



# Annual General Meeting 2025 – Agenda & Notes

**1<sup>st</sup> Holmes Chapel Scout Group**

Version: 1.1

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In advance of the meeting on **MONDAY 22<sup>ND</sup> SEPTEMBER 2025 AT 6.30PM** this pack includes the agenda and key information that we ask you to review in advance, as we will be requesting to adopt the attached reports and information.

There are some links to our website & to the Scout.org.uk website. If you cannot use these links & would prefer a hardcopy or an accessible copy of any of the information, please let us know by replying to the distribution email.

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# 1<sup>st</sup> Holmes Chapel Scout Group AGM 2025

## 1. Introduction & Welcome

## 2. Apologies for absence

## 3. Governance Topics

*It is required that we cover these topics annually. Attendees will be asked to agree, or not, to them being approved and/or adopted for the upcoming year.*

a. Approval of Minutes of 2024 AGM

*LINK TO WEBSITE PAGE*

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

*Link to POR <https://www.scouts.org.uk/por/>*

c. Note the Group's financial year

*We confirm that the financial year is 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026*

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

*We propose a maximum of 10 Trustees with a quorum of 4*

e. Agree the quorum for future meetings of the Group Scout Council

*We propose a quorum of 10 for any Council meetings*

f. Making Appointments

*The Group does not have any Trustee appointments to make this year. However, the position of Treasurer is currently open & we would also welcome any parent or community member who wishes to become a Trustee to also make themselves known.*

### **Treasurer**

*As well as general Trustee volunteers. Holmes Chapel has a specific requirement for a Trustee Treasurer to:*

*Look after finances, such as making sure Groups / Districts / Counties are collecting all membership fees and making all payments.*

*Share details about income and spend with other Trustees.*

*Make sure Gift Aid is being claimed.*

*Make sure proper accounts are kept and draw up policies on finance and investment.*

*If you would like to have an initial informal conversation, please contact [chair@holmeschapelscouts.org.uk](mailto:chair@holmeschapelscouts.org.uk) or speak to any of the leaders.*

### **Trustee Information Pack**

<https://www.scouts.org.uk/volunteers/running-things-locally/trustee-boards/recruiting-new-trustees/trustee-information-pack/>

## 4. Review of the previous year

### Chair of Trustees Annual Report

#### Keith Thompson, Chair

I joined the Group at the beginning of the year as Chair of the Trustees. Our current Trustee Board consists of myself, Rob Locke, Anne Bishop, Yvonne Taylor, Rebecca Hughes, and Jo Gregory. Previously, Jo served as our sole Group Scout Leader; however, this year Rob Locke is joining her to share leadership responsibilities. Jo will focus on people management, recruitment, and addressing any issues related to day-to-day activities, while Rob will take the lead in Trustee duties. Additionally, Rob is transitioning in his leadership role from Beavers to Scouts.

We also experienced a couple of changes with Neil Bishop and Katherine Horne stepping down as Trustees. We sincerely thank them both for their valuable support and continued dedication to Scouting.

As always, we are keen to speak to anyone who feels that they might want to get involved with the Group, either at regular Leader level, irregular support for camps and other activities or as Trustees. We will all be around after the AGM if you would like to speak to us about what's involved in any of those roles, or you can visit our website at <https://www.holmeschapelscoutgroup.co.uk/> where we have posted some initial information.

The role of Trustee Treasurer is currently vacant, specific information is available on the website, or please do speak to one of the other Trustees.

Anyone who lives in the village and attends any of the many events held, such as the Remembrance parade, village fairs or markets, will have seen our Scouts working hard to raise money to support our activities. We currently have an energetic 180 Scouts ranging from 4-year old Squirrels through Beavers, Cubs, and Scouts who transition at 15 into Explorers. Our aim is to inspire a lifelong passion for the outdoors, teamwork, and a strong community spirit. Many of our Scouts have earned Duke of Edinburgh Awards, participated in the Cheshire Hike, and obtained badges for hundreds of nights spent camping and a wide variety of skills based challenges. Next year, some will attend the prestigious Kandersteg International Scout Centre in Switzerland.

We cannot offer these experiences and opportunities to your children without your help and support.

Probably our greatest asset is our HQ building. As well as the Scouts, we also welcome a number of groups and events that help us to fund the upkeep and security. U3A, our longest standing supporters, give their time to manage our bookings, for which we are extremely grateful. We have over the past year invested in technology for both the bookings and also to help secure the building. New LED lighting has been installed in one area, which we hope to extend, as well as a review of our heating system and the construction of a new tomahawk range. We intend, this year, to explore further improvements that we hope will reduce the ever increasing utilities charges and also encourage more groups and individuals to use the hall for their gatherings.

The latter half of the year is always very busy for our group supporting the Christmas markets with stalls and activities and Santa's Sleigh which visits the village over multiple nights to collect donations. . Our Leaders dedicate a tremendous amount of effort to organise these events, and we would love to welcome more parents and community members to join us in supporting them. If you

have a couple of hours to spare, we would be delighted to have a chat and see how you can get involved to help make each year bigger and better than the last.

Looking ahead to 2026, we will be celebrating the centenary of Scouting in Holmes Chapel. We want to make it memorable for our Scouts, our supporters, and the village. If anyone has any memorabilia, photographs, or family members who may have something interesting stashed away from their time in the 1<sup>st</sup> Holmes Chapel group, we would love to begin collecting these memories, hopefully to inspire the next generation of young people to join one of the few remaining youth-led, activity based organisations.

As a final reminder, anyone interested in joining us as a volunteer, regular, irregular or as a Trustee, please do let us know.

Thank you from us all.

Keith Thompson

Chair of Trustees, 1<sup>st</sup> Holmes Chapel Scout Group

## **Treasurer's Annual Report**

### **Rebecca Hughes, Treasurer**

2024-2025 has been a settled financial year. We have been able to run a number of extremely well received camps and activities, but also invest for the future in training, equipment and our building.

We have been successful in being awarded a number of grants, for example from our Police & Crime Commissioner's fund, Cheshire East Council and from Tesco. These have allowed us to purchase a fantastic new Gazebo, which you will see at our camps and also when we run barbeques and other events, plus a number of tents and our popular new tomahawk range.

In addition, we have invested in our building, with additional security features and further steps on our journey to lower utility bills with new power management and LED lighting in one area, which we hope to expand.

Whilst rental income was slightly down, with the introduction of our second Squirrel section and extremely high retention of our scouts of all ages, our subscription income was up. However, as you will see in the accounts overview, a large proportion of the income we receive from our Scouts is then sent on to District in the form of Capitation, which is their charge per scout. This is set by the central Scouting organisation and has increased dramatically over the past few years and we expect it to increase again this year. Add to this the seemingly unending rise of utility bills and we can clearly see why our efforts to raise money from events and grants is so important.

Gift Aid, the extra 25p that HMRC gives us from every £1 raised, is really important for us. If you do give and are able to allow us to claim Gift Aid (it doesn't cost you any extra), then we can help you to sign-up.

The position of Treasurer is now vacant. If you can spare time to help us to manage our finances, please let us know, or go to our website for further details about becoming a Trustee Treasurer.

Thank you all for your continued support.

Rebecca Hughes

Treasurer, 1<sup>st</sup> Holmes Chapel Scout Group

**Table of Accounts with comparison against the previous financial year.**

	<b>2024/2025</b>	<b>2023/2024</b>	<b>Difference +/- YOY</b>
<b>Income</b>			
Other Income (Rent)	£13,229	£15,332	-£2,103
Subscription Income	£20,780	£15,560	£5,220
Donations/Grants	£8,501	£1,101	£7,400
Bank Interest Received	£1,322	£1,148	£174
HMRC – Gift Aid	£1,080	£1,868	-£788
<b>Total Income</b>	<b>£44,912</b>	<b>£35,009</b>	<b>£9,903</b>
<b>Expenses</b>			
Group activities & Events	£6,668	£4,279	£2,389
Badge Shop expenses	£1,494	£1,852	-£358
Capitation paid to District	£10,285	£7,794	£2,491
Utilities	£13,304	£11,609	£1,695
Vehicles	£1,035	£2,365	-£1,330
Bank Charges	£2,047	£999	£1,048
HQ & Equipment	£7,768	£8,602	-£834
<b>Total Costs</b>	<b>£42,601</b>	<b>£37,499</b>	<b>£5,102</b>
<b>NET PROFIT/LOSS (£)</b>	<b>£2,311</b>	<b>-£2,490</b>	

**Group Scout Leader’s Review**

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**5. Adoption of Reports**

*We offer the above reports, including the review of Accounts, for the approval of the AGM attendees.*

**6. Presentations**

**7. Closing remarks**