



1st Creigiau Scout Group

Registered Charity No. 1068401

2017 AGM Minutes

Scout HQ, Creigiau. Tuesday 11th April 2017, 6.45p.m.-7.15p.m.

1. Welcome, Introduction & Housekeeping

William Maddocks (GSL) welcomed and thanked everybody for attending. He commented that 1st Creigiau has had another successful year and has recruited 5 new adult volunteers, and the Group is very grateful for the commitment of all adults who help deliver the Scouting programme. However, it was noted that just as is the case with Scouting nationally, the Group could also benefit from further adult support.

2. Apologies for absence

Apologies were received from Steve Carnell (AGSL), Julia Brice (Exec. Cttee.), and the Cub section leadership team.

3. Agree minutes of 2016 AGM

The minutes of the 2016 AGM (Annexe 1) were unanimously agreed.

4. Receive and adopt the Financial Statement & Report for 2016 financial year

Nick Phillips (Treasurer) presented the Group's Payments & Receipts Account for 2016 (Annexe 2) and the 2016 Financial Statement (Annexe 3). Both were received and adopted unanimously.

5. Receive the GSL's Nomination of Group Chairman

William Maddocks nominated Ian Bailey as Chairman for the forthcoming year with no opposition.

6. Election of Group Treasurer

Nick Phillips was unanimously re-elected as Treasurer for the forthcoming year.

7. Election of Group Secretary

Pat Phillips was unanimously re-elected as Secretary for the forthcoming year.

8. Accept the opting-in of section leaders onto the Executive Committee

The following leaders have agreed to opt-in to the Executive committee for the following year representing the following sections: Nigel Griffiths (Beavers), Simon Evans (Scouts), Andrew Davies (Celts ESU). Tim Fawell will represent the Cub section's interests as there is no present Section Leader appointment within the Cub section.

9. Appointment of the Independent Examiner for the coming year

Peter Morgan was appointed as the Independent Examiner for the forthcoming year with no opposition.

10. Elect any other members to the Executive Committee

Julia Brice, Paul Welton and Tim Fawell were all unanimously re-elected for the forthcoming year.

11. Adoption of the Group Constitution

Version 17.1 of the proposed constitution (Annexe 4) was received and adopted unanimously.

p.p. Pat Phillips (Secretary)

12/04/2017



Registered Charity No. 1068401

Minutes of the 1st Creigiau Scout Group 2016 AGM
Held at Scout HQ, Creigiau on Thursday 17th March 2016 6.30p.m.-7.30p.m.

1. Welcome & Introduction

William Maddocks welcomed and introduced everyone.

2. Housekeeping arrangements

Fire Safety and first aid arrangements were detailed.

3. Agree minutes of previous AGM

The minutes were agreed without objection.

4. Attendance & Apologies

PRESENT

• Ian Bailey	Chairman
• William Maddocks	GSL
• Nick Phillips	Treasurer
• Pat Phillips	Secretary
• Steve Carnell	Asst. GSL
• Rhod Walters	Hon. Life Member
• Tim Fawell	Exec Member
• Peter Arentsen	Afon District

APOLOGIES / ABSENT

• Nigel Griffiths	Beaver Scout Leader
• Julia Brice	Cub Scout Leader
• Simon Evans	Scout Leader
• Philip Evans	Assistant Scout Leader
• Andrew Davies	Explorer Scout Leader
• Paul Welton	Group Estate Manager
• Chris Lee-Brassington	Beaver Scout Section Assistant
• Barbara Hughes	Beaver Scout Section Assistant
• Jon Campbell	Beaver Scout Section Assistant
• David Peate	Cub Scout Section Assistant
• Ruth Davies	Hon. Life Member
• David Pendlebury	Hon. Life Member
• Margaret Pendlebury	Hon. Life Member

5. Receive and adopt the Financial Statement & Report for 2015 Financial Year

The 1st Creigiau Scout Group continues to develop and provide the best Scouting experience we can in the best environment for Scouting. The group has continued to improve the Scout HQ facility continuing to make the site a better place for the group and anyone who chooses to hire the facility.

Expenses have been put to good use for the following areas:

- Campfire circle – this area has been renovated to give a much better area for all sections to enjoy for years to come.
- The parking area – continuing the development to make the car parking area more in line with the facility and expectations
- Drainage – hidden costs to make the entire site a more usable space
- Tarmac edging – providing a clear distinction between traffic and play areas.

As mentioned last year there is an ever increasing focus on health & safety and as such it is our duty to meet legal requirements whether it is from Fire safety requirements to insurance for employees using the hall. This alas takes money

and we will continue into 2016 trying to meet these requirements and make the facility compliant to both Scouting and Childcare standards.

In 2015 we welcomed a new group called Mad Science who used the hall for one week during the summer; in 2016 they will return for 3 weeks across the Easter and Summer holidays with reports that it was their favourite facility across the Cardiff area.

Accounts

In 2015 some of the main areas within the accounts are as follows:

Income

- Youth programme income is steady with Gift Aid continuing to deliver good benefits.
- Scout Stamps – continues to be at a consistent level and rewards all the hard work carried out by the group and parents
- Rent – Has increased in line with higher occupancy through 2015

Expenditure

- Building improvements – as highlighted this has been maintained at a relatively high level as we continue the improvements.
- Uniforms & badges – continue at a relatively high level through demand for uniforms and badges including our 30th anniversary badge.
- Insurance – 2015 reflected both 2014 & 2015 payments due to the delay in agreeing the new levels for 2014. It also now includes an employer liability insurance to cover the cleaning and grass cutting activities.
- Utilities – This has increased for three main reasons:
 - Increased utilisation of the hall requires the hall to be heated for longer periods through the week
 - The Electricity company had incorrectly charged the group in 2013/14 and so recovered some payments through Q1/2 2015 – the group is currently in the process of moving provider and saving approx. 10% of charges.
 - The utility payments now include the WiFi subscription that has enabled the use of WiFi for the group and those hiring the hall.

The Group's policy on reserves has remained the same; holding sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short.

To this end in 2014 the Group Executive Committee continued with a policy of holding the sum of £10,000 in a secure fund; equivalent to approximately four-six (4-6) months running costs.

The Group adopts a low risk strategy to the investment of funds which are held in cash using mainstream banks and we continue to consider that there are insufficient funds to make long term investments viable.

As seen in 2015 the expenditure exceeded income by approx. £5000 so the balance of funds has decreased to approximately £14,500.

Outlook

The 2016 outlook is positive with some areas of focus:

- Capitation – recalculation of the method of deriving fees might expose the group to higher charges.
- Increasing regulations – we will continue to ensure we are meeting all requirements
- Building improvements – we will continue to drive improvements and work with the Cylch to make the facility a suitable place for Scouting, Meithrin and all those who use the hall.
- Opportunities for further rental streams – potential after school club in Q3

As in 2014 a financial analysis has been performed and although there are a number of pressures on the finances the Group Executive committee have agreed that these increases will not impact the subscription fees that we are charging and this will be maintained at its current level for 2016.

The Scout Group is in a good financial position even with the increased expenditure over the last 2 years and the increased costs associated with running a facility to meet the current standards. This investment puts us in an excellent position to provide the best possible Scouting experience for children of all ages and the group continues to have a healthy intake of Beavers that will hopefully continue to develop through the sections and be future leaders of the group.

The report was duly adopted.

6. Receive and adopt the GSL's 2015-2016 Group Report

1. Wider Picture for Scouting

- Scouting remains the UK's biggest mixed youth organisation.
- Behind the scenes – HQ at Gilwell Park, London in over-drive, new programme, new-initiatives f.e. a digital manifesto recently launched, so trying to stay up to date with everything quite a challenge!
- HQ have launched Compass: a new electronic membership database and software platform. Renewed push now for the Groups to ensure adult training etc. stays up to date.

2. Investments

Another ambitious year:

- Enhanced camp-fire circle.
- Wooden edging to tarmac area and parking area
- Drainage work at the rear of the site (on-going!)
- WiFi installed at HQ
- Now using Social Media & have a New Website www.creigiau.org.uk
- Equipment portable gas BBQ for catering at group events
- GPS devices for events
- Thanks to a generous Monmouth BS grant – walkie-talkies have been purchased

Soon to Come...

- More Investments to bring HQ to meet safety regs – gas storage, railings at the front
- New guttering
- Meithrin play area site

3. Group events

- Firework night : over 100 people
- Remembrance Sunday
- Gang Show Trip
- Scout Post - well supported during the sort and delivery £1,350 into funds as a result

4. 2015 : Group's 30th Anniversary Event

- In 2015 1st Creigiau Scout Group turned 30! To celebrate, nearly 100 people turned out for our grand birthday bash at our HQ in Creigiau on Saturday 11th July.
- Activity sessions were run for the Beavers, Cubs & Scouts. This was followed by a brief presentation and the burying of Group's 30th Time Capsule. Food & Drink was available with a campfire to round off a fun packed day. We were very fortunate to be joined by our new Area Commissioner – Steve Evans.
- There was no admission charge for the event, or for the food and drink; and donations for over £150.00 were taken in lieu for Velindre Hospital, in memory of our former GSL, David Hodges.

5. David Pendlebury

- Congratulations to our former Group Scout Leader David Pendlebury who has been recently awarded the Silver Wolf Award.
- The Silver Wolf is the highest award made by The Scout Association "for services of the most exceptional character."
- It is a great honour for the Group for David to have been recognised with this award.

6. Support

- Extremely grateful for the efforts of all volunteers – but as ever need extra support within the sections.

The report was duly adopted.

7. Reappoint or elect key appointments in the Group Executive Committee (Chair, Secretary, Treasurer)

Ian Bailey was proposed as Chairman by WGM.

Nick Phillips was re-elected as Treasurer and Pat Phillips re-elected as Secretary.

8. Accept the opting-in of any section leaders to the Executive Committee

Nigel Griffiths, Julia Brice, Simon Evans & Andrew Davies are once again opting into the exec committee.

9. Appoint the Independent Examiner for the coming year

Nick Phillips advised Peter Morgan has agreed to fulfil this role again this coming year, subject to our income.

10. Elect other members to the Executive Committee

Tim Fawell and Paul Welton were duly elected.

11. Presentation of awards

No awards were presented this year.

12. Vote of thanks and close of meeting.

Peter Arentsen from Afon District said a few words regarding possible changes to the CATVOG district structure, these are subject to Area's consideration however. He also urged the Group to consider how the proposed IDP will impact the group in years to come.

The meeting as duly closed.

13. Social Event

The evening was rounded off with a few drinks and nibbles, however it was noted that the intended positive impact of this was considerably lessened by a wide absence of leaders, parents and young people.

p.p. Pat Phillips (Secretary)

March 2016

CREIGIAU Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Jan	To	31-Dec
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Receipts and payments

	2015 Unrestricted funds £	2016 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	9,151	8,720
Less: Membership subscriptions paid on (National/County/Area/District)	- 3,030	- 3,344
Net membership subscriptions retained	6,121	5,376
Donations	384	50
Youth Programme	4,661	5,159
Gift Aid	2,206	2,062
Other similar income	-	-
Sub total	16,372	15,517
Grants		
Maintenence grant	-	-
Other grants	-	-
Sub total	-	-
Fundraising (gross)		
Carnival	178	475
Scout Post	1,894	1,900
	-	-
Other fundraising activities	307	-
Sub total	2,379	2,375
Investment income		
Bank interest	103	120
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	5,292	6,345
Other investment income	-	-
Sub total	5,495	6,465
Total Gross Income	21,146	21,357
Asset and investment sales, etc.	-	-
Total receipts	21,146	21,357

CREIGIAU Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Jan	To	31-Dec
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Receipts and payments

	2015 Unrestricted funds £	2016 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	6,851	6,190
Adult support and training	-	24
Rent & Rates	749	839
Water and Sewerage	176	165
Electricity and Gas	1,796	1,747
Insurance	1,858	680
Repairs and Renewals	1,927	1,708
Materials and equipment	1,080	2,090
Printing and photocopying	-	-
Contribution to camp costs	-	-
Uniforms & Badges	1,930	692
AGM and trustee expenses	-	-
Anniversary Event	1,449	-
Bonfire / Group events	-	712
Donations	-	30
Sub total	17,816	16,877
Fundraising expenses		
Scout Post	495	431
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	182	-
Sub total	677	431
Total Gross Expenditure	18,493	17,308
Building Improvements	8,021	2,220
Total payments	26,514	19,528
Net of receipts/(payments)	6,708	1,159
Cash funds last year end	19,821	14,453
Cash funds this year end	26,529	15,612

Statement of assets and liabilities at the end of the year

	31-Dec-15	31-Dec-16
	Unrestricted funds £	Unrestricted funds £
Cash funds		
Bank current account	994	3,332
Bank deposit account	10,100	10,000
Bank Savings Account	3,359	5,080
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	14,453	18,412
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	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	170,775	180,000
Motor vehicles	-	-
Scouting equipment, furniture etc	14,449	15,000
Other	-	-
Sub total	185,224	195,000
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities - Lease (annual)	500	500
Sub total	500	500

Contingent liabilities and future obligations

7th March, 2017

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature
<i>I.D. Bailey</i>
<i>[Signature]</i>

Print Name	
I.D. BAILEY	Chair
N. PHILLIPS	Treasurer

Scrutineer's Report to the Trustees of the

CREIGIAW

SCOUT GROUP/DISTRICT SCOUT COUNCIL

I report on the accounts of the Group/District for the year ended 31 DECEMBER 2016

Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages 1 to 3

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: PJ MORGAN P Morgan
Address: 27 PARC Y BRYN
CREIGIAW
CARDIFF
CF15 9SE
Date: 16/3/2017



ANNEXE 3.

Financial Statement 2016

Nick Phillips – Treasurer – 11th April 2017

Through 2016 the Group has continued to deliver a varied program for the children involved whilst ensuring continued investment in the group along with compliance to regulations.

In 2016 the group has looked to increase the hire of the hall and make it more accessible to the community with a new yoga class starting along with increased party rentals and a return of Mad Science to the facility during the summer. This link will continue to grow in 2017 with more weeks planned.

As we strive to deliver the best experience for any person using the hall it does mean that we have invested in areas that make the hall a more usable facility including a new oven, cutting back of trees and new railings albeit as seen in the accounts spend on building improvements has decreased from previous years.

Accounts

Income

- Youth programme income through subs is slightly reduced – this is based on an Executive decision to reduce Cub numbers in the group through transition of leadership. We do continue to see a good return from Gift Aid.
- Scout Stamps – although scout stamps sales across Cardiff seem to be falling the group continues to see a good return.
- Rent – party rent and the new yoga class has increased rent in 2016 and hopefully will continue through 2017.

Expenditure

- Insurance – 2016 Buildings & Contents insurance has been reduced by nearly 40% through transition to a new provider. Employer's liability insurance continues as a mandatory requirement.
- Building improvements – significantly lower than previous years as we look to investigate the best opportunities for the group. 2017 will be a holding year until we renew the lease on the facility.
- Capitation – the recalculation of capitation increased the charge to the group by about £200 but this will fluctuate based on group numbers.
- Uniforms & badges – reduced back to pre-2015 expenditure.
- Utilities – has continued in 2016 at a relatively high level as the hall utilisation continues to require sustained electricity usage.

Bank account & reserves

The Group's policy on reserves has remained the same; holding sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short.

The Group Executive Committee continued with a policy of holding the sum of £10,000 in a secure fund; equivalent to approximately four-six (4-6) months running costs.

The Group adopts a low risk strategy to the investment of funds which are held in cash using mainstream banks and we continue to consider that there are insufficient funds to make long term investments viable.

In 2016 the income exceeded expenditure for the first time in 3 years and we could deliver a healthy total balance of funds of £18000 which equates to approx. 10 months running costs and allows greater flexibility in use of funds across the sections and improvement opportunities.

Outlook

The 2017 outlook is positive with some areas of focus:

- Lease renewal – will potentially drive the group to delay potential improvements and expenditure. The renewal is also likely to increase annual payments and so the group will need to take this into consideration when deciding on future investments in the site.
- Opportunities for further rental streams – the group will continue to explore opportunities to increase usage of the hall.

In Q1 2017 the Group Executive committee have agreed that there will be no change to subscription fees. It is over 6 years since the subscriptions were last changed which is significant based on the programme we implement and upgrades that have been needed to the facility over that period. This decision will stand for all of 2017 unless there are financial pressures brought about by the lease renewal with Cardiff Council; the decision will be reviewed post-agreement with the council.

The Scout Group is in a good financial position however with the lease being renewed 2017 will prove to be a significant year as far as finances and how we manage the funds within the group.



THE CONSTITUTION of 1ST CREIGIAU SCOUT GROUP
Registered Charity No.1068401

Part 1: Context

1.1 The Purpose of Scouting

The 1st Creigiau Scout Group (henceforth known as 'The Group') is a registered member of The Scout Association [Charity number 306101 (England & Wales) and SC038437 (Scotland)]; registered address Gilwell Park, Chingford, London, England E4 7QW]. The Scout Association has a clear purpose and method of meeting its defined purpose of Scouting.

The Group is a not-for-profit organisation and is a Registered Charity No. 1068401 in England & Wales.

1.2 Key Policies

The Scout Association has adopted key policies relating to:

- Child Protection
- Anti-Bullying
- Safety
- Equal Opportunities
- Religion
- Development

These can be found in the latest edition of the Policy, Organisation & Rules of The Scout Association.

1.3 Structure of the Scout Association

The Group is a local organisation for Scouting and may be comprised of one, or more, of any or all of the following:

- a Beaver Scout Colony;
- a Cub Scout Pack;
- a Scout Troop.

The Group can consist of any number of sections in the different age groups. All sections within the Group provide co-educational Scouting.

The Group has formed a partnership agreement with the Celts Explorer Scout Unit. The most recent version of this agreement defines and governs the relationship between the Group and the Celts.

Additionally, the Group may in future also include one or more Group Scout Active Support Units.

1.4 Registration of the Group

The Group cannot exist unless it has a current registration with the Scout Association. Registration is renewed annually by completing and submitting an annual registration and census return as directed by Headquarters. Registration renewal also requires the payment of the Headquarters Membership Subscription and any District, and Area Membership Subscriptions payable.

The registration, suspension, and alteration or cancellation of registration are matters for the appropriate District Commissioner and District Executive Committee.

Charity Law does not permit the Group to transfer from the Scout Association to any other body whether calling itself a Scout organisation or by any other name.

1.5 Our Aim

The aim of the Group is to provide Scouting and "everyday adventure" to boys and girls from the ages of 6 to 14 in Creigiau and the surrounding areas.

Part 2: Management of 1st Creigiau Scout Group

1st Creigiau Scout Group is an autonomous organisation holding its property and equipment and admitting young people to membership of 1st Creigiau Scout Group subject to the policy and rules of The Scout Association.

1st Creigiau Scout Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group. The Group Scout Leader is assisted and supported by the Group Leadership Team and Group Supporters in the delivery of the balanced programme for young people within the Group.

Part 3: The Group Scout Council

The Group Scout Council is the electoral body, which supports Scouting in 1st Creigiau Scout Group. It is the body to which the Group Executive Committee is accountable.

3.1 Membership

Membership of the Group Scout Council is open to:

- All appointed Leaders in the Group;
- Colony, Pack and Troop Assistants;
- Occasional Helpers
- Group Scout Active Support members;
- Skills Instructors;
- Administrators;
- Advisers;
- Group Honorary Life Members;
- Patrol Leaders;
- Parents of Beaver Scouts, Cub Scouts and Scouts;
- Any other supporters including former Scouts and their parents who may be admitted by the Group Scout Leader or the Group Executive Committee;

The District Commissioner and District Chairman are ex-officio members of the Group Scout Council. Membership of the Group Scout Council ceases upon:

- The resignation or death of the member;
- The dissolution of the Council;
- The termination of membership by Headquarters following a recommendation by the Group Executive Committee.

3.2 Meetings

The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:

- Receive and consider the Annual Report of the Group Executive Committee, including the annual statement of accounts;
- Approve the Group Scout Leader's nomination of the Group Chairman and nominated members of the Group Executive Committee;
- Elect a Group Secretary and Group Treasurer;
- Elect certain members of the Group Executive Committee;
- Appoint an auditor or independent examiner or scrutineer as required.

The quorum for meetings of the Group Scout Council is 8 people, which must include the Group Scout Leader or Group Chairman plus 2 other members of the Group Executive Committee, plus 1 appointed Leader in the Group, or 1 Section Assistant.

3.3 Appointments and Elections

The positions of Group Chairman, Group Secretary and Group Treasurer cannot be held by an appointed Scouter.

Members of the Group Council wishing to stand for election should make their intention known to the Group Scout Leader at least 28 days before the date of the meeting at which the election will take place. Only if no one has notified the Group Scout Leader in this way that they wish to stand for election to a particular position will people be allowed to put themselves forward at the meeting itself for that position.

No individual can hold more than one nominated, elected or co-opted position on the Group Executive Committee.

Appointments on the Group Executive Committee may be terminated by:

- The resignation or death of the holder;
- The unanimous resolution of all other members of the Group Executive Committee;
- The expiry of the period of the appointment;
- Confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the Group.

All persons becoming members of the Group Executive Committee must complete the Scout Association's appointments process.

Part 4: The Group Executive Committee

4.1 The Responsibilities of the Group Executive Committee

The Group Executive Committee supports the Group Scout Leader and ensures the effective administration of the Scout Group. The Group Scout Leader nominates the Group Chairman and the relationship should be one of partnership and mutual support.

The Group Executive Committee 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 and safety of the Group's property and equipment
- the raising of funds and the administration of the Group's finance
- the insurance of persons, property and equipment
- organizing Group events, community events or public occasions
- assisting with the recruitment of Leaders and other adult support
- drafting and agreeing policy that supports the Group's operation

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

4.2 Membership

The Group Executive Committee consists of:

Ex-officio Members

- The Group Chairman;
- The Group Secretary;
- The Group Treasurer;
- The Group Scout Leader;
- The Assistant Group Scout Leader;
- The Explorer Scout Leader (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);
- All Section Leaders subject to that Section Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function.

Nominated Members

- (The Group Chairman)
- Up to three other persons nominated by the Group Scout Leader.
- The nominations must be approved at the Group Annual General Meeting.

Elected Members

- (The Group Secretary)
- (The Group Treasurer)
- A number of people corresponding to the number of active colonies, packs, and troops in the Group. Ideally these people should be parents; one from each section of the Group.
- Elections will take place at the Group's Annual General Meeting.

Co-opted Members

- Persons co-opted annually by the Group Executive Committee.
- Persons who through service to 1st Creigiau Scout Group are deemed worthy of this recognition.
- Proposed and seconded by members of the Group Executive Committee and approved by the Group Scout Council.

Co-opted positions are to be held for a fixed term; no longer than 5 years.

The number of nominated, co-opted, and honorary members together must not exceed the number of elected members.

4.3 Meetings

The Group Executive Committee should formally meet at least 3 times during each calendar year (not including the AGM of the Group Council).

The quorum for meetings of the Group Executive Committee is 50% + 1 person of the eligible voting members, one of whom must be the Group Scout Leader or Group Chairman.

When a Section Leader is unable to attend a Group Executive Committee meeting, they may be represented by and voted on behalf of an Assistant Leader from their section.

4.4 Procedure for Meetings

Either the Group Chairman or the Group Scout Leader may chair Group Executive Committee meetings.

The Group Executive Committee shall routinely consider the following business through the following agenda:

- GSL's opening remarks
- Group operations
- Financial & administration
- Estates & buildings
- Group events & community
- AOB

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. In the event of an equal number of votes being cast on either side the Group Scout Leader holds a casting vote.

4.5 Right of Attendance

The District Commissioner and the District Chairman have the right of attendance at meetings of the Group Executive Committee.

4.6 Sub-Committees

The Group Executive Committee may establish any sub-committees that it deems necessary.

The Group Scout Leader and the Group Chairman will be ex-officio members of any sub-Committee of the Group Executive Committee.

Any fundraising committee must include at least two members of the Group Executive Committee, in addition to the ex-officio members.

4.7 Charitable Status

As 1st Creigiau Scout Group is an educational charity, the following members of the Group Executive Committee are the charity trustees:

- Nominated members
- Elected members
- Co-opted members
- Ex-officio members will be asked at the Annual General Meeting whether they wish to and can take on this responsibility. If they are not present at the meeting, they can submit their decision in writing.

Before becoming members of the Group Executive Committee, prospective members must be made aware of the qualifications for becoming and the responsibilities of being a charity trustee.

Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as charity trustees.

Certain people are disqualified from being charity trustees by virtue of the Charities Acts. Charity trustees are responsible for complying with all the legislation applicable to charities.

Part 5: Finance

5.1 Budgeting and Expenditure

The Group Executive Committee must ensure that proper financial planning and budgetary control is operated within the Group.

The nature, structure and changes to subscriptions charged by the Group require the approval of the Group Executive Committee.

When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the Group and not in a personal capacity.

5.2 Bank Accounts

All monies received by or on behalf of the Group either directly or via supporters, must be paid into a bank account held in the name of the Group. (This account may, alternatively, be a National Savings account or a building society account.)

The Group bank account(s) will be operated by the Group Treasurer and other persons authorised by the Group Executive Committee. A minimum of two signatories must be required for any withdrawals.

Under no circumstances must any monies received by a Section or supporter on behalf of the Group be paid into a private bank

account.

Cash received at a specific activity may only be used to defray expenses of that same specific activity if the Group Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.

The bank(s) at which the Group account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

5.3 Books of Account

As a separate educational charity, 1st Creigiau Scout Group is under a statutory obligation to keep proper books of account.

A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with the rules of the Scout Association. This statement must account for all monies received or paid on behalf of the Group, including all Sections and Committees.

Signed copies of the annual report and accounts must be sent by the Treasurer to the District Treasurer within the 28 days or within the 6 month period after the accounting period ends (whichever is sooner) following the Group's Annual General Meeting at which the annual report and accounts were received and considered.

The Treasurer will provide an annual update of the Group's income and expenditure to the Charity Commission to comply with their current guidelines and requirements.

Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by H.M. Revenue and Customs.

Part 6: This Constitution

All changes to this constitution must be approved by a meeting of the Group Scout Council.

Minor changes can be provisionally approved by the Group Executive Committee, and brought into effect pending full approval the Group Scout Council.

In event of a significant change being needed before the next Annual General Meeting of the Group Scout Council, then an Extraordinary meeting of the Council should be sought.

This document is based on the Scout Association's "Policy, Organisation and Rules" (P.O.R.). Where the two differ, P.O.R. has jurisdiction over this constitution.

When P.O.R. is updated, the relevant changes will be reviewed by the Group Executive Committee, and appropriate changes proposed to 1st Creigiau Scout Group's constitution if necessary.

For any matter not covered in this constitution, reference should be made to P.O.R. The rules or recommendation made therein will then apply to 1st Creigiau Scout Group until consideration by the Group Executive Committee and/or the constitution is amended.

Signed by

Signature	
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Name	N. Phillips
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Position	TREASURER
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Date	11	APRIL	2017
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Signature	
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Name	I. BAILEY
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Position	CHAIRMAN
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Date	11	APRIL	2017
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~~1. D. B. B. B.~~
12-11-18
KAMARATHU
11 APRIL 2017


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KAMARATHU
11 APRIL 2017