



35th Norwich Sea Scouts Group
 Scout Registration No. 28954 Registered Charity no. 1071584
Minutes of the Annual General Meeting
on 11th June 2024

Present - Members of the Group Scout Council

Deane Money	Group Secretary, Trustee and Chair for the meeting
Brian Tucker	Group Scout Leader and Trustee
Roger Graham-Leigh	Group Treasurer and Trustee (minutes)
Matthew Walker	Scouts Section Leader and Trustee
Nicki Collins	Cubs Section Leader and Trustee
Tina Herrington	Beavers Section Leader and Trustee
Laura Morgan	Trustee
Barry Manley	Eastern Norwich District Chair
Gwen Wilkin	District Lead Volunteer
John Percival	Adult Leader
Ioanu Totolici-Cimpioasu	Adult Leader
Debby Walker	Adult Leader
Leah Walker	Adult Leader
Emma Ward	Adult Leader
Maria Bushev	Parent/Carer
Isaac Johnson	Parent/Carer
Gareth Lewis	Parent/Carer
Mark Spield	Parent/Carer
Phil Taylor	Parent/Carer
Sophie Tremlett	Parent/Carer
Ewelina Zieba	Parent/Carer

Also in attendance

Scouts, Cubs and Beavers members of the Group	
David Elliott	Former Trustee
Sheila Elliott	Former Trustee
Paula Humphrey	Deputy District Commissioner
Lin Manley	District Representative
Joseph Pocock	District Representative

The meeting was opened at 7.00 pm by the Breaking of the Flag.

1. Appointment of Chair for the meeting

Deane Money explained that the position of Group Chair was vacant, and so he had been invited to chair the meeting.

Deane's appointment as Chair of the meeting was approved by a show of hands.

2. Welcome and introductions

The Chair welcomed everybody present, and introduced the Trustees and District representatives.

3. Sections' Presentations

Beavers Section and Scouts Section provided presentations by their members. Both were on the theme of what young people most enjoy and benefit from as members of the Scout movement.

4. Presentations and District Lead Volunteer's remarks

Brian awarded Gold awards to Scouts Thomas Percival and Milly Walker, and a long-service award to Adult Leader Emma Ward to recognise her 15 years of service with the Group.

Brian presented David and Sheila Elliott with gifts from members of the 35th, to mark David's retirement during 2024 from his roles as Trustee and HQ Manager, and in recognition and thanks to both for their combined service of over 30 years in the Group.

Gwen Wilkin, District Lead Volunteer, thanked everyone in the Group for all their efforts over the year. Gwen also shared with the meeting that at District AGM on 8th June, Debby Walker was awarded the Terry Buck award in recognition of her excellent efforts and contribution in building up the Scouts Section at 35th over the year, and Gwen congratulated Debby on this achievement.

Business Items

5. Apologies for absence

None received.

6. Minutes of the Annual General Meeting held on 21 June 2023

The minutes had been previously reviewed by the Group Trustee Board at their July 2023 meeting, so the Chair proposed that the minutes be taken as read, and invited the Group Scout Council to approve them as a true record.

The minutes were approved by a show of hands.

7. Governance Topics

a) Adopt the model constitution from Scouts' national Policy, Organisation and Rules

The Chair proposed that the Group Scout Council adopt the model constitution from Chapter 5.4 of the national Policy, Organisation and Rules. Copies were made available.

The adoption of the model Constitution was approved by a show of hands.

The Constitution as adopted is attached to these minutes as an Appendix.

- b) Note the Group's financial year
As required under the model Constitution, the Chair asked the meeting to note that the Group's financial year is 1st April to 31st March. No vote was necessary.
- c) Agree the numbers that may be appointed to the Trustee Board
The Chair said that the model Constitution required that the Group Scout Council must set the maximum number of the Group's Trustees, and that the outgoing Trustee Board had recommended that the maximum number should be 12. The Chair proposed that the Group Scout Council approve that recommendation.

The recommended maximum number of 12 Trustees was approved by a show of hands.
- d) Agree the quorum for meetings of the Group Scout Council (including this AGM)
The Chair said that the model Constitution required that the Group Scout Council must agree at its AGM the quorum (the minimum number of members that must be present) for meetings of the Group Scout Council). The recommendation from the outgoing Trustee Board was that the quorum should be set at seven people, which should enable business to be conducted even in the event of a low turnout.

The recommended quorum of 7 members for Group Scout Council meetings was approved by a show of hands.

8. Review of the previous year

- a) The Group Scout Leader's review of scouting in 2023/24
Brian Tucker, Group Scout Leader, read out his review of the year's scouting activities (attached to these minutes as an Appendix). Brian gave many examples of the exciting and challenging experiences all the Sections had had, and ended by thanking the three Section Leaders and their teams of Adult and Young Leaders.

The Chair thanked Brian and echoed his gratitude to all Leaders.
- b) To receive and consider the Annual Report of the Group Trustee Board including the Annual Statement of Accounts
The Annual Report is attached to these minutes as an Appendix.

The Chair invited the Group Scout Council to receive and consider the Annual Report, which had been made available before and at the meeting. The Chair read out Section D, Review of 2023/24.

The Chair drew attention to the Annual Accounts on pages four to six, which had been approved by the Trustees and scrutinised by an independent person as required by the Charities Commission. The Treasurer was invited to comment, and said that the key message was that the financial position of the Group remains secure, and that income exceeded expenditure over the year.

Questions about the Annual Report and the Accounts were invited, but there were none.

9. Making appointments

The Chair explained that this part of the meeting was about appointing the members of the Trustee Board, on the recommendations of the outgoing Board, and for a period up to three years.

- a) Appointment of the Group Chair
Brian Tucker took the Chair for this item, confirmed by a show of hands. Brian said that the outgoing Trustee Board had recommended that Deane Money be appointed as Group Chair, for a period of three years, and asked for a show of hands to approve the appointment.

The meeting approved the appointment by a show of hands.

Deane resumed the Chair for the rest of the meeting.

b) Appointment of the Group Treasurer

The Chair said that the outgoing Trustee Board had recommended that Roger Graham-Leigh be reappointed as Group Treasurer, for a period of three years.

The meeting approved the appointment by a show of hands.

c) Appointment of other Trustees

The Chair said that the outgoing Trustee Board had recommended that the other outgoing Trustees be reappointed as follows, all for a period of three years:

Tina Herrington (Beavers Section Leader)

Nicki Collins (Cubs Section Leader)

Matthew Walker (Scouts Section Leader)

Laura Morgan

The meeting approved the appointments by a show of hands.

d) Appointment of the Scrutineer of the 2024/25 Annual Statement of Accounts

The Chair explained that Mr Simon Mobbs, who scrutinised the accounts for 2023/24, had kindly agreed to act as Scrutineer next year for the 2024/25 accounts, and his appointment was therefore recommended.

The meeting approved the appointment by a show of hands.

The meeting ended at 7.29pm.

Item 7(a) Adopt the model constitution from Scouts' national Policy, Organisation and Rules 35th Norwich Sea Scouts AGM 11 June 2024

Taken from Chapter 5.4 of the Scouts' Policy, Organisation and Rules document dated March 2024

5.4. Constitution for a Scout Group

5.4.1. Preamble

5.4.1.1. This constitution describes the role, membership and operation of the Group Scout Council, and the Group Trustee Board.

In the interest of openness, especially for new members of the Group Scout Council, the Group Scout Council should re-adopt their constitution at each Annual General Meeting (AGM).

Apart from use at the Group AGM, this constitution must always be used in the context of 5.1, 5.2, 5.3 and 5.7.

5.4.2. Charitable Objects

5.4.2.1. [Rule 1.1 of The Scout Association Policy, Organisation and Rules] Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5.4.3. The Group Scout Council and the Group Trustee Board

5.4.3.1. The Group Scout Council has a governance role for the charity and, in particular, makes Group Trustee Board appointments other than ex officio and co-opted appointments (see Rule 5.4.5.2.c).

5.4.3.2. The Group Trustee Board is responsible for the governance of the charity. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.

5.4.3.3. The Group Scout Council has no Trustee responsibilities.

5.4.4. The Group Scout Council - membership

5.4.4.1. Membership of the Group Scout Council does not provide any membership status of the Scouts.

5.4.4.2. Group Scout Council membership

a) The ex officio members of the Group Scout Council are members by virtue of their role in The Scouts:

- all adult members of the Group – see Group roles listed in the Chapter 16 Roles Table of The Scout Association's Policy, Organisation and Rules
- all Patrol Leaders of the Troop(s) in the Group
- all parents or carers of Squirrels, Beavers, Cubs and Scouts in the Group
- all Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- all parents and carers of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- the Sponsoring Authority, where there is one, or its nominee

- the District Commissioner
 - the District Chair
- b) The appointed members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Trustee Board. The number of appointed members must not exceed the number of ex officio Group Scout Council members (see also (f) below). A Group Scout Council does not need to have any appointed members.
- c) The community members of the Group Scout Council are representatives of the local community appointed because of their role rather than by their name. For example local headteachers, or Parish Council members. They are appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Trustee Board. The number of community members must not exceed the number of ex officio Group Scout Council members (see also (f) below).
- d) The County Commissioner has the right of attendance at each Group Scout Council meeting in the County.
- e) Membership of the Group Scout Council ends when the:
- member resigns
 - member no longer qualifies as a member of the Group Scout Council
 - Group Scout Council is dissolved
 - Group Scout Council membership is terminated by UK Headquarters following a recommendation by the Group Trustee Board.
- f) The total number of appointed and community members of a Group Scout Council must not exceed the number of ex officio members.
- g) Appointed members of a Group Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.
- h) Community members of a Group Scout Council are initially appointed for a term of one year, though they may be renewed annually at the AGM.
- i) Group Trustee Board administration (see 5.4.7.9) must ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the AGM). Scout Council members (whether ex officio or appointed or community) must not be recorded as Scout Council Members on The Scout Association's membership system.

5.4.5. Group Scout Council - Annual General Meeting

5.4.5.1. Each Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year. Groups should give 4 weeks' notice of the date of the AGM

5.4.5.2. The AGM must:

- a) Undertake governance oversight by
- approving the minutes of the previous Group AGM
 - adopting (or re-adopting) the constitution of the Scout Group charity (see Rule 5.3) of The Scout Association Policy, Organisation and Rules.
 - noting the dates of charity's financial year
 - approving appointed and community members of the Group Scout Council

- agreeing the maximum total number of members of the Group Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members).
- agreeing the quorum for future meetings of the Group Scout Council

b) Review the previous year by

- receiving from the Group Scout Leader an overview of the past 12 months of activity in the Group
- receiving and considering the Group Trustees' Annual Report and the annual statement of accounts approved by the Group Trustee Board.
- Before the AGM, the accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer (see 5.7.3). This must include the formal report prepared by the auditor, independent examiner, or scrutineer.

c) Make appointments

- appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board. Vacancies for Chair only occur at the end of their period of appointment (for example, a Chair may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
- appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board. Vacancies for Treasurer only occur at the end of their period of appointment (for example, a Treasurer may have been appointed for three years and so does not need to be reappointed after years 1 and 2).
- appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, each Trustee may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
- approve the appointment of any Group Presidents or Group Vice Presidents, and note current appointees (if any)
- appoint (or re-appoint) an auditor, independent examiner or scrutineer as required.

5.4.5.3 Following each AGM, the Group Trustee Board administration must ensure that:

- a. All appointed Trustees are recorded on the membership system, as required by Rule 16.2.2 of The Scout Association Policy, Organisation and Rules
- b. the Group Trustees' Annual Report and Accounts, including the formal report prepared by the auditor, independent examiner, or scrutineer are filed as described in Rule 5.7 of The Scout Association Policy, Organisation and Rules

It is good practice for the new Group Trustee Board to verify the draft Minutes of the AGM at their first meeting following the AGM, even though the minutes cannot be formally approved until the charity's next AGM.

5.4.6. Group Trustee Board - purpose

The Group Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5.4.6.1. Members of the Group Trustee Board must act collectively as charity trustees of their Scout Group, and in the best interests of the charity's members.

5.4.6.2. Governance roles must be distinct to help manage conflicts of interest. This means that the roles of Group's Chair and Treasurer must be kept separate and be done by two different people.

5.4.6.3. The Group Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

a) The charity is:

- well managed
- carrying out its purposes for the public benefit
- complying with the charity's governing document and the law
- managing the charity's resources responsibly

b) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2 of The Scout Association Policy, Organisation and Rules.

c) young people are meaningfully involved in decision making at all levels

d) the Group has sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group including delivery of the high quality programme and resource requirements of the training programme (Rule 4.2.2 of The Scout Association Policy, Organisation and Rules)

5.4.6.4. The Group Trustee Board members must themselves collectively:

a) develop and maintain a risk register, including putting in place appropriate mitigations

b) ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group

c) maintain and manage:

- a reserves policy for the charity including a plan for use of reserves outside the 'minimum'
- an investment policy for the charity
- a public benefit statement for the charity

d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and maintained

e) ensure the appointment and management and operation of any subcommittees, including appointing a Chair to lead the sub-committee. This should normally be one of the Group's Trustees.

- f) ensure that effective administration is in place to support the work of the Group Trustee Board
- g) appoint any co-opted members of the Group Trustee Board
- h) ensure transparency of operation, including:
 - prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer (as appropriate) and as appointed by the Group Scout Council at their AGM
 - prepare and approve the Group Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer)
 - present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council for their consideration at the Group's AGM
 - following the Group AGM, ensure that a copy of the Group Trustees' Annual Report and Accounts is sent to the District Trustee Board administration (see 5.4.7.9) and, if the Group is a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- i) take responsibility for the Group's adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor
- j) individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business
- k) put in place annually an open and transparent selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).
- l) where staff are employed:
 - act as a responsible employer in accordance with the Scouts' values and relevant legislation
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - ensure that appropriate specific personnel insurance is in place

5.4.6.5. A Group Trustee Board may create sub-committees it deems necessary to support its governance function. The Group Trustee Board must ensure that for any sub-committee it appoints:

- its purpose is governance-focused and not operational
- its members are agreed and approved by the Group Trustee Board
- the Group Trustee Board Chair is an ex officio member
- the Group Scout Leader is an ex officio member

5.4.6.6. Sub-committee members are not Trustees unless they are already members of the appointing Group Trustee Board.

5.4.6.7. All sub-committee members must be recorded on the membership system.

5.4.7. Group Trustee Board - membership

- 5.4.7.1. Subject to the conflict of interest rules (see Chapter 16 and the definition of 'conflict of interest' in the Definitions Chapter), a Trustee may be a member of more than one Trustee Board.
- 5.4.7.2. A Group Trustee Board should comprise a maximum of 12 Trustees (the total of all ex officio, appointed and co-opted Trustee Categories), with a minimum of five Trustees. The maximum number of Trustees should be agreed by the Group Scout Council at its AGM.
- 5.4.7.3. Each ex officio, appointed and co-opted member of the Group Trustee Board is a charity Trustee of the Group.
People invited to attend a meeting of the Group Trustee Board, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.
- 5.4.7.4. Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- 5.4.7.5. Some Groups may also need to register as a charity (See Rule 13.1.2 of The Scout Association Policy, Organisation and Rules).
If registered, the Group's registration number must be recorded on the membership system.
Groups must not use any other charity number than their own.
- 5.4.7.6. All Trustees must complete learning as specified in Rule 16.2.1, 16.2.3, 16.2.4 of The Scout Association Policy, Organisation and Rules and the Chapter 16 Roles Table. of The Scout Association Policy, Organisation and Rules
- 5.4.7.7. It is good practice for a Group Trustee Board, and any sub committees, to have at least two Trustees aged between their 18th and 25th birthdays.
- 5.4.7.8. Each Group Trustee Board requires effective administration.
The administration may be provided by one or more persons as appropriate to the Group.
- 5.4.7.9. The selection processes leading to appointment of Group Trustees must include a rigorous and transparent selection process, which includes advertising vacancies widely.
- 5.4.7.10. The members of the Group Trustee Board are:

- a) The Group Scout Leader is an ex officio member of the Group Trustee Board.

There is only one ex officio Trustee role for a Group Scout Leader, so where there are joint role holders for Group Scout Leader, the role holders must decide, in discussion the Group Chair, which of them will be the ex officio Trustee. However, each Group Scout Leader role holder must be eligible to be a Trustee (as specified in 16.1.1.5 of The Scout Association Policy, Organisation and Rules).

- b) The Group Trustee Board must initiate a selection process to propose a Group Chair to the Group Scout Council for appointment at their AGM. Vacancies for the role of Group Chair only occur at the end of their period of appointment (for example, a Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.

- c) The Group Trustee Board must initiate a selection process to propose a Group Treasurer to the Group Scout Council for appointment at their AGM. Vacancies for the role of Group Treasurer only occur at the end of their period of appointment (for example, a Treasurer may have been appointed for three years and so does not need to be reappointed or re-selected after years 1 and 2).

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.

- d) The appointed members of a Group Trustee Board are persons appointed by the Group Scout Council at the Group's AGM. This should follow a selection process initiated and overseen by the Group Trustee Board. Vacancies for the role of Trustee only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposed name(s) from the Trustee Board do not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name(s) from the Trustee Board.

- e) The co-opted members of a Group Trustee Board are persons coopted annually by the Group Trustee Board. They are not appointed by the Group Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees (excluding Chair and Treasurer).
- f) The District Commissioner, the District Chair and the County Commissioner each have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County.
- g) The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board.

5.4.7.11. Term limits for Trustees are specified in POR rule 5.3.1.6.

5.4.7.12. If a Trustee Board Chair or Treasurer resigns, then Rule 16.6.3 of The Scout Association Policy, Organisation and Rules must be followed.

5.4.8. Group Scout Council conduct of meetings

5.4.8.1. The Group Scout Council meets at their AGM (see Rule 5.4.5). It would be unusual for there to be additional meetings of the Group Scout Council.

5.4.8.2. A Group Scout Council meeting should normally be convened with at least four week's notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

5.4.8.3. Group Scout Council meetings are chaired by the Group Chair. If the Group Chair is unable to be present, the Group Chair may appoint a delegate to chair a meeting of the Group Scout Council subject to such appointment being approved at the start of the meeting by a majority of the Group Scout Council members present.

5.4.8.4. Only Group Scout Council members, as defined in Rule 5.4.4, may vote in Scout Council meetings.

5.4.8.5. The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (see 5.4.5.2). If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available opportunity.

- 5.4.8.6. Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.4.8.7. In order to discharge their responsibilities, the Group Scout Council may meet by video conference as well as, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

- 5.4.8.8. All meetings of the Group Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5.4.9. Group Trustee Board - conduct of meetings

- 5.4.9.1. Meetings of the Group Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the Group Trustee Board.
- 5.4.9.2. Group Trustee Board meetings are chaired by the Group Chair. If the Group Chair is unable to be present, they may appoint a delegate to chair a meeting of the Group Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.
- 5.4.9.3. Only members of a Group Trustee Board as defined in Rule 5.4.7 may vote in its meetings.
- 5.4.9.4. The quorum for a meeting of a Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.
If there is no quorum present at a meeting of the Group Trustee Board, the meeting must be closed and reconvened at the earliest opportunity.
- 5.4.9.5. In the case of a sub committee of the Group Trustee Board, the quorum for each sub committee must be set by the Group Trustee Board, based on the size of the sub committee and the complexity of its task(s).
- 5.4.9.6. Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.4.9.7. In order to discharge their responsibilities, the Group Trustee Board may meet by telephone or video conference as well as face to face when agreed by the Group Chair. This includes 'hybrid' meetings, where some members are present at an agreed meeting place and others join by telephone or video.
- 5.4.9.8. Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not practicable to convene a meeting of the Group Trustee Board then an electronic voting method (such as email) is allowed for decision making of the Group Trustee Board when deemed appropriate by the Group Chair. In such circumstances, at least 75% of the members of the Group Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next Group Trustee Board meeting.

Item 8(a) Group Scout Leader's Report

Group Scout Leaders Report AGM 2024

The past year has seen many advances made by all sections of the Group.

Our Section leaders, Tina, Nicki and Matthew, need as much support as we can give them to continue their great efforts in providing amazing programs for the youngsters. Along with their team of assistants and helpers they are the front line of the Group and we thank them all.

We currently have 3 Adult leaders and helpers for the Beaver section but we need more if they are to develop. The Cubs have 4 Adults and Scouts 7.

All sections currently are full and we have requests to join coming in on a regular basis.

We also have had a request to start a Squirrel section, which is for youngster below Beaver age (4-6), But until we can find more Adult leaders willing to help and have District approval that will have to be in the future.

There have been many highlights over the past year with all sections having nights away, camps, hikes, visits and many exciting adventures. For example:

Scouts

- Spring Camp in April
- District Water Weeked June
- Canoeing in July
- Summer Camp in July
- November Activity Day at Eaton Vale
- Christmas Pizza evening
- Science Nights, rifle shooting, Seething Observatory
- all Scouts have done CPR and defibrillation training.

Cubs:

- May, Hoot with Me owl experience, identification of birds and trees
- June, Camp at Eaton Vale
- July, four day Summer camps
- December, Gravity evening
- February, camping at Stumpshaw Fen
- March visit to Norwich Synagogue

Beavers

- May, the Nest at Carrow Road
- June Norwich Air Museum
- Christmas Hollywood Bowl
- March Sleepover

Over the year we've done so much activity that we have spent around £800 on badges. Bronze, Silver and Gold awards have been given during the year.

The Group Trustees, under the direction of our chair, Liz, continued to support the development of the Group and thanks to them for maintaining the HQ, grounds and providing the necessary funding for us to continue enhancing the Group. We are always

pleased to welcome any new members onto the Trustees of the Group anyone who can spare some time to help to keep the Group running.

Later this month the cubs will be camping at Reepham and the Scouts will be holding the summer camp with an air theme while also fund raising to enable them to join in next years Norfolk International Jamboree held at the Norfolk show ground.

Thanks to all for your continued support of the 35th Norwich Sea Scout Group.

Brian Tucker
GSL

Item 8(b) Annual Report of the Group Trustee Board including the Annual Statement of Accounts

35th Norwich Sea Scout Group

Scout Registration 28954
Registered Charity 1071584

AGM 11th June 2024

Trustee Board Annual Report 2023/24

A Trustees (showing dates acted if not for the whole year)

Liz Smith	Chair	
Brian Tucker	Group Scout Leader	
Roger Graham-Leigh	Treasurer	
Deane Money	Secretary	
David Elliott	HQ Manager	1/4/23 - 14/11/23
Laura Morgan		11/7/23 - 31/3/24
Nicki Collins	Cubs Section Leader	
Tina Herrington	Beavers Section Leader	
Matthew Walker	Scouts Section Leader	

B Structure, governance and management

The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

The Group is a trust established under its rules which are common to all Scouts. Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Trustee Board consists of the Chair, Group Scout Leader, Treasurer, and up to nine other Trustees (maximum 12 in all) and meets alternate months.

The Trustee Board exists to make sure that the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes which give young people skills for life.

New members are always welcome to join the Trustee Board, and any vacancies and opportunities are circulated from time to time for anyone who can spare some time to help keep the Group running successfully.

Trustee Board members complete Being a Scouts Trustee learning within six months of joining the Board.

Risk and Internal Control: The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include requiring two signatories for all payments and a comprehensive insurance policy to ensure that insurable risks are covered.

C Objectives and activities

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

As Scouts we are guided by these values:

Integrity - We act with integrity; we are honest, trustworthy and loyal.

Respect - We have self-respect and respect for others.

Care - We support others and take care of the world in which we live.

Belief - We explore our faiths, beliefs and attitudes.

Co-operation - We make a positive difference; we co-operate with others and make friends.

The Scout Method: Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

D Review of 2023/24

First the Trustees must thank our outgoing Chair, Liz, for all the hard work she has done to develop and improve our Group. In particular her contacts with local councillors helped secure funding for the planting of a new hedge along our south side where the wood fence is in need of replacement. This hedge will enhance the environment and provide habitat for more wildlife for the young people to enjoy.

We have had help from the Goodgym runners who have painted much of the hall interior and cut much of the overgrown areas of the grounds, for which we thank them greatly.

The Trustees have recently been working on obtaining grants from The Red House Trust and the Norwich Community Foundation, and from this we have been offered funds to replace the kitchen fire exit, and are awaiting another quote to build a disability ramp outside the hall fire exit.

We have applied for a grant for new tents and camping equipment, and funding for a camp and should know by the end of the month if we have been successful.

Thanks are due to Brian Tucker our Group Scout Leader for his unfailing enthusiasm and support to our Section Leaders and for his invaluable work on the Trustee Board. The Group's Section Leaders have continued to provide a wide range of stimulating and fun activities for our young members, so we are very grateful for all the hard work from them and their adult volunteers and Young Leaders.

Thanks to all parents and carers for your continued support of the 35th Norwich Sea Scout Group.

E Financial Review

The Group annual Accounts are attached. The financial position of the Group remains secure, and our income exceeded expenditure over the year.

Reserves Policy

The Group's policy on financial reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to 24 months running costs, circa £9,000.

The Group held reserves of approximately £17,500 at year end. This present level of reserves is above the level required for operating expenses, however the Board expects that significant refurbishment building works may be required in the next 1-3 years.

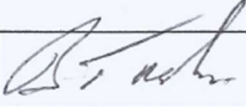

Investment Policy

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds, and all funds are held in cash in TSB current and deposit accounts.

F Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signatures		
Full names	BRIAN TUCKER	ROGER GRAHAM-LEIGH
Position	GSL	Treasurer
Date	8/6/24	8/6/2024

35th Norwich Sea Scout Group (Charity no. 1071584)				
Receipts and payments account				
		Year start date		Year end date
	For the year from	01/04/2023	To	31/03/2024
Receipts and payments				
		2022/23		2023/24
		Unrestricted funds		Unrestricted funds
		£		£
Receipts				
Donations, legacies and similar income				
	Membership subscriptions	6,773		6,233
	Donations	-		-
	Legacies	-		-
	Gift Aid	-		1,472
	Members' contributions to activities programme	308		3,158
	Uniforms	177		147
	Other similar income	-		-
	Sub total	7,257		11,009
Grants				
	Making A Difference Locally grant for NORJAM 2025	-		500
	Sub total	-		500
Fundraising events (gross)				
	Scouts - Jan table top sale Norjam	-		374
	Scouts - Christmas Craft fundraiser Norjam	-		135
	Scouts - Easter Tabletop sale, Norjam	-		345
		-		-
	Sub total	-		854
Scout hut income				
	Hire of building	984		395
	Hire of equipment	-		-
	Other Scout hut income	-		-
	Sub total	984		395
Investment income				
	Bank interest	60		123
	Other investment income	-		-
	Sub total	60		123
	Total Gross Income	8,301		12,881
	Asset and investment sales, etc.	-		-
	Total receipts	8,301		12,881

35th Norwich Sea Scout Group (Charity no. 1071584)			
Receipts and payments account			
		Year start date	Year end date
	For the year from	01/04/2023	To 31/03/2024
Receipts and payments			
		2022/23	2023/24
		Unrestricted funds	Unrestricted funds
		£	£
Payments			
Charitable Payments			
	Membership subscriptions paid on (National/County/Area/District)	2,640	2,550
	Youth programme and activities	1,383	4,272
	Adult support and training	-	-
	Business Rates	99	104
	Water and Sewerage	419	-
	Electricity	896	1,361
	Insurance	1,490	1,884
	Repairs renewals and maintenance	1,346	73
	Materials and equipment	230	87
	Printing, postage, stationery	-	43
	Contribution to camp costs	475	415
	Uniforms	20	191
	Membership subscriptions refund of overpayment	-	44
	Section petty cash expenses	180	112
	Subscription to Online Scout Manager	18	42
	Sub total	9,196	11,178
Fundraising expenses			
	Fundraising costs	-	-
	Sub total	-	-
	Total Gross Expenditure	9,196	11,178
	Asset and investment purchases, etc.	-	-
	Total payments	9,196	11,178
	Net of receipts/(payments)	- 895	1,703
	Cash funds previous year end	20,632	19,738
	Cash funds this year end	19,738	21,441

35th Norwich Sea Scout Group (Charity no. 1071584)

Receipts and payments account

		Year start date		Year end date
	For the year from	01/04/2023	To	31/03/2024

Statement of assets and liabilities at the end of the year

		31/03/2023		31/03/2024
		Unrestricted		Unrestricted funds
		£		£
Cash funds				
Bank current account		1,787		3,789
Bank deposit account		10,625		12,220
Building Fund current account		7,169		5,284
		-		-
Cash/Floats		157		147
Total cash funds		19,738		21,441
	(agree balances with receipts and payments account)		ok	ok
Other monetary assets				
Credit with Wave (our water supplier) due to previous overcharging		439		97
Credit with Eaton Vale		-		44
Insurance claim		-		-
Sub total		439		141
Investment assets				
Investment property - detail		-		-
Quoted investments		-		-
Other investments - detail		-		-
Sub total		-		-
Non-monetary assets for charity's own use				
Badge stock		-		-
Other stock		-		-
Land and buildings		See note below		See note below
Boats, trailers, canoes		3,201		2,881
Scouting equipment, furniture etc		2,996		2,696
Camping equipment		1,643		1,479
Sub total		7,840		7,056
Liabilities				
Cheques not cleared	-	136		20
Expenses incurred but not invoiced		-		265
Sub total		- 136		285
Total net assets		27,881		28,923

Note on Land and Buildings assets

The land and buildings occupied by 35th Norwich Sea Scout Group are owned by Norwich Area Scout Trust (NAST). The Group is responsible for the insurance and long term upkeep of the premises on behalf of NAST. The building was revalued for insurance purposes in November 2022 at £391,183. To enable comparison with the 2022/23 Accounts, that year's figure (£256,207) has been removed from the 31/03/2023 column above.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 6th June 2024 and signed on their behalf by

Signature	Print Name
 R A Coul Leigh	Brian Tucker Group Scout Leader Roger Graham-Leigh Treasurer

Scrutineer's Report to the Trustees of 35th Norwich Sea Scout Group

I report on the accounts of the Group for the year ended March 2024

Respective responsibilities of Trustees and Scrutineer

As the Group'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 constitution, I have scrutinised the records and the accounts set out on pages four to six.

Scrutineer's Statement

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



Name: *Simon Mobbs*

Address: *30 Oak Lane, Norwich. NR3 3QG*

Date: *25th May 2024*