



# Scouts

3rd Chippenham  
Scout Group

## Annual General Meeting 19:30 Thursday 9<sup>th</sup> September 2021 Agenda and Group Reports

### Agenda

- Apologies
- Minutes of last AGM (*on page 2 of this report*)
- Matters arising
- Group Reports (*including Finance Report on page 7 of this report*)
- Committee Appointments
  - Approval of Group Scout Leader's nomination of Group Chairman
  - Notification of Section Leaders declaration of intent to sit on Committee
  - Elections to the Executive Committee
    - Officers
      - Group Treasurer
      - Group Secretary
    - Parent representatives
      - 2x Beaver
      - 2x Cub
      - 2x Scout
- Appointment of independent auditor/scrutineer
- Any other business

**Any other business or questions regarding any reports to be notified by email at least 24hrs before the AGM**

**MINUTES OF 3<sup>RD</sup> CHIPPENHAM SCOUT GROUP ANNUAL GENERAL MEETING**  
**4 September 2020 – VIA ZOOM**

**Attendees:** Nik Bartlett (Chair), Andy Stovell (GSL), Frank Thorpe (Treasurer), Kirsty Burnell, Kirsty Stovell, Tracy Davies, Helen Callahan, Clair Griffin, Sharon Salter, Helen McCann, Emma Neal, Julia Childerhouse, Fi & Keith Ernest, Martin Bellinger, Barbara Freerick, Charlotte Bayliss, Caroline Butson (Assistant District Commissioner for Beavers) and Justin Purkis (District Chairman).

Nik Bartlett welcomed everyone to the first online AGM for 3<sup>rd</sup> Chippenham Scout Group following guidance from the Scout Association. There were no objections to the meeting being held in this format.

**1. Apologies:** Guy Livingston, District Commissioner

**2. Minutes of Last AGM -** The minutes of the last AGM had been circulated to parents for comments and/or questions. None had been received. There were no questions from the attendees, so the minutes were accepted as a true record of the meeting.

**3. Matters Arising -** There were no matters arising from the minutes of last year's meeting.

**4. Group Reports (previously circulated):**

**GSL -** Andy Stovell reported that the risk assessments for the beavers and scout sections to resume face to face meetings had been approved and the risk assessment for the cubs should be approved next week. The group was following national guidance for "amber level" and would be able to hold small group meetings outside.

A thank you had been presented to Eric Neal, who had been hut caretaker for 18 years, by Nik Bartlett.

A retirement presentation will be made to Frank Thorp for his 31 years as Group Treasurer by Andy Stovell. Frank will be greatly missed by all at 3<sup>rd</sup> Chippenham, but his vast knowledge of the Group will no doubt be needed in the future! Clair Griffin has agreed to take over as Treasurer from the AGM.

**Beavers -** Kirsty Stovell will shortly be emailing parents to explain how the colony will be split into two groups for the outdoor meetings up until October half term. Kirsty will be meeting the eight new Beavers and their parents who are moving into the colony on Wednesday 9 September and the first face to face Beavers session will be on Wednesday 16 September.

**Cubs -** Kirsty Burnett reported that the cubs are looking forward to returning to the meetings. Two cubs will not be able to return to the Group. A new uniformed leader is joining cubs.

**Scouts -** Tracy Davies reported that only one Scout will not be able to return to the Group so the section will be split in half for the programme of meetings which has been planned until Christmas.

**Finance -** Frank Thorpe was thanked for producing his last finance report which covers April 2019 to March 2020. More income had been received for the hire of the hall while less had been spent by the Group than in the previous year. The report reflected the very healthy financial position of the Group. The Accounts had been audited by Lizelle Pitman as in previous years.

*It was noted that the cheque signatories for the Group's bank account should be changed to Nik Bartlett (Group Chair) , Clair Griffin (Group Treasurer) and Helen Callahan (Group Secretary). One additional signatory is required. This will be agreed at the next Executive Committee meeting. The bank will require a copy of the minutes of the meeting to make this change. The list of Trustees will need to be updated with the Charity Commission. Clair Griffin will also arrange for the contact address to be changed.*

*The reports were all accepted by the meeting.*

*The District representatives, Caroline Butson (Assistant District Commissioner for Beavers) and Justin Purkis (District Chairman) both commented on the fantastic job being done within the Group and thanked everyone involved for their hard work to ensure the Group was in such a great position.*

### **Committee Appointments**

**Approval of Group Scout Leader's nomination of Group Chairman - Nik Bartlett** was nominated as Chair by the GSL. This was seconded by Emma Neal. Nik was appointed unopposed by the meeting.

**Notification of Section Leaders declaration of intent to sit on Committee – Kirsty Stovell, Kirsty Burnett and Tracy Davies** had all agreed to sit on the Executive Committee in an ex-officio capacity.

### **Elections to the Executive Committee of Officers**

**Treasurer – Clair Griffin** was elected unopposed to take over as Treasurer from Frank Thorp from the AGM. Proposed by Andy Stovell and seconded by Kirsty Burnell.

**Secretary – Helen Callahan** was elected unopposed to continue as Secretary. Proposed by Kirsty Stovell and seconded by Nik Bartlett.

**Parent Representatives - No parents** had responded to the email asking for volunteers to sit on the committee. Charlotte Bayliss agreed to join. The Section Leaders will ask the parents in their sections for volunteers.

**Appointment of independent auditor/scrutineer - As Liselle Pitman** will no longer be available for this task, a new independent auditor will be found for the 2020-21 accounts. Andy Stovell has a contact to approach and will report back to the Executive Committee.

### **Any Other Business**

A defibrillator has been fitted outside the Scout Hut. This will be registered by Clair & Phil Griffin and it will appear on the Good Sams app so it can be located by anyone needing a defib. A contact will be added for the maintenance contract which includes the replacement of pads.

Lighting has also been improved outside the Hut which will make external use of the Hut much better which is perfect timing with the autumn programme all being held outside.

Subs will be discussed at the next Executive Committee meeting.

Andy Stovell proposed a vote of thanks to everyone who has contributed to the Group during this unusual year. This was unanimously agreed by all those who joined the AGM.

There was no other business, so the meeting closed at 19.45.

## **Introduction to the Group Reports - Andy Stovell (Group Scout Leader)**

After another year disrupted by Covid, I would like to thank all the Leaders and Occasional Helpers who have kept the sections running either face to face or virtually throughout the year.

This year a total of 19 Chief Scout's Awards were awarded, this is the highest award that can be achieved as a Beaver, Cub or Scout. Well done to every Beaver, Cub & Scout who has achieved their Chief Scout's Award this year.

It has also been an exceptional year for leaders receiving awards, four Medals of Merit for exceptional service, two Chief Scout's Commendations for Good Service, four Long Service awards and finally five sets of Woodbeads to signify the completion of a uniformed leaders training

Finally, a thank you to Nik (our Chairman), Helen (our Secretary), Clair (our Treasurer) for all the work they have been doing in the background as well as Charlotte who volunteered to join the Committee after last year's AGM. It is important for the governance of the Scout Group that the Group has a committee which represents its members and their parents, therefore if any of you could spare up to five evenings a year to join the committee, please let me know.

## **Beaver Colony Report – Kirsty Stovell (Beaver Scout Leader)**

We currently have 3 leaders, 1 section assistant and 1 occasional helper.

There are 17 beavers in the Colony. We decided not to return to pre Covid levels of 20 until January after the next 3 Beavers are due to move to Cubs. We have a very Young Colony, with lots of our beavers joining during Covid. During the next term we will be working on team building skills and using our Lodge Leaders to pass on their skills to our younger members. We are sure this will help us build up a stronger and more experienced Colony ready to move to 20 in January.

Since Sept 2020 we have 5 Beavers who have gained their Chief Scouts Bronze Award, and Beavers have achieved 52 Challenge Badges, 93 Activity Badges and 92 Staged Badges between them. Considering the restrictions on Scouting that Covid has created I have been so impressed with the Beavers for working so enthusiastically with any work I have set them!

Even when we were unable to meet face to face we still managed to join in the Virtual Remembrance day service, a virtual Easter Camp, and virtual St George's Day celebrations.

We also completed the Community Impact Staged Badge by creating a window display at the Scout Hut using Poppies coloured in and decorated at home. We also organised a food collection for those in need, which we donated to Chippenham's Doorway project. To finish this badge, each Beaver coloured in a Christmas card and wrote a message. As a craft project they also made some Christmas tree decorations. These were then distributed amongst the residents of Fairways assisted living residential home.

All of the above has shown me that whatever the situation, Beavers always 'Do their Best' and are 'Kind and helpful!'

A huge thanks to all leaders, parents and Beavers who have continue to make my job easier, and here's hoping next year is a little less complicated!

### **Hawkeye Pack Report – Kirsty Burnell (Cub Scout Leader)**

This term we've had a full pack of 24 Cubs, 1 YL and 5 Uniformed leaders (Richard & Jess being invested on the last night of term).

We had 2 Cubs move up to Scouts, one proudly taking a Chief Silver Scout award with them and another still having a few bits left to finish theirs but hopefully will be finished soon.

Still keeping to the outdoor rule, we completed 12 weeks of outdoor activities come rain or shine. We visited Chippenham Town centre and learnt the history of the town following the blue plaques. Fantastic group event held at Corsham and surrounding area for JOTT. Weather stayed good for us until we made it back to the carpark.

Few visits to the local woods, covering den building and tracking.

Backwoods cooking, Pitta pizzas and Marshmallows always a favourite with the Cubs and leaders. Half term challenge was set to fill a Matchbox. Everyone done extremely well, however Jack P did especially well and got over 100+ pieces into his box. Much to the delight of our visiting DC who had the honor of counting the box.

First time making Paracord people keyrings, think the leaders were more surprised we could make them than the Cubs! Went together with a DIY coaster for Father's day gift.

Highlight for most of the Cubs was a Kayaking and Water Activity evening, together with CCSC. Split over two weeks, the pack took it in turns taking part in kayaking and then games. We were very grateful for the club having us and for the weather being kind on both sessions. We've already booked in for next year!

Grand finale is our water activities at the hut. I'm pretty sure no one made it out without at lease a spray of water or a whole soaking.

Thanks to the amazing teamwork of the leaders and Cubs, it makes it a joy to come and have fun each week.

### **Scout Troop Report – Tracy Davies (Scout Leader)**

This has been an unusual and unprecedented year, yet despite flitting between meeting over zoom and meeting face to face, it has been a productive and a successful one for the scout section.

We started the year with a large troop of 31 scouts and due to a low number of cubs moving up we now sit at a much more manageable 24. The low number of cubs has also meant that we were able to take in a couple of new scouts from off the waiting list, which has not happened in many years, as well as taking one on from a district request.

Meeting over zoom proved to be a challenge for both leaders and scouts alike, some session proving to be more successful than others. We manage to cover a range of badgework from the photography and astronomic badges to more traditional scouting skills like pioneering, fire lighting and survival skills.

We have run 2 expeditions, one alternative in between lockdowns where they were unable to sleep out under canvas and more recently a traditional exped for 8 of our oldest scouts. Being able to run these expeditions has meant that we have had 12 scouts been able to complete and be awarded their Gold awards.

During lockdown we ran 3 well attended virtual camps, but it was really important to the leaders that we got back under canvas this year. With such a young troop, only a small percentage of the troop had been on a scout camp before, so we ran an overnight practice camp at Frogwell School, before getting a in a summer camp at Cranham Scout Centre during the summer holidays. This was attended by 22 of the troop and lots of fun was had by scouts and leaders finishing off the year in style and most importantly face to face.

**2020-2021 Finance Report**

	2020-2021	2019-2020	2020-2021	2019-2020
<b>Balances brought forward</b>				
Current account	8,377	3,240		
Savings deposit account	25,510	6,027		
<b>Total</b>	<b>33,887</b>	<b>9,267</b>		
<b>Receipts</b>				
Subscriptions	1,605	5,460		
Inland Revenue - Gift Aid	3,154	-		
Fund Raising	1,045	1,025		
Donations - use of Hall	646	4,040		
Camps	-	6,649		
Activities & courses	-	380		
Sundries	-	346		
Interest	12	36		
OSM running costs	-	339		
<b>'Normal receipts' Subtotal</b>	<b>6,462</b>	<b>17,596</b>		
Sale of Equipment to Corsham Scouts		180		
Hoodies & T shirts		411		
Donation - Co-op, community fund		3,546		
Covid Grant	19,598			
<b>'Extraordinary receipts' Subtotal</b>	<b>19,598</b>	<b>4,138</b>		
<b>Total receipts</b>	<b>26,060</b>	<b>21,734</b>		
<b>Building Fund Transferred to Savings</b>		<b>17,548</b>		
<b>Balances carried forward</b>				
Current account			25,477	8,377
Savings deposit account			26,063	25,510
<b>Total</b>			<b>51,539</b>	<b>33,887</b>
<b>Payments</b>				
Rates				
Water			125	152
Electricity			574	702
Ground Rent				
Insurance			843	808
Capitation Fee			2,881	2,952
Scout Shop			894	239
Equipment			1,980	1,323
Camps				5,704
Activities & Courses			114	722
Printing, postage & stationery			77	42
Fund raising expenses				
Sundries (inc OSM licences)			266	938
Maintenance			654	944
Leaders uniforms				136
Neckerchiefs & embroidery				
<b>'Normal payments' Subtotal</b>	<b>8,408</b>			<b>14,662</b>
<b>'Extraordinary payments' Subtotal</b>	<b>-</b>			<b>-</b>
<b>Total Payments</b>	<b>8,408</b>			<b>14,662</b>
<b>Balances carried forward</b>				
Current account			25,477	8,377
Savings deposit account			26,063	25,510
<b>Total</b>			<b>51,539</b>	<b>33,887</b>
<b>Total</b>	<b>59,947</b>	<b>48,549</b>	<b>59,947</b>	<b>48,549</b>





**Section A Independent Examiner's Report**

Report to the trustees/  
members of

Charity Name  
3RD CHIPPENHAM SCOUT GROUP

On accounts for the year  
ended

31/03/2021 Charity no  
(if any) 305925

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

Responsibilities and  
basis of report

As the charity's trustees, 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 Trust's 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [-] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~\*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

\* Please delete the words in the brackets if they do not apply.

Signed: J. S. Davis

Date: 03/09/2021

Name: JOHN STEPHEN DAVIS

Relevant professional  
qualification(s) or body

FCCA

(if any):

**John Davis & Co. Accountants Ltd.**

Address:

Chartered Certified Accountants

48, The Causeway,

Chippenham, Wiltshire SN15 3DD

Tel: 01249 658059

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

[Empty box for disclosure details]