



1st Doddington Scout Council

Annual General Meeting

Sun 22nd September 2024 – 2PM

Copley Scout Centre, Thicket Path, Westwood Road, St. Ives, Cambs, PE27 6DT

Agenda

1. **Introduction and welcome**
2. **Apologies for absence**
3. **Governance topics**
 - a. Approve the minutes of the Annual General Meeting held on 25/06/2023
 - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
 - c. Note the Group's financial year
 - d. Approve appointed and community members of the Group Scout Council
 - e. Agree the number of members that may be appointed to the Trustee Board
 - f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)
4. **Review of the previous year**
 - a. The Group Lead Volunteer's review of Scouts in the 1st Doddington Scout Group
 - b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
5. **Making appointments**
 - a. Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board
 - b. Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board
 - c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
 - d. Appoint the Independent Examiner
6. **Closing remarks**



1st Doddington Scout Group 22/23 Annual General Meeting

Date: 25th June 2023

Venue: Three Fishes Scout Campsite, Gaul Road, March

Attendees

- Debi Winn (DW) Chair, Anne Appleby (AA), Treasurer, Alys Turner (AT) Group Scout Leader, Annabel Farlow (AF) Secretary, Jonathan Harwood (JH), Matt Royston (MR), Grant Barlow (GB), Toby Farlow (TF)
- 26 attendees (including those named above) from the Group's Scout Council

Minutes

Group Chair Welcome

- DW thanked everyone for attending the meeting and the family day.

Apologies

- Chris Ward, County Commissioner
- Karl Pedder, Trustee and Cub Scout Leader
- Dave Bridges, Trustee

21/22 AGM Minutes

- No matters arising
- Vote on accepting the minutes – passed
- DW signed minutes

Governance

- Adoption of the Policy, Organisation and Rules section 5.4 as the 1st Doddington Scout Group Constitution - **Agreed**
- Note that the Group's financial year dates are 1st April to 31st March – **Noted**
- Agree the number of members that may be elected to the Trustee Board
 - Proposed to be a maximum of four elected members – **Agreed**
- Agree the quorum for
 - Group Scout Council
 - Proposed to be double the number of Trustees plus one - **Agreed**
 - Meeting of the Trustee Board

- Proposed to be a minimum of half the number of Trustees plus one - **Agreed**
- Meetings of any sub-committees
 - Proposed to be a minimum of three sub-committee members, to include at least one ex-officio member of the Trustee Board – **Agreed**

Annual Report & Accounts for year ending 1st March 2023

- AA commented on the Annual Financial Report – Scouting is now back to normal so the level of income has increased and expenditure has decreased in comparison to the previous year. Income includes members subscriptions, one-off grants, donations, fundraising and matching donations plus gift aid. AA reminded all parents to sign up for gift aid if possible. Expenditure on utilities and insurance has increased since last year.
- AT commented that the return to face-to-face scouting has meant that the Group has been able to do nights away and water sports as well as more community work. A Squirrels section started in September and as at Jan 2023, there were 120 members in the Group across 7 sections.
- The Group celebrated its 70th birthday in May and continues to keep growing with the addition of Explorers and a planned second Squirrels section. There is also an International Trip to Belgium planned for all eligible Explorers and Scouts in 2024.
- AT thanked all the Young People, Parents, Leaders and Trustees who keep the Group running.

Appointments

- | | | |
|--|----------------|---------|
| • GSL nominated Group Chair | Debi Winn | carried |
| • Elected Treasurer (unopposed) | Anne Appleby | carried |
| • Elected Secretary (unopposed) | Annabel Farlow | carried |
| • Elected Trustees | Dave Bridges | carried |
| | Matt Royston | carried |
| • GSL Trustee nomination | Grant Barlow | carried |
| • Independent Auditor | Godfrey Smith | carried |
| • Section Leaders opted in to be a Trustee | Toby Farlow | noted |

AOB

- GB spoke about his Scouting Journey and highlighted that it is the time and effort of the adults that make Scouting so much fun for the young people. GB commented that he wished to single out our GSL, Alys Turner, thanking her for all she does for the Group. AT responded thanking all of those involved in the Group as it is a joint effort.
- Steve Gent and Laura Jackson were thanked for all their support and were invested into 1st Doddington Scouts
- Oliver Appleby announced the winners of the AGM Challenge Trophy
 - 2nd place went to The Cowins with 29 points but the winners with 41 points were The Lloyds

Close

- DW thanked everyone for attending and closed the meeting.

1st Doddington Scout Group

Doddington Scout Centre, Benwick Road, Doddington, March, Cambs, PE15 0TG



Trustees Annual Report – 1st April 2023 to 31st March 2024

Section A – Reference and administration details

TRUSTEES (Ex-Officio)

Group Scout Leader

Alys Turner

Deputy Group Scout Leader

Jonathan Harwood

Cub Scout Leader

Toby Farlow

TRUSTEES (Nominated)

Group Chair

Deborah Winn

Trustee Board Members

Grant Barlow

TRUSTEES (Elected)

Group Treasurer

Anne Appleby

Group Secretary

Annabel Farlow

Trustee Board Members

Dave Bridges

Matthew Royston

TRUSTEES (Co-opted)

Trustee Board Members

None in this year

BANKERS

Lloyds – Victoria

INDEPENDENT EXAMINER

Godfrey Smith

REGISTRATION NUMBER WITH THE SCOUT ASSOCIATION

10013022

CONTACT NAME & ADDRESS

Anne Appleby (Treasurer)

2 Hook Cottage

Hook Road

Wimblington

March

Cambridgeshire PE15 0QL

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Section B – Structure, governance and management

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

The Group is a trust established under its rules which are common to all Scouts.

Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

The Group is managed by the Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Group Trustee Board currently consists of the Chair, Treasurer and 7 other Trustees (including Ex Officio Trustees) and meets 3-4 times a year.

Members of the Trustee Board complete 5 modules of 'Getting Started' training, which includes a 'Trustee Introduction', within the first 5 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that give young people skills for life.

Risk and Internal Controls

The Group Trustee Board has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

- **Damage to the building, property and equipment.** The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.
- **Injury to leaders, helpers, supporters and members.** The Group through the Membership fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.
- **Reduced income from fundraising.** The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Trustee Board could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.
- **Reduction or loss of leaders.** The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

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- **Reduction or loss of members.** The Group provides activities for all young people aged 4 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.
- **Financial management.** The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

Section C – Objectives and activities

The objective of the Group is to deliver an active and engaging Scouting Programme to Young People throughout its current Sections. The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

The Purpose of Scouting

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

The Values of Scouting

As Scouts we are guided by these values:

- Integrity - We act with integrity; we are honest, trustworthy and loyal.
- Respect - We have self-respect and respect for others.
- Care - We support others and take care of the world in which we live.
- Belief - We explore our faiths, beliefs and attitudes.
- Co-operation - We make a positive difference; we co-operate with others and make friends.

The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

In order to achieve the Scout Group objectives we have been delivering Scouting to our Youth Members through two Squirrel Dreys (4-6 year olds), two Beaver Colonies (6-8 year olds), two Cub Packs (8-10.5

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year olds) and two Scout Troops (10.5-14 year olds). Additionally, the Group has Explorer Young Leaders (14-18 year olds) and supports Explorer Programme delivery.

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community benefit headings.

Section D – Achievements and performance

The Trustee Board has continued to enable improvements to be made to the Scout Centre, as well as supporting the start of Explorer Programme provision from June 2023, and the opening of our second Squirrel Drey in September 2023.

Across all sections of the group a wide variety of activities and nights away events have taken place, including multiple camps and water activities.

The group membership at the time of our annual census in January 2024 was 115 youth members and 37 adult volunteer members.

Section E – Financial review

Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board consider that the Group should hold a sum equivalent to 12 months running costs, circa £26k.

Investment Policy

The Group does not have sufficient funds to invest in longer term investments such as stocks and shares. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

This year The Trustee Board have, due to the balance held, looked at investment options, taking into consideration our reserves policy and our operational requirements. The decision was taken to hold some of the funds in instant access interest bearing accounts. Rates and balances are regularly reviewed and funds moved accordingly.

Accounts

The accounts have been drawn up on a receipts and payments basis which is consistent with previous years.

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Financial Overview for the Year ending 31st March 2024

During 2023-2024 the Group started to plan its first international trip for its young people. Our aim was to price the trip at a cost that would be accessible to as many of our young people as possible. Within the budgeting processes we set ourselves fundraising targets to subsidise parental contributions.

Payments received from parents, funds raised at our Christmas Bingo and Easter Race Night, along with grants and donations from Healthy Fenland Fund, Doddington Parish Council, Cambridgeshire Scouts, Datashredders, Group Funds via a grant received from the District and a generous donation from 3 avid walkers, who are also members of our adult volunteer team, following a fundraising walk along the Snowdonia Slate Trail have contributed to the significant increase in income year on year.

The Group has been fortunate to benefit from several grants this year, and donations of equipment as well as funds.

District Grant

Fenland District Scout Association offered a grant to each Group within the District to help them to provide subsidised Scouting for their young people due to the national 'cost of living' crisis.

1st Doddington Scout Group accepted the offer and has used the funds to reduce the cost of:

- District Camp held in July 2023,
- Group Camp held in September 2023,
- Belgium International Camp to be held in August 2024
- Trip to Clip 'n' Climb for our Squirrel Drey
- Bowling evening for our Scout Troop and Explorers

The remainder of the grant, following approval from District, will be utilised during 2024/25 to subsidise an activity for our Beavers and Cubs and to reduce the cost of the Group Camp to be held in September 2024.

Burnthouse Wind Farm Community Fund

CCF, Cambridgeshire Community Fund, approved a grant from Burnthouse Wind Farm Community Fund to enable the Group to purchase 2 marquees and tables and benches. The marquees, a 4 x 4 and an 8 x 4 were bought and have already been used.

Healthy Fenland Fund

CCF, Cambridgeshire Community Fund, approved a grant from the Healthy Fenland Fund with two purposes.

The first was to fund a practice camp prior to our international camp, to enable us to bring all participants together and give them time to get to know each other whilst taking part in similar activities to those they will undertake in Belgium.

The second was to help fund our growing water activities capacity by enabling us to buy additional equipment.

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Uniformed Youth Fund

The Scout Association supported the Group in applying for a grant from the Uniformed Youth Fund in support of us having opened a 2nd Scout Troop since Autumn 2022, which is awarded as a start-up grant and a programme activity grant. The fund was wholly funded by The Scouts partnership with the Department for Culture, Media, and Sport (DCMS) with the purpose of helping to grow Scouts.

The start-up grant was used to part fund our membership payment and the programme activity grant is being spent on various activities, events being undertaken by Scouts in 24/25 as well as on some equipment in support of ongoing Scout Programme delivery.

Tesco Stronger Start

Tesco run a customer based token scheme, whereby customers visiting the store can vote for organisations to be awarded funding. Three organisations are available for voters to choose from and the funds received are based on whether they are placed first, second or third.

1st Doddington were chosen to be one of the three organisations in two stores, March and Chatteris and were awarded £1500 in total.

These funds will be spent on facilities and equipment to further our water activity provision both locally and when away on camps and activity days. In addition to water activities we are also sourcing equipment to increase the bushcraft skills within our leaders and young people.

Compare the Market

1st Doddington were nominated for an award of £1000 and lucky to be chosen in Compare The Market's Summer of Sport campaign. The group was recognised for its vision and support of young people within the local community.

Donation

During our 70th Anniversary celebration a generous donor gave the Group £1000 towards renovating and improving our building.

These funds were used to instal additional toilet facilities and to increase our storage capacity. These works were all completed this year.

Assets

During this year the Group was gifted some canoes and kayaks, and purchased a trailer to store and transport them.

This has enabled us to support the District by providing water activities for other Groups along with giving our own young people increased opportunity to spend time on the water gaining and enhancing water sport skills.

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1st Doddington also took over ownership of a trailer from District, a larger trailer to transport our rafting equipment. It has already facilitated time on the water by our section members and will be used to support water activities within the District together with being available to other Groups when not in use.

As well as income increasing year on year, expenditure has done the same. This was as a result of utility costs, hall improvement works and a review of the trees on site along with completion of recommended works.

In addition to regular expenditure, we hosted a celebration event for our 70th Anniversary in May 2023, with members past and present joining us for food and activities.

In August 2023 in preparation for our international trip in August 2024, members of the team carried out a recce trip to familiarise themselves with all aspects of the trip, including the journey, the campsite and each of the activities planned. The cost of this trip is within the budget for the whole event.

The increase in income this year, as a result of the income needed for the international trip and the funds received from grants, will result in a larger expenditure figure during 2024/25, than in previous years, as funds are paid out for the trip and items are purchased from grant funding.

Section F – Other – Future Plans

As we look further forward into this Financial Year, the focus will be in recruitment of further volunteers and embedding Transformation changes that are being rolled out throughout Scouting nationally. The aims of the changes are to make it easier, more enjoyable and rewarding to volunteer with Scouts.

Section G – Declaration

The trustees declare that they have approved the trustees' report above on **19/07/2024**.

Signed on behalf of the charity's trustees.

Signature

A handwritten signature in black ink, appearing to read "D Winn".

A handwritten signature in black ink, appearing to read "Anne Appleby".

Full Name

Deborah Winn

Anne Appleby

Position

Group Chair

Group Treasurer

Date

19/07/2024

19/07/2024

1st Doddington Scout Group (Charity no. 1204134)

Receipts and payments account

Year start date

Year end date

For the year from	1st April 2023	To	31st March 2024
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Receipts and payments

	2023/24	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	15,642.00	13,496.50
Donations - CTM - recognition for badge work	100.00	-
Donations - general	1,774.06	956.00
Legacies	-	-
Gift Aid	3,775.59	1,604.06
Camp and other activities	6,492.64	5,688.50
Donation - Slate Trail walkers	415.07	-
Belgium - Participant contributions	15,625.00	-
Belgium - Fundraising	3,360.86	-
Belgium - Donations	1,150.00	-
Other similar income	44.00	-
Sub total	48,379.22	21,745.06
Grants		
Maintenence grant	-	-
District Grant	3,915.00	-
Compare the Market	1,000.00	-
Burnhouse Fund	3,750.00	-
Healthy Fenland Fund	4,000.00	-
TSA - Uniformed Youth Fund	3,500.00	-
Groundworks	1,500.00	-
Other grants	-	1,000.00
Sub total	17,665.00	1,000.00
Fundraising events (gross)		
Litter Picking	1,300.00	1,100.00
Match Funding	833.25	1,817.84
Easyfundraising	46.17	72.01
Doddington Sports Afternoon	610.05	529.50
Sponsored Walk	103.43	1,084.83
Wimblington Fun Day	49.60	23.40
Doddington Village Show	468.10	348.59
Carol Singing	208.18	251.50
Sale of badges and uniform	36.50	179.20
Sale of equipment	150.00	-
Other fundraising activities	128.25	-
Sub total	3,933.53	5,406.87
Scout hut income		
Hire of building	70.00	35.00
Hire of equipment	-	-
Other Scout hut income - refund on gas bill	-	92.04
Sub total	70	127.04
Investment income		
Bank interest	297.42	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
Sub total	297.42	-
Total Gross Income	70,345.17	28,278.97
Asset and investment sales, etc.	-	-
Total receipts	70,345.17	28,278.97

1st Doddington Scout Group (Charity no. 1204134)

Receipts and payments account

	Year start date		Year end date
For the year from	1st April 2023	To	31st March 2024

Receipts and payments

	2023/24	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	5,460.00	5,248.00
Membership subscriptions refunds	49.00	-
Youth programme and activities	9,295.79	7,323.35
District Grant	3,131.39	-
Adult support and training	236.38	-
Refuse collection	125.40	116.52
Water and Sewerage	258.00	204.00
Electricity and Gas	2,127.15	1,718.82
Insurance	1,727.72	1,657.96
Repairs and Renewals	-	-
Materials and equipment	3,686.68	1,903.83
Advertising and printing	120.00	136.34
Squirrels Set Up	-	182.47
Badges and Uniforms	1,293.40	2,905.94
AGM and trustee expenses	79.95	171.69
Website	100.00	100.00
Wreaths	130.00	74.00
Hall and Gardening (includes tree work)	450.00	250.00
SumUp and Trybooking fees	34.15	702.86
Hall renovation and maintenance	2,768.43	650.70
Music Licence	338.20	594.94
WiFi	107.36	-
70th Anniversary	757.26	-
Belgium - Recce	693.28	-
Belgium - Site Deposit	324.57	-
Belgium - PreCamp Activities	475.65	-
Belgium - Ancilliary Items	126.89	-
Belgium - Fundraising expenses	725.84	-
Sundries	193.45	213.23
Sub total	34,815.94	24,154.65
Fundraising expenses		
Doddington Carnival	151.10	195.11
Wimblington Fun Day	15.61	-
Doddington Village Show	116.47	-
Other fundraising costs	-	-
Sub total	283.18	195.11
Total Gross Expenditure	35,099.12	24,349.76
Asset and investment purchases, etc.	-	-
Total payments	35,099	24,349.76
Net of receipts/(payments)	35,246.05	3,929.21
Cash funds last year end	25,549.06	21,619.85
Cash funds this year end	60,795.11	25,549.06

1st Doddington Scout Group (Charity no. 1204134)

Receipts and payments account

	Year start date		Year end date
For the year from	1st April 2023	To	31st March 2024


Statement of assets and liabilities at the end of the year

	31st March 2024 Unrestricted funds £	31st March 2023 Unrestricted funds £
Cash funds		
Bank current account	2,775.36	25,549.06
Bank deposit account - Group savings	37,994.04	-
Bank deposit account - Explorers	119.59	-
Bank deposit account - Belgium funds	19,906.12	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	60,795.11	25,549.06
(agree balances with receipts and payments account)	ok	ok
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	400.00	700.00
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Trailers and canoes	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	400.00	700.00
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-
Total net assets	61,195.11	26,249.06

The above receipts and payments account and statement of assets and liabilities were approved by the

Signature

Print Name



Debi Winn	Chair
Anne Appleby	Treasurer

**Independent examiner's report to the trustees of 1st Doddington Scout Group
(Charity no. 1204134)**

I report to the trustees on my examination of the accounts of the 1st Doddington Scout Group for the year ended 31st March 2024.

Responsibilities and basis of report

As the charity trustees of the 1st Doddington Scout Group 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 1st Doddington Scout Group'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.

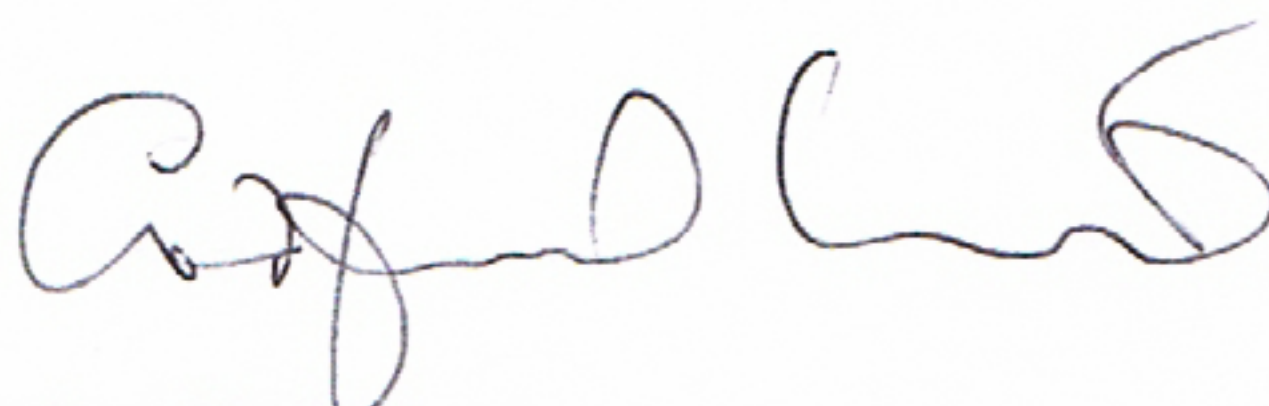
Independent examiner's statement

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 1st Doddington Scout Group as required by section 130 of the Act;
2. the accounts do not accord with those records.

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:



Name: Godfrey Smith

Institute of Chartered Accountants in England & Wales

3 Mills Gardens
March
Cambridgeshire
PE15 9FB

Date: 19th July 2024