

**Agenda**

1. Welcome.
2. Apologies.
3. Acceptance of the Minutes from Last AGM.
4. Re-Adoption of the Scouts Constitution.
5. Financial Report by Treasurer.
6. GLV Report.
7. Trustees' Report. – Chairperson Report
8. Nominations for Trustee positions / re-election for a maximum of a further 2 yrs (3yrs in total from initial appointment in 2024) as per POR 5B.3.3.9a:
  - Chair
  - Treasurer
  - Trustee Board Members
9. Any Other Business.
10. Date for next meeting.

**Board of Trustees apologies:**

**Abbie Hinley – Chairperson / Thursday Beavers Team Member**

**David Hinley – Wednesday Cubs Lead Volunteer**

**Lesley Hancock – Thursday Beavers Lead Volunteer**

**Amanda Yeadon – Friday Beavers Lead Volunteer**

**Mark Hancock – Scout Team Member**

**Section volunteer apologies received:**

**Helen Sherwood – Friday Beavers Team Member**

62<sup>nd</sup> Coventry  
SCOUT COUNCIL  
Annual General Meeting

22 May 2024 - AGM

Chair makes Health & Safety and domestic announcements – if a fire two exits to use – front and rear exits.

1. Introduction and welcome

Chair

Thank you for attending this AGM Meeting. Chair confirmed meeting opened 19.44pm

Welcome members of the Group Scout Council and guests from District - Sam Johnson and Gary College

2. Apologies for absence

We have received apologies from Richard Fogg, Assistant Cub Leader - Wednesday for their absence today, and their names will be included in the minutes of this meeting.

3. Governance topics

The Group Trustee Board have reviewed the minutes of the previous AGM at their meeting held on 12 May 2023. I put forward these minutes, they are taken as read and ask the Group Scout Council to agree they are a true record of that meeting.

Seconder Mark Hancock.

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 of Policy, Organisation and Rules.

Seconder Andy Smedley.

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 Lesley Hancock, Mark Hancock, Jill Spencer, Amanda Yeadon, David Hinley and Millie Smedley 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 5.4.4

Please show your hands to approve.

### **3e. Agree the number of members that may be appointed to the Trustee Board**

Following good practice recommendations from the Charity Governance Code, POR states Trustee Boards should have a minimum of five, and no more than twelve, Trustees in total. This includes ex officio and co-opted Trustees.

The Group Scout Council must agree the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommends that 10% of total number involved with the Group are appointed. I propose the Group Scout Council approves that recommendation.

Seconder David Hinley

### **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?

Seconder please David Hinley.

### **Review of the previous year**

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

#### **4a. The Group Lead Volunteer's review of Scouts in the 62<sup>nd</sup> Coventry Scout Group**

Chair asks the Group Lead Volunteer to present their Annual Review.

Group Lead Volunteer gives their review – attached as an addendum.

Chair thanks Group Lead Volunteer 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 Dr Edward Crust.

Group Treasurer gives their explanation of the Statement of Accounts.

No questions from the floor regarding the Trustee Annual Report, and the Annual Accounts.

## **5. Making appointments**

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

GSL explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that Abbie Hinley should be appointed as Group Chair. Please show your hands as approval.

The recommendation to the Group Scout Council is that Andy Smedley should be appointed as Group Treasurer. Please show your hands as approval.

The open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that Lesley Hancock, Mark Hancock, Jill Spencer, Amanda Yeadon, David Hinley and Millie Smedley should be appointed as members of the Group Trustee Board.

## **5e. Appoint the Scrutineer Independent Auditor**

Treasurer proposes Dr Edward Crust

Chair confirmed that Dr Edward Crust has been proposed, seconded and is qualified for the role, and asks for a show of hands to approve Dr Edward Crust's nomination.

## **6. Closing remarks**

Chair closed the AGM, thanking everyone for attending, meeting closed 20.10pm

### **Attendees**

Keith Morris – GSL and Scout Leader, Becky Kill – Cub Leader (Monday), Jill Spencer – Assistant Cub Leader (Wednesday), Millie Smedley – Assistant Beaver Leader (Friday), Jake Smedley – Sectional Assistant – Cubs (Monday), David Hinley – Cub Leader (Wednesday), Lesley Hancock – Beaver Scout Leader (Thursday), Mark Hancock – Assistant Scout Leader, Abigail Hinley – Assistant Beaver Leader (Thursday), Neil Smith – Assistant Scout Leader, Andy Smedley – Group Treasurer, Millie Smedley – Assistant Beaver Leader (Friday), Jake Smedley – Sectional assistant – Cubs (Monday), Helen Sherwood – Assistant Beaver Leader (Friday), Catherine Harvey - Scout Sectional Assistant, Cheryl Jones – Assistant Cub Leader (Monday), Cameron Kill – Young Leader (Monday), Claire Mahers – Sectional Assistant (Monday), Amanda Yeadon – Beaver Leader (Friday), Hannah Hinley – Young Leader (Thursday), Henry Hinley – Scout (Friday), Holly Hinley – Cubs (Wednesday), Andrew Bullock – Parent, Sue Smedley – Sectional Assistant (Monday), Niall Smith – Young Leader (Thursday), Ana Stass – Sectional Assistant (Wednesday), Emma Green – Parent, Charlotte Arnold – Cub (Wednesday), Isabelle Edgar - Parent, Ben Edgar – Cubs (Wednesday), Lindsay Knights – Parent, Noah Knights – Cub (Wednesday), Ilona Marwaha – Parent, Lena Marwaha – Cub (Wednesday), Michelle Fallaize – Parent, Harrison Fallaize – Cub (Wednesday), Amelie Fallaize – Beaver (Thursday), Sam Johnson – District, Gary College - District

Apologies: Richard Fogg – Assistant Cub Leader (Wednesday)

# **Treasurer's Report July 2025**

## **Income.**

Activity levels during 2025 have increased significantly yet again, with the number of camps, sleepovers and trips up again on last year.

Subs payments have increased from 2024 reflecting the increased number of children across the Group. Gift aid claims on subs payments have also increased, and we have received donations from HSBC, Dairy Crest, and the Clifford Bridge Community Association.

The continued high interest rates had a positive impact on the Group, and we received a healthy amount of interest on the funds we have saved up to help fund the replacement of the Hut.

## **Expenditure**

We expected our utility bills to increase as we switched to a new fixed-rate tariff and the previous fixed-rate expired. Electricity costs increased by circa 10%; water costs increased by 36%; and Gas costs increased by 62% which is something we will need to keep an eye on this winter.

Capitation fees also increased, which reflects the increase in the number of children across the Group, we had no major expenditure this year however.

## **Summary and Recommendations**

It isn't easy estimating the costs of a camp with all of the activities and food costs etc., particularly when the number of children taking part isn't known up front. The section leaders have managed this process very well, and overall, no activities were run at a loss.

This, coupled with prudent control of our finances and budgeting controls, has meant that we generated a surplus of circa £12,371, which will go towards the hut replacement fund.

Fund raising efforts to increase the hut replacement fund are continuing, and we are actively exploring different plans and construction options before seeking formal Planning approval from Coventry City Council.

Finally, I would like to thank Edd Crust for once again carrying out an independent examination of our accounts.

**Andy Smedley,**

**Group Treasurer.**

## **Independent examiner's report to the trustees of the 62<sup>nd</sup> Coventry Scout Group**

I report to the trustees on my examination of the accounts of the 62nd Coventry Scout Group (the Trust) for the year ended 31 March 2025.

### **Responsibilities and basis of report**

As the charity trustees of the Trust 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**

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed:

Dr Edward Crust  
Chartered Accountant (ICAS)  
Date: 1 June 2025

## Statement of financial activities

Incoming resources	Note	2024/25		2023/24	
		Unrestricted £	Restrict ed £	Total £	Total £
<b>Incoming resources from charitable activities:</b>					
		17,37		<b>17,37</b>	15,
Subscriptions	3	6	-	<b>6</b>	653
		4,55	19,4	<b>24,05</b>	21,
Activities for generating funds	3	9	95	<b>4</b>	478
		2,4		<b>2,</b>	
Investment income	3	58	-	<b>458</b>	2,206
<b>Total</b>		<b>24,39</b>	<b>19,4</b>	<b>43,88</b>	39,
		<b>3</b>	<b>95</b>	<b>8</b>	337
<b>Expenditure:</b>					
					11,
Charitable activities	4	9,875	-	<b>9,875</b>	542
			21,64	<b>21,64</b>	21,
Raising funds	4	-	1	<b>1</b>	289
			<b>21,64</b>	<b>31,51</b>	32,
<b>Total</b>		<b>9,875</b>	<b>1</b>	<b>6</b>	831
		<b>14,5</b>		<b>12,3</b>	6,
<b>Net Movement in funds</b>		<b>18</b>	<b>(2,146)</b>	<b>72</b>	506
<b>Reconciliation of funds:</b>					
Total funds brought forward					<b>100,735</b>
<b>Total funds carried forward</b>					<b>113,107</b>

## Balance Sheet

	Note	2024/25			2023/24
		Unrestricted £	Restricted £	Total £	Total £
<b>Current Assets</b>					
Short term investment (Deposit account)	6	107,015	-	<b>107,015</b>	<b>94,557</b>
Cash at Bank and in hand	7	10,595	-	<b>10,595</b>	<b>11,195</b>
Debtors	8	-	60	<b>60</b>	-
<b>Liabilities:</b>					
Creditors falling due within one year	9	-	(4,563)	<b>(4,563)</b>	<b>(5,017)</b>
<b>Total net assets / (liabilities)</b>		<b>117,610</b>	<b>(4,503)</b>	<b>113,107</b>	<b>100,735</b>
<b>The funds of the Charity</b>					
Restricted income funds				4,563	5,017
Unrestricted funds				108,544	95,718
<b>Total funds</b>				<b>113,107</b>	<b>100,735</b>

For the year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Trustees on 5 June 2025 (the date of the Annual General Meeting that approved the accounts) and signed on their behalf by:

A Smedley

Treasurer

## **Note 1 Basis of preparation**

### **1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP FRS102);
- and with Accounting Standards
- and with the Charities Act 2006.

### **1.2 Changes to previous accounts**

No changes have been made to accounts for previous years.

## **Note 2 Accounting policies**

### **Incoming Resources**

#### **Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

#### **Membership subscriptions**

Membership subscriptions are recognised based on the period they relate to and includes any associated gift aid.

#### **Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

#### **Grants and donations**

Grants and donations are only included in the SoFA when the general income recognition criteria are met.

#### **Tax reclaims on donations and gifts**

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

#### **Contractual income and performance related grants**

This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

#### **Gifts in kind**

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when

sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

## **Note 2 Accounting policies (continued)**

### **Donated services and facilities**

Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.

### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

### **Investment income**

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

## **Expenditure and liabilities**

### **Liability recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

### **Governance costs**

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

### **Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

### **Assets**

#### **Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

#### **Current asset investments**

The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.

They are valued at fair value except where they qualify as basic financial instruments.

### Note 3 Analysis of incoming resources

#### Subscriptions

	2024/25 £	2023/24 £
Subscriptions	17,376	15,653

#### Activities for generating funds

	2024/25 £	2023/24 £
Fund raising	3,304	2,917
Miscellaneous	2,289	1,046
Scouts	10,951	10,063
Monday Cubs	2,808	2,530
Wednesday Cubs	1,226	2,797
Joint Activities	998	-
Joint Cubs	-	-
Joint Beavers	1,223	1,083
Hut hire	1,255	1,042
	24,054	21,478

#### Investment income

	2024/25 £	2023/24 £
Investment income	2,458	2,206

### Note 4 Analysis of expenditure

#### Cost of generating unrestricted funds

	2024/25 £	2023/24 £
Insurances/Membership Fees	6,543	5,786
Utilities	2,527	2,100
Training and Equipment	414	3,320
Hut Maintenance	391	336
Miscellaneous	-	-
	9,875	11,542

## Note 4 Analysis of expenditure (continued)

### Fundraising costs

	2024/25 £	2023/24 £
Badges and Uniform	2,609	2,076
Scouts	11,592	9,029
Monday Cubs	2,459	2,532
Wednesday Cubs	1,300	2,922
Joint Activities	2,136	2,330
Joint Beavers	1,435	1,541
Miscellaneous	110	859
	21,641	21,289

## Note 5 Other costs and fees

No support costs, trustee out of pocket expenses, independent examiner fees, staff costs were paid during the current or prior year.

## Note 6 Short term investments

### Deposit account

	2024/25 £	2023/24 £
Deposit account	107,015	94,557

## Note 7 Cash at bank and in hand

	2024/25 £	2023/24 £
Cash	10,595	11,195

## Note 8 Debtors

	2024/25 £	2023/24 £
Accrued income	-	-
Prepayments	60	-
	60	-

### Note 9 Creditors and accruals

	<b>2024/25</b>	<b>2023/24</b>
	<b>£</b>	<b>£</b>
Deferred income	<b>4,223</b>	4,677
Accruals	<b>340</b>	340
	<b>4,563</b>	<b>5,017</b>

### Note 9 Transactions with related parties

No related party transactions occurred in the current or prior year.

62<sup>nd</sup> Coventry AGM, July 2025.

Scout Group Report, April 2024 to April 2025.

The Group has continued to do well over the past 12 months, with all sections running to capacity or very close to it.

Unfortunately, the County cancelled the Big Walk for 2024 and did not arrange an alternative although one was promised. This has produced a big reduction in fund raising for this year. We held our own event for this, where the youngsters carried out a walk with their family, recording it on an app to prove participation. This did bring in some funds, but many could not take part in the weekend we picked due to other commitments.

Both Cub Packs participated in the District Water Weekend and the Scouts took part in theirs a week later. The scouts loaned the Cubs their tents so that they could be left up ready for the following weekend. This worked well and is a process used by many other groups in the District.

In July we held a Group Activity day at the hut. This was well supported by all sections. The youngsters were split into teams comprising of people from all sections so that they could mix together. The teams rotated around many activities, such as fire lighting, archery, cooking, assault course and many more. This was another successful day.

The Group held a Bingo evening on 6<sup>th</sup> November in aid of funds. This was so successful that we held another one on 22<sup>nd</sup> March. Everyone had a good time at these events.

November saw the closing of the Scouts Membership System called Compass and the launch of the new Digital Tools system. As with any new system, there have been issues along the way and the Scout Association have had to make many updates to the system. At present we are surviving with the system and hopefully it will become easier as we get used to it.

We are looking at replacing the Scout Hut as soon as we can. We have had some provisional plans drawn up along with some costings. We are trying to find some time to view other Groups in the area who have had new buildings so that we have an idea of what can be achieved.

Thanks to all of the Leaders, Young Leaders, Group Supporters, Occasional Helpers and anyone else who keeps the Group and its premises going.

Keith Morris,  
Group Lead Volunteer.

Should be Trustee report  
Not chairperson report

62<sup>nd</sup> Coventry Scout Group  
BoT Chairperson report for AGM 2025

Charity No. 518233

### Chairperson Report July 2025:

Thank you for joining us at our re-arranged Annual General Meeting here at the 62<sup>nd</sup> Scout Group Headquarters, tonight, 4<sup>th</sup> July 2025.

I'm sending my apologies for not being able to attend in person this year, but Mark Almond and Heather Small decided to perform on the same evening, at the same venue for which I had tickets. Who could turn that down? Not me.

I'd like to start by thanking all of our section lead volunteers and team members for their hard work and dedication to the Group and Scouting as a whole, without your tireless planning, giving up of your free time, and sheer determination, the group wouldn't be as successful as it is, and our numbers wouldn't continue to grow.

Yes, the group has its challenges ahead, as many do, but with the correct leadership in place, the group should only thrive.

Over the past year our sections have participated in exciting activities and camps, as individual sections, mixed age section camps, and joint camps with our friends at the 31<sup>st</sup> Wolston, providing great learning opportunities and experiences for all in attendance.

Why?

There haven't been many opportunities for our own sections to interact, but one highlight of the year in which representatives from each section participated in, was our trip to the Panto at the Talisman Theatre in Kenilworth in early January. Yes, it wasn't Scouting based, but it was supporting another charity organisation.

85 members of the Group filled over half the auditorium, we cheered, booed, sang and laughed at the performance making it an enjoyable way to finish off the festive season for all who attended with lots of smiles when we left the venue.

80%

Talking of performing, we had a number of members from our Group participate in the Cabaret style Gang Show earlier in the year. Well done to Holly, Libby, Felicity, Louise and Catherine for your entertainment. You did yourselves, the Group and the Gang Show proud.

I know our Treasurer has already mentioned that our Groups' financial position has improved over the last financial year, but this is without the usual main fundraising events and activities taking place. The participation in these events have been impacted by some of changes in planning at County level for both 2024 and 2025, as well as the inclement weather we saw during 2024.

However, we have still been fundraising and receiving donations from external sources.

Two successful Bingo fund raising events have taken place, raising nearly £1000 for the Group funds. These events were predominantly supported by two sections in the Group. However, we need support from all sections if we're to achieve our goal in protecting the Group for future generations.

An alternative Group fundraising walk was run in 2024 with many young members of the group, doing their own sponsored walks with their families. I'd like to send special thanks to these families, for going out in force, walking their boots off, in aid of raising funds to replace our loved 52 year old hut.

2025 saw us again unable to attend the 'Big Walk' due to date changes being made at County level which forced a clash with the Caludon District water weekend camp for Cubs. Fortunately for all those affected, Caludon District have arranged an alternative date of Saturday 13<sup>th</sup> September for our own 'District Big Walk'. At this event we will hopefully be out in force, with all sections supporting the efforts, and raising much needed 'hut replacement' funds.

As we move into a busy Scouting period, I'd like to send advanced thanks to our volunteer adult leaders, young leaders, youth members and their folks at home for their time and continued support. We are faced with challenges, but if we work as a cohesive Group, everything is achievable.

Your continued support of the Group and of all fundraising opportunities is very much appreciated as we strive to secure the future of the Group at this location.

And finally from me, a message to all our fabulous section volunteers

When you've run a successful (or even possibly unsuccessful) section night, camp or other event, think to yourself (in the words influenced by Heather Small), "What have I done today, to make me feel Proud?". Then just look around see the smiles on everyone's faces, the badges on the youngster's arms, and say "Yes, I did this, I'm helping to influence the life experience of these young people, I'm Proud to Scout".

Thank you.

Yours In Scouting

Mrs Abigail Hinley MSc

62<sup>nd</sup> Scout Group Chairperson / Beaver Section Leadership Team member

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Wrong

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WTF