

# 19<sup>th</sup> Durham Scouts

## Campfire, BBQ & AGM



**Accounts, Minutes and Trustee Report**

**6<sup>th</sup> November 2024**

**[www.19nx.org.uk](http://www.19nx.org.uk)**

## 19<sup>th</sup> Durham (Neville's Cross) SCOUT COUNCIL Annual General Meeting

6<sup>th</sup> November 2024, 19:30

Moor House Adventure Centre

### AGENDA

1. **Introduction and welcome**
2. **Apologies for absence**
3. **Governance topics**
  - a. Approve the minutes of the Annual General Meeting held on 7<sup>th</sup> November 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. Agree the number of members that may be appointed to the 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 Lead Volunteer's review of Scouts in the 19<sup>th</sup> Durham (Neville's Cross) Scout Group
  - 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, following recommendation from the open selection process initiated by the Group Trustee Board
  - b. Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board
  - c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
  - d. Appoint the Independent Examiner

Closing remarks

**2022/23 Annual General Meeting minutes**

1. Welcome & update from the Group Scout Leader – *verbal*

*William Greeves opened the meeting. Jonathan Tones provided a verbal update on the Group activities over the last year.*

*The Chair confirmed that the meeting was quorate through a show of hands from members of the Group Scout Council and explained the purpose of the meeting.*

2. APPROVE the minutes of the 2021/22 Annual General Meeting of the Group Scout Council, as recommended by the Group Trustee Board

*This item was APPROVED through a show of hands.*

3. APPROVE the delegation to the Group Trustee Board of the appointment of an independent auditor for the Annual Statement of Accounts 2022/23

*This item was APPROVED through a show of hands.*

4. ADOPT the Group Constitution as documented in POR 5.4

*This item was APPROVED through a show of hands.*

5. RECEIVE and CONSIDER:

- a. Trustees Annual Report 2022/23 – *to be taken as read*
- b. Annual statement of accounts 2022/23 - *to be taken as read*

*This item was RECEIVED and CONSIDERED through a show of hands.*

**Resolutions**

6. ADOPT Resolution 1, as recommended by the Group Trustee Board:
  - a. That the number of members elected to the Group Trustee Board by the Group Scout Council shall be no more than 3 (three), in addition to the Secretary and Treasurer.
  - b. That the minimum quorum for a meeting of the Group Executive Committee shall be:
    - i. 50% of members where the meeting has been advertised for no less than 7 calendar days; or
    - ii. 75% of members where the meeting has been advertised for less than 7 calendar days;
    - iii. (i) and (ii) notwithstanding the provisions in POR 5.4.6.5 concerning electronic voting
  - c. That the minimum quorum for a meeting of the Group Scout Council shall be 15 members
  - d. That all individuals shall have their membership of the Group Executive Committee and their status as a Trustee of 19<sup>th</sup> Durham (Neville's Cross) Scout Group terminated with effect from today, in accordance with POR The Appointments Process Rule 4(x), unless:
    - i. They have been elected, or nominated and approved, at this Annual General Meeting
    - ii. They are an ex-officio member by virtue of holding the role of Group Scout Leader or Deputy Group Scout Leader
    - iii. They are the holder of a role which is an ex-officio member, but which is required to opt-in if they wish to be a member of the Group Executive Committee, and they have done so verbally this Annual General Meeting or in writing to the Group Scout Leader prior to the meeting

*This item was ADOPTED through a show of hands.*

**Appointments**

*The Chair asked for individuals to stand for the below roles.*

*All appointments to be dated until the next Annual General Meeting of the Group Scout Council*

7. APPROVE the Group Scout Leader's nomination of the Group Chair

*Jonathan Tones nominated Will Greeves as Group Chair. This nomination was APPROVED through a show of hands.*

8. ELECT the Group Treasurer

*Dawn Brown stood for election. Dawn Brown was ELECTED through a show of hands.*

9. ELECT the Group Secretary

*No individual stood for election. This post was UNFILLED.*

10. ELECT members to the Group Executive Committee (subject to the resolution at agenda point 6.a)

*Nicky Hayes and Darren Melroy stood for election. Nicky Hayes and Darren Melroy were ELECTED through a show of hands.*

11. APPROVE the Group Scout Leader's nomination of individuals to the Executive Committee; the quantity of approved nominations not to exceed the number of members elected at agenda points 8 through 10.

*No individuals were nominated by the Group Scout Leader.*

12. NOTE where any rights are being exercised by the below role holders to join the Group Executive Committee in an ex-officio capacity, in accordance with POR 3.24(b)(iii)
  - a. Beaver Scout Leader
  - b. Cub Scout Leader
  - c. Scout Leader
  - d. Explorer Scout Leader

*Rich Hall as Beaver Scout Leader, Amy Beierholm as Cub Scout Leader and Richard Leckenby as Scout Leader exercised their right to opt-in.*

13. Close of business

*The meeting was closed.*

**19TH DURHAM SCOUTS NEVILLE'S CROSS**

**INCOME & EXPENDITURE ACCOUNT**

**1st April 2023 - 31st March 2024**

<b>Balances B/f</b>	1st April 2023
CAF Current	24,066.45
CAF Reserve	30,841.27
Expense cards	765.03
	<b>55,672.75</b>

<b>Income</b>	
Termly Subscriptions	11,784.00
Hall Hire	2,748.00
Donations	1,188.24
Events	26,499.58
Gift Aid Received	4,914.67
Grants	0.00
Fundraising	531.75
Misc/interest	122.12
	<b>47,788.36</b>

<b>Expenditure</b>	
Utilities	2,398.20
Meetings	1,549.20
Camps/events	24,989.29
Training	39.00
Equipment/uniform	3,396.16
Admin, IT & Misc	414.96
Hut expenses/Capitation	7,185.32
GoCardless Charges	776.19
Bank charges	120.75
Insurance	2,298.17
	<b>43,167.24</b>

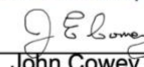
Closing Bank Balances	
CAF Current	23,828.97
CAF Reserve	35,767.03
Expense cards	697.87
	<b>60,293.87</b>

Total Income **103,461.11**

Total Expenditure **103,461.11**

**AUDITOR'S OPINION**

Having examined the books and records of 19th Durham Neville's Cross Scout Group and sought and received explanations where necessary, I am of the opinion that these accounts are a true and fair record of the affairs and transactions of the Group

Signed   
Name John Cowey Date 10/09/2024

## Trustee Annual Report

<b>For the period</b>	<b>From:</b> 01/04/2023	<b>To:</b> 31/03/2024
<b>Charity Name:</b>	19 <sup>th</sup> Durham Scout Group (Neville's Cross)	
<b>Charity No:</b>	516680	
<b>Charity's Principal Address:</b>	36 Claude Road Merrington Park Spennymoor DL16 7GR	

Trustee Name	Office	Dates Acted
Will Greeves	Chair	Whole Year
Dawn Brown	Treasurer	Whole Year
Jonathan Tones	Group Scout Leader	Whole Year
Darren Melroy	Group Executive Member	Whole Year
Richard Leckenby	Group Executive Member	Whole Year
Amy Beierholm	Group Executive Member	Whole Year
Richard Hall	Group Executive Member	Whole Year
Nicky Hayes	Group Executive Member	Whole Year

### Structure, Governance and Management

<b>Type of Governing Document:</b>	The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.
<b>How the charity is constituted:</b>	The Group is a trust established under its rules which are common to all Scouts.
<b>Trustee Selection Methods:</b>	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
<b>Additional Governance Information:</b>	The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, Deputy Group Scout Leader, individual section leaders (if opted to take on the responsibility) and other members as elected, nominated, or co-opted from interested parties.

Members of the Executive Committee complete Essential Information, Safety, Safeguarding, GDPR & Trustee Induction ' training within the first 5 months of taking on the role.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

The maintenance of Group property.

The raising of funds and the administration of Group finance.

The insurance of persons, property and equipment.

Group public occasions.

Assisting in the recruitment of leaders and other adult support.

Appointing any sub committees that may be required.

Appointing Group Administrators and Advisors other than those who are elected.

**Risk and Internal Control**

The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the national membership fee contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario this could lead to the complete closure of the Group.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario this could lead to the complete closure of the Group.

Objectives and Activities	
<p><b>Summary of the charities objectives as outlined in our governing document:</b></p>	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:  - enjoy what they are doing and have fun  - take part in activities indoors and outdoors  - learn by doing  - share in spiritual reflection  - take responsibility and make choices  - undertake new and challenging activities  - make and live by their Promise.</p>
<p><b>Summary of the main activities:</b></p>	<p>Scouting activities primarily seek to develop young people through learning by doing - and typically sees weekly meetings being led for young people aged 6-8, 8-10.5, and 10.5-14. Through a Partnership Agreement with Durham City &amp; District Scouts, the Group also supports activities for 14-18 year olds.</p>
<p><b>Public Benefit Statement:</b></p>	<p>The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.</p>

Achievements and Performance	
<b>Summary of our main achievements over the year:</b>	<p>The Group has continued with a normal programme, with all sections running successful nights away - including many young people having their first night away from home. All sections have also participated in a rich programme consisting of both locally organised activities, external visits, and District/County events.</p> <p>Young people continue to work towards the top awards in each section, and the Group has welcomed a number of new volunteers.</p> <p>The scouts and explorer sections also attended a unique international event called Kander100, celebrating the 100th year of Kandersteg International Scout Centre, Switzerland. Proving opportunity to 23 of our adult volunteers and young people.</p>

Financial Review	
<b>Statement on reserves:</b>	<p>The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, circa £25,000.</p>
<b>Further financial information:</b>	<p>The Group's funds are held in cash, held with a bank that is a member of the Financial Services Compensation Scheme. The Group does not hold any investments.</p> <p>Income is primarily obtained from membership subscriptions paid by the parents/guardians of young people who attend the Group.</p> <p>The Group has benefitted from Covid-19 grants throughout the pandemic, and benefits from other ad-hoc grants from time-to-time.</p> <p>The Group designates funds each year in the following ways:</p> <p>Headquarters' Membership Fee ('Capitation'): £4,500            Adult training: £1,500            Hardship fund: £1,500</p>
<b>Planning for the future:</b>	<p>Additional work is ongoing to identify the level of maintenance and capital works required in future with regards to the group's primary asset, Nelson Hall. This is likely to require significant levels of funding and as a result, the trustees have no concerns about the current level of reserves being in excess of our annual running costs.</p>

Declaration		
The trustees declare that they have approved the trustees' report.		
<b>Name:</b>	Jonathan Tones	William Harold Greeves
<b>Position:</b>	Group Scout Leader	Chair
<b>Signed:</b>	J. Tones	W. Greeves
<b>Date:</b>	09-10-2024	09-10-2024