

Minutes of Warminster Scout Group Annual General Meeting

Held on Tuesday 17th June 2016

At Greenland Hut, Warminster

1. Welcome

Chairman Pete Owen opened the meeting, thanking and welcoming all in attendance

2. Apologies

District Scout Commissioner Sue Duncan, Mr & Mrs Saunt, Alan Meadow

3. Minutes of last AGM

Chairman Pete discussed financial savings resulting switching gas, electric and insurance supplier.

Treasurer Graham noted that gift aid subscriptions and application has resulted in a £1300 revenue from HMRC. This included gift aid cash back from Morrison's bag packing at Christmas. Pete and Graham thanked Nicola for securing the Barclays donation matching.

There has been significant work done on the hut including new double glazing windows and guttering; cladding of part of the building and the Council will be conducting tree felling and management in the coming months.

Whilst all present agreed with the minutes, they were not formally accepted. Becky (with permission of the Chair and Treasurer) called a virtual special committee on the 23 June 2016 of the newly agreed Executive Committee proposing that they formally accept the minutes of the 2015 AGM.

Those called were

Gavin Davis, Russ Cane, Nicola Parry, Iain Blair, Pam Blair, Michelle Meadow, Graham Dophiede, Pete Owen, Nigel Hodges and Elizabeth Williams.

Gavin Davies seconded and all called agreed and the minutes were formally accepted by email on 08 July 2016.

4. Financial Report

Graham Dophiede told all present that the last financial year was a good one financially and on the whole income verses expenses were balanced. Whilst income

was nearly £1300 lower than expected. There have been good savings on expenses and section subs are largely as expected.

Graham asked all present to ensure that they fill in their gift aid forms – the subscriptions can produce significant income, again discussing the gains the last year.

The group spent a significant sum of money on hut repairs and renovations. He used the example of the windows and guttering costing nearly £2,500. Further explaining that the group has two bank accounts, the savings, in which the funds for these renovations came from. And the Current account where the group tries to keep one years running costs in at all times. (A full trustee report was available at the meeting and is available on request from the Treasurer, Secretary or Chairman)

Whilst not a financial matter, Graham drew those present's attention to the new website www.warminsterscoutgroup.co.uk. There has been a steady flow of contact from the website and encouraged everyone to take a look.

The toilets have not had any work done to them in over 40 years and Pete requests that we have them refurbished over the summer.

Elizabeth Williams proposed we accept the toilet refurbishment and accounts; Russ Cane seconded and all in attendance agreed to accept

5. Report from sections

Pete invited the attendees to read the section reports, highlighting some of the activities that have happened over the last year. Some parents do not understand the waiting list but Pete shows the hard work that goes into a great programme means the group remains in great demand and leaders do it all in their own time for no pay.

Pete thanked the leaders for all their hard work and noted that the successful activities are down to the dedication and hard work of the leaders. They work beyond the hours of the club by undergoing training and paperwork.

6. Group Scout Leader's nomination for Chairman

In the absence of a Group Scout Leader, District Chairman John Cox nominated Pete Owen to be Chairman for another year. Pete agreed to continue in the role and thanked John for the nomination.

7. Election of Secretary; Treasurer and Committee

Secretary - Pete suggested that Rebecca Mill-Wilson (Becky) remain secretary for the year. There were no further nominations. Elizabeth Williams proposed with Russ Cane seconding. All present were in agreement.

Treasurer – Again, Pete suggest that Graham Dopheide remain as treasurer for the year. There were no further nominations. Nigel Hodges proposed with Russ Cane seconding the nomination. All present were in agreement.

Ex Officio Officer – Pete asked section leaders, Elizabeth Williams, Nigel Hodges, Joan Davies, Pam Blair and Russ Cane to continue as Ex-Officio officers and all accepted.

Committee – Mark Milton, Gavin Davis and Nicola Parry will stay on the executive committee for the following year. There were no objections
Graham Dopheide and Becky Mill-Wilson no longer have children attending the group so they have stepped down from the committee as parent representatives. Alan Meadow has stepped down from his role as parent representative with Pete thanking him for his support for the last couple of years.
Michelle Meadow volunteered to be a parent representative on the committee. Graham Hiscock proposed and Graham Dopheide seconded her nomination. All present agreed and Pete accepted with thanks. There were no further requests and no objections to the committee.

Nominated – Pete has again nominated John Blair (Iain) who is our Quartermaster and Nik Viney as St John's representative. All present agreed with the nominations.

8. Presentations

John Cox presented Graham Hiscock his Chief Scout 5 year award and Gavin Davis his 15 year service award

9. Comments

John Cox apologised for Sue's absence as she was at another group's AGM. He then went on to thank everyone for coming and extended his thanks the leaders and executive committee for their hard work over the past year. John then extended his thanks to the parents for supporting the group and encouraged them to volunteer even for a couple of hours a month as both they and the group would find the support rewarding.

The Cub section did a camp fire skit that was acted out on the St George's Day festivities for the parents. All present really enjoyed the entertainment.

Pete Owen closed the meeting, thanking everyone who attended and to enjoy the (Very wet) BBQ.

Warminster Scout Group - Accounts for 2015-16

Start of Year - 1st April 2015			
HSBC Community Account (£7587.55 less cheques written) =		£ 4,673.59	
HSBC Money Manager		£ 11,332.03	
Opening Balance		£ 16,005.62	
Income		Expenditure	
Subscriptions	£6,140.00	Maintenance	£428.57
Donations	£748.51	Rent / Storage	£0.00
Fundraising	£1,358.62	Scout Levy	£2,622.00
Gift Aid	£1,217.11	Heat / Light	£560.21
Other	£11.72	Water	£155.91
Bank Interest	£6.37	Insurances	£421.54
Rental Income	£200.00	Training	£226.21
Activities & Events	£3,429.10	Uniform	£523.35
Badges/Uniform	£0.00	Lease	£150.00
		Equipment	£592.41
		Section Activities	£6,347.45
		Camp costs	£166.79
		Donations	£50.00
		Other	£164.54
		Hardship Fund	£70.80
Sub-Total	£13,111.43	Sub-Total	£12,479.78
Income v Expenditure		£631.65	
End of Year - 31st March 2016			
HSBC Community Account (£8021.62 less cheques written) =		£5,298.87	
HSBC Money Manager		£11,338.40	
Closing balance		£16,637.27	
Spreadsheet checksum verification (should be zero)		£ -	

Point of Interest
By and large budget v actual expenditure was approx £375 difference on £12,800 prediction, although there were some large variations in individual items
This year sees Gift Aid Claims added to the budget which makes up for a shortfall in overall donations and fundraising activities

Notes on the accounts:
Opening and closing balances on the bank accounts are taken from the bank statements
Opening balance for 'Community Account' is adjusted to allow for cheques outstanding
The checksum verification ensures that the income / expenditure matches the balances
Details of Income and Expenditure are tracked via category codes - shown over

Income Categories	
There are 15 categories of income in use in the accounts, covering the following areas. All income is attributed to one of the categories when it is entered into the accounts	
Subscriptions	Comprises subscriptions paid for I-005 Beavers, I-006 Cubs, I-007 Scouts, I-008 Explorers, I-009 Leaders, I-010 Others
Donations	Comprises donations given I-011 for general donations, and I-012 for task specific donations (such as roof repair)
Fundraising	Comprises money raised from specific fund raising events, I-002, I-003, I-004. I-002 and I-004 this year were non-specific fundraising
Gift Aid	Comprises money raised from gift aid for subscriptions, I-013. This is not yet in place but is to be progressed in 2015-16
Other	Comprises money received from other areas, I-014
Bank Interest	Comprises money received in bank account interest, I-001
Rental Income	Comprises money received from rental or lettings, I-015

Expenditure Categories

There are 24 categories of expenditure in use in the accounts, covering the following areas. All expenditure is attributed to one of the categories when it is entered into the accounts

Maintenance	Comprises money paid for general maintenance, E-003 and maintenance specific to the hut, E-004
Rent / Storage	Money paid for rental or storage costs, E-012
Scout Levy	Money paid to the Scout Association, E-023 based on the number of members in the group at census time
Heat / Light	Costs for heating and lighting, E-009
Water	Cost for water and sewerage, E010
Insurances	Cost of building insurance, E-006, Contents Insurance, E-007, and Public Liability, E-008
Training	Costs for Leader training, E-014 and Other training, E-015
Uniform	Uniform and badge purchase costs, E-016
Lease	Lease cost for the scout hut, E-011
Equipment	Cost for equipment replacement, E-018
Subs to Sections	Each section is returned a portion of the subscriptions. This is Beavers - E-019, Cubs - E-020, Scouts - E-021, Explorers - E-022
Camp Costs	Annual camp costs, E-001
Donations	Any outgoing donations, E-002
Other	Other costs - Fire Inspection, E-005, CRB Checks, E-013, Advertising, E-017, and Miscellaneous items, E-024
Hardship	This is a budget set-aside which can be used for subscriptions payments if a parent / carer is facing financial hardship