

# 1<sup>st</sup> NORMANDY SCOUT GROUP

Charity Number 305778

Annual Report 2024/25

# 1<sup>st</sup> NORMANDY SCOUT GROUP

## Annual General Meeting

Thursday 11<sup>th</sup> December 2025 @ 18:30  
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 3<sup>rd</sup> Sept 2024
  - 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**

# 1<sup>st</sup> NORMANDY SCOUT GROUP

## Annual General Meeting

### Outline / Script for the [2025] AGM

#### 1. Introduction and welcome

Chair welcomes and thanks all the members of the Group Scout Council for attending. In excess of 15 attended including but not limited to Adam Crocker, Alan Rice, Alexis Shirliff, Carol Shirliff, David Lowther, Gavin Dunst and Siobhan Dunst, Ian Crocker, Jason Gaskell, Jez Phoenix, Jonathan Gasson, Morgan McCrow, Peter Hurst, Quentin Vaughan, and William Dr

#### 2. Apologies for absence

**Chair:** We've received apologies from the following persons for their absence today, and their names will be included in the minutes of this meeting.

Ben Holland	Jo Hurst
Alan McCrow	

### **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 3<sup>rd</sup> Sept 2024**

The Group Trustee Board were emailed the the minutes of the previous AGM before submission to the Charity Commission. 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.

Seconder please...[Jez Phoenix](#) / 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 the May 2025 Update. 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.

Seconder please ... [Peter Hurst](#)..... / 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 consist of **ex officio members**

- 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

**Together with community members.** **Chair** advises that [Robert Hatfield and Carol Shirliff are nominated as Group Scout Council members.

These are to be admitted as members of the Group Scout Council as well as the ex officio list in POR Rule 5b.3.2.4.

**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 Lead Volunteer , Jonathan Gasson (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 please ..... [Jez Phoenix](#)..... / 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.

5c.1.8.4 The quorum for a meeting of a Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four.

The outgoing Trustee Board recommends the quorum should be set at 6 people. Does the Group Scout Council approve that recommendation?

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

#### **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**

Jez Phoenix gave a detailed presentation of the Beavers, the activities they'd taken part in, and the numbers of members. Peter Hurst gave a similar presentation for the Explorers, and then Jonathan Gasson provided an update for the Cubs and Scout group. The scout group has had another successful year. We have good membership numbers within all section currently we have around 85 young people regularly attending meetings every week across all sections Beavers Cubs, Scouts and Explorer Scouts, supported but a great team of leaders. We also have a waiting list for young people to join beavers

The Beaver colony continues to thrive lead by Jez and his team of leaders' parent helpers and explorer scouts/young leaders. The beavers have attended district events and county events such beavers Bazzaz an activity day for 2,500 Beavers and Rainbow Guides held at Merrist Wood. They have had a Roman Themed sleepover the HQ , have visited Farnborough Fire Station , Marwell Zoo , have been out hiking and have a reach for the stars virtual camp , as well as many other activities at their weekly meetings at the HQ all of which have been greatly enjoyed by all the Beavers. The colony is full, and we 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 a had active programme of activities including hiking around the village as treasure hunt activity, woggle making, indoor highland games. visiting ST Clares Food Banks as part of exploring what community service opportunities and many other weekly activities as well as attending district activities such as the quiz and handicraft competition Blue six won the District Handicraft Competition and attending district camp at Bentley Copse .

The scout troop continues to do well although numbers are down due to various factors, meeting weekly lead by Ruth supported by Dave Cunningham with help from young leaders and parents in particular Clark Waring who is a regular member of the leadership team. The scouts attended the county Frost camp event and district camp, as well as running 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, survival camping and backwoods cooking as well as many other activities at troop meetings. Leadership wise Ruth and Dave have been running the troop at present with support from parents however as always more support is needed to continue to run an active programme. We have changed the meeting to Thursday evening due primarily to the leaders' other commitments on Friday evenings and weekends, due to changes in his working life Dave is no longer able to commit to attending weekly meetings. This has left Ruth as the only uniformed leader. Which is not a good position for the troop or the Group. I have supported at weekly meetings when able. This is not a good position, and we now desperately need extra Adult help to step up as leaders to support Ruth, the troop and the group. The troop will be unable to function indefinitely with only one leader.

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 but very much run by the young people. Highlighted by their summer camp each year. Forest of Dean Camp and many other activities led by the young people at their weekly meetings.

The activities as you have heard have been great and varied with all the young people and leaders having a good time. My thanks to all the leaders and parents who help with the running of all activities without you it would not happen.

.The HQ and grounds are used by Scouts and Guides throughout the year by groups from both in the Guildford area and further afield including, Whitton beavers and cubs, Aldershot and Farnborough cubs and beavers and Bisley Scouts, and guides and brownies from Rydes Hill and Worplesdon. We are hoping that more use in the future will provide a steady income stream.

My thanks to David and the trustee's board for their support throughout the year. I must thank again David who has been on the board so to speak for 20 years first as secretary and latterly as out Chair for 10 years. It has been a great privilege to work with for the benefit of the group. We have known each other many years and I value your friendship and that of your family. Your advice and support are greatly appreciated by me personally and the group.

However, it is time to step down and allow others to take up the role. On that point I am sorry to say that we have not as yet found a volunteer to take on the role of Chair of the group Trustee's board. This is an important role for the group and once again we need an individual to volunteer

It has been a very busy and successful year thanks to adult leader teams, and exec committee trustees board members

However, help is always needed, and we need new volunteers to take on role of group trustees. If anybody is interested in helping in any way please speak to me, or any one of the section leadership teams. We have great plans and aspiration for the group and the facilities here at Normandy however your support is needed to see the come to fruition.

My final thanks go to all the young people across all the section you are the future and what scouting is all about.

Skip

**Chair** thanks GLV 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.

In Jo's absence Peter explained that the Group's accounts were healthy with:

Income 24/25: £39,306

Payments 24/25 £17,729

Assets 31/03/25 £74,017

**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 Lead Volunteer

**Group Lead Volunteer** explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that [ ] should be appointed as Group Chair. Please show your hands as approval.

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

Please note: If appointing a new Chair, you should agree <b>prior</b> 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.
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### 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 Lia Campbell should be appointed as Group Treasurer. Please show your hands as approval.

Approved by show of hands

**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	To be Identified	Chair	Appointed by Scout Council
2	Lia Campbell	Treasurer	Appointed by Scout Council
3	To be Identified	Secretary	Appointed by Scout Council
4	Jonathan Gasson (Skip)	GLV	Appointed by Scout Council
5	Jez Phoenix	Beaver Colony LV	Appointed by Scout Council
6	Alexis Shirtliff	Cub Pack LV	Appointed by Scout Council
7	Ruth Slaney	Scout Troop LV	Appointed by Scout Council
8	Peter Hurst	Explorer Scouts LV	Appointed by Scout Council
9	Robert Hatfield	Gift Aid	Appointed by Scout Council
10	Ben Holland	Energy	Appointed by Scout Council
11	Carol Shirtliff		Appointed by Scout Council
12	To be Identified		Appointed by Scout Council

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

Thomas Schaefer

**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**

The Chairman gave a speech about the positive experiences he has had as Chairman for the last decade

## **7. District Commissioner's Address**

Quentin offered thanks for all that volunteers have done for Scouts

## **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 2024	To	31st March 2025
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### Receipts and payments

	Unrestricted funds £	Restricted funds £	Total funds £	2023/24 Total funds £
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	10,486	-	10,486	11,000
Donations	7,634	-	7,634	56
Legacies	-	-	-	-
Gift Aid	2,778	-	2,778	7,607
Other similar income	-	-	-	22
<b>Sub total</b>	<b>20,898</b>	<b>-</b>	<b>20,898</b>	<b>18,684</b>
<b>Grants</b>				
Maintenence grant	-	-	-	-
Other grants	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fundraising events (gross)</b>				
Youth programme and activities	12,564	-	12,564	12,064
Fundraising	-	-	-	-
Other fundraising activities	-	-	-	-
<b>Sub total</b>	<b>12,564</b>	<b>-</b>	<b>12,564</b>	<b>12,064</b>
<b>Scout hut income</b>				
Hire of building	5,845	-	5,845	2,019
Hire of equipment	-	-	-	-
Other Scout hut income	-	-	-	-
<b>Sub total</b>	<b>5,845</b>	<b>-</b>	<b>5,845</b>	<b>2,019</b>
<b>Investment income</b>				
Bank interest	-	-	-	57
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Other investment income	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>57</b>
<b>Total Gross Income</b>	<b>39,306</b>	<b>-</b>	<b>39,306</b>	<b>32,824</b>
<b>Asset and investment sales, etc.</b>	-	-	-	-
<b>Total receipts</b>	<b>39,306</b>	<b>-</b>	<b>39,306</b>	<b>32,824</b>

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

## Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2024	To	31st March 2025
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### Receipts and payments

	Unrestricted funds £	Restricted funds £	Total funds £	2023/24 Total funds £
<b>Payments</b>				
<b>Charitable Payments</b>				
Membership subscriptions paid on (National/County/Area/District)	3,905	-	3,905	5,562
Youth programme and activities	9,062	-	9,062	14,088
Refunds	-	-	-	-
Adult support and training	-	-	-	-
Rent	-	-	-	-
Water and Sewerage	446	-	446	467
Electricity and Gas	1,470	-	1,470	934
Insurance	1,338	-	1,338	1,163
Alarm, Security & Fire	76	-	76	306
HQ Repairs and Renewals	-	-	-	358
Equipment maintenance	-	-	-	64
Equipment	-	-	-	804
Stationery and admin costs	-	-	-	-
Uniforms, badges & books	437	-	437	568
HQ Development	900	-	900	33,288
Boiler inc. Serv. Contract	96	-	96	95
Internet	-	-	-	-
Tents etc	-	-	-	900
Bank charges	-	-	-	40
Cleaning	-	-	-	-
Misc	-	-	-	-
<b>Sub total</b>	<b>17,729</b>	<b>-</b>	<b>17,729</b>	<b>58,557</b>
<b>Fundraising expenses</b>				
Detail 1	-	-	-	-
Detail 2	-	-	-	-
Detail 3	-	-	-	-
Other fundraising costs	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>17,729</b>	<b>-</b>	<b>17,729</b>	<b>58,557</b>
<b>Asset and investment purchases,</b>	-	-	-	-
<b>Total payments</b>	<b>17,729</b>	<b>-</b>	<b>17,729</b>	<b>58,557</b>
<b>Net of receipts/(payments)</b>	<b>21,576</b>	<b>-</b>	<b>21,576</b>	<b>- 25,733</b>
<b>Transfers between funds</b>	-	-	-	-
<b>Cash funds last year end</b>	<b>52,440</b>	<b>-</b>	<b>52,440</b>	<b>78,173</b>
<b>Cash funds this year end</b>	<b>74,017</b>	<b>-</b>	<b>74,017</b>	<b>52,440</b>

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

## Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2024	To	31st March 2025
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### Statement of assets and liabilities at the end of the year

	Unrestricted funds £	Restricted funds £	Total funds £	2023/24 Total funds £
<b>Cash funds</b>				
Bank current account	74,017	-	74,017	52,440
Bank deposit account	-	-	-	-
Building society account	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Cash/Floats	-	-	-	-
<b>Total cash funds</b>	<b>74,017</b>	<b>-</b>	<b>74,017</b>	<b>52,440</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>74,017</b>	<b>-</b>	<b>74,017</b>	<b>52,440</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on xxth yyyyyy 2025 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 1<sup>st</sup> Normandy Scout Group for the year ended 31<sup>st</sup> March 2025.

**Responsibilities and basis of report**

As the charity trustees of the 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

20/11/2025

**X** Ashley Metzner

Ashley Metzner

Signed: Signed by: 1DA3F4237CDF4DE0B01A002E6A005225

Name: Ashley Metzner

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

Address:

2 The Quadrant

Ash Vale

Surrey

GU12 5AQ

Date:

20/11/25

# 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

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