

9TH CARSHALTON SCOUT GROUP ANNUAL GENERAL MEETING 2015

Meeting held on Monday 8 June 2015



Prepared by Gary Cox
Group Secretary



Date: Monday 8th June 2015

Venue: Bishop Andrews Church Hall

In Attendance: Sam Lainsbury (chairperson), Gary Cox (secretary), Karen North (treasurer), Ann Gilbert (Group Scout Leader, Section Leaders from Beavers, Cubs and Scouts and Parents

Guest Speaker: No guest speaker available

Apologies: Ray Gent (Cub Section Helper), Robert Foot (Asst. Scout Leader) and Nancy Floodgate (Exec. Parent Scout).

Introductions

Sam Lainsbury (chairperson) welcomed everyone to the 2015 Annual General Meeting. Apologies had been received from Ray Gent (Cubs), Robert Foot (Scouts) and Nancy Floodgate (Exec. Parent Scout).

Apologies had also been received from District for not sending a representative. Unfortunately no-one was available due to an ongoing reorganisation.

Approval of 2014 AGM Minutes

Karen North (Treasurer) pointed out a typo with the 2013 opening balance. It should read £5,849.88.

The minutes were agreed and seconded by Vicky Soper and Karen North.

GSL Report (and Beaver report)

Ann Gilbert (Group Scout Leader and Beaver Leader) reported that it had been a good year for 9th Carshalton in that the number of beavers, cubs and scouts had increased overall. To give an example, the number of beavers in 2014 was only 9, yet in the space of a year, had risen to 18.

The GSL was pleased that each section had a permanent Leader and 2 sectional helpers.

There was however, a lack of beaver leaders so the GSL had continued to run the section, until a permanent leader could be found. However, in her role as Beaver Leader, she had to thank her Young leaders for all the help they had given her over the last year.

The GSL explained that the Group had an Executive Committee which met approximately 4 times a year and was well represented. However, it was lacking a beaver representative and parents in attendance were invited to come forward after the meeting if they were interested.

Details of a typical Scout Group Executive Committee, obtained from the Scout Association, is attached at [Appendix A](#).

The GSL also reminded those in attendance that Fundraising was still a very important key in making sure the Group remained a success. Costs were increasing, but the Group had been able to keep the subs at the 2014 level because of fundraising.

Examples of fundraising include providing marshalling services at the Wallington & Carshalton Roundtable firework display at Ruskin Park, running a stall at the St Helier Festival, and stalls at the Church funday.

However, these were all run by leaders etc and we need parents to step forward and help with the fundraising. Again, if anyone was interested, or had any suggestion, they speak to a representative after the meeting.

Section Reports

Cub Scout – Attached at *Appendix B*

Scouts – Attached at *Appendix C*

Treasurers Report

Karen North (Treasurer) confirmed that the figure in the 2014 minutes were incorrect and should actually be £5,849.88.

The Treasurer was not going to go through the accounts in detail but just highlighted some of the key areas of fundraising. As well as the £455.37 received for the St Helier Festival, she had also been able to obtain match funding from her own Employer to the value of £400.00 (for the 2013 festival) and £455.00 (for 2014). Payment of £500.00 from the Wallington & Carshalton Roundtable had been received but it had been delayed, which meant it would not be accountable in 2014.

Outgoings were reported, mainly the reduced Church Hall rent, rental costs for the hut in Wallington which stored the Groups camping equipment.

Overall the end balance was a little disappointing as the fund raising element had diminished, so we need to look further to how we can reverse this trend. Subs had remained the same, but this is one area which may need to be looked at.

The Group Accounts were accepted by Kevin Lewis and seconded by Sharon Crockford.

The GSL added that the Group were very appreciative of the reduced rent charged for the church hall, as this had helped in keeping the costs down.

The 9th Carshalton Scout Group Accounts are at *Appendix D*

Nominations & Approval of:

The Group Executive Team

Group Chairperson (Sam Lainsbury) Approved by Emma Irvine and seconded by Julie Cox.

Group Secretary (Gary Cox) Approved by Vicky Soper and seconded by Mark Smith

Treasurer (Karen North) Approved by Freddy Soper and seconded by Deborah Brown

The Group Executive Committee - was approved and seconded:

Sam Lainsbury (Chairperson)
Gary Cox (Secretary)
Karen North (Treasurer)
Ann Gilbert (GSL & Beavers)
Julie Cox (Cubs)
Mark Smith (Cubs)
Ray Gent (Cubs)
Paula Wilson (Scouts)
Robert Foot (Scouts)
Liam Howlett (Scouts)
Kevin Lewis (Church & Parent (cub))
Claire Lawrence (Parent (beaver))
Deborah Brown (Parent (beaver))
Jo Rabbats (Parent (cub))
Clair Bird (Parent (cub))
Nancy Floodgate (Parent (scout))

Claire Coppin was re-elected as group auditor.

Barbara Jackson Award

The Barbara Jackson award for outstanding achievement was awarded to **Mark Austin**.

Mark has been with the 9th Carshalton Scout Group since he was a Beaver. He progressed on to Cubs and is now at Scouts and linking with the Explorer Unit. Mark has always been very enthusiastic for scouting, very committed and hardworking. He is keen to please and eager to fit in with everyone else. Mark has a statement of special educational needs and attends Carew Manor a school for learning disabilities and this makes his achievements through scouting even more outstanding. He has worked hard at fitting in and initially when he joined the Scout section had moments when he would get upset very easily during games. Mark has matured greatly in the last couple of years and is a valuable member of the Troop.

Any Other Business

Kevin Lewis introduced himself as the vicar of Bishop Andrews Church and explained that both the church and the Group had been associated with each other since the 1930s.

In recent years this has been in the form of church parades of which 5 are held each year. The remaining 3 for 2015 are as follows:

28 June 2015	Church Parade (summer)
27 September 2015	Church Parade (harvest festival)
8 November 2015	Church Parade (remembrance Sunday)

Parents were encouraged to attend.

Ann Gilbert introduced the 9th Carshalton **Welcome Pack**, which will be issued to all new beavers, cubs and scouts on arrival. The document contains a variety of information, ranging from the groups history, the aims of the Scouting Association, badge details, registration forms etc.

From the audience, Freddy Soper offered his personal thanks to the Group for all the activities they arrange, and the time they dedicate voluntarily for the Beavers, Cubs and Scouts.

This view was fully supported by all at the meeting.

There being no other matters, the meeting was closed and everyone was thanked for attending.

The Group Executive Committee



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The Group Executive Committee plays a vital role in the running of a Scout Group. Executive Committees make decisions and carry out administrative tasks to ensure that the best quality Scouting can be delivered to young people in the Group.

This factsheet should be treated as a guide and read in conjunction with other resources (including The Scout Association's Policy, Organisation and Rules referred to as POR throughout this factsheet).

Further details of the responsibilities of the Group Executive Committee can be found in chapters 3 and 13 of POR. Note that SV in this factsheet it denotes there is a Scottish variation to that section of guidance.

The Group Executive Committee

The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

Members of the Executive Committee must act collectively as charity trustees of the Scout Group, and in the best interests of its members to: SV

- Comply with the Policy, Organisation and Rules of The Scout Association.
- Protect and maintain any property and equipment owned by and/or used by the Group
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally
- Ensure that a positive image of Scouting exists in the local community.

- Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-Committees.
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group.
- The opening, closure and amalgamation of Sections in the Group as necessary.

The Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the District Executive Committee; and if a registered charity, appropriate charity regulator. (See Rule 13.3)
- Maintain confidentiality with regard to appropriate Executive Committee business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for employed staff are clearly established and communicated.

Members of the Group Executive Committee

The Group Executive is made up of four types of members:

- *Ex-officio members* have a role on the Committee due to their role in Scouting. These include:
 - Group Scout Leader
 - Group Chairman
 - Group Treasurer
 - Group Secretary
 - Assistant Group Scout Leader (if any)
 - All Section Leaders (i.e. individuals holding a Beaver Scout Leader, Cub Scout Leader or Scout Leader role) subject to that Section Leader expressly indicating to the AGM (in

The Scout Association

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writing or orally at the meeting) that they are willing to perform such a function

- Explorer Scout Leader (if stated in the partnership agreement) and subject to that Explorer Scout Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function
- The sponsoring authority or its nominee
- *Elected members* stand for election at the Annual General Meeting and are elected by the Group Scout Council to take on the role; there are usually four to six in number.
- *Nominated members* are nominated by the Group Scout Leader in partnership with the Group Chair and approved at the Annual General Meeting; there must be no more nominated members than elected members.
- *Co-opted members* are chosen to take on a role by the Group Executive Committee due to specific skills or knowledge useful to the committee; there must be no more co-opted members than elected members.

POR rule 3.23 covers the membership of the Group Executive Committee in detail.

The membership is set up this way to ensure that the interests of the Group Council and the Group Scout Leader are represented, and balanced. It also serves to broaden the membership of the Executive – possibly to bring in people from other parts of the local community.

Ideally, between the nominated members, elected members and co-opted members, the Group Executive Committee should include a parent of at least one Member of each of the Sections in the Group.

Charity Trustees

Scout Groups in England and Wales are considered charities by law, and some may be registered with the appropriate charity regulator. All members of the Group Executive Committee are charity trustees

To comply with legislation, all charities must have a governing body, which in Scouting we call an Executive Committee. Members of the Executive Committee must act collectively as Charity Trustees of the Scout Group.

As charity trustees, Executive Committee members have a number of specific responsibilities that they must fulfil to ensure the effective running of the Scout Group.

It is vital that all members of the Executive Committee understand their responsibilities as Charity Trustees.

Collectively and individually they must:

- Use reasonable care and skill in their work as trustees
- Use their personal skills and experience in their work as trustees
- Obtain external professional, specialist advice when needed
- Act honestly and reasonably in the interests of the charity at all times
- Use charitable funds only in the furtherance of the charity's objectives
- Safeguard the charity's finances ensuring that the charity is and will remain solvent, and avoid undue risks
- Ensure that the charity complies with charity law and the requirements of the appropriate charity regulator
- Ensure that the charity follows the rules set out in its governing document (*Policy, Organisation and Rules*)
- Act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets

Executive Committee members are legally and financially responsible for the running of the Scout Group. This means that in some circumstances, if things do go wrong, trustees may be liable for any debt or financial loss incurred by the Group. However, this is rare and trustees can protect against this by following the duties and responsibilities as laid out in this factsheet and POR.

Since 2008 The Scout Association has provided a national policy to cover the trustees of any Scout charity. That includes members of Executive Committees for Scout Groups, Districts and Counties, as well as those who manage other Scout assets such as building or campsite committees. For more information, contact Unity Scout Insurance Service: call 0845 0945 703 or visit www.scoutinsurance.co.uk

Charity Regulation differs in Scotland and Northern Ireland, please contact the relevant Country Headquarters and charity regulators for more information on Charity registration and Trusteeship. In Scotland only Scout Groups registered with the regulator have charity Trustee status. For unregistered Scout Groups the Executive Committee should still act with the same duties and responsibilities as Charity Trustees.

Charity Regulators

The appropriate Charity Regulator can provide further information of the responsibilities of being a Charity trustee.

- England and Wales: The Charity Commission
<http://www.charitycommission.gov.uk/>
- Scotland: Office of the Scottish Charity Regulator (OSCR) <http://www.oscr.org.uk/>
- Northern Ireland: The Charity Commission for Northern Ireland
<http://www.charitycommissionni.org.uk/>

Publications from The Scout Association

Some specific help is available for Group Chairman, Treasurers, Secretaries and Group Supporters within the Member Resources area of www.scouts.org.uk

- A guide for The Group Chairman
- A guide for The Group Secretary
- A guide for The Group Treasurer
- A guide for The Group Supporter

These booklets can be downloaded for free from the Member resources area of www.scouts.org.uk or ordered by calling Scout Information Centre on 0845 300 1818.

9th Carshalton Cub Scout Section Report

2015 Annual General Meeting

As of 8 June 2015, we have 21 Cub Scouts.

Since last year's AGM we have had another busy year. In September 2014 we had a very successful camp at Boidier Hurst. As usual the weather was spectacular and it was well supported by the cubs. We were joined by the Beavers on the Saturday, who thoroughly enjoyed the day. Only 1 injury was reported by cute Caitlin – she had been bitten by a caterpillar and needed first aid!



October 2014 saw a team from 9th Carshalton take part in the District Outdoor Challenge. Sadly we didn't win but William, Nathan, Faith and Annabel had a great time.

In **November 2014** there was a change in the usual programme when we had a 'Night with the Reptiles'. They were all there.....snakes, skinks, skunks and a great big yellow snake. Boy did the cubs (and the Leaders) have some fun.



December 2014 saw our application for a Neighbourhood Grant approved by Sutton Council. This extra funding would allow us to organise more day trips and to help cover part of the travel costs ie hiring a mini-bus. It also allowed us to help by paying part towards entry costs by as much as 50%, reducing the pressure on parents.

We also had our first ever expedition in December 2014. A fairly short minibus ride to the Woking Miniature Railway for our 'Santa Special'. We had booked in advance so we even had our own train to take us round, and every cub received a present from Santa. Some Cubs had even opened their presents before the end of the train ride...After this we had a short ride to Richmond Park for our lunch.



March 2015 saw our annual visit to PGL at Marchants Hill. This would be our last for a little while due to other District commitments for 2016 (Cubarnival and Cubjam). For the 2nd year running, the weather held out. It was windy, but dry (most of the time). We gave the raft building a miss this year – too many of us remembered the wet PGL of 2013.

The theme this year was '**helping others**' and already the girls lead by example, particularly Amy-May and Sydney on Jacob's Ladder, although Kieran surpassed himself (and everyone else for that matter) by frequently 'kissing the puddle' at the end of the obstacle course. But the highlight of the weekend must have been the quad bikes – what fun was had by the Cubs. Sad thing was, they were limited to 'up to teenagers only' which meant none of the Leaders were able to have a go.



April 2015 – St Georges Day was held on 26 April. All sections were represented and those in attendance renewed their promise.

May 2015 saw another expedition for 9th Carshalton. This time by mini-bus to Chislehurst Caves, and then Scadbury Park Nature Reserve. Just a short trip this time (just the other side of Bromley). Again we had booked in advance so we had the caves to ourselves (with a tour guide obviously). We didn't lose any cubs in the dark and we all had a great time. From here we journeyed to Scadbury Park. Actually we got lost but we found it in the end. The cubs were hungry by now so we found a spot and had our lunch. The hike took about an hour and the weather was great, but did the Cubs moan.



June 2015 sees yet another trip. This time to Godstone Farm (we tried Chessington Zoo, but it turned out far too expensive). Again a mini-bus was hired to take the 10 Cubs to the farm. The weather was glorious and everyone had a great time. We watched the pigs race, and had a ride on the tractor. Best comment of the day – near the pig sty's where one of the cubs said 'Cor, it's a bit whiffy'.



My special thanks goes to Mark Smith (Kaa) and Ray Gent (Chil) for all the help and assistance in running this great pack. Thanks guys.

Also, thanks go to Gary (my husband) who provides so much background and administrative support to the Section, and to the Group.

Check www.9thcarshalton.com for all the pictures or join the 9th Carshalton Scout Group Facebook page to see the videos.

Scout Report 2014 – 2015

The scout section currently has 13 members ranging from just under 11 to 14 years of age with both boys and girls.

The Scouts have been away a few times in the last year. Our summer camp was at Braggers Wood camp site near Christchurch in the New Forest. We did rifle shooting and crate stacking, we had a meal out in a restaurant, went to the beach, swimming at Splashdown Water Park, Portsmouth Historic Dockyard and Paultons Park Theme Park.

We went to Foxlease camp site in March and went to Portsmouth on the Saturday and did Paintballing on the Sunday.

We did a Scout hike along the Thames Path in May and walked from Staines to Windsor.

Last weekend we went to Boidier Hurst camp site at Box Hill and did some back to basics scouting skills and a hike.

Over the year some of the activities that the Scouts have done have included an evening at Wimbledon Park doing water sports, swimming at the Canons Leisure Centre and an evening bowling. We've done fund raising by bag packing at Marks and Spencer. We took part in Scout Community Week last year where we did some litter picking at the St. Helier Festival. The Scouts have completed Challenge and Activity badges which included the Fitness and the Global Challenge and the Artist Activity Badge.

We competed in the District How Cup Camping Competition last summer where we came an excellent 3rd. We took part in the District Night Adventure Exercise in November and competed well.

Thank you very much to Calum O'Neill who is the Young Leader supporting the Scout section this year and to the two Assistant Scout Leaders Rob Foot and Liam Howlett.

Paula Wilson – Scout Leader.

INCOME		EXPENDITURE	
Bank balance & Cash in Hand			
Balance as at 01/01/2014	£5,051.41		
Cash Subscriptions	£1,853.00	Capitation	£1,740.00
Subscriptions by Cheque	£1,217.00	Church Hall Rent	£1,805.00
Legal & General (Treasurer) Matching for St Helier Festival (2013)	£400.00	Camping Equipment & Storage Crates	£592.78
Cheque for Steinberg Subscriptions	£23.00	Scout Camp Mini Bus Hire	£557.96
St Helier Festival 2014	£455.37	Network Rail - Rent Demesne Road	£409.81
Legal & General (Treasurer) Matching for St Helier Festival (2014)	£455.00	GSL Expenses	£235.15
Scouts Contribution for Mini Bus (Summer Camp)	£400.00	Equipment Insurance	£190.41
Christmas Fayre (2014)	£262.70	Buildings Insurance - Demesne Road	£159.00
Re-imburement of Scout Camp Deposit	£100.00	Committee Christmas Meal	£144.90
Pentecost Fun Day at Bishop Andrew's Church	£54.80	Scout Camp Deposit	£100.00
Beaver Money (Badges)	£42.00	Sutton District Council Badges (Cubs)	£82.86
Donation from Vic	£25.00	Sutton District Council Badges (Scouts)	£30.65
GSL Cheque to re-imburse Group for funds used from Beaver Subs & Sponsored Sports Event for Beaver Expenses	£8.75	PGL Camp Deposit for Cubs	£150.00
Beaver Sport Event Sponsor Money	£10.00	Electric Bill	£120.74
		Scarves	£97.92
		Group Website	£77.80
		Subsidiary from Group Funds for Camp	£55.50
		PA & Medical Insurance	£39.75
		First Aid Course	£36.00
		Cubarnival	£50.00
		Business Rates - Demesne Road	£29.88
		Treasurer Expenses; Stamps/Ink Cartridge	
		Stationery	£19.85
		Beaver Activity Day	£15.00
		Santa Special Deposit for Cubs	£32.00
		Secretary's Leaving Gift	£27.02
		Training Modules	£20.00
	£10,358.03	Total	£6,819.98
		Cash in Hand	£55.68
		Bank Balance	£3,482.37
		TOTAL	£3,538.05

There were no outstanding liabilities at 31 December 2014

This report is prepared in accordance with the books and reports of the group



Karen North
Group Treasurer



Claire Coppin
Group Auditor