

Minutes of Warminster Scout Group Annual General Meeting

Held on Friday 07<sup>th</sup> June 2019

At Greenland Hut, Warminster

1. Apologies

Pam Blair

Welcome

John Cox, Anne Cranham, Brian Fitchett

2. Approval of last AGM Minutes

Michelle Meadow, Elizabeth Williams and Russ Cane approved and seconded the minutes. App present accepted them.

3. Finance

The accounts were on the back of the report presented to all present. They have been scrutinised and approved by an external scrutineer.

The format of the group reports is different from the district format as the change happened later and both have provided the same information.

Last year the group had a £300 deficit from the £24,000 but it tracks broadly the same.

The significant items to note are the subscriptions which were £9,000 instead of £8,500 primarily due to the growth of the Cub section.

The biggest difference was the income from activities. Expected was £3,500 but was closer to £10,500 but this was as a result of the way that we account for the activities to make them more transparent. An example is we account for all income and outgoing activities including camps and section activities which made for an increase outgoing of £6,000 above expectation.

With regards to expenditure, the biggest difference is the Scout Levy which was due to be circa £2,600 but was closer to £3,600 primarily due to the greater cub numbers but also include the way that the district receives their funds.

Graham requested that as far as possible, the subscriptions should be paid by standing order which will make it easier to record. He also requested that individuals complete the Gift Aid form as it provided £1,900 in gift aid returns.

John Cox explained the breakdown of where the subscriptions go and what they are used for including insurance.

4. Reports

The reports presented to the AGM. This year has been busy for the group with the 10-year anniversary of the 1<sup>st</sup> and 6<sup>th</sup> amalgamation and the St George's day celebrations. Both of which was a great success.

Russ asked the young people present what activities they have done, and they enthusiastically replied with activities covering the parade, camps and competitions. The group is growing, although the hut size and leader numbers have put a cap on our capacity. Russ thanked the leaders and Occasional Helpers in their hard work during the development of the group.

#### 5. Group Chairperson

Since Pete stood down at the previous AGM, the group is still without one. The group is looking for a new chairperson. He explained the role of the chair and asked any interested parties speak to the exec.

#### 6. Secretary and Treasurer

Graham Dopheide and Becky Mill-Wilson agreed to continue as treasurer and secretary. Russ thanked them for their hard work in previous years and continued support.

Michelle Meadow proposed their roles, Nigel Hodges seconded and all present agreed. Graham and Becky thanked them for their support.

#### 7. Ex Officio Officers

This is made up of leaders, parents and other volunteers. All previous participants have been asked if they were willing to continue their roles for a further year and accepted. Russ asked for further volunteers, the Exec are a team of volunteers that ensure that the Functions of the Groups are effective and is done within the executive committee and its sub committees.

#### 8. AOB

Brian Fitchett spoke a few words about Scouting and the experience it provides. He thanked the exec and the leaders with their hours and hours of hard work that they put in. He noted that Warminster was one of the most successful groups in the district.

#### 9. Awards

3 Chief Scout Gold Awards presented. There are 7 in the troop in total.

Jess Brown; Alex Statham; Ned Bell

Explorer, year badges

Tom Baker; Ryan Honey; Eione Bell (8yrs); Robert Gair (9yrs) George Honey (11yrs) and Corey Gair (11yrs).

Russ closed the AGM.

**Warminster Scout Group - Accounts for 2018-2019**

Start of Year - 1st April 2018						
HSBC Community Account						£ 9,535.43
HSBC Money Manager						£ 8,847.89
<b>Opening Balance</b>						<b>£ 18,383.32</b>
Income			Expenditure			
	Budget	Actual		Budget	Actual	
Subscriptions	£8,550.00	£9,132.50	Maintenance	£1,500.00	£1,133.63	
Donations	£1,500.00	£930.00	Rent / Storage	£0.00	£0.00	
Fundraising- Event 1	£1,600.00	£1,044.27	Scout Levy (2017-18)	£2,612.50	£3,666.00	
Fundraising- Event 2	£200.00	£0.00	Heat / Light	£650.00	£734.64	
Fundraising- Event 3	£0.00	£0.00	Water	£180.00	£212.72	
Bank Interest	£5.00	£12.55	Insurances	£445.00	£366.81	
Rental Income	£0.00	£0.00	Training	£250.00	£0.00	
Activities & Events	£3,750.00	£10,497.40	Uniform	£250.00	£504.91	
Gift Aid	£1,496.25	£1,857.60	Hut Lease	£0.00	£0.00	
Other	£350.00	£40.00	Equipment	£1,600.00	£486.09	
			Fire / Safety Inspect	£150.00	£217.29	
			Section Activities	£9,275.00	£14,711.87	
			Camp costs	£200.00	£0.00	
			Donations	£850.00	£1,150.00	
			AGM + Trustee exp	£150.00	£162.57	
			Travel / Mileage	£450.00	£62.40	
			Other	£5,670.00	£403.04	
			Hardship Fund	£150.00	£0.00	
Sub-Total		£23,514.32	Sub-Total		£23,811.97	
<b>Income v Expenditure</b>						<b>-£297.65</b>
End of Year - 31st March 2019						
HSBC Community Account						£9,225.23
HSBC Money Manager (Savings)						£8,860.44
<b>Closing bank balance</b>						<b>£18,085.67</b>
<b>Cash at bank balance</b>						<b>£18,085.67</b>

Point of Interest	
Scout Levy amount is for previous year payment (cheque is written end March but presented in April). Scout Levy for current year is shown on Year End District Accounts	
Notes on the accounts:	
Opening and closing balances on the bank accounts are taken from the bank statements	
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
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.
Bank Interest		Comprises money received in bank account interest, I-001
Rental Income		Comprises money received from rental or lettings, I-015
Activities and Events		Comprises contributions received towards additional activities, I-016

Gift Aid		Comprises money received from reclaiming Gift Aid, I-013
Other		Comprises money received from non specific other areas, I-014

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
St Georges		Comprises money paid towards Warminster hosting St George's parade 2019 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
Fire Safety		Fire and Safety inspections for hut, E-005
Subs to Sections		Each section is returned a portion of the subscriptions. This is Beavers - E-019, Cubs - E-020, Scouts - E-021,
Camp Costs		Group contribution towards annual camp costs, E-001
Donations		Any outgoing donations, E-002
AGM + Trustee		Costs associated with AGM and trustee expenses, E-013
Other		Other costs - Advertising, E-017, and Miscellaneous items, E-024
Travel / Mileage		Mileage costs on Scout business - E-026
Hardship		This is a budget set-aside which can be used for subscriptions payments if a parent / carer is facing financial