

## Minutes of Warminster Scout Group Annual General Meeting

Held on Friday 08<sup>th</sup> June 2018

At Greenland Hut, Warminster

### 1. Welcome

Chairman Pete Owen opened the meeting, thanking and welcoming all in attendance and introduced the Assistant District Commissioner Brian Fitchett. Pete also noted the fabulous turnout and reminisced on the time that only four people turned out to one AGM and so was very pleased.

### 2. Apologies

Gavin Davis

### 3. Minutes of last AGM

Pete noted that there was nothing controversial since the last AGM and brought everyone's attention to the minutes in the report on the chairs.

Having received no comments or changes, Fiona Gair proposed that we accept the minutes of the last AGM. Graham Dopheide and a parent seconded this proposal and all in attendance agreed.

### 4. Receive and approved trustee reports and accounts

Pete introduced the Treasurer Graham Dopheide. Graham highlighted budget sheets were also on the chairs alongside the reports before moving on to explain the process of setting the budget, policies and reviewing accounting through the Executive Committee and the Finance Sub Committee.

The accounting was around £159 in the 2017/18 financial year which was an impressive outcome. The noticeable differences were the subscriptions being greater than expected due to the second cub section opening. Also, our biggest fundraiser, Christmas bag packing at Morrison's, was expected to raise £900 and this year it raised £1600. Graham on behalf of the Committee again expressed his thanks to Barclays bank for match funding which resulted in the pot being that high. Also, Graham thanked Executive Committee Member Nicola for applying on the groups behalf. Gift aid payments totalled £1400 and Graham thanked all the parents/ Guardians for taking the time to fill in the forms, he noted that their effort resulted in the high total amount.

Hut Maintenance outgoings was lower than previous years due the significant hut renovation programme coming to a close; Graham highlighted the woodwork, heating, roof and window renovations. However, he reminded those present that as the hut is wooden and over 85 years old and therefore there will have to be a continued maintenance programme but this will be at a lesser cost.

Scout Levy was higher than expected due to the second Cub section. This levy sits at around £33 for every member per year. This payment goes to the Scout Association to cover the central costs.

The budget for activities was £3000 although the overall spend came to £10,000. This is because the group asks parents to contribute to the activities; however, this contribution is not in the annual budget hence why it looks like more was spent than was budgeted for. Once the budget is set, it cannot adjust but going forward, the budget will include parent contributions.

The group operates with a float equivalent to the annual running cost. This year our float sits higher than this and so therefore the sections have been asked to further subsidise activities by 10%.

The accounts and budgets have been externally scrutinised and found to be correct. They were then submitted to District and no comments have returned. Graham highlighted that anyone can come forward to ask for the reports, they can also be found on the website (Under Policies and Documents) and on the Charity Commissions website if they wish to look at them in more detail.

Graham told those present that the group is always looking for additional volunteers to assist and support the group and asked if there were any questions or comments.

Pete thanked Graham for his work and re iterated that the costs of activities and outings for parents and guardians will be reduced this year. He also informed the AGM that Waitrose had been in touch and we will receive £310. This is the outcome from the token collection for May.

The AGM received the signed accounts.

Michelle Meadow proposed that the AGM accepts the accounts, Nicola Parry seconded and there were no objections.

#### 5. Report from sections

Pete invited the attendees to read the section reports. He thanked all the leaders for a very good programme and noted that the number of activities has been incredible. Pete went on to highlight the amount of work required to run each activity, noting that even a small walk through Smallbrook requires leaders going on the walk first and filling in numerous forms including risk assessments.

Pete congratulated and thanked the leaders for their hard work.

#### 6. Group Scout Leader's nomination for Chairperson

After many years of dedication, Pete stepped down from the role as Chairman.

Russ Cane, Acting Group Scout Leader provided a brief overview of the role and its responsibility of keeping the Executive Committee and group as a whole in check. The role differs from that of the GSL which is more programme orientated.

Russ asked if there were any individuals interested in the role, could they come forward then or at another point. An attendee queried whether the role could be a job share. Whilst Russ was not sure, there was definitely scope for a Chairperson and vice Chairperson.

#### 7. Election of Secretary; Treasurer and Committee

##### Secretary

Pete proposed that Rebecca Mill-Wilson (Becky) remain secretary for the year.

##### Treasurer

Pete also proposed that Graham Dopheide remain as treasurer for the year.

Pete asked those present if anyone wanted to nominate another person to stand for either role. There were no further nominations.

Michelle Meadow proposed that those present accepted the nominations for Treasurer and Secretary, Nicola Parry seconded this proposal, no one present objected to the nominations

##### Ex Officio Officer

This office is open to Section Leaders but they do have the right to not stand.

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

### Committee

Gavin Davis, Nicola Parry, Ethel Bell and Michelle Meadow will stay on the executive committee for the following year.

Pete asked if anyone was interested in joining the committee to please come forward as new members are always welcome.

### 8. Comments

Assistant District Commissioner Brian Fitchett spoke on behalf of the district thanking the executive committee for their hard work. He also thanked the Leaders for the hours and hours of hard work and dedication to bring about such a fantastic programme. He highlighted that Warminster was one of the more successful groups in the district and extended a warm appreciation for everyone's support and dedication.

Russ Cane informed the AGM that the group photos taken before the meeting started was to celebrate the 10 year amalgamation of Warminster's 1<sup>st</sup> and 6<sup>th</sup> Scout Group. The anniversary is October 2018 with the photos being for the 10 year birthday party which is aimed to take place around 20<sup>th</sup> Oct 2018.

Another big event for the group is the St George's parade which Warminster will be hosting in April 2019 with the aim of a parade through town followed by activities after. Whilst the committee has enough volunteers, Russ has requested volunteers to step forward to help with the event on the day.

Awards - The AGM took a pause and moved outside to present the awards

The Chief Scout Platinum Award was presented to:- Alice Hiscock

The Chief Scout Gold Award was presented to:- Grace Brougham, Andrew Smith, Hannah Richards and Gieone Bell

Scout Overseas Award:- Scout Leader Denise White

Wings Badge:- Scout Leader Denise White

Wood Badge and Beads – Russ provided a brief history of its importance before presenting them to Explorer leader Nick Gair

At the AGM, Pete Owen stepped down as the Chairman; Russ said a few words of praise for his 61 years of dedication to Warminster Scout Group. Joining in 1957 as a leader and has had provided the group with unbroken support ever since. On Behalf of the Scout Association, Russ presented Pete with a silver pin and note from Bear Grills. On behalf of Warminster Scout Group, Russ presented Pete with a gift for his garden and a bouquet of flowers for Esme, Pete's wife who has also provided many years of support and dedication to the group.

Pete finished the meeting with a few words of thanks.

## Warminster Scout Group - Accounts for 2017-18

Start of Year - 1st April 2017					
HSBC Community Account					£ 9,380.26
HSBC Money Manager					£ 8,843.55
<b>Opening Balance</b>					<b>£ 18,223.81</b>
Income			Expenditure		
Budget	Actual				
Budget			Actual		
Subscriptions	£6,570.00	£7,748.50	Maintenance	£2,300.00	£332.97
Donations	£750.00	£2,409.50	Rent / Storage	£0.00	£0.00
Fundraising- Event 1	£900.00	£1,630.00	Scout Levy (2016-17)	£2,774.00	£3,154.00
Fundraising- Event 2	£200.00	£0.00	Heat / Light	£650.00	£594.89
Fundraising- Event 3	£150.00	£0.00	Water	£180.00	£161.88
Bank Interest	£5.00	£4.34	Insurances	£445.00	£395.27
Rental Income	£0.00	£0.00	Training	£250.00	£0.00
Activities & Events	£0.00	£6,276.00	Uniform	£500.00	£95.95
Gift Aid	£1,149.75	£1,449.98	Hut Lease	£1.00	£0.00
Other	£0.00	£15.00	Equipment	£800.00	£1,988.57
			Fire / Safety Inspect	£150.00	£159.49
			Section Activities	£3,465.00	£10,346.30
			Camp costs	£500.00	£72.25
			Donations	£50.00	£30.00
			AGM + Trustee exp	£0.00	£108.86
			Other	£200.00	£1,933.38
			Hardship Fund	£350.00	£110.80
Sub-Total		£19,533.32	Sub-Total		£19,373.81
<b>Income v Expenditure</b>					<b>£159.51</b>
End of Year - 31st March 2018					
HSBC Community Account					£9,535.43
HSBC Money Manager (Savings)					£8,847.89
<b>Closing bank balance</b>					<b>£18,383.32</b>
Cheques written but not yet presented in 2017-18					£0.00
<b>Cash at bank balance</b>					<b>£18,383.32</b>
Spreadsheet checksum verification (should be zero)					£ -

### Point of Interest

Scout Levy amount is for previous year payment (cheque is written end March but presented in April).

Note: Sub-Total for Expenditure does not include 'Hardship fund' as this is a purely internal transfer of funds from Group <-> Section and the receipt / payment is covered within other categories

### 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 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.
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 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
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, Explorers - E-022
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
Hardship		This is a budget set-aside which can be used for subscriptions payments if a parent / carer is facing financial hardship, E-025