

HORSHAM DISTRICT SCOUT COUNCIL

Minutes : Annual General Meeting

Wednesday 5th June, 2024, 7pm

Gummy's, Beacon Hill Campsite

1. Introduction and welcome : Heather

Heather welcomed members of the District Scout Council and guests. She also ran through the Health & Safety and domestic announcements.

2. Apologies for absence : Sue

We've received apologies from the following people for their absence today: Robert Marshall, David Lawton, Geoff Fitsall, Dave King, Chris Styles, Peter Busby, Kayla Glover, Andrew Sands, Matt Gilmore, Cathy Smith, Linda Barker. No County representative was available for the meeting.

3. Governance topics : Heather

3a. Approval of the minutes of the Annual General Meeting held on 30th June 2023

Heather confirmed that the District Trustee Board have reviewed the minutes of the previous AGM at their meeting held on 27th November 2023.

Further to the review, it was noted that the date of the minutes needed to include the year, and this was going to be added to the document.

These minutes are taken as read and the District Scout Council to agreed that they are a true record of that meeting.

Seconder : Brian Barker.

3b. Adopt the model constitution from Policy, Organisation and Rules (POR) : Heather

Heather confirmed that in line with the recommendation from Scout Headquarters, the District Trustee Board proposed that we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules. A copy of this was available for review and inspection prior to this meeting both on the District and TSA websites.

Seconder pleaseAnthony Smith..... / Please show your hands to approve.

3c. Note the District's financial year

3c. Financial Year : Heather

The District Scout Council members were asked to note the charity's financial year runs from 1st January to 31st December.

3d. Approve appointed and community members of the District Scout Council : Heather

Heather noted that the District Scout Council can admit other people to membership. Chair advised that there were no nominations for District Scout Council members.

These are to be admitted as members of the District Scout Council as well as the ex officio list in POR Rule 5.5.4

3e. Agree the number of members that may be appointed to the Trustee Board : Heather

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 District Scout Council must agree the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommends that 12 people are appointed. Chair proposed that the District Scout Council approves that recommendation, and this was agreed.

Seconder please : Simon Brew.

3f. Agree the quorum for future meetings of the District Scout Council (excluding this AGM) : Heather

The District Scout Council must agree its quorum – the minimum number of District Scout Council members that must be present at District Scout Council meetings. The outgoing Trustee Board recommends the quorum should be set at 12 people (which is what was agreed at the 2023 AGM). The District Scout Council agreed to the recommendation.

Seconder please : Nigel Friswell

4. Review of the previous year

4a. The District Lead Volunteer's review of Scouts in the Horsham District : Dave Hatton & Jo Sands

District Commissioners' Report:

Well, it certainly has been a very busy year, with Jo and I on a very steep learning curve despite being Deputy District Commissioners for the past four years. How one person in full time employment can keep up with the administration is beyond me! On behalf of the District Jo and I would like to say a huge thank you to our past District Commissioner Sal Dartnell for all her dedicated service and hard work. Thank goodness we are moving to a District Volunteer Leadership Team!

I am very pleased to report that Scouting continues to thrive in Horsham District and our overall numbers have increased by 84, which now makes us the biggest District in the County. Jo and I would like to say a huge thank you to all our adult volunteers for their continued hard work, enthusiasm, and energy. It is really appreciated.

I would also like to say huge congratulations to the 4th Horsham who are celebrating their 40th Anniversary and to St Leonards Forest who are celebrating their 50th Anniversary. Congratulations also go to Sal Dartnell and Alison Styles on being awarded the Medal of Merit. Almost all groups & units have a waiting list and there are flexible opportunities for anyone wishing to volunteer. No matter what their skills and interests are, we will definitely have a role to suit them and their availability. Anyone wanting to learn or develop new skills, there is a wide range of training available through The Scout Association website, which can not only help volunteers involved in scouting, but in other aspects of their life too. Jo and I have been volunteering for nearly 80 years between us and we encourage everyone to get involved, share their experiences, and spread their skills with each other and our young people.

As the AGM season approaches, our 15 Scout Groups, 9 Explorer Units, plus the Young Leaders Section continue to do an outstanding job across our local communities. In particular, we would like to give a special mention to the GSL's who do an absolutely amazing job and at times have been bombarded by emails from Jo and me. Please remember that the GSL role can be non-uniformed and can be shared. It is a great opportunity to use or develop leadership and management skills. Training is available and the District Team endeavour to support all GSLs as and when required. With the move to Leadership Teams which is part of the "Transformation" that the Scout Association are rolling out, many Groups are adding Deputy GSLs to share their role to a number of people who bring different skills and perspectives. This can also help with succession planning and provide continuity.

We are very lucky to have an amazing team of District Assistant Commissioners, Assistant District Commissioners and District Youth Commissioners who are able to support the Groups. They organise the Duke of Edinburgh Award Scheme, annual District Events, as well as one off trips like the Cubs recent trip to Amberley Museum and the recent Beavers trip to Legoland. We are absolutely delighted that the new Squirrel sections in 2nd Horsham and 1st Cowfold are thriving, and we know that other groups are looking to introduce Squirrel Dreys in the near future. The word on the street via our new County Lead Volunteer Tom, is that Groups who have Squirrel Dreys seem to have less trouble finding leaders!

Last summer saw twelve of our young people attend the World Scout Jamboree in South Korea and we eagerly await this year's Roverway which is being held in Norway, where we have three people attending.

Nigel "Fris" Friswell, Heather (District Chair), and Dave (AJDTL) continue to engage with HDC and local developers. They are working on initial plans for a new Group to serve the Mowbray development north of Horsham and also have an eye on Highwood. See separate Growth and Local Development Report.

Unfortunately, our 'Want to Join' Coordinator had to step down during the year so, Jo and I took the decision to point potential new members to our excellent website to contact Groups directly. Thank you Nik and Tim for all your hard work on the continued development of the website. Nik is about to step down from looking after our website after many years of dedicated service and we would like to say a huge thank you to him. Tim Taylor is going to take over and we are very grateful to Tim for taking on this responsibility.

The last year has crept up on us really quickly and at the time of writing this report Jo and I do not know who our new District Lead Volunteer will be. I have absolutely no doubt that I will have forgotten to say something or thank someone. Please be assured that you are all a really

valuable part of our team, and we could not provide our 1000 + young people in Horsham District with the Skills for Life without YOU, so thank you!

An enormous thank you to Nik Glover how has been supporting the IT side of the organization for many years but has decided to step down.

4b. Receive and consider the Annual Report of the District Trustee Board including the annual Statement of Accounts

Heather confirmed that the District Trustee Board has approved the Annual Report & Statement of Accounts, and has received the report on the accounts from the Scrutineer, Arthur Long.

Financial Review 2023 : Joe

The calendar year of 2023 saw both the District and Campsite activities return to (near) normal levels post pandemic. Consequently, a programme of events and Campsite usage represents the majority of entries in the District accounts for the financial year, 1st January to 31st December 2023. Total receipts for the financial year totalled £46,708, split £25,689 for the Campsite and £21,019 for District.

Income was received as follows: Net Capitation after payments to County (£13,912), Campsite activity fees/income (£16,603), District activities: (Cub camps: two rings hike and a Riverside Walk) (£2,666), and £1,034 from interest received on deposits held. Other income received during the year included £4,088 from the previous year's Christmas Tree Collection organised once again by the Campsite Committee and run superbly by an enthusiastic team of volunteers, £1634 from Grants and donations and finally the payment of an insurance claim (£3,472), following a break in at the Campsite and a claim made for repairs. Following the cessation of activities from the Orion Explorer Unit, £1,875 was also transferred in to be held pro tem, pending any possible resurrection of that Unit.

Total payments in the year totalled £40,529, which includes restricted funds expenditure of £1,485 on behalf of funds held with in the P Dold Memorial Fund designed for specific projects for the Campsite. After extracting these and other small restricted holdings, the District paid out unrestricted funds of £38,281 in the year. Included in these costs were the usual running costs for the Campsite, namely £20,585, costs of District activities (£2,178), return of payment of £5,000 held for the Henfield Scout Group to assist with their Base rebuilding project, £3,900 for the campsite break in repair costs, £2,200 for costs and grants paid from the Christmas Tree Collection, £2,750 on further project works carried out at the Campsite and £1,668 on other items (website and media, badge purchase, other small grants and meeting expenses). The final payments held on behalf of the participants attending the 2023 World Scout Jamboree were made.

The net effect of these transactions is a net surplus of £6,179 for the year and this has boosted District funds held from £79,798 at the start of the year to £85,977 at the end of the year on 31st December 2023. As per the Statement of Assets and Liabilities, as at 31st December 2023, the Charity held £85,977 of cash funds, together with non- monetary Charity assets valued at £485,555 (£438,135 in 2022). This is due to a change in the way of calculating values from an historic valuation to insurance valuations. The reserves held include restricted funds totalling £4,194 (see Assets & Liabilities). Unrestricted funds being £81,783 as at 31st December 2023 of which funds held for designated purposes totalled £11,683, with the

remainder held free of £70,100. These numbers reflect the closure and incorporation of the old Badge Shop account, which includes provision for HSSU and Beaver Unit, and the similar closure and incorporation of the old Network account.

The account facility set up for District with Lloyds Bank, to mirror the account run by the Campsite and which provides full banking and online transaction facilities, has now safely bedded in. As such, the longer established account held with National Westminster has been reduced to a minimum but is being held open in the event of possible future payments being made. Of the cash held, an amount of £70,181 is held on Fixed Term deposit in a number of accounts, (following the forced closure of the previously held Short Term Investment Fund in 2023) and represents longer term reserves. An additional facility was set up in 2023 to hold immediate access funds in an interest bearing account, given the improved economic market conditions and the ability to generate a useful level of interest and thus a welcome additional source of income. Consequently, funds are moved across the various immediate access accounts to capture interest and/or make payments when due. However, currently all of the free funds are held across various cash accounts so, apart from inflation and capital risk, there is no other risk attached. The Trustee Board continues to monitor the reserves of the Charity, aiming to retain funds at least equivalent to one year's net running costs, which are currently estimated to be in the region of £20,000 annum. The District also has an additional reserve policy to contribute to future costs of International events over a four year cycle at a level of £3,000 a year. This policy is subject to fluctuations, dependant on Board decisions on involvement both financial and the places offered. It is also the determination of the Board that the Campsite should continue to work towards generating sufficient funds to become self-sufficient, which should greatly reduce the running costs of the District moving forward.

The accounts have been scrutinised and verified by a competent and experienced accounting professional as being a true and fair version of events.

There were no questions from the floor regarding the Trustee Annual Report, and the Annual Accounts.

5. Making appointments : Heather

5a. Appoint the District Chair, following recommendations from the open selection process initiated by the District Trustee Board : Dave & Jo

An overview of the open selection process agreed by the Trustee Board: Advertisements were placed on the District website and on Horsham District Council's volunteer webpage. 16 applications were received for the ten places available on the District Trustee Board. The selection panel met virtually with each of the applicants to find out why they wanted to be a trustee and what skills and experience they had that would be relevant to the governance role of the District Trustee Board. The panel were very impressed by the quality of each candidate they saw. This has made the decision-making process very difficult. The panel's primary consideration was to ensure appropriate representation of a diverse set of skills at Board level across the key areas of compliance, finance and risk and this was at the centre of their decision-making process. The panel's recommendations for the District Trustee Board follow.

The recommendation to the District Scout Council was that Heather Greenwood should be appointed as District Chair for a term of one year and this was approved.

5b. Appoint the District Treasurer, following recommendations from the open selection process initiated by the District Trustee Board : Heather

The open selection process recommendation to the District Scout Council is that Joe Triccas should be appointed as District Treasurer for a term of three years and this was approved.

5c. Appoint members of the District Trustee Board, following recommendations from the open selection process initiated by the District Trustee Board : Heather

The open selection process agreed by the Trustee Board, recommended to the District Scout Council that the following should be appointed as members of the District Trustee Board:

- Brian Barker, Mary Hamilton and Anthony Smith should be appointed for a term of one year
- Debbie Ladds, Alison Laker, Harry Lawrence and Alison Styles should be appointed for a term of two years
- Tim Taylor should be appointed for a term of three years

The above was all approved.

Chair thanks the Trustees for their work during the year and, in particular, those members who are standing down – Sue Apps, Andy Bray, Ellen Corke, Abi Davies, Nigel “Fris” Friswell, Dave King, Julian Peters, Geoff Spooner and Graham Whymark.

5d. Appoint the Scrutineer

Joe proposes Arthur Long, Heather seconds the nomination which was approved by the council

5e. Nominate representatives of the District Scout Council to represent the District on the County Scout Council : Heather

Harry Lawrence was nominated and approved as District representative to the County Scout Council.

Chair closes the AGM, thanking everyone for attending.

Meeting close : 19:45

PRESENTATIONS: Jo & Dave

- Jo Middleton - Wood badge certificate and 5yr length of service
- Teresa Cutler – Wood badge certificate
- Thomas Strong – Wood badge certificate
- Tim Taylor – Wood badge certificate for YL Section