2ND NAILSEA SCOUTS

2025 AGM Minutes

Date | *time* 2nd June 2024, 7:30pm | *Chair* Toni Jacobs *Minutes* Jo Coburn

In Attendance

Toni Jacobs (Chairman), Robin Macintosh (Group Scout Leader), Graham Evans (Treasurer), Simon Kelly (District Commissioner), Jo Coburn (Secretary), Ann Parker, 2nd Nailsea Scout Group Council members

Intros & Welcome: Toni Jacobs

Chairman welcomed the group to the 2025 AGM and confirmed agreement for the audio to be recorded for the purposes of minute taking.

Toni thanked everyone for making the time to be here with us and welcome. 2nd Nailsea is a registered charity, and our AGM helps us to ensure that we are running the charity in the best way, and is an important part of meeting our charity commission requirements. As your trustee board, we're responsible for the governance & running of 2nd Nailsea.

As well as the trustee board there's another important group of people that take part in AGM, and that's the Group Scout Council- everyone here makes up our Group Scout Council, so that's all of the parents and guardians of our young people, it's our District Commissioner and it's our volunteers, whether they are leaders or background volunteers.

Apologies for Absence: Toni Jacobs

Phil Eveleigh

Governance Topics: Toni Jacobs

a. Approve the minutes of the Annual General Meeting held on 23rd May 2023

   1 amendment needs to be made within the finance section. It should read Independent Examiner instead of Accountant. Lots of hands agreed this change

   Minutes were approved. Proposer: Toni Jacobs, Seconded: Lots of hands

b. Adopt the model constitution from Policy, Organisation and Rules (POR)

   Model constitution was approved. Proposer: Toni Jacobs, Seconded: Lots of hands

c. Note the Group's financial year

   Graham confirmed the financial year for the group will continue to run from 1st January to 31st December

   Night we are reporting on 2024

d. Approve appointed and community members of the Group Scout Council

There are no new appointments to the Trustee Board

e. Agree the number of members that may be appointed to the Trustee Board

Following good practice recommendations from the Charity Governance Code, POR states Trustee Boards should have a minimum of 5, and no more than 12, Trustees in total. This includes ex officio and co-opted Trustees.

The Group Scout Council must agree the number of people to be appointed to the Trustee Board. The Trustee Board recommends that 9 people are appointed. I propose the Group Scout Council approves that recommendation, which has been seconded.

Proposer: Toni Jacobs, Seconded: Lots of hands

f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)

The Group Scout Council must agree its quorum – the minimum number of Group Scout Council members that must be present at Group Scout Council meetings. The outgoing Trustee Board recommends the quorum should remain at 5 people for future meetings of the Group Scout Council (the quorum for this AGM was agreed at last year's AGM).

Proposer: Toni Jacobs, Seconded: Lots of hands

Review of previous year

a. The Group Lead Volunteer's review of 2nd Nailsea Scout Group year 2024: Robin Macintosh

The new scout membership system was finally rolled out, which will help with adult membership and training, making sure that all volunteers have access to their own records and training history. While also staying compliant with safety, safeguarding training and DBS status.

It wasn't without its problems, but they are mostly resolved now.

Camps

- Scouts camped at Uphill
- Biblins in the summer
- Ten Tors training involves 3 wild camps before the event.
- Cubs had 50th anniversary Camp at PGL

Events

- Scouts Christmas post fundraising
- Scouts Gold Expedition on Dartmoor in September
- Ten Tors Training season
- Mayfair. Another successful event for fundraising. Thank you all.
- The Explorers became Santa's elves for the night and went out with Santa's float and helped collect funds for the Unit.

Last year was also our 50th Anniversary year. We celebrated this with a meal at the farmhouse pub for with all the ex and current leaders that have helped make 2nd Nailsea Scouts what it is today.

We also had a family fun day at Glenny wood with an opportunity to try some scouting skills and activities and also a group picnic.

Generous grants.

- Nailsea Town Council. Grant used to purchase large games and soft archery, etc.
- We have also received a small grant for tents arranged by Webby.

Numbers and facts

Young people membership has dropped slightly, and our current membership numbers are at 113 YP . We were at 137

- Section numbers
    - River Kenn Beavers CLOSED 3
    - River Yeo Beavers 13
    - Eagles Cub Pack 23
    - Panthers Cub Pack 16
    - Comanche Scout Troop 21
    - Sioux Scout Troop 23
    - Melons ESU 18
- Badges since last AGM
    - 191 badges were awarded to Beavers
    - 178 badges were awarded to Cubs
    - 257 badges were awarded to Scouts

  From the above numbers there were:

    - 9 Chief Scout Bronze awards for Beavers
    - 8 Chief Scout Silver awards for Cubs
    - 7 Chief Scout Gold awards for Scouts.

These are the highest awards for each of the Sections

Overall, 626 badges/awards were awarded to our Beavers, Cubs and Scouts.

Down on last year but still a fantastic achievement.

Trips and Activities

- Nights Away opportunities for all Sections at Glenny Wood
- Numerous local trips or Hikes
- Lots of scouting skills tried
- Volunteer training sessions including a weekend in the Brecon's with ASHU

Ten Tors

Scouts Gold Expedition Dartmoor event last October with another this coming September. This is an opportunity for the older scouts to see if they want to take part in the TEN TORS event.

We have had a strong and successful Ten Tors Training team for a very long time, with another brilliant team training and completing the event this last month. Started with 11 YP, got down to 6 for most of training and great team for the event. Fastest team for a long time.

Volunteering

Beavers, Cubs and scouts have a great joint leadership team, sharing ideas and supporting each other but extra volunteers would be welcomed in all sections.

Melons ESU is at risk of temporary closure. But we are looking at options to continue, we need them for the Mayfair BBQ ! and Ten Tors.

TT instructor team could also be at risk after 2026 event, we could do with support for logistics and driving along with experienced walking leaders.

Thanks

I need to thank all the Section volunteers for keeping the programme exciting and fun for the YP. It's no mean feat with the admin behind the scenes as well.

The trustees for continued support and governance to the group, our financial security and driving the group forwards.

Thank you to the small team that keep the building up to date and maintained to such a high standard. We are very lucky to have such a brilliant building and grounds. We are the envy of many sections across the county!

Thank you to the Mayfair Committee and Christmas post team (Toni) for the valuable fundraising.

Finally thank you all for coming! And if you can give some time to volunteer, please do. you will have a great time, work with a great team and make a difference.

My message tonight is simple: "please make a difference and volunteer with us for your children!!"

b. The District Lead Volunteer's review: Simon Kelly

Simon welcomed everyone to our AGM and was pleased with the turnout, it's the biggest AGM he' attended.

He thanked everyone for using the new membership system, although its had its problems, these have been sorted.

As a district we have had our problems, our latest one is the Chair, Phil, is stepping down.

There are lots of opportunities in District, if anyone is interested to make contact.

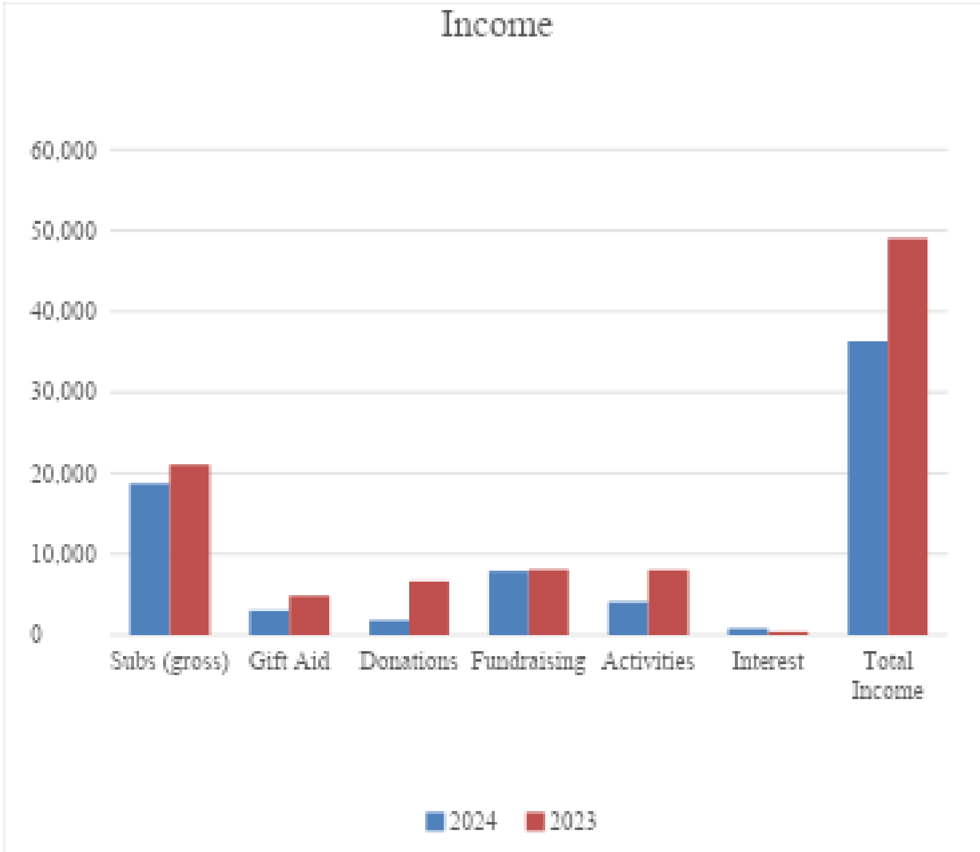
c. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts

Overall, receipts fell short of payments by £4.2k in the year, so the total of cash held on bank accounts of £56.3k at the beginning of 2024 had fallen to £52.1k by the end. This cash balance is held to meet various foreseen and unforeseen expenses, including the Capitation Fees (payable annually in advance), a reserve for substantial asset replacements (e.g. the minibus) and a contingency for unforeseen events. More details on the receipts, payments and reserves are given below.

The graphs below represent the figures included in the financial returns that will be submitted to the Charities Commission, following adoption at the AGM. Copies of these returns will be available at the AGM.

Receipts

The receipts for 2024 totalled £36.3.0k, compared to £49.0k for 2023. An analysis of the 2024 total, together with comparative figures for 2023, is shown in the graph below.



Membership subscriptions (Subs) together with their associated Gift Aid receipts were once again the largest source of income, but at £21.7k they were 16% less than in the previous year. The Gift Aid receipts were £3.0k for 2024 which was just 56% of the potential maximum, i.e. if Gift Aid Declarations were completed for all subs.

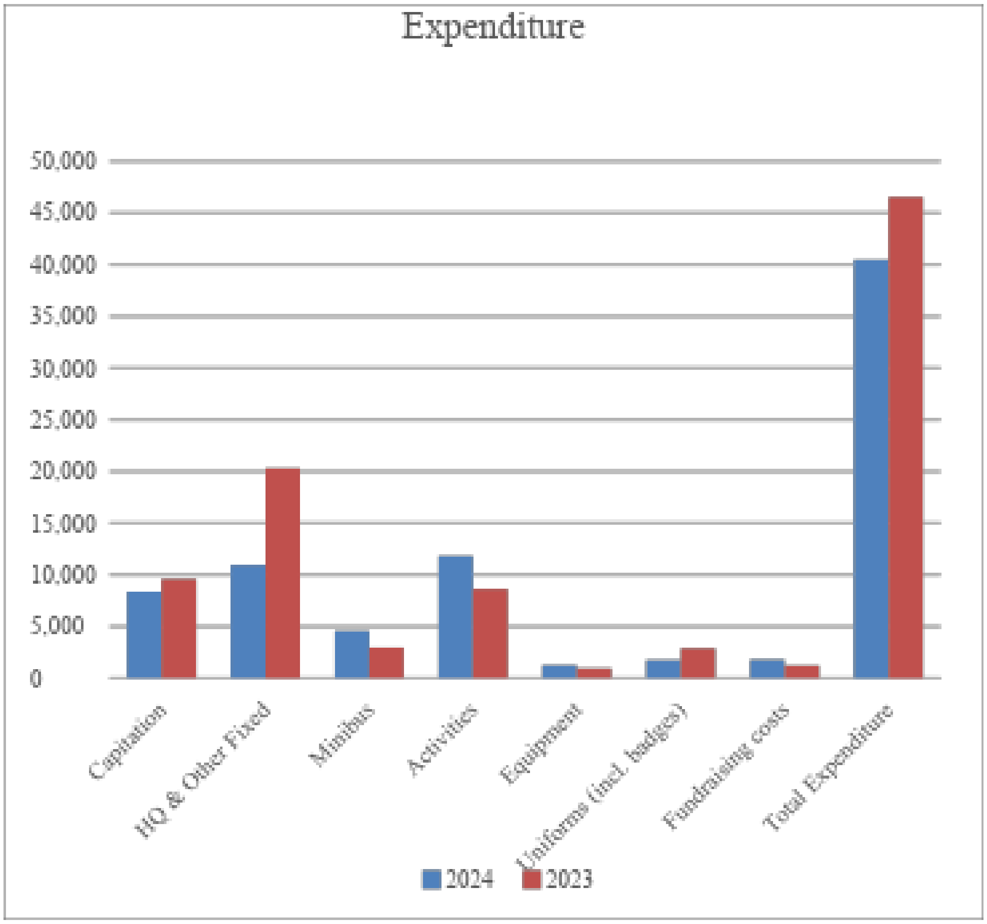
Grants and donations were also significantly lower than for 2023. This is primarily due to two generous one-off donations in 2023 totalling £5.0k.

Fundraising is also an important source of funding for the group. Income from fundraising included £2.5k from the Mayfair, £2.9k from HQ hire and £2.5k from the famous Nailsea & Backwell Xmas post.

Income from activities was lower than in 2023. This is because payments received from parents/carers for the summer camp in 2023 exceeded the costs by £1.7k and this was refunded to in 2024. Also, in 2023 income of £1.4k was received for the Dragon Slayer event. This was not supported in 2024

Payments

The payments for 2024 totalled £40.5k, as compared to £46.5k for 2023. An analysis of the 2024 total, together with comparative figures for 2023, is shown in the graph below.



HQ (Fixed Costs) totalled £10.9k, which was considerably lower than the £20.3k in 2023. This difference is largely down to three major works being carried out in 2023. These were £5.8k for the minibus stand, £1.2k for tree surgery and £1.0k for maintenance of the fire alarm system. It is important to note that as income falls, the fixed costs consume a greater percentage of income, with less to spend on activities. In 2024, fixed costs consumed 39% of income from all sources.

Minibus costs were £1.6k higher than in 2023. This was due to an extensive maintenance and repairs required to pass the MoT in the year.

All other costs, taken together, are for various aspects the Sections' core activities. The increase in the activity costs in 2024 over 2023 are primarily due to a cubs' camp, which was subsidised by a donation received in 2023 (see above). This was arranged before the overall deficit for the year had materialised.

Reserves

As noted in the summary above, Cash held in all bank accounts amounted to £52.1k at the end of 2024. This cash holding provides the working capital that any organisation requires to operate, but it is also required to meet a number of specific, predictable and less predictable future events.

A statement of the reserves is provided in the table, below:

Capitation reserve (to be paid Feb 26)	£8.0k
Asset (Minibus) replacement reserve	£29.0k
HQ & Minibus running cost reserve (9 mths)	£9.0k
Section running cost reserve (6 mths)	£6.0k
Total provisions	£52.0k

Change to the method of collecting subscriptions and increase from September

In May 2025, the method of collecting subscriptions was changed from parents/carers setting up Stading Orders with their banks, to payment by bank transfers approved via the Online Scout Manager (OSM). This change was introduced partly to simplify the process of making and monitoring payments, partly to increase Gift Aid income, and partly to streamline the process for receiving other payments for camps and other activities. At the same time, the frequency of subscription payments has been reduced from 12 monthly payments to 6 payments, coinciding with the school terms.

Most parents/carers adapted to the change although there were timing issues with cancelling Standing Orders, which resulted in some duplicate payments. These have been or are in the process of being refunded.

As advised last year, monthly subscriptions will be increased from £14 per month to £17 per month. This was originally intended to apply from 1st September 2024 but will now be introduced via the OSM online payments from Sep 2025.

The AGM is asked to note the contents of the Treasurer's report.

Making appointments

To set up the charity until our next AGM, we'll appoint a Trustee Board to oversee good governance for the charity over the next year. This includes appointing Trustees and / or officers whose terms have ended.

a. Appoint Chair and members of the Group Trustee Board

Group Chair Toni Jacobs, Treasurer Graham Evans and 5 additional trustees Ann Parker, Steve Parker, Phil Eveleigh, Sharron Dury and Jo Coburn were all appointed for a 3-year term last year and have confirmed intention to remain as trustees.

Group Lead Volunteer is an ex-officio member of the Board.

Trustee board recommend Dylan Eldred as an additional appointment to the Trustee Board for a term of 3 years. Proposer: Toni Jacobs, Seconded: Lots of hands

Chair thanks the Trustees, and the Trustee Board Administrator, for their work during the year we a special thanks to Phil who although remaining as a Trustee is stepping down from his role as quartermaster.

Group President Dave Smith and Vice President Richard Simmons remain in their roles.

b. Appoint the Independent Examiner

Treasurer proposes Helen Griffiths
Proposer: Graham Evans, Seconded: Lots of hands

Presentation of Awards

Gold Awards

Awarded to:

- Max
- Joe
- Alexio
- Luke
- Ben
- Lucy

Ten Tors

We have 8 explorers at the AGM

- 6 completed 35 miles
- 2 completed 45 miles

Closing Remarks

Nothing commented

Meeting closed at 8.29pm