

**1<sup>st</sup> Banwell Scout Group**  
**Minutes of the Annual General Meeting**  
**held on Sunday 10 June 2018 at 2pm**  
**at 1<sup>st</sup> Banwell Scout Headquarters**

**Present**

Brian Redden (Chairman), Lee Williamson (Treasurer), Siobhan Armstrong (Secretary), Beth Ball, Jeremy Birkett, Kath Edwards, Richard Hurst (District Commissioner), Fran Ford, Paul Siaens, Gareth Thomas, Michelle Thomas and Louise Whitehead.

**Welcome**

Brian Redden welcomed everyone and thanked them for coming to support the scout group. **[Post Meeting Note: There were 58 attendees including representatives from the Parish Council, Banwell/Potigny Town Twinning Association, The Kathleen Jones Trust, The Royal British Legion and Banwell in Bloom]**

**Flag Break**

Gareth Thomas performed the flag break.

**Apologies for Absence**

Apologies were received from Claire Pocock (Head Teacher, Banwell Primary), Martin Hemmings (Banwell in Bloom), Rev Julie Sims and Rev Matt Thomas (New Creation Churches), Ann Bass and Brian Peat.

**Minutes of the previous AGM and Matters Arising**

The minutes were approved as a true record: proposed by Gareth Thomas and seconded by Fran Ford. There were no matters arising.

**Approval of District Commissioner nomination for Group Chair**

In the absence of a Group Scout Leader, Brian Redden was formally nominated as Group Chair by Richard Hurst, District Commissioner.

**Chairman's Report** – *Brian Redden's report recorded in full:*

“ For those of you who don't know me I'm Brian Redden, Dad to Scout Georgina, and I have been the Chair of the Executive Committee for a couple of years now and I have to say that whilst it has been challenging at times I have thoroughly enjoyed it.

The group have had a fantastic year and I personally think that this is down to our fantastic team of Leaders, Assistants and Helpers who do so much with the kids. My sincere thanks and my respect goes to all of you. They are all unpaid volunteers, giving up many hours of their time to help and encourage our young people; without them there would be no Group!

I do want to particularly thank a couple of people, firstly Michelle who has, in the absence of a group leader, continued to step up and has virtually taken on that role keeping us on an even keel, completing the tasks that the GSL would normally undertake. You really are great so thanks on behalf of everyone.

Secondly I'd like to thank Jeremy Birkett who is a mine of information on all things Scouting and a great asset to the Group and he has been fantastically supportive of me personally as chair. Your organisation skills & the time you are willing to put in for our group are astounding and what you don't know about Scouting isn't worth knowing. Thanks Jeremy.

District Spartan Explorers still regularly use our headquarters & I would like to thank their Leader, Gareth, for stepping up and effectively saving the Scout Group this last year. Without you volunteering to lead the group, on top of the explorers, when Jane and Roger stepped down last summer, I don't know what we'd have done. By stepping in and leading the group you allowed new leaders to join and have given them time to learn how to lead. It's been a big year of changes but I'm delighted to say that largely thanks to the support of Gareth the new Leaders have risen to the challenge fantastically and really made the Group their own. A huge sign of their progress is that Gareth is stepping down soon to let them get on with things themselves. It's great to see the new leaders doing things their own way and the feedback from the kids has been really positive.

Over the last year the young people have experienced fun, friendship and adventure to help them reach their potential and to have a positive impact on their community in Banwell and more widely; and with the minibus they travelled even further to experience the great outdoors which brings me on to another debt of thanks that are due to the Kathleen Jones Family Trust who have been fantastically generous and helped us to maintain the minibus that they generously gave to the group a couple of years ago.

As well as this you may have heard that we are currently working towards realising the trust's amazing offer to build a new Head Quarters. It was actually my first meeting as chair when I first met the trustees who came in to an Executive committee meeting and told us that they wanted to build us a new building. Incredible & I think it's fair to say that we've learned over the past couple of years that it's not as simple as just saying thanks very much and we'll start building, there's an awful lot to consider but we are getting there, we have planning permission and the detailed plans are on their way which brings me on to recognising the fantastic hard work that Brian Peat is doing liaising with the Trust. Thanks for all you're doing Brian, great work and that's on top of all your hard work filling in all of the grant applications & Gift Aid forms that help to keep us afloat.

On a personal note, I would like to thank our Group Executive for their wise counsel and also for their commitment to 1<sup>st</sup> Banwell, which has allowed the Group to fund the necessary resources and to maintain the HQ building so it is fit for purpose which allows the Leaders to focus their efforts on running the Sections. My thanks go to Steve Parkinson who has worked quietly in the background by maintaining our HQ. He is always there and is someone else who works tirelessly for the group.

We've had a few people who've had to step down from the Executive Committee this year and I would like to take this opportunity to thank them for all that they've done over many years, Lisa Griffiths, Bethan Ball and Dennis Cruze. You have all been fantastic and will be very much missed.

As you will hear in the financial reports I'm delighted to say that the Group is in a very healthy financial position but we mustn't be too complacent and continue with our fundraising efforts to keep the Group strong for the future. On this subject thanks must go to Lee our Treasurer who has been fantastic in his organisation and diligence. Thanks Lee not just for doing the accounts but for all of the other stuff you tirelessly do. I honestly don't know where we'd be without you!!

Other people that the group owes a debt of gratitude to are Jean Higbee at the Newsagents who looks after the key and also Kelly for looking after the Hut Booking website & Mini Bus bookings.

I've thanked a lot of people but It would be remiss of me to not also thank all our parents for their support, over the past year, for turning out at our fundraising events and for the trust you put in us when we are scouting with your youngsters. We couldn't do it without you! In addition to that, thanks must go to all of our young people for their fantastic contribution during the year. You will hear more about their achievements in the Section Reviews.

On a final serious point, as always we need more people to get involved. We never have quite enough people and so that makes it harder for the people already giving so much of their time. If any of you here are even remotely interested then please use this opportunity to have a chat with us, there are plenty of leaders here that could answer any questions you may have. We can explain what's involved and you can decide whether it's for you. So please, if you or someone you know is interested then step up. Now is your opportunity to get involved. You'll be surprised at how enjoyable and rewarding it can be.

So, in conclusion from me, enjoy this afternoon's barbeque, thanks to Paul whose idea it was and has done a great job organising it, well done everybody and I look forward to the coming year which promises to be extremely exciting and hopefully this time next year we'll be sitting in a fantastic new hut."

Brian Redden also gave special thanks, and made a presentation of flowers, to Siobhan Armstrong as she stepped down as Secretary. He thanked her for her three and a half years of service to the Scout Group and for supporting him as Chairman for over two years.

## **Adoption of Group accounts**

Lee Williams confirmed the accounts had been scrutinized by David Jacobs. Lee summarised the Financial Report that was circulated with the Agenda as follows:

“I would like to start this year, by thanking those who have made donations to the group: Banwell Parish Council, Harvest Home & the “Ralphs,” have all donated to the main group, Glaxo Smith Kline to the Scout Troop and Capita, the Gardening Club, as well as the Parish Council have made donations to the minibus running costs. As with last year we have also had help from several of our own committee members.

Our main income streams have come from claiming back Gift Aid (£1012), letting out the hut (£1746) and other fundraising (£2058). Again this year I would like to thank Brian Peat who has been able to claim the Gift Aid on behalf of the group, with the support of the required information, from the sections. Thanks also needs to go to the many others, who have helped with fundraising, such as Liz Henry who has stepped up to organise the last two Plant and Book Sales with Banwell in Bloom and Fran Ford, Kath Edwards and Michelle Thomas who have run events and made donations from their activities.

Our main outgoings for the year were the hut running costs, which were over £2600 in 2017/18. We also had other costs totalling £525. Once again this year we have had minimal spending on the upkeep of the hut, but our utility costs are rising.

The mini bus has generated income of just over £2800 this year, plus the donations which amount to £500. Running costs were just over £2400; however, this does not include the insurance, which was paid from the main group account. This year we have just enough in the account, to cover the insurance. Based on the expenditure we need to raise around £3.5k this year to break even. The two factors to consider are: the significant cost of service, repair and MOT which we need to expect annually, due to the age of the bus and how might we update the bus, in the future, if we are not making a healthy profit.

Looking ahead to 2018/19 we do have some pressing maintenance on the hut which we are costing and deciding on only completing essential items. Plans for the future of the hut are a big factor for us now when determining what to do.

I have recently re-negotiated our electricity bill to a lower rate which gives us a fixed rate, so we are protected from rises for three years.

Overall, we have increased our funds by just over £2k in the past year. Closing the report, I would like to reiterate how vital the fundraising and donations are and to repeat my thanks to all those who have contributed or supported 1st Banwell Scout Group in the past year.”

Lee Williamson also stated that David Jacobs would be asked if he is happy to scrutinise the accounts again next year and would report back to the Executive Committee in due course.

## **Election of Executive Committee Board of Trustees**

### **i) Officers and Trustees:**

**Secretary** – Siobhan Armstrong formally stepped down as Secretary having advised the Executive Committee in January of her intention to do so. This position is now Vacant.

**Treasurer** – **Lee Williamson**, proposed by Kath Edwards, seconded by Gareth Thomas.

### **ii) Elected Members and Trustees:**

Ann Bass, Clive Bennett, Kath Edwards, Liz Henry, Brian Peat and Laurence Pole proposed by Beth Ball, seconded by Fran Ford.

### **iii) Nominated members and Trustees (inc. Assistant Leaders):**

Fran Ford, Michelle Thomas and Louise Whitehead proposed by Kath Edwards, seconded by Liz Henry.

## **Resolution to define the Quorum for the Group Executive**

Brian Redden proposed that the Quorum for the Group Executive should be **six**. This was seconded by Michelle Thomas and unanimously agreed by those present.

## **Guest Speaker**

Richard Hurst, District Commissioner, presented the message from Axe District including the strategy for the next five years using a Powerpoint presentation. The following points were covered:

- Rebranding – Richard showed the new logos which are officially now in use.
- The mission and vision concentrates on growth, providing skills for life and encouraging inclusivity. The Scouts are more popular than ever with over half a million members. By 2023 the Scouts want to attract 50,000 more young people. The problem is recruiting the 10,000 new leaders to be able to make this possible.
- ‘Youth Shaped’ scouting is considered to be very important. The young people are encouraged to plan their own programmes and to take on leadership roles.
- Pillars of Work – Programme, People and Perception. (Perception: where scouting is understood, visible, trusted, respected and widely seen as playing a key role in the community.)

## **Axe District Diary Highlights:**

- St George’s Day Parade – 700 attendees
- Axejam – 750 attendees

- Ten Tors – 50 scouts attempted 35, 45 and 55 mile routes
- There are three planned trips abroad
- Nine young people will be attending the World Scout Jamboree in the US next year
- 2019 marks the 110<sup>th</sup> Anniversary of Axe District

## **12. Awards**

Brian explained the history behind the **Fred Meredith Awards** and the qualities looked for in the recipients. The awards were presented by the District Commissioner to: **Scout of the Year** – Jack Wainwright; **Cub of the Year** – Megan Ball; **Beaver of the Year** – Noah Gurney.

## **13. Closing Remarks and Date of Next Meeting**

The AGM next year will be held at around the same time. The date and format will be decided and announced early next year.

The end of the formal part of the meeting was followed by presentations by each of the sections, Flag Down and a family BBQ.

Enclosure:

1. Trustees Report and Accounts for the year ending 31 March 2018.

# 1<sup>st</sup> BANWELL SCOUT GROUP

## **TRUSTEES REPORT AND ACCOUNTS for the year ending 31 March 2018**

### **A. REFERENCE and ADMINISTRATION DETAILS - for the year ended 31st March 2018**

Charity registration number: 1005333

Address: 1st Banwell Scout Group Headquarters  
Public Car Park, Banwell. Somerset BS29 6AA

Patron of The Scout Association: Her Majesty the Queen

### **Group Executive Committee Members 1st April 2017 to 31st March 2018**

#### **Ex-Officio members**

Group Chair: Mr. Brian Redden

Group Scout Leader: Vacant as at 1.5.2015

Group Treasurer: Mr. Lee Williamson

Group Secretary: Mrs. Siobhan Armstrong

#### **Elected members** (elected by 1<sup>st</sup> Banwell Scout Council)

Ms. Bethan Ball                      Mrs. Lisa Griffiths  
Mrs. Ann Bass                        Mr. Tony Lyndon  
Mr. Dennis Cruze                    Mr. Brian Peat  
Mrs. Kathleen Edwards

#### **Independent Examiner**

Mr. David Jacobs

#### **Bank accounts are held at:**

Lloyds Bank, Cheddar

### **B. STRUCTURE, GOVERNANCE and MANAGEMENT**

#### **Governing document**

The Scout Association exists by authority of Royal Charters; these give authority to the bye-laws of the Association, which are approved by Her Majesty's Privy Council. The by-laws in turn authorise the making of rules for regulation of the Association's affairs and are known as *Policy, Organisation and Rules of The Scout Association* – a governing document which is revised from time to time. 1<sup>st</sup> Banwell Scout Group Executive Committee is a trust established under these rules, which are common to all Scout Groups.

### **The Constitution**

The Constitution as set out in Rule 3.23 of the *Policy, Organisation and Rules of the Scout Association* will apply as the Constitution of 1st Banwell Scout Group.

### **The Group Executive Committee**

The Group is managed by the Group Executive Committee, 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 of proper accounts and making returns to the Charity Commission as appropriate.

### **Appointment of Trustees**

Trustees are recruited and appointed by the Group Scout Council annually at the 1<sup>st</sup> Banwell AGM, in accordance with the constitution. The officers of the Executive Committee are ex-officio members. There are usually up to six elected members. There may be additional members nominated by the Group Scout Leader and others who are co-opted by the committee, the number of each not to exceed the number of elected members.

### **Risk Management**

The Trustees confirm that no major risks have been identified during the year and that regular consideration is given to risk areas generally. Annual budgets are discussed and agreed by the Trustees. The Risk Assessment for the building and contents is in place and regularly reviewed, action taken and updated.

## **C. OBJECTIVES and ACTIVITIES**

The Executive Committee supports the Group Scout Leader and ensures the effective administration of 1<sup>st</sup> Banwell Scout Group. It aims to make sure that the Scout Group has the facilities and resources needed to deliver good Scouting in the Group.

This includes: the maintenance of the headquarters, making funds available to leaders for activities, provision of equipment for activities and camps, fundraising, the administration of the Group's finance, the insurance of persons, property and equipment, support of public events and assisting in the recruitment of Leaders and adult support.

As part of the financial review the Executive Committee has identified the future commitments for 1<sup>st</sup> Banwell Group.

- 1) Recruitment of GSL, Group Secretary, new Executive Committee members and new Section Leaders to ensure all three sections remain sustainable.
- 2) Making provision for on-going leader training.
- 3) Manage the short, medium and long term needs for Scout Hut maintenance.

The Executive Committee continues to look at ways of raising money to support the Group whilst making sure funds are always available for hardship cases.

## 1st Banwell Scout Group

### Income and expenditure 1st April 2017 - 31st March 2018

<b>Main Account Income</b>	2016/17	2017/18
Donations	2,250.17	550.00
Lettings	1,448.00	1,746.00
Fundraising	6,988.79	3,070.73
Other Income	6,152.34	0.00
<b>Total</b>	<b>16,839.30</b>	<b>5,366.73</b>
Utilities / Hut Running costs	744.78	2,633.68
Mini Bus	2,770.67	1,076.11
Other Outgoings	7,923.36	525.61
<b>Total</b>	<b>11,438.81</b>	<b>4,235.40</b>
<b>Total net gain / loss</b>	<b>5,400.49</b>	<b>1,131.33</b>

<b>Mini Bus Account</b>	2016/17	2017/18
Income	2,369.98	2,856.75
Donations	0.00	450.00
<b>Total</b>	<b>2,369.98</b>	<b>3,306.75</b>
Fuel	233.64	802.83
Repairs	1,615.29	1,352.80
Others Outgoings	16.68	245.00
<b>Total</b>	<b>1,865.61</b>	<b>2,400.63</b>
<b>Total net gain / loss</b>	<b>504.37</b>	<b>906.12</b>

#### Bank Account Reconciliation

##### **General Account**

Opening Balance	8,832.44
Net Income	1,131.33
Closing Balance	9,963.77
<b>Balance at bank 31.03.18</b>	<b>9,988.27</b>
Late cheque	24.50

##### **Mini Bus Account**

Opening Balance	571.71	
Net Income	906.12	
Closing Balance		1,477.83
<b>Balance at bank 31.03.18</b>		<b>1,386.57</b>
Uncleared payments		91.26
Net difference		91.26
<b>Investment Account</b>		
Opening Balance	6,483.82	
Interest	32.99	
Closing Balance		6,516.81
<b>Balance at bank 31.03.18</b>		<b>6,516.81</b>