



# **1<sup>st</sup> Sandwell Scout Group**

## **Annual General Meeting**

**Presentation of Year End Accounts to 31<sup>st</sup> December  
2023, Trustee and Section Reports**

**1<sup>st</sup> Sandwell Scout HQ**

**25<sup>th</sup> June 2024**

# **1<sup>st</sup> Sandwell Scout Group Annual General Meeting**

**1<sup>st</sup> Sandwell Scout HQ Marston Grove Great Barr B43 5ED  
25<sup>th</sup> June 2024**

## **AGENDA**

- 1. Introduction and welcome**
- 2. Apologies for absence**
- 3. Governance topics**
  - a. Approve the minutes of the 2023 Annual General Meeting
  - b. Adopt the model constitution from Policy, Organisation and Rules (POR) <https://www.scouts.org.uk/por/5-local-governance-and-finance-of-groups-districts-counties/#5>
  - 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 1<sup>st</sup> Sandwell 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. Appointments to the Group Trust Board.

**Closing remarks**

## Item 3a

### Minutes of annual General Meeting

#### 1<sup>st</sup> Sandwell Scout Group

#### Annual General Meeting

28<sup>th</sup> June 2023

**Present:** Nicola Johnson (District Commissioner), Brigitte Hatfield (Secretary), Chris Jones (GSL), Alan Dean (Treasurer), Toby Hatfield (Sectional Assistant), Vanessa Hitchon (Chairman), Ben Hatfield (Section Leader), Lewis Tucker (Section Leader), Graham Jones (Exec Member), James Potter (Exec Member), Adastra Fletcher (Sectional Assistant), Chloe Postlethwaite (Assistant Section Leader), Reece Williams (Assistant Section Leader), Matt Burns (Section Leader), Kim Morgan (Assistant Section Leader), Adam Morgan (Assistant Section Leader), Carol Payton (Section Leader), Jason Cross (Assistant Section Leader) and parents / carers of young people from the group.

**Apologies:** Nicola Dean, Pam Samra (Group Communication Lead), Mark Green (late)

#### 1. Welcome

A welcome was extended to all leaders, parents and young people in attendance and to Nicola Johnson as District Commissioner.

#### 2. Minutes of Last Meeting

It was proposed that these be taken as a true record. Lewis Tucker proposed they be accepted as read and Ben Hatfield seconded.

#### 3. Section Reports

These were taken as read and accepted as a true record. Ben Hatfield proposed that the section reports be accepted as a true record. Lewis Tucker seconded. These will be published on the website for all to read in detail and a letter emailed to all parents with a link to them.

#### 4. Treasurer's Report

The Treasurer commented on the Treasurer's report and drew the attention to the operating surplus (drew largely to Gift Aid and Covid grants). The Covid grant will hopefully not be repeated. Gift Aid doesn't cost parents anything – please, if you have not already done so, agree to Gift Aid your subs.

We are refurbishing the HQ – we have started on the back room but will be working through – there is a lot more to do (some of which will need to be fund raised for).

A copy of the treasurer's report will be made available on our Group website for parents to view.

There were no comments or questions raised on the treasurer's report.

Graham Jones proposed that the treasurer's report be accepted as a true record and Adam Morgan seconded.

## **5. Group Scout Leader's Report**

You will note from the reports that there is a lot going on. Congratulations to Aizen, Balpreet, James, Noah and William for achieving their Chief Scout Bronze Award. I noted the glitter and ice-cream evening and am very glad that I wasn't there!

Several Chief Scout Silver Awards have been achieved by the Cubs – congratulations to them all. I am pleased to welcome the newest member of the leadership team, Chloe. A warm welcome to Raj and Kiran who I identified when we were on a high ropes course.

The Scouts have enjoyed a varied programme this year – everything from axe throwing to wax melts!

Explorers all here – understand why they were not keen on nettle soup. They recently went walking in Snowdonia – Scouting teaches young people things they can't learn in school.

My thanks as always go to the Exec Committee – soon to be called the Trustee Board. Their job is to raise the significant investment required to create better storage in order to free up space in the HQ.

Communications – most messages come to you now via OSM and some sections have their own WhatsApp group. If we are going to places and need to book transport and tickets, we need to know answers to questions quickly so please, if you don't already have these/check them regularly, make sure that you engage with us this way to avoid delays.

Christine Jones  
Group Scout Leader

## **6. Election of Officers**

The position of Chairman is a nominated position by GSL. The nomination this year is Vanessa Hitchon to continue as Chair. Thanks to Vanessa for the last 12 months and for the 12 months to come.

Only one nomination has been received for the posts of Secretary (B Hatfield) and Treasurer (A Dean) and therefore it was proposed that they continue in these roles.

## **7. Election of Executive Committee**

James Potter, Graham Jones and Mark Green have all agreed to stand again. Shirley Wilson has decided to stand down given her move out of the area, although she has agreed to continue her annual charitable donation.

Ben Hatfield proposed they be appointed en bloc. Lewis Tucker seconded

## 8. AOB

A video was played to the group showing some of the activities that the sections had taken part in over the course of the last 12 months.

The Explorers then did a presentation on their charity 'Scouts Against Malaria'.

Presentation of badges to Explorers.

The DC then made some presentations to adults:

- 5 years service – Reece Williams
- Wood Badge – Ben Hatfield

A big thank you to this family of 1<sup>st</sup> Scouting – leaders, Trustee Boards, un-uniformed helpers and parents who leave your children in their care. "Together, everyone achieves more."

**End of the minutes of 2023 meeting**

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## Item 4a     **Section Reports**

### **Beaver Scout Section Report.**

**June 2023 / April 2024**

At the moment we have low numbers in the Colony (17) having sent 10+ to Cubs since January with a further 5 to move up before the end of the school year. We currently draw from a number of schools which will help with any recruitment as we move forward. However, with the lack of leaders in the Colony, it is a delicate balancing act of numbers versus adults so another adult volunteer in the Colony would ease that pressure enormously.

Awards wise, we continue to push on with the challenge awards with every challenge award being awarded over the year. Throughout the year we have awarded a wide range of activity badges: Animal Friend, Book Reader, Builder, Collector, Creative, Emergency Aid, Experiment, Gardener, Global Issues, Hobbies, International, Musician, Space, Sports and Swimmer badges as well as Beavers adding to their Nights Away and Hikes badges.

Congratulations must go to Alfie, Danny, Harper, Ryan, William and Zakir for gaining the top award in Beavers, The Chief Scouts Bronze Award - this award is not easy and requires a great deal of determination and hard work.

We continue to try to offer a varied weekly programme with games, crafts and activities, and we try to make the most of the outdoors and get out as often as we can. Over the year we have enjoyed visits to Rock Up and Forge Mill Farm as well as the group activity day at Blackwell Adventure and have enjoyed a drumming session at the HQ from Rhythmicity and a fencing session with Clubz4Kid. There have been many memorable nights, (some possibly for the wrong reasons....this year pirates and ice-cream making have to top this particular list.....).and as always, the annual water night is a great hit with the Beavers. This year we held our 2<sup>nd</sup> 'parents night' and it was great to see so many of you enjoying a night of fun and games.

The Beavers have also enjoyed a colony sleepover at Kinver Scout site with a dinosaur themed programme of activities, and joined the rest of the district at a sleepover at Ash End House Farm.

It is always good for our youngsters to meet other Beavers from around the district and this year our Colony have taken part in the district sports day, enjoyed a visit to InflataNation and taken part in the district Experiment Badge Day.

Looking forward, we have a sleepover at Twycross Zoo booked where we will be joined by Cubs and Beavers from around our district and we hope to be able to get out and about in August before our group activity day at the end of the school holidays.

Thanks as always to Reece for his continued support and to Vera and the team of parents on our parents rota – as without them there genuinely would be no Colony.

We look forward to the year ahead and to continued fun and friendships.....  
And more Leaders.....

**Carol Payton.**  
**Beaver Scout Leader.**

As this is my first report in a while, I would like to introduce myself. I have been part of 1<sup>st</sup> Sandwell Scout Group for approximately 35 years now, mainly supporting the Cub Scout Section. I became involved under the "If you can't beat 'em, join 'em" theory and have loved 'most' minutes of it ever since. I would like to thank Matt Burns for heading up the Cub Scout section over the last four years - not an easy task throughout Covid! - and hope he will join us on occasions when his work allows.

With regards to the pack, we now have a total of 24 young people who join us regularly and are looking forward to welcoming five Beavers into the pack over the next few months. As you can imagine, pack nights are lively, but it is great to see the Cubs so enthusiastic and keen to 'do their best'. I have not known them long but am already proud of how they go about tasks, and it is great to see them having fun.

Since the last AGM, the Cubs have taken part in a variety of activities. We went to Blackwell Adventure back in September, where a great day was had by all. They tried activities such as grass sledging, zip wire & an assault course all finished off by a dip in the swimming pool - the weather was extremely kind to us that day! We are hoping for the same again this year.

The Cubs also attended a District event - Inflationation -back in December and I am told that they had a great time bouncing around. Some Cubs, and their families, also joined us on the Children in Need Hike around Sandwell Valley where over £800 was raised for the charity - well done!

The Cubs have also been busy working on their badges and awards; First Aid, DIY, Road Safety, Local Knowledge to name a few. There was also some spectacular craft work completed for Chinese New Year and the Cubs did their best when they went litter picking in the local community. Three Cubs achieved their Chief Scout Silver Award since the last AGM and we are very proud of them. Well done to Maddie, Jiya & Oscar. This is the highest award a Cub can achieve, and it is our aim that every Cub will have the opportunity to achieve this award during their time with us.

Going forward, we are planning sleepovers, camps, days out and joint activities with the other sections - we definitely hope to get out and about more during the spring and summer months.

I would like to say a big thank you to all the leaders for all their hard work and support. Whilst many of our leaders are at University or working hard (or both!), they have been a great asset to the pack - bringing lots of new ideas and thoughts. Many will be off to complete their studies elsewhere at the end of the academic year and we wish them well. So, if anyone would like to come and join in the fun at Cubs, please do let me know. I would also like to thank all the other section leaders who have helped me settle back into my role and I very much look forward to working with you all.

**Nicola Dean**  
**Cub Scout Leader**

It has been another exciting year for the Scouts at 1st Sandwell with a wide variety of programmes on offer and challenges to take on. The Section's numbers have fluctuated as some of our older Scouts moved up to Explorers or onto pastures new, while we have been delighted to welcome new faces from the Cubs and indeed from outside the group. We now have a total of 14 young people and four leaders, but there's always room for new members.

Over the past year the Scouts have had the opportunity to earn their Astronomer, Local Knowledge, Chef, Mechanic, and Environmental Conservation activity badges as well as their Teamwork and Personal Challenge awards and staged badges in Navigation and Music. All of this is in addition to a variety of games and more traditional activities such as cooking over open fires, using axes and saws, and learning to tie knots and lashings.

At the time of writing, preparations are underway for our spring camp at Rhydd Covert in Bewdley, where we will be joined by our friends from 1<sup>st</sup> Meriden. In addition to going to camp, the Scouts will spend the Summer Term working towards their Photographer and Farming activity badges as well as taking part in archery and climbing, so there is lots to look forward to between now and the summer holidays.

We are very privileged to have such an enthusiastic and well-behaved group of Scouts who are a credit to the Group and we hope to see those high standards maintained over the coming year.

On a personal note, the last year has been an incredibly busy time for a number of reasons. Last August I was part of the Unit which represented West Mercia at the World Scout Jamboree in South Korea, which as well as being an incredible opportunity, also came with more than its fair share of hard work. This was then swiftly followed by the birth of 1<sup>st</sup> Sandwell's newest member, my baby daughter Ivy. Needless to say, this has meant I have not always been able to give as much time and energy as I would like to my regular Scouting. Thankfully, I have been able to rely on the support of a fantastic team of volunteers in Jason, Adam and Kim, without whom the Scout Section would not be able to function. Their continued dedication has been essential in giving the young people of 1<sup>st</sup> Sandwell the best possible experience of Scouting. I would like to take this opportunity to thank them publicly for all that they do.

I look forward to leading the Scout Section for the next 12 months with anticipation for the many adventures we are sure to have.

**Ben and The Scout Leadership Team**



Since the last AGM our numbers have changed drastically. We started 2023 with eight Explorers, our numbers fluctuated over the months with new additions and those who decided to leave the movement. We ended 2023 with twelve Explorers, however, we started 2024 with only four. Unfortunately, this is a common occurrence with the Explorer Scout age range up and down the country, with pressures from GCSEs or A-Levels. We usually do not feel the pressure as much within the group as there is a steady increase of Scouts moving up to Explorers, however, our Scout section is quite young, and we have not had many move up.

Over the last year our Explorers have undertaken a varied programme of activities during our weekly section meetings, with the latter half of 2023 focused more on back-to-basic, skills. These ranged from brushing up skills with axe, knives and saws, creating camp gadgets such as tables & chairs. The Explorers even gutted, filleted and cooked mackerel over an open fire.

December saw our Explorers planning their Christmas camp, they decided to camp at the headquarters and head into Birmingham for a few games of minigolf and ice-skating in front of the library. In April, the Explorers joined the Scout section during their Back-to-Basics Camp. We had planned to visit North Wales in June 2024 for our annual hiking camp, joint with 1<sup>st</sup> Meriden Scout Group, this unfortunately has been postponed for later in the year.

Marissa and Bray attended a STEM programme run in partnership with West Mercia Scout County and the RAF. Over a couple of days, they both worked towards the Bronze CREST Award along with the staged activity badge – Digital Maker.

Marissa was also selected as a Young Leader to attend Cuboree 2025. Where she will be spending one week in Dordogne, France assisting leaders with Cubs from around the County.

We would just like to take this opportunity to thank all who have helped us in any way over the past year, including parents, fellow leaders and of course the trustees.

Lewis

**Earhart Explorer Scout Leader**

## **Item 4b**

### **Treasurer's Report for year ending 31<sup>st</sup> December 2023**

#### **Summary**

1<sup>st</sup> Sandwell Scout Group is a registered charity, with all its income derived from; charitable donations, gift aid reclaimed from HM Revenue and Customs, fundraising and membership subscriptions. There are no paid officers, and all leaders and supporters provide their services on a voluntary basis. Our accounts are produced in line with The Charities Commission, as our income is less than £25,000 there is no requirement for them to be audited.

<https://www.gov.uk/guidance/prepare-a-charity-annual-return#what-you-need-to-submit>

The Scout Group as a trust owns the building, with the land being owned by Sandwell Metropolitan Borough Council and leased to the Group. The group is responsible for all maintenance and running costs associated with the building and the land, along with all costs associated with providing Scouting to its members. In addition, the Group pays an annual subscription to the National Scout Association based on the number of members in the Group. For the National Scout Annual Census that takes place in January each year, we recorded in January 2023 fifty-one members and in January 2024 fifty-four, showing that the group is continuing to grow year on year.

The Group Executive Committee carries out management of the group's affairs. This committee consists of the Group Scout Leader, nominated and elected officers & members. All elected officers & members are from parents/carers of young members and supporters of the Group. The executive committee members are also Trustees of the Group as required by the Charities Commission. Moving forward the Group executive committee members will be known as Trustees, this reflects the change from Executive Committees to Trustee Boards for Scout Groups.

Accounts for the period January-December 2023 are provided in the form of a balance sheet appended to this report. The balance sheet this year is in a slightly different format to last year's report, however, I have included notes to explain the differences. The main difference is that in this year's accounts is that an additional account, Reserve Account, has been created and the two bank accounts, operating and reserve, have been combined along with the petty cash account, resulting in showing an income over expenditure of £4,138.11. compared with an operating loss of expenditure over income of (-£44.32) in the last accounts.



This surplus is mostly due to grant funding that we have received. Our reserve account is not excessive and will only provide operational security for less than two years. The grant funding that we have received in this financial year because of COVID (£2,667.00) will not be repeated this year. Once grant funding (£4,138.96) is removed from the accounts, our operating surplus of (£4,138.11) becomes (£0.85).

We are looking at additional funding to allow the group to continue to flourish and have started on a refurbishment programme for the HQ building, which we hope to progress this year.

I would like to take this opportunity to thank all parents of members who have provided support to the Group and to ask for your continued support. Scouting at this level is only possible because of the time and effort provided by leaders and supporters of the Group. We would like to take this opportunity to thank all Leaders, Members of the Group Executive, and supporters for all their time, thus enabling me to carry out the role of treasurer.

**Alan Dean - Group Treasurer**

## 1st Sandwell Scout Group Accounts 2023

		INCOME				Expenditure					
		2022			2023			2023	2022		
Subs	£	10,419.45	Bank Interest	£	266.25	Activity Equipment	£	374.58	£	1,000.00	Cleaning
Petty Cash	£	-	Donation	£	2,542.42	Admin transfer from petty c	£	500.00	£	1,703.42	Electricity
	£	-	HMRC	£	2,353.84	Badges	£	822.88	£	148.61	Refuse
Fund Raising	£	100.00	Events	£	378.00	Camping Equipment	£	15.98	£	-	Water Rates
Group Activities	£	-	Events - Beavers	£	1,270.25	Cleaning	£	1,000.00	£	20.00	Rent
Donations	£	4,773.85	Events - Cubs	£	1,005.50	Events	£	62.99	£	1,820.38	Insurance
HMRC	£	-	Events - Explorers	£	995.00	Events - Beavers	£	1,107.50	£	1,040.84	Maintenance
Interest	£	105.95	Events - Scouts	£	56.65	Events - Cubs	£	150.70	£	2,611.93	Training
Explorers Acc	£	2,152.27	Events Group	£	2,359.15	Events - Explorers	£	3.15	£	351.08	Equipment
Scout Account	£	116.00	Membership Fees	£	11,645.00	Events - Scouts	£	621.23	£	841.83	Badges/ Neckers
Cub Account	£	638.00	Rent	£	-	Events Group	£	4,051.52	£	2,668.44	Membership Subs
Beaver Account	£	1,226.00	Sales	£	115.00	Insurance	£	2,038.86	£	92.00	Stationery
Neckers	£	5.00	Utility Refund	£	-	Leader Donation	£	950.00	£	278.70	WiFi
Utility refund	£	894.59				Meetings	£	84.36	£	1,200.00	Donations
<b>Total Income</b>	<b>£</b>	<b>20,431.11</b>	<b>Total Income</b>	<b>£</b>	<b>22,987.06</b>	Meetings - Beavers	£	300.00	£	-	To Savings Account
						Meetings - Cubs	£	200.00	£	-	To Petty cash A/C
						Meetings - Explorers	£	225.48	£	250.00	To Beaver Account
						Meetings - Scouts	£	100.80	£	200.00	To Cub Account
						Membership Costs	£	2,970.00	£	130.00	To Scout Account
						OSM Charges	£	628.63	£	-	To Explorer Account
						Rent	£	20.00	£	1,935.77	To Group Activities
						Utilities	£	2,091.99			
						Venue Maintenance	£	1,828.13			
						Waste collection	£	351.36			
						Wifi and telephone	£	326.82			
						<b>Total Expenditure</b>	<b>£</b>	<b>20,826.96</b>	<b>£</b>	<b>16,293.00</b>	
						Signed Treasurer					31st March 2024
						Signed Chair					31st March 2024

### Summary

Opening Balance	£30,816.62
Total Income	£ 22,987.06
	<u>£53,803.68</u>
Total Expenditure	£ 20,826.96
	<u>£32,976.72</u>
Balance	<u>£32,976.72</u>
<b>HQ Refurbishment Account</b>	£ 19,355.41
Main Account	£ 4,729.24
Petty Cash	£ 888.91
Reserve Account	£ 8,000.00
Expense Account	£ 3.16
<b>Account balance carried forward</b>	<u>£ 32,976.72</u>

<http://www.1st-sandwell-scout-group.org/wp-content/uploads/Annual-Report-and-Accounts-2023.pdf>