, Cubs and Scouts
- All Explorers as stated in the partnership agreement
- All Explorer parents
- The District Commissioner
- The District Chair

We can appoint other people as individuals, or community members because of their position (eg local head teacher). Now the chicken and egg question, myself (David Lowther), Robert Hatfield and Carol Shirliff no longer have youth members in the Group (but we used to). As members of the current Trustee Board we are members of the Group Council (see first in the list above). However, as we are doing a *system reset* the Trustee Board would like to recommend that David, Robert and Carol are **Group Council** members for three years. (POR now says we have to specify a fixed period, subsequent reappointments are permitted).

Please show your hands to approve. APPROVED

Please note: These nominations are to the Group Scout Council (the people attending this AGM). They aren't members of the Group Trustee Board. Please also note, these nominations can be by name or role.

3e. Agreeing the maximum total number of members of the Group Trustee Board

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.

In the new version of POR (which we have adopted as our constitution) there is only one ex officio member of the Trustee Board, the Group Scout Leader, Jonathan (Skip). The Trustee Board recommends we have a maximum of 12 members (this includes Skip). I propose the Group Scout Council approves that recommendation.

Secunder pleasePeter..... / Please show your hands to approve.

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

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 10 people. Does the Group Scout Council approve that recommendation?

Secunder pleaseTina..... / Please show your hands to approve.

Note: I personally would like this to be higher as it means we should have a wide audience there at the AGM to oversee proper governance, however I also recognise we MUST get the job done. Hence a low number.

4. Review of the previous year

We'll now use this part of the meeting to reflect on the activities of the past year.

4a. The Group Scout Leader review of last 12 months

Normandy Scout group report 2023/24

The scout group has had another very successful year. We have good membership numbers within all sections - currently we have around 90 young people regularly attending meetings every week across Beavers, Cubs, Scouts and Explorer Scouts - all supported by a great team of leaders. We also have a waiting list for young people to join Beavers

The Beaver colony continues to thrive, led by Jez and his team of parent helpers and explorer scouts. The beavers have attended district events and colony events. We have had sleepovers at here at the HQ which have been greatly enjoyed by all the beavers. The colony is currently full and cannot provide for all on our waiting list,

The cub pack is also doing well lead by Alexis and Nicola supported by the cub parents. The pack have had active programme of activities including skiing and canoeing and many other weekly activities as well as attending district activities such as the quiz and handicraft competitions.

The scout troop continues to do well attending county events such as KIX 23 (international camp in Switzerland) as well as frost camp and scoutabout this summer. We run a weekly programme of activities and our annual camp to the Forest of Dean along with the explorer scouts. The scouts have been canoeing, night hiking, camping, cycling, hiking, cooking, doughnuting, survival camping and backwoods cooking . Leadership wise, Nick McEvet and Roger Prime have stepped down from scouting after a number of years helping and supporting the troop first as parent helpers and then as uniformed leaders .We are extremely grateful for all they have given to the scout group and young people in Normandy .As of the end of the summer term I have also stepped back from the scout troop but will remain in the GSL/lead volunteer role. Ruth and Dave Cunningham have agreed to run the troop with weekly help from scout parents.

The explorer scouts although technically a district section are very much part of Normandy scout group and it would be remiss of me not to mention the success of the unit and the great activities the explorer scouts and leaders organise throughout the year led by Peter and his leadership team.

My thanks to all the leaders and parents who help with the running of all activities without you it would not happen.

My thanks to David and the group trustee's board for their support throughout the year. We have finally completed our disabled toilet and shower room which has added an excellent facility for scouts using the HQ for overnight camping activities.

The HQ and grounds are utilised during the year by groups, both in the Guildford area and further afield including Whitton beavers and cubs, Aldershot and Farnborough cubs and beavers and Bisley Scouts, as well as guides and brownies from Rydes Hill and Worplesdon. Freemantles school use the grounds regularly for forest school. We are hoping that we can make more use of the facilities in the future to provide a steady income stream.

It has been a very busy and successful year thanks to adult leader teams, and trustees board members. However extra help is always welcome and if anybody is interested in helping in any way please speak to me. David or any one of the section leadership teams. My final thanks goes to all the young people across all the section you are the future and what scouting is all about.

Skip (aka Jonathan Gasson)

Chair thanks GSL for their review.

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

Chair notes the Group Trustee Board has approved the Annual Report and Statement of Accounts, and has received the report on the accounts from the [\[Independent Examiner Ashley Metzner\]](#).

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

Treasurer explains the Statement of Accounts.

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

Chair thanks the Treasurer [\[Jo Hurst\]](#)

Please note: No vote is required, the Group Scout Council only 'receives and considers' the report.

5. Making appointments

We'll use this part of the meeting to organise the set up of the charity until the **end of the next AGM**. We'll appoint a Trustee Board to oversee good governance for the charity over the next year.

Terms of office can be for 1, 2 or 3 years. We propose whilst we get fully to grips with the new POR we have terms of office of one year (to end after the next AGM).

5a. Appoint the Group Chair

I believe that at the last AGM we said that the term of office runs until after the next AGM, it was in the script. So, the handing of the meeting back and forth between Chair & GSL is not necessary.

Chair hands the chairmanship of this meeting over to the Group Scout Leader.

Group Scout Leader explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that [\[David Lowther\]](#) should be appointed as Group Chair. Please show your hands as approval.

Group Scout Leader hands the chairmanship of this meeting back to Group Chair.

Please note: If appointing a new Chair, you should agree prior to the AGM whether the outgoing Chair will continue to lead this meeting, or whether the new Chair should take over immediately during the meeting. It's strongly encouraged the new Group Chair takes over after the AGM's finished – perhaps from midnight following the AGM.

5b. Appoint the Group Treasurer

Chair explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that [Jo Hurst](#) should be appointed as Group Treasurer. Please show your hands as approval.

5c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board

Chair explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that [Edits names] should be appointed as members of the Group Trustee Board.

	Name	Role / Specialisation	Type
1	David Lowther	Chair	Appointed by Scout Council
2	Jo Hurst	Treasurer	Appointed by Scout Council
3	Jonathan Gasson (Skip)	GSL	Appointed by Scout Council
4	Jez Phoenix	Beaver Leader	Appointed by Scout Council
5	Alexis Shirtliff	Cub Leader	Appointed by Scout Council
6	Ruth Slaney	Scout Troop Leader	Appointed by Scout Council
7	Peter Hurst	Explorer Leader	Appointed by Scout Council
8	Robert Hatfield	Gift Aid	Appointed by Scout Council
9	Ben Holland	Energy	Appointed by Scout Council
10	Thomas Schaefer		Appointed by Scout Council
11	Carol Shirtliff		Appointed by Scout Council
12			

Please show your hands as approval.

Please note:

- There can't be more names appointed than were approved at agenda item 3e. There can be fewer than agreed at 3e, but not more. Remember, agenda item 3e is the total number of agreed ex officio, appointed and co-opted members.
- It's very important to arrange the open selection process and its recommendations **before** the AGM. Recruitment needs to be open, organised and in advance, so it's a thoughtful process. It shouldn't be taking place last minute during the AGM.

Chair thanks the Trustees for their work during the year and, in particular, those members who are standing down

Catriona (youngest is now 18yrs old and so not an Explorer)

Approved

Please note: Co-opted members (if any) of the Group Trustee Board are appointed by the Group Trustee Board themselves at one of their meetings, and not at the AGM.

5e. Appoint the Independent Examiner

Treasurer proposes [Ashley Metzner]

Chair confirms that [Ashley Metzner] has been proposed, seconded and is qualified for the role, and asks for a show of hands to approve [Ashley Metzner] nomination.

Approved

Please note:

- Please find the requirements for whether to appoint a Scrutineer, Independent Examiner or Auditor on: [Accounting & Audit Requirements for Group Districts, Counties/Areas & Scottish Regions](#)
- Please find the template for a Scrutineer or an Independent Examiner to use to report back to the Trustee Board on: [Accounting and Reporting](#)

6. Chairman's Address (including video)

I write this to all Parents whether you hear it from me directly at the AGM or read it on the notice board...

Coming clean, many of you know I live in Ash. That said I know Normandy Villagers are proud of their rich history, tradition, and community spirit. Over the years, Scouting has become an integral part of life here, woven into the very fabric of this village. It's hard to imagine Normandy without the sound of Scouts excitedly running around in our wonderful grounds, the sight of them gathering for a campfire, or the excitement on their faces as they embark on new adventures. Scouting here is not just an activity; it's a vital thread that binds generations together, passing down values of leadership, service, and camaraderie.

The importance of Scouting to Normandy cannot be overstated. Scouting challenges our Young People and in doing so helps them grow into confident, responsible, and capable individuals. It provides a space where they can explore their potential, learn invaluable life skills, and develop a sense of purpose and belonging.

Now before I go on with this address, I think we need stop for a Fact Check as they say on the BBC! One of the biggest advantages of being Chairman is you get this address slot to say whatever you want and no-one can stop you J So the £1m question to Parents is do you believe the above to be true or is Scouts just another 'baby-sitting' activity to fill an evening. If the latter then fine, that's your decision and I wish you well. Personally, I think you have missed out on the most amazing opportunity.

I am not a boastful person but I think in this case I know far more than you about how to assess the opportunity being presented to you. I have two sons who are now grown up but who have been in every section from Beavers to Explorers, have learned to Kayak, have sailed through the transition to university life and then into professional employment. There are many other examples of families whose offspring have grown likewise as a direct result of the activities, facilities and support of the Leaders on offer. So, as they say, you can read load of complex theory's on improving yourself and your offspring but it's really much simpler - "invest as a family with the Normandy Scout Group and you will be rewarded multiple times over" – the Young People should strive to get the most of it and the Parents set the example by volunteering to provide leader support whether that be at the coal-face (weekly meetings) or admin support as a member of the Trustees Board.

I assure you that, like money, investing early generates the biggest rewards. For example, my youngest visited the Swedish Jamboree at the age of 15 and I credit the experience of being part of a 29,000 worldwide attendance for his ability to live in China for 2 years as part of his PhD. In hindsight it seems unbelievable that he left with the name of someone who was to meet him at the airport, 2 big bags and nothing else!

So reality check over, back to the normal....Over the past year, we have continued to provide a wide array of high-quality activities that have been both diverse and enriching. Section programmes cover the traditional outdoor pursuits like camping and hiking to more modern skills such as environmental stewardship and community service. These activities are not just about fun; they are carefully designed to build resilience, teamwork, and leadership skills that will serve our young people throughout their lives.

I must be candid in acknowledging that while our program of YP activities has been as strong as ever, the drive from the Trustee board to further enhance our group's infrastructure has been somewhat subdued this year. This is not due to a lack of ambition or vision, but rather a strategic decision to consolidate and build upon the significant progress we made in the previous year.

As we reflect on the year, I must take a moment to acknowledge a significant milestone for our Group. After many years of selfless and unwavering commitment, Skip has stepped down as Scout Troop Leader. Skip will however continue in his GSL role. Words cannot fully capture our gratitude for everything you have done. I know Skip would be first to argue it was a team exercise with the great support of Roger Prime and Nick McEvet. As you may not know who they are so watch this short clip to meet Roger....

I would also like to take this opportunity to extend my sincere thanks to the parents, our uniformed leaders, and the broader District. Your support is the backbone of our group. Whether it's helping out at events or simply encouraging your Young People to participate, your involvement is crucial to everything we do.

Now, as we look to the future, I have (well my Parkinson's disease has) decided that this will be my final year serving as your Chairman. It has been an honour and a privilege to lead this group, but I believe it is time for new leadership to step forward. I am announcing this now to allow ample time for someone to step up and shadow me throughout this year. This will ensure a smooth transition and provide continuity for the group, which I know we all agree is of utmost importance.

To those who might consider taking on this role, I want to assure you that you will not be alone. The support network within this group is exceptional, and I will be here to guide you through the process. Leading this group has been one of the most rewarding experiences

In closing, I want to once again express my heartfelt thanks to everyone who has contributed to another successful year for the Normandy Scouts. Together, we have created something truly special, and I am confident that with your continued support, the future of Scouting in Normandy is bright.

7. District Commissioner's Address

8. Closing remarks

Chair closes the AGM, thanking everyone for attending and outlines any arrangements for the rest of the event.

1st Normandy Scout Group (Charity no. 305778)

Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2023	To	31st March 2024
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Receipts and payments

	Unrestricted funds £	Restricted funds £	Total funds £	2022/23 Total funds £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	11,000	-	11,000	9,790
Donations	56	-	56	20,001
Legacies	-	-	-	-
Gift Aid	7,607	-	7,607	2,331
Other similar income	22	-	22	13
Sub total	18,684	-	18,684	32,135
Grants				
Maintenence grant	-	-	-	-
Other grants	-	-	-	-
Sub total	-	-	-	-
Fundraising events (gross)				
Youth programme and activities	12,064	-	12,064	15,715
Fundraising	-	-	-	485
Other fundraising activities	-	-	-	-
Sub total	12,064	-	12,064	16,200
Scout hut income				
Hire of building	2,019	-	2,019	2,239
Hire of equipment	-	-	-	-
Other Scout hut income	-	-	-	-
Sub total	2,019	-	2,019	2,239
Investment income				
Bank interest	57	-	57	54
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Other investment income	-	-	-	-
Sub total	57	-	57	54
Total Gross Income	32,824	-	32,824	50,628
Asset and investment sales, etc.	-	-	-	-
Total receipts	32,824	-	32,824	50,628

1st Normandy Scout Group (Charity no. 305778)

Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2023	To	31st March 2024
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Receipts and payments

	Unrestricted funds £	Restricted funds £	Total funds £	2022/23 Total funds £
Payments				
Charitable Payments				
Membership subscriptions paid on (National/County/Area/District)	5,562	-	5,562	4,234
Youth programme and activities	14,088	-	14,088	19,325
Refunds	-	-	-	-
Adult support and training	-	-	-	82
Rent	-	-	-	-
Water and Sewerage	467	-	467	319
Electricity and Gas	934	-	934	795
Insurance	1,163	-	1,163	1,022
Alarm, Security & Fire	306	-	306	250
HQ Repairs and Renewals	358	-	358	2,979
Equipment maintenance	64	-	64	214
Equipment	804	-	804	656
Stationery and admin costs	-	-	-	-
Uniforms, badges & books	568	-	568	814
HQ Development	33,288	-	33,288	1,705
Boiler inc. Serv. Contract	95	-	95	84
Internet	-	-	-	360
Tents etc	900	-	900	-
Bank charges	40	-	40	72
Cleaning	-	-	-	-
Misc	-	-	-	-
Sub total	58,557	-	58,557	32,910
Fundraising expenses				
Bonfire drinks	-	-	-	379
Detail 2	-	-	-	-
Detail 3	-	-	-	-
Other fundraising costs	-	-	-	-
Sub total	-	-	-	379
Total Gross Expenditure	58,557	-	58,557	33,289
Asset and investment purchases,	-	-	-	-
Total payments	58,557	-	58,557	33,289
Net of receipts/(payments)	- 25,733	-	- 25,733	17,338
Transfers between funds	-	-	-	-
Cash funds last year end	78,173	-	78,173	60,835
Cash funds this year end	52,440	-	52,440	78,173

1st Normandy Scout Group (Charity no. 305778)

Receipts and Payments Account

Year start date



Year end date

For the year from	1st April 2023	To	31st March 2024
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Statement of assets and liabilities at the end of the year

	Unrestricted funds £	Restricted funds £	Total funds £	2022/23 Total funds £
Cash funds				
Bank current account	52,440	-	52,440	78,173
Bank deposit account	-	-	-	-
Building society account	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Cash/Floats	-	-	-	-
Total cash funds	52,440	-	52,440	78,173
(agree balances with receipts and payments a/c)	ok	ok	ok	ok
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				
Badge stock	-	-	-	-
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	-	-	-	-
Total net assets	52,440	-	52,440	78,173

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29th August 2024 and signed on their behalf by

	Signature	Print Name
Chair		David Lowther
Treasurer		Joanne Hurst

Independent examiner's report to the trustees of

1st Normandy Scout Group

(Charity number: 305778)

I report to the trustees on my examination of the accounts of the 1st Normandy Scout Group for the year ended 31st March 2024.

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: *A. Metz*

Name: *Ashley Metzner*

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

QBE Accountant

Address: *2 The Quadrant
Ash Oak
Surrey
GU12 5AQ*

Date: *29/08/2024*