



1st Creigiau Scout Group
Registered Charity No. 1068401

2018 AGM Minutes

Creigiau Scout HQ, Tuesday 17th April 2018, 7.45p.m.-8.15p.m.

1. Welcome, Introduction & Housekeeping

Ian Bailey (Chairman) introduced himself, before welcoming everybody and thanking them for attending.

2. Apologies for absence

Apologies were received from Simon Evans (Scout Leader), Pat Phillips (Secretary), Julia Brice (Exec. Cttee. Member), Andrew Davies (Explorer Scout Leader) & Ruth Davies (Hon. Life Member).

3. Agree minutes of 2017 AGM

The minutes of the 2017 AGM (Annexe 1) were unanimously agreed.

4. Receive and adopt the Financial Statement & Report for 2017 financial year

Nick Phillips (Treasurer) presented the Group's Payments & Receipts Account for 2017 (Annexe 2) and the 2017 Financial Statement (Annexe 3). Both were received and adopted unanimously.

William Maddocks (GSL) commented that 1st Creigiau has had another successful year. The Group now has 29 adult volunteers – ranging from section leavers through to Group Supporters and Honorary Life Members. Additionally, the Group has 22 Beavers, 29 Cubs and 27 Scouts. William commented that as GSL he 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 and that adult recruitment itself is an on-going process. Ian Bailey proposed a vote of thanks to Tim Fawell (Exec. Cttee. Member) for his recent hard work and efforts put into adult recruitment and the promotion of the Group within the wider community.

William Maddocks commented the challenges for the Group in the immediate future will be completing the mandatory adult leader training, and in the longer term, seeing what impact the developments of new housing will have on scouting within the area. David Pendlebury (Hon. Life Member) asked Gill Irwin (District Commissioner) what the new Cardiff West District's development strategy was. Gill explained that whilst the new District is in its infancy, the primary focus is mainly on meeting minimum standards (e.g. for adult training). Then, when the new housing developments arrive, the District would be looking to promote scouting and the local scout groups to the new residents. Gill also commented that within the District some groups are short on young people and others are over-subscribed. Gill is currently looking at practical ways that waiting lists may be able to be managed centrally in the future, however at present each group manages their own waiting list and each has different policies.

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: Kylie Sheppard or Richard Jones (Cubs), Simon Evans (Scouts), Andrew Davies (Celts ESU). Steve Carnell will continue to attend meetings in his capacity as AGSL.

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. Tim Fawell will represent the Beaver section's interests as an elected member as there is no present adult volunteer within the Beaver section able to volunteer to join the Exec.

AoB

Ian Bailey mentioned the recently successful HQ work day in which several adults gave up their time, on top of their existing scouting commitments to help maintain HQ and its grounds. Ian also thanked Paul Welton (Exec. Cttee. Member) for his on-going effort and sterling commitment to maintaining the site to its present high standard.

Gill Irwin presented William Maddocks with the Award for Merit. Ian Bailey thanked William for his commitment to the Group whilst as GSL, as William is stepping down as GSL on 31st July. Gill advised 3 people are interested in taking over the role of GSL, and the new GSL should hopefully be appointed in May.

William Maddocks presented Steve Carnell with the 15 Year Service award, and Nick Phillips with the 5 Year Service award.

p.p. Pat Phillips (Secretary)
19/04/2018



ANNEXE 1.

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

ANNEXE 2.

CREIGIAU Scout Group Receipts and Payments Account

	Year start date	Year end date	
For the year from	01-Jan	To	31-Dec

Receipts and payments

	2016 Unrestricted funds £	2017 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	8,720	8,250
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	5,376	5,087
Donations	50	842
Youth Programme	5,159	3,915
Gift Aid	2,062	1,881
Other similar income	-	-
Sub total	12,647	11,725
Grants		
Maintenence grant	-	-
Other grants	-	-
Sub total	-	-
Fundraising (gross)		
Carnival / Group events	475	393
Scout Post	1,900	1,513
		-
Other fundraising activities		-
Sub total	2,375	1,906
Investment income		
Bank interest	102	103
Building Society interest	-	
The Scout Association Short Term Investment Service	-	
Property Rent income	6,345	7,280
Other investment income		-
Sub total	6,447	7,383
Total Gross Income	21,469	21,014
Asset and investment sales, etc.	-	-
Total receipts	21,469	21,014

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

	2016 Unrestricted funds £	2017 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	6,190	4,422
Adult support and training	24	48
Rent & Rates	839	758
Water and Sewerage	165	288
Electricity and Gas	1,747	2,718
Insurance	680	706
Repairs and Renewals	1,708	1,362
Materials and equipment	2,090	1,772
Printing and photocopying	-	-
Contribution to camp costs	-	-
Uniforms & Badges	693	645
AGM and trustee expenses	-	-
Anniversary Event	-	-
Bonfire	713	431
Donations	30	280
Sub total	14,879	13,430
Fundraising expenses		
Scout Post	431	396
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
Sub total	431	396
Total Gross Expenditure	15,310	13,826
Building Improvements	2,200	1,092
Total payments	17,510	14,918
Net of receipts/(payments)	3,959	6,096
Cash funds last year end	14,453	18,412
Cash funds this year end	18,412	24,508

Statement of assets and liabilities at the end of the year

	31-Dec-16	31-Dec-17
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	3,332	6,825
Bank deposit account	10,000	10,100
Bank Savings Account	5,080	7,583
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	18,412	24,508
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	180,000	187,200
Motor vehicles	-	-
Scouting equipment, furniture etc	15,000	15,000
Other	-	-
Sub total	195,000	202,200
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities - lease	500	500
Sub total	500	500

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on ~~21st~~ ^{9th} ~~X 2018~~ ²⁰¹⁸ (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by ²⁰¹⁸

Signature

I. D. Bailey

Print Name

IAN D. BAILEY	Chair
NICK PHILLIPS	Treasurer

Scrutineer's Report to the Trustees of the

CREIGIAU

SCOUT GROUP/DISTRICT SCOUT COUNCIL

I report on the accounts of the Group/District for the year ended 31 DECEMBER 2017

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: PETER MORGAN

Address: 27 PARC Y BRYN

CREIGIAU

CARDIFF

CF15 9SE

Date: 19 MARCH 2018



ANNEXE 3.

1st Creigiau Scout Group - Financial Statement 2017

Nick Phillips –Treasurer – 7th April 2018

In 2017 we have looked to consolidate the spending based on the current lease renewal process; areas for improvement have been identified and through 2018 we will look to move forward with these opportunities.

The finances are in a healthy state due to the reduced expenditure however there are certain areas of focus in 2018 including utilities, scout stamps and potential building improvements that are required.

Through 2017 the new leadership teams in the Beaver and Cub sections have put in place section programmes that have seen an increased expenditure in both sections and really delivered for each of the sections. I look forward to this continuing and the Exec committee are keen to support the sections moving forward.

Accounts

Income

- Membership subscriptions – income through subs is reduced due to a higher turnover of members in 2017 compared to recent years. Gift Aid is consequently reduced also.
- Scout Stamps – we have seen a reduction in 2017 which will probably continue albeit the group will get an increased return from each stamp in 2018.
- Rent – this has increased largely based on Mad Science returning for multiple weeks along with increased party rent.
- Donations – increased in 2017 thanks largely to a donation from Admiral for new gas cookers.

Expenditure

- Youth programme (expenditure & income) – reduced through 2017 based on Scout camp not taking place.
- Building improvements – reduced through lease negotiation.
- Utilities – continued to increase through 2017 and will continue in 2018 as a new contract is started.

Bank account & reserves

In 2017 the income exceeded expenditure and this has increased the total balance of funds to £24500 which equates to approx. 12 months running costs and allows greater flexibility in use of funds across the sections and improvement opportunities.

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.

The Group Executive committee have agreed that there will be no change to subscription fees; this decision will be reviewed upon finalising the lease renewal with Cardiff Council.

Outlook

The 2018 outlook is positive however as mentioned there are some areas of focus:

- Lease renewal – this needs to be finalised and the group understand expenditure moving forward.
- Opportunities to work with Meithrin to develop aspects of the hall including the storage cupboard and leaders room. This will allow the leaders room to be utilised as a separate office space.
- Utilities – look at ways to reduce the electricity usage.

The Scout Group is in a good financial position and will continue to develop through 2018 and ensure finances are available to deliver the quality programme through the sections along with any work required to ensure the building is fit for purpose.