Scouts
15th St Helens
(St Andrews)

15th St Helens (St Andrews) Scout Group

AGM 2025



Tuesday 28th January 2025 – 7:30PM

Dartmouth Drive, Windle, St Helens, WA10 6BP

15th St Helens (St Andrews) Scout Group
AGM 2025

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(St Andrews)

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15th St Helens (St Andrews) Scout Group
AGM 2025

Scouts
15th St Helens
(St Andrews)

Date/Time: Tuesday 28th January 2025 – 7:30PM

Location: Scout Hut, Dartmouth Drive, St Helens, WA10 6BP

Matters To Be Discussed:

1. Apologies
2. AGM 2024 Minutes Approval
3. Charity Governance/AGM Proposals
4. Receive Annual Reports & Presentation of Group's Annual Accounts
5. Appointment of Trustees
6. District Lead Volunteer's Comments
7. AOB

15th St Helens (St Andrews) Scout Group
AGM 2024

Date/Time: **Tuesday 30th January 2024 – 7:30PM**

Location: **In Person @ The Den**

(Teams Link) https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGUyY2ExZTItNDYzYS00ZDBiLWFjOGQtNDBhM2ZlZDdkNTQ0%40thread.v2/0?context=%7b%22Tid%22%3a%2214674901-23ef-485d-89de-09e016057354%22%2c%22Oid%22%3a%2269917f37-c96c-4d2d-8bf1-db0da92851dd%22%7d

Attendees:

Carl Latham **(CL)**, Karen Ackers **(DC)**, Joe Maloney **(JMa)**, Jade Barry **(JB)**, Julie Gilbert **(JG)**, Kevin McCooey **(KMc)**, Liam Cawsey-Gilbert **(LCG)**, Phillip Gilbert **(PG)**, Robert Mawdsley **(RM)**, Jennifer Merrills **(JMe)**, David Bolton **(DB)**, Miles Cheshire **(MC)**, Jack Kilgannon **(Tron)**, Gerard Jarosz **(GJ)**, Jude Haworth **(JHaw)**

Meeting Started @ 07:34hrs

1. **Apologies**

None received.

2. **Charity Governance/ AGM Proposals**

Constitution name change – Group Trustee Board, some of the functions of the group exec will change to group support team, coming into effect when transformation does, next year's change will be the big one

Document distributed, all attendees happy.

AGM Proposals – distributed to attendees
Circulated document, no changes from last year, dates for Group Trustee Meeting Dates
Accounts can be presented at September Exec (Group Trustee Meeting) if DB up to date on OSM (3 weeks from end of August)
PG – all happy with dates

3. **Receive Annual Reports & Presentation of Group's Annual Accounts**

Email distributed with accounts, no comments raised

4. **Appointment of Trustees**

LCG handed out document for proposed exec members list

PC not replied to wishing to be on exec meeting list, go from the list we have tonight.
Tron is under 25 which ticks the box of having 18 – 25 people.

5. Group Waiting List

Karen (DC) discussed about something that has come up with census and the large number of people on the waiting list. Issues 15th were having last year with Squirrels and wonders is it worth opening up second sections, it would be additional work for some depending on how the group want to run it, i.e. to run each section independently or did the same programme on both meetings. Nationally, lots of groups are doubling up on groups. If any group is going to be successful, it is 15th because of The Den, we need to grow groups with their own buildings (4th, 5th, 21st).

Questions re: equipment for one section each, repeatedly having discussions on storage for camp etc. CL says it is something we have looked at. Discussions around not being available all at the same time.

Two groups in same area with over 50 on each waiting list, the next option is to look at opening somewhere else. DC would rather have successful groups and close unsuccessful groups – questioning where could we open another group around here (local group at school has moved). KMc suggests that there may not be much appetite in the group to open another cubs.

LCG thinks there are people out there when you ask the question, but the problem is when this was raised this back in Sept we said we had no leaders. We need a plan in place, so start advertising and recruiting. DC suggests it is something to think about or move the children onto another group and off the waiting list. Cubs do advise waiting list to look at other options. 15th website does state the waiting list is huge and new children are most likely not going to get in. 15th very successful group, victim of our own success, with lots of adult leaders. Why is our group so successful compared to others? It was raised about if there are groups in St Helens that are closing (not too far away), what can we do as a group to help them, make their groups more attractive etc.

DC confirms help from district will always be available and suggests recruit help locally form parents as well. District can help with tents etc. Can get help from HQ etc and discuss the programme to offer the children more. Possibly worth going to explorers and getting some of them interested that when they become 18 to come back here, there may be some that could consider coming to us, or even college students who are studying childcare?

CL thinks from the group it is not a hard no nor a hard yes, but we need a plan, and we need to do it, we still need more leaders and carry on doing sections. It is something that is regularly discussed at our exec meetings, but it is everything else that comes with it such as storage because we do not have a simple solution. A mixture of parents, explorers and new recruits would be ideal.

Undisputable that we are the best group, we need to be very careful to take new leaders, doubling the number and halving the quality. There is potential that new recruited leaders could halve the planning workload i.e. week 1, week 2 planning (benefits later stage) but to be aware we need to be careful. Would need sufficient assistance from experienced leaders and being careful not to dilute the quality.

PG states it has to be one section at a time, safeguarding and quality maintained. A good start would be with with Beavers, using parent leaders, although we have had numerous discussions which continue with no decision.

DC finishes with stating she can get the growth and development team to come out and work with 15th; something to think about.

6. AOB

DC awards 15 year service certificate for Kev and 10 year service award for Liam.

- Round of applause!

JG introduced Ged (Gerard Jarosz), new Beavers volunteer.

Conclusion @ 20:10hrs

15th St Helens (St Andrews) Scout Group
Charity Constitution

Scouts
15th St Helens
(St Andrews)

Preamble

This constitution describes the role, membership and operation of the Group Scout Council, and the Group Trustee Board.

Charitable objects

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Group Scout Council and the Group Trustee Board

- The Group Scout Council has a governance role for the charity and makes Group Trustee Board appointments other than ex officio and co-opted appointments.
- The Group Trustee Board is responsible for the governance of the charity. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.
- The Group Scout Council has no Trustee responsibilities.

Group Scout Council membership

- The ex officio members of the Group Scout Council are members by virtue of their role in The Scouts as detailed in Rule 5.3.3.1
- The Group Scout Council may **appoint** some members, on the recommendation of the Group Lead Volunteer and the Group Trustee Board. See Rule 5.3.3.4.
  A Group Scout Council does not need to have any appointed members.
- The Group Scout Council may appoint some **community** members. See Rule 5.3.3.5.
  A Group Scout Council does not need to have any community members.
- The total number of appointed and community members of a Group Scout Council must not exceed the number of ex officio members.
- Group Trustee Board administration must ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the AGM). Scout Council members (whether ex officio or appointed or community) must not be recorded as Scout Council Members on The Scout Association's membership system.

Group Trustee Board membership

The members of the Group Trustee Board are:

- The ex officio roles, as defined in Rule 5.3.4.5(a).

- Appointed Trustees (including Chair and Treasurer)
  The selection process for Trustees must follow Rule 5.3.4.6.
  Vacancies for appointed Trustees only occur at the end of their period of appointment. For example, a Group Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years one and two.
  The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve or not approve the proposed names from the Trustee Board.
- Co-opted members are persons co-opted annually by the Group Trustee Board. They are not appointed by the Group Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer.
- The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board.

Group Scout Council – Annual General Meeting

- Each Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year. The Group should give a minimum of four weeks' notice of the date of the AGM.

- The AGM must:
  1) Undertake governance oversight by
     (a) approving the minutes of the previous Group AGM
     (b) adopting (or re-adopting) the constitution of the Group (see Rule 5.3)
     (c) noting the dates of charity's financial year
     (d) approving appointed and community members of the Group Scout Council
     (e) agreeing the maximum total number of members of the Group Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
     (f) agreeing the quorum for future meetings of the Group Scout Council

  2) Review the previous financial year by
     (a) receiving from the Group Lead Volunteer an overview of the past 12 months of activity in the Group
     (b) receiving and considering the Group Trustees' Annual Report and the annual statement of accounts which have been approved by the Group Trustee Board.

  3) Make appointments
     (a) appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
     (b) appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
     (c) appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board.

(d) approve the appointment of any Group Presidents or Group Vice Presidents, and note current appointees (if any)
(e) appoint (or re-appoint) an auditor, independent examiner or scrutineer as required.

Group Trustee Board – Purpose

- The Group Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the Group is meeting The Scout Association's overall aims and strategic goals.

- In Scotland, Members of the Group Trustee Board must act collectively as Charity Trustees (if a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interests of its members.

- Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

- Members of the Group Trustee Board must act collectively as charity trustees of their Group, and in the best interests of the charity's members.

- The Group Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

    1) The charity is:
        - well managed
        - carrying out its purposes for the public benefit
        - complying with the charity's governing document and the law
        - managing the charity's resources responsibly

    2) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2.

    3) young people are meaningfully involved in decision making at all levels

    4) the Group has sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group including delivery of the high-quality programme and resource requirements of the training programme (4.3.7 of The Scout Association Policy, Organisation and Rules).

- The Group Trustee Board members must themselves collectively:

    a. develop and maintain a risk register, including putting in place appropriate mitigations

b. ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group.
Where the Group is partnered with an Explorer Unit and the operational financing is undertaken by the Group, this arrangement must be documented in the Partnership Agreement, and the finance arrangements must follow this guidance.

c. maintain and manage:
• a reserves policy for the charity including a plan for use of reserves outside the 'minimum'
• an investment policy for the charity
• a public benefit statement for the charity

d. ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and maintained

e. ensure the appointment and management and operation of any sub-team(s), including appointing a Chair to lead the sub-team(s). This should normally be one of the Group's Trustees.

f. ensure that effective administration is in place to support the work of the Group Trustee Board

g. appoint any co-opted members of the Group Trustee Board

h. ensure transparency of operation, including:
    a. prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer (as appropriate) and as appointed by the Group Scout Council at their AGM
    b. prepare and approve the Group Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer)
    c. present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council for their consideration at the Group AGM
    d. following the Group AGM, ensure that a copy of the Group Trustees' Annual Report and Accounts is filed as described in 5.7.2.2 of The Scout Association Policy, Organisation and Rules.

i. take responsibility for the Group's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor

j. individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business

k. put in place annually an open and transparent selection process to recommend to the Group Scout Council appropriate members to be appointed members of the

Group Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).

l. where staff are employed:
• act as a responsible employer in accordance with the Scouts' values and relevant legislation
• ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
• ensure that appropriate specific personnel insurance is in place

- A Group Trustee Board may create sub-teams it deems necessary to support its governance function. The Group Trustee Board must ensure that for any sub-team it appoints:
    - its purpose is governance-focused and not operational
    - its members are agreed and approved by the Group Trustee Board
    - the Group Trustee Board Chair is an ex officio member
    - the Group Lead Volunteer is an ex officio member

- Sub-team members are not Trustees unless they are already members of the appointing Group Trustee Board.

- All sub-team members must be recorded on the membership system.

Group Scout Council – Conduct of Meetings

- The Group Scout Council meets at their AGM (see 5.4.4 of The Scout Association Policy, Organisation and Rules).

- It would be unusual for there to be additional meetings of the Group Scout Council. This is because the primary task of the Group Scout Council is to appoint the Group Trustee Board. If members resign from the Group Trustee Board, Rule 16.9.2 of The Scout Association Policy, Organisation and Rules must be followed, thus rendering an additional meeting unnecessary.

- A Group Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

- Group Scout Council meetings are chaired by the Group Chair. If the Group Chair is unable to be present, the Group Chair may appoint a delegate to chair a meeting of the Group Scout Council subject to such appointment being approved at the start of the meeting by a majority of the Group Scout Council members present.

- Only Group Scout Council members, as defined in 5.4.3.4 of The Scout Association Policy, Organisation and Rules, may vote in Group Scout Council meetings.

- The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (see 5.4.4.3 of The Scout Association Policy, Organisation and Rules).

- If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available opportunity.

- Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

- To discharge their responsibilities, the Group Scout Council may meet by video conference as well as, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

- At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

- All meetings of the Group Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

Group Trustee Board - Conduct of meetings

- Meetings of the Group Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the Group Trustee Board.

- Group Trustee Board meetings are chaired by the Group Chair. If the Group Chair is unable to be present at a meeting, the Group Trustee Board may choose a member to act as chair for the duration of the meeting of the Group Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

- Only members of a Group Trustee Board as defined in Rule 5.4.3 of The Scout Association Policy, Organisation and Rules may vote in its meetings.

- The quorum for a meeting of a Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.

- For any sub-teams of the Group Trustee Board, the quorum for each sub-team must be set by the Group Trustee Board, based on the size of the sub- team and the complexity of its task(s).

- If there is no quorum present at a meeting of the Group Trustee Board, or a meeting of a sub-team, the meeting must be closed and reconvened at the earliest opportunity.

- Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.

- To discharge their responsibilities, the Group Trustee Board may meet by telephone or video conference as well as face to face when agreed by the Group Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed meeting place and others join by telephone or video.

- Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not practicable to convene a meeting of the Group Trustee Board then an electronic voting method (such as email) is allowed for decision making of the Group Trustee Board when deemed appropriate by the Group Chair. In such circumstances, at least 75% of the Trustees of the Group Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next Group Trustee Board meeting.

Notes

- For any areas of dispute not covered by this document, the UK Scout Association's *Policy, Organisation & Rules (POR)* will apply.

Date of Adoption: ...../...../.....

Signed:

Philip Gilbert
Group Chair

Carl Latham
Group Lead Volunteer

15th St Helens (St Andrews) Scout Group
AGM 2025 Proposals

Scouts
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Group Constitution

See attached proposed Group Constitution, update in line with POR changes.

Group Financial Year Dates

It is proposed to remain on a financial year in line with the academic year.

Namely these dates would be:

- Financial Year 24/25 – September 1st 2024 – August 31st 2025
- Financial Year 25/26 – September 1st 2025 – August 31st 2026

Number of Group Trustee Board Members

It is proposed that the maximum number Trustees will be 14.

Trustee Board Meeting Quorum

It is proposed that the Group Trustee Board meeting quorums will be 1/3 of all Trustee Board members plus one.

Group Trustee Board Meeting Dates

It is proposed that the Group Trustee Board meetings remain on the last Tuesday of every other month, starting at 7:30PM, and remaining being held at the Scout Den & on Teams.

Namely these dates would be:

- Tuesday 25th March
- Tuesday 27th May
- Tuesday 29th July
- Tuesday 30th September
- Tuesday 28th November
- Tuesday 27th January '26 - AGM

These dates can be varied with agreement from the Group Chair. Additional meetings can also be arranged if deemed necessary by the Group Chair.

15th St Helens (St Andrews) Scout Group
GLV & Section Reports 2025

Scouts
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GLV Report:

The group went from strength to strength during 2024, continuing to operate at almost full capacity with waiting lists still in place across the younger sections. All the sections have been very active with various activities, camps and competitions. Enjoying themselves and representing the group to a high standard.

We were delighted to attend the St. Georges Camp at Tawd Vale in April, which was made extra special this year with the inclusion of our Squirrel Drey camping for the very first time in their brand new tents. Thanks to the parents that were able to support with tip runs following a clearing out session as those tents now have somewhere to be stored.

Whilst the Scouts were away at summer camp, the large council tree at the entrance to the car park came down, taking the gate with it. Huge thanks to Julie for liaising with the Council so we were able to get back in at the end of camp with all the kit.

Although not part of the 15th, this year we have welcomed newly created Trailblazer'z Explorer Scout Unit to meet at the Den, this is great for our older scouts to continue their scouting journey in familiar surroundings and opens up the 15th to the wider scouting community.

A huge thank you to all who were able to come down for the DIY Day in October, your help was so very appreciated as we strive to continue to improve the Den and surrounding areas. There are always opportunities to get involved with the group in lots of different guises, not just as a leader or with DIY! No offer of assistance will ever be turned down, no matter how big or small. Come and seek me out if you are interested in getting involved.

Carl Latham
Group Lead Volunteer

Squirrels:

We have had another successful year, with a steady number of 24 Squirrels, 6 Leaders and 3 Young Leaders throughout the year and we still have a long waiting list for Squirrel Places.
In September we attended the Squirrel District event at Gulliver's World Theme Park and in October we went Pumpkin Picking at Birchalls Farm in Rainford. We had a visit from a Paramedic in November, who taught the Squirrels to get help in an emergency and to put someone in the recovery position, so they earned their stage 1 First Aid badge. We had a large turnout for the Remembrance Day Parade despite, the horrendously cold and wet weather. December was 'Party Time' and we attended the District Squirrel Christmas Party.

The new year started with us having a Teddy Bears picnic and the Squirrels made jam Sandwiches and in February they made pancakes. March saw them make bird feeders and they also cook sausage and S'mores on the campfire. At Easter the Squirrels made nests out of twigs

then had an Egg Hunt. In Summer we visited Sidings Lane Nature reserve for a bug hunt & a chat from an ecologist. We also made dog snuffle boxes as part of our community impact badge and some Squirrels delivered them to Freshfields animal rescue.

St Georges Day camp weekend was the highlight of the year as Squirrels camped overnight for the first time. We had a great turnout for the day and about 9 stayed overnight. The Year ended with us attending the Squirrels District Pirate Day event at Tawd Vale, where they got to go in Canadian Canoes, and achieved their stage 1 'on the water' Badge.

Badges given out during the year:
8 Chief Scout's Acorn ward
41 Challenge Badges
157 activity badges
40 staged Badges

I would like to place on record my gratitude to all the Leaders and helpers for all their hard work, Squirrels wouldn't happen if they didn't give up their valuable time to help the young people.

Julie Gilbert
Squirrel Team Lead

Beavers:

In April 2024 our previous Beaver Leaders left, five Parents, stepped up to keep the Beavers Section running. Jodie Mower offered to be the Leader (temporarily until Aug 24) with me supporting her. As a result of only getting involved with Beavers in April, I can only do the report from then.

For our first session we built a campfire and cooked on the fire. Three weeks later, we attended St George's Day camp weekend, with Beavers allowed to camp overnight for the first time. We had 12 Beavers sleepover, and the rest came for the day, it was an enormous success.

The rest of the term we did tent building, Camp preparation, pioneering, fruit kebabs and we went on a night hike and we also completed unfinished badges.
We have also increased the section size to 24 Young People.

Badges given out:
3 Chief scouts Bronze
17 Challenge badges
104 Activity badges
50 Staged badges

I would like to put on record a big thank to Jodie for stepping up (temporarily) as the Beaver Leader and to Louise, Matt, Jude and Ged who all offered to help and are still helping to run our Beaver Section.

Julie Gilbert
(Acting) Beaver Team Lead

Cubs:

No report received.

Scouts:

The Scouts started the year with a challenge evening, followed the next week by Chariot Race practice getting ready for the event later in the year.

In October, we (as always) entered a team into the Chariot Race competition at Bispham hall. We had another successful year, once again ending as the fastest St Helens team! It's becoming a bit of a habit of ours….

Surprisingly, it was November before we saw the first bivvy of the year at Bispham Hall! The weather had worked against us forcing the cancellation of the September & October Bivvies due to Amber/Red storm warnings. This Bivvy was followed by further bivvies in December, May & June. The December bivvy was in the Swedish Lavvuu's, following the positive feedback from the Scouts in previous years.

In November, our Scouts also took part in the Town's Remembrance Day Parade with the rest of the District.

December quickly followed, with the Scouts taking part in the Pinewood Derby competition. There was once again a great selection of cars with some great designs. As in 2022, we finished the year with a trip to the bowling alley at Warrington – with another 100% attendance.

Once we were back in January, we started with a Murder Mystery night from Rob – followed by a few weeks of challenge/badge evenings due to the inclement weather keeping us indoors.

In February, we were unfortunately unable to run Winter Camp due to lack of interest from the Scouts. However we did take part in the District's Equinox Challenged & our PL's attending the County PL camp a couple of weeks later.

Over the Spring months we once again took part in some of our other regular activities such as night hikes & the annual bike ride. These were supplemented by the attendance of District/County events such as the Scout District Camp, 999 Competition, Taste of the World & the much love Great Escape Competition.

We rounded out the summer holidays with a unique Summer Camp to Rowen Scout Camp, near Conwy. This was a 4-night camp which was attended by 20 Scouts, 2 Young Leaders & 14 Leaders. We did lots of trips out around the North Wales Coast, including trips to RAF Valley, Beaumaris Pier for crabbing & the Beach. We also squoze in trips to Conwy Castle & Beaumaris Castle – big thanks to them for the free entry! On the way home we even stopped in Rhyl for a few hours playing Ninja Tag, then fighting with Seagulls whilst eating Pizza & Chips on the front.

Over the course of the year a lower figure of 21 badges were issued to the Scouts, but this was due to once again focusing on maximizing other opportunities, rather than badgework. There was also 1 Chiefs Scout Gold award presented.

Approximately 22 Scouts attending the meetings on a regular basis over the latter part of 2023. We did however end the year with 18 Scouts – as we encouraged all the older ones to move up to the newly formed Trailblazer'z ESU. However, looking forward to 2024/25 we have a good flow of Cubs moving up & have also had interest from numerous external people in joining us.

I would just like to thank all the Scout Leaders and parent helpers once again for all their hard work throughout the year. There are quite a few of us now, but that's because we all enjoy what we do & it wouldn't be the same without them!

The difference they all make each week to the Scouts lives is invaluable, and I couldn't run the section without each & every one of them, no matter how big or small their contributions.

Liam Cawsey-Gilbert
Scout Team Lead

15th St Helens (St Andrews) Scouts
Treasurer's Report - FY23-24

Introduction

The full breakdown of the Group accounts as reflected in OSM for FY 23-24 is in the appendix document. This report is a written narrative of the current state of the group's finances, summarising that statement. The Groups current Financial Year accounting period runs from September 1st to August 31st, this is only the 2nd time we have had a complete year recorded in OSM under that definition. It is also the first year that we have used the expenses cards on a wide scale for leader expenses.

Treasurer's Opening statement.

This was the first full financial year that I have been1 treasurer or, and I will admit to finding it difficult to dedicating the time required to monitor the accounts, as closely and frequently as they really require. At the time of writing, I still lack access to view the bank accounts independently, so I thank Liam for the continued support of providing me with statement exports on an ad-hoc basis.

Summary of Accounts Balances

	Brought Forward	**Carried Forward**	
Expense Account	192.57	440.89	
Treasurers Account	1 707.09	2 602.05	
Reserve Account[1]	3 015.70	4 012.05	
Savings Account	26 612.68	26 935.19	
Fundraising Account	2.95	159.65	
Total	**31 530.99**	**34 149.83**	

[1] Reserve account funds are restricted amount equivalent to 6 months running costs. They are only to be used in the event the group finds itself in severe financial distress with all other monies used.

Overall, the group has a net income of approximately £2,596.54 for the ls year which offsets the loss of FY 22-23. When the late payment of expenses has been factored in due to the weekend, a value of 1,645.58 is a more accurate reflection.

However, this headline figure is still rather miss leading of the overall state of the group's finances. Whilst we are fortunate to have a significant bank balance in our savings account, that we should all be very grateful for: operationally we have overspent this year. Grants totalling £4293.20 and the Gift Aid claims for the past 4 years totalling £4,872.62 are hiding the true extent of our expenditure. The grants particularly, being ringfenced for specific purchases.

Last year I reported a 150% year on year increase in utilities. This has further increased in FY 23-24 by 9.5% year-on-year, despite changing our internet contract to a cheaper supplier after the initial installation period. Looking forwards the cost will only increase further due to the incoming arrival of an explorer group resulting in higher usage of both the lighting and heating.

We had a significant outlay of capital expenditure, expanding and replacing our camping equipment to allow more young people to experience the outdoors has been planned and grants have covered significant portions of the cost. However, an increase in maintenance costs and savings expenditure has been seen particularly towards the end of the FY as the group executive launched a safety review of the building which has resulted in some immediate outgoings to overcome significant risks. It is foreseen that this expenditure will continue in the new financial year.

It is therefore my obligation as group treasurer to bring this to the committee's attention so that decisions about mitigations can be made, particularly in light of the extra costs anticipated over the next 12 months. Given the expected increase in capitation and the previous year's increase in utility costs that we as a group have absorbed, it would be prudent to raise the monthly subs accordingly.

Section budgets, events, and expenses.

It is good to see that section events overall covering their own costs, although a more detailed look does show several events running at losses, with other events and meeting budgets being used to subsidise those.

This is the first full year where the expenses submission form has been fully utilised. This has been a great help from my perspective with streamlining the process of expenses claims and ensuring documentary evidence is available for every claim made. I reminder to all involved that it doesn't have to be used just for personal expenses, but also can be used to cover outlays that can be made directly from the groups account.

I again request all section leaders, occasional helpers and others familiarise themselves with the full policy particularly the requirements for timely claims and submission of accompanying receipts. We have had a few incidents this year where I feel claims have not been made in line with the agreed expenses policy. This report is not the correct platform to lay those out, but I feel it worthwhile noting.

Full policy is available here: Expenses Policy.pdf

Given the difficulties of sections staying within budgets this year, I do feel it may be time to review the monthly allowed budgets, particularly in line with inflationary pressure. Particularly if this is to go hand in hand with a general increase in monthly subs. Given the stability of these budget over the last years a modest increase to £4.50 per member would help section leaders with their programs. I stress that this can only occur if agreed alongside an increase in monthly rates though.

> Squirrels - £4.50 per member (as at 1st of the month) per month
> Beavers - £4.50 per member (as at 1st of the month) per month
> Cubs - £4.50 per member (as at 1st of the month) per month
> Scouts - £4.50 per member (as at 1st of the month) per month
>
> Any unused funds from these budgets roll over each month (Sep-Aug) but are reset at the end of the financial year (31st August).
>
> Should any Section Leader feel they need to spend more than their allocated budget within the financial year, prior approval must be given by the Group Executive Committee.

FY24-25 Outgoings.

Alongside the expected regular expenses of Insurance, Utilities, Capitation, Cleaning, and servicing (such as fire extinguishers), the committee should examine any foreseeable expense for the coming financial year, to ensure the group can budget for them.

The group committee has recently launched a safety review of the building used by the scout group which has resulted in immediate capital spend in FY 23-24. It is anticipated that continued spend in this area will be required in FY 24-25, and needs to be budgeted for accordingly.

FY24-25 Ring-fenced project funds.

As of the end of FY 23-25 The following monies held within the group savings account have been ring fenced for on-going projects. In most case the source of the funding is from grants and thus the monies held are classed as 'restricted'. This ringfencing rolls over into the new financial year 24-25 and as such should be treated as committed funds.

Savings Account Total			**26 935.19**
	Of which ringfenced Total		**3 451.67**
		Rear Flagging [1]	500.00
		Car Park Light	250.00
		~~Hive Heating~~	~~150.00~~
		CCTV/Security	951.67
		~~Squirrel Tents~~	~~2 500.00~~
		~~iPads/Tech~~	~~2 117.00~~
		Squirrel Camping Equipment	250.00
		Sports Equipment	1 500.00
	Of which non-ring fenced		**23 483.52**

Note 1 : 500 was set aside for flagging the rear area on 26-05-2021 as a significant time has passed since this and the work not completed, it is advisable that the committee re-authorise the spend. However as of EOFY 23-24, this was still a ring-fenced amount.

Who To Contact

If you have any queries relating to this financial report, please contact David Bolton, Group Treasurer (Dave@standrewsscouts.org.uk).

Appendix

Annual Report 2023-2024 Compared To 2022-2023 v2.xlsx

Version Control

Version	Author	Date	Changes
1.0	David Bolton	24-09-2024	First Draft
2.1	David Bolton	25-01-2025	Updated ring fenced money and version control

15th St Helens (St Andrews) Scout Group
AGM 2025 – Proposed Trustee Board Members

Scouts
15th St Helens
(St Andrews)

Ex-Officio Members:

Group Chairman: Philip Gilbert (3 Years)
Group Treasurer: David Bolton (3 Years)
Group Lead Volunteer: Carl Latham

Appointed Members:

Squirrel Parent Representative: Emma Roberts *(1 Year)*
Beaver Parent Representative: Gerard Jarosz *(1 Year)*
Cub Parent Representative: Jennifer Merrills *(2 Years)*
Scout Parent Representative: Kate Nicklin *(2 Years)*
Leader Representative: Jade Barry *(3 Years)*
18-25 Representative: Jack (Tron) Kilgannon *(3 Years)*

Co-Opted Members:

Squirrel Team Lead: Julie Gilbert
Beaver Team Lead: *Vacant*
Cub Team Lead: Caroline Ratcliffe
Scout Team Lead/Bank Signatory: Liam Cawsey-Gilbert
Bank Signatory: John Hunt
Bank Signatory: Kevin McCooey

15th St Helens (St Andrews) Scouts

Appendix A: Financial Accounts 2023/24

	2023-2024 After deadline	2023-2024	2022-2023
Income			
Bank Interest		£382.54	£163.64
Camping Equipment Refunds		£20.08	£0.00
Events - Beavers		£189.00	£31.00
Events - Cubs		£1,016.00	£1,072.00
Events - Group		£3,442.26	£2,454.51
Events - Scouts		£7,172.87	£3,636.04
Events - Squirrels		£639.50	£42.00
Fundraising		£155.55	£4,486.04
Gift Aid		£4,872.62	£0.00
Grants		£4,293.20	£1,639.00
Group Clothing		£0.00	£358.50
Leader's Expenses Overpayment		£0.10	£151.47
Membership Fees		£13,680.00	£12,154.00
Utility Refunds		£90.40	£0.00
Expense			
Admin		£35.00	£40.00
Camping Equipment		£3,394.87	£98.49
Events - Beavers		£9.00	£0.00
Events - Cubs		£1,042.94	£1,368.01
Events - Group	£46.69	£3,537.60	£2,003.09
Events - Scouts	£432.32	£6,395.95	£3,970.04
Events - Squirrels		£477.05	£8.00
Fundraising		£0.00	£5,969.38
GoCardless Fees		£567.33	£741.45
Group Expenses		£892.50	£1,036.95
Insurance		£289.60	£321.61
Maintenance		£2,066.45	£589.91
Meetings - Beavers		£589.97	£433.96
Meetings - Cubs	£36.95	£864.07	£310.16

Meetings - Scouts	£434.49	£461.30	£615.47
Meetings - Squirrels		£1,411.88	£1,168.40
Membership Costs		£4,136.40	£3,510.00
OSM		£90.04	£140.47
Savings Expenditure		£3,955.45	£3,285.77
Utilities		£3,117.88	£2,846.90
Account Balances			
Lloyds Treasurers Account	£1,651.60	£2,602.05	£1,707.09
Lloyds Reserve Account		£4,012.05	£3,015.70
Lloyds Savings Account		£26,935.19	£26,612.68
Lloyds Fundraising Account		£159.65	£2.95
Expense Account		£440.89	£192.57
Summary			
Account balance brought forward		£31,530.99	£33,800.85
Total income		£35,954.12	£26,188.20
Total expenditure	£34,286.33	£33,335.28	£28,458.06
Net Income	£1,646.09	£2,618.84	£-2,269.86
Account Balance Carried Forward		**£34,149.83**	**£31,530.99**

Some expense claims for FY2023/24 were claimed after the end of the financial year. These are represented in the 'after deadline' column to give a more realistic view of the year's accounts, but for legal purposes the '2023-2024' column is to be taken as the years formal accounts.