



Annual General Meeting

2024-2025



4TH LITTLEHAMPTON GROUP SCOUT COUNCIL

Annual General Meeting

Friday 11th July 2025 commencing at 6:30pm

4th Littlehampton Scout Hall

AGENDA

- 1. Introduction and welcome**
- 2. Apologies for absence**
- 3. Governance topics**
 - a. To approve the minutes of the Annual General Meeting held on 12th July 2024
 - b. Adopt the model constitution from Policy, Organisation and Rules (POR) (Chapter 5)
 - c. Note the Group's financial year (1st April 2024- 31st March 2025)
 - d. Approve appointed and community members of the Group Scout Council
 - e. Agree the number of members that may be elected to the Trustee Board
 - f. Agree the quorum for each of the Group Scout Council (excluding this AGM), meetings of the Group Trustee Board, meetings of any sub-committees
- 4. Review of the previous year**
 - a. The Group Scout Leader's review of Scouting in 4th Littlehampton Scout Group
 - b. Receive and consider the annual report of the group Trustee Board
 - c. Treasurers report and annual Statement of the Accounts
- 5. Making appointments**
 - a. Appoint the Group Chair, following recommendation from the open selection process initiated by the group Trustee Board
 - b. Appoint the Group Treasurer, following recommendation from the open selection process initiated by the group Trustee Board
 - c. Appoint members to the Group Trustee Board, following recommendation from the open selection process initiated by the group Trustee Board
 - d. To appoint Group President and Vice-Presidents
 - e. To appoint the Independent Examiner
- 6. Closing remarks from Chairperson**



Group Lead Volunteer Report

As we come to the end of another incredible year for the 4th Littlehampton Scout Group. I want to take a moment to celebrate our achievements and thank the people who make everything we do possible.

First and foremost, a big thank you to our amazing leaders, assistants and Young Leaders, who week in and week out, volunteer their time, energy, and enthusiasm to provide fun, exciting adventures and memorable experiences for our young people. Please take time to read the section reports to find out what our Squirrels, Beavers, Cubs and Scouts have been up to.

To the Board of Trustees, thank you for your continued guidance, support, and the many hours you spend behind the scenes ensuring our Group runs smoothly and safely. We are so lucky to have such a strong and supportive governance team.

One of our most exciting developments this year has been the launch of our Squirrel Scouts section. Thank you to Emma (Blossom) our Squirrel Scout leader, who has planned fantastic activities for our youngest members to start their Scouting journey. I was very proud to see the Squirrels in their red jumpers marching in the Remembrance parade.

Another major milestone was the opening of our newly refurbished climbing wall. Thank you to everyone who spent the day painting - even though not all of the paint went on the wall! This fantastic facility gives our young people a safe and challenging environment to develop their Climbing skills.

We are also very proud to be offering other adventurous activities, including Tomahawk, Archery and Rifle Shooting. We were lucky enough to secure funding via the Youth Investment Fund to purchase extra equipment and training for our leaders.

Thank you to all our instructors who have given their time to attend the training courses and additional volunteering hours running these sessions. A fantastic opportunity for our young people to challenge themselves, build confidence and have fun.

It's been a busy, exciting, and rewarding year for 4th Littlehampton Scout Group, none of our success would be possible without the combined effort of our volunteers, Trustees, parents, supporters and of course the young people. Thank you all for helping us grow and inspire the next generation of Scouts.

Over the past year we have welcomed lots of new team members but we always have room for a few more. If you would like to join our lovely team - please get in touch.
(gsl@4thlittlehamptonscouts.co.uk)

Wishing you all a restful break and a fantastic year ahead.

Jane West (Hedgehog)
Group Lead Volunteer





Group Chairperson's Report

It gives me great pleasure to present my Chairperson's Report as we reflect on a year of exciting growth, innovation, and renewed energy at the 4th Littlehampton Scouts.

This year has marked a significant step forward for our group, building on our strong foundations, we have seen growth not only in our membership but also in the quality and diversity of activities we are now able to offer. Thanks to the dedication and initiative of our volunteer team, we have made considerable progress in broadening the Scouting experience for our young people. We remain committed to offering every young person the opportunity to gain skills for life, build friendships, and have fun through Scouting.

We were especially proud this year to launch our brand new Squirrel Drey, welcoming 4 - 6 year olds into the Scouting adventure for the first time. This has been a truly positive and exciting development for the group. The Drey has been enthusiastically received by young families in the area and is already buzzing with energy and potential. A huge thank you to the leaders and volunteers who made this possible.

Thanks to the dedication of our volunteers, we have trained a number of leaders across the group - bringing fresh enthusiasm and allowing us to safely expand our programme. Their efforts and qualifications have enabled us to introduce a range of adventurous activities that have expanded our offer to young people. We are now delivering climbing sessions on our brand new wall, which has quickly become a standout feature of our programme. We are also able to develop skills in archery, air rifle shooting and tomahawk throwing, all run by fully trained and qualified leaders. These activities have brought a new dimension to our offering, helping young people to develop resilience, focus, and confidence, all while having a lot of fun.

Across all sections, from our newly formed Squirrels through to our Scouts, the year has been packed with engaging activities, badge work, camps, and community engagement. It has been so good to see the numbers attending parades on Remembrance Sunday, St Georges Day and the recent Armed Forces Day.

The Trustee Committee has remained active and effective in its role of supporting the smooth operation of the group. Our finances are in good health, supported by fundraising events and careful budget management, thanks to our amazing Treasurer, Roger, and our fundraising lead, Katie – whilst the team works together these two undoubtedly take on the most and words cannot express how grateful we are for their support and involvement in the group. We have also been fortunate enough to have received grant funding and donations from which we now have new indoor beaver tents and a fabulous outdoor kitchen area (thanks also go to the leaders for working hard to get this up and ready to use!). The investment in new activity equipment and resources has been done responsibly and in line with our growth strategy. I would like to thank all those who supported our fundraising events and donated time, money, or skills to the group this year.

The coming year offers much to be excited about. We aim to: strengthen support for our new Squirrel Drey and its team, continue to expand our adventurous activity programme, recruit more adult volunteers to support sustainability and explore improvements to our facilities and grounds. Scouting relies on community, and we encourage parents and carers to get involved in any way they can - be it occasional support, committee involvement, or leadership. Every contribution helps keep Scouting alive and thriving.

I would like to thank our Section Leaders, Assistant Leaders, Young Leaders, Trustee members, and all parent helpers. This group simply could not run without your time, energy, and dedication. Every badge earned, every new skill learned, and every adventure had is thanks to you – you make all the difference!

On behalf of the Trustees, thank you for a fantastic year. Let's continue working together to build on this momentum and give our young people even more opportunities to grow and flourish.

Nicole Treharne - Chairperson

4th Littlehampton **SCOUTS**

This time last year, we visited the fire station; learned how to rescue casualties; use the hoses and work as part of the team on the engine. We went up to Dapper's Lane for food, fire, and games (always a favourite); we've celebrated Halloween, Parliament Week, Remembrance Sunday, and Bonfire Night, and taken our lovely singing voices to Fulford Care Home for carols with their residents.

This year, we've welcomed Rustington Pioneers; making popcorn over the fire and trying wacky Taskmaster Challenges. Three of our Scouts have run their own night – doing all the planning, risk assessing and leading everyone through, and we've written again to our pen pals in Poland; the Aqua Birds. Their reply is on display tonight along with the snacks they sent us, and the badges and handmade key-rings in the Scouts' bags are from them ❤️ It's been great meeting Scouts from both our local communities and those across the world.

We've also welcomed not one, not two, but four new Leaders into the team! Bumblebee and Bigfoot joined us as faces new to Scouting, Roy is a new face in our District but with over forty years experience, and Womble moved up from Cubs with her daughter. It's incredible that an entire year has whizzed by since then!

Now, we're looking forward to Summer Camp, and to next term's adventures. 🌟

Emily

4th Littlehampton



Back in May of last year, we visited the Fire Station where the cubs were shown round and got to test their skills on the fire hoses. They also learnt some tracking signs and map reading. At the end of summer term, we had a nice water fight everyone got very wet and had loads of fun.

Then, in October, the Cubs and Scouts enjoyed a joint sleepover at Flip Out. Not much sleeping was done but was amazing fun. A few weeks after the sleepover Cubs earned their Chef badge which included cooking Spaghetti and meatballs, Macaroni and Cheese, Tortellini and finally Tomato soup.

In December Cubs joined Scout in Visiting Fulford Nursing Home where they sang Christmas carols to the residents, fun was had by all we look forward to doing something similar this year.

Spring Term leaders choose to run evenings based on different food which included, national popcorn day, national pizza day, carnival of Brazil, Pancake night, and healthy eating. We were also lucky that some leaders had completed their Rifle Shooting Course and were able to run Shooting for the Cubs which most of them enjoyed.

They have had so many opportunities to practice their archery & Shooting techniques and looking forward to the opening of Tomahawk throwing and our Climbing wall. Soon, the eldest Cubs will be moving up to Scouts, proudly wearing their Silver Awards on their Scout shirts.

Hope to see lots of you at camp this summer!

Akela

4th Littlehampton



Wow what a brilliant, fun and adventurous year the Beaver section have had! I am very proud of everything we have achieved. We started the year with an "Under the Sea" themed sleepover where the corridor was transformed into an underwater ocean and we undertook sea themed activities and crafts.

During the Summer term, we carried out 24 outdoor activities to earn the "Outdoors in 24" badge which included a walk around Swanbourne Lake, planting pumpkins and runner beans in our allotment area and working on the Photography badge in our outside area.

At the beginning of the Summer holidays, we had a Campfire Challenge Day, where the Beavers had a go at fire lighting, making dough twists on the fire and made mini catapults. As Autumn term started, we celebrated "Talk Like a Pirate Day", we made mini boats and the Beavers were transformed into a pirate with an eye patch, hat and sword, Shiver me timbers!

In September we had great success where we came in 1st place in the scarecrow competition at the Littlehampton Town Show and we came 1st and 3rd place in the District Sandcastle competition!! A big well done to all the Beavers who took part in the competitions.

The Beavers had a Clip 'N' Climb session at Out of Bounds in October half term, where we all started to practice our climbing skills ready for the refurbishment of our climbing wall. All Beavers are excited to continue with climbing on our wall very soon.

During the Autumn term, the Beavers had a trip to Morrisons to learn about food production and different types of foods. We also joined the rest of the Scout Group with a sponsored hike, thank you to everyone who raised much needed funds for our Scout Group. Towards the end of the term, we had a Christmas sleepover where we went to Amberley Museum to visit Father Christmas.

In the Spring term, we attended the annual, Flying Fortress Event with other Beavers from around the district. We had great fun at our Minion themed sleepover, where Beavers earned their Creative badge by creating a Minion puppet and then performed a puppet show in our pop-up TV. We also had a visit to Pets at Home, where we worked towards our Animal Friend badge and learnt how to look after a range of pets. Alongside this, we had a visit from the Guide Dogs who brought along a trainee guide dog called Joyce. We all loved the visit.

Throughout the year our Beavers have taken part in parades including St Georges Day, Armed Forces Day and Remembrance Sunday. All Beavers who took part were very smartly dressed and well behaved. Thank you to those who took part.

Thank you to the Littlehampton Town Council who provided the group with a grant to purchase our brilliant, new pop-up tents for our sleepovers. The Beavers enjoyed sleeping in our new tents.

A thank you to Ellen and Littlehampton Community Fridge who has supported our sleepovers and our weekly meetings by bringing along surplus food.

We have been very lucky to welcome Chloe (Fox) as a new leader to our leadership team. Chloe has become a key asset to our colony. Thank you for joining us. Also, I would like to say a big thank you to our Beaver Leaders, Kirsty (Squirrel) and Sue (Owl) who have continued to support the colony throughout the year. Also, a thank you to other leaders and trustees within the group that have supported the colony in running sleepovers, events and behind the scenes duties to ensure the smooth running of the Scout group.

Hare (Jess)- Beaver Scout Leader



4th Littlehampton

Squirrels

In August we held our first every open day for new Squirrels, where they got to try out some of the activities that squirrels do. We were lucky enough to recruit 12 Squirrels.

Autumn Term was the 1st Squirrel night where we welcome our new squirrels and leaders Blossom, Oak, Ash. Hare, Young leader Willow and scout helper Cherry. Activities this term included Bouldering on our climbing wall, Story time badge, Space week, Halloween Party, soft tomahawk throwing, Christmas crafts, Christmas party which include a visiting from Santa and we were lucky enough for Littlehampton fire brigade to bring a fire truck down for Squirrels to look round and they all got to have a go on the fire hoses, thank you Akela for arranging.

Spring Term Squirrels had a night of games to earn there be active badge, learnt about Chinese New Year including tasting rice and prawn crackers, experiment badge where they made lava lamp, volcanos and done the skittle experiment. Last of all had a nice evening doing easter activities. We also welcomed a new leader, Hazel.

Squirrels took part in Remembrance Day parade and St Georges Day parade where the Squirrel flag was blessed.

Blossom



Treasurers Report

Dear Members,

I am pleased to present the Treasurer's Report for the financial year 1st April 2024 to 31st March 2025. The Scout Group remains in a strong and stable financial position.

This year, we invested £10,000 in renovating the climbing wall and training our leaders in tomahawk throwing, climbing, shooting, and archery. These improvements will enhance the quality and safety of the adventurous activities we offer.

Looking ahead to 2025–2026, we are excited to have secured a draft grant agreement of £702,500 in restricted funding from SIB. This includes a £650,000 Capital Grant for a new building on site, a £50,000 Revenue Grant, and a £2,500 Legal Expenses Grant. All of these funds are expected to be fully spent by the end of the financial year March 2026.

Today I propose to increase Subs to £45 per child, which is still below other scout groups in the area and this will further help improve the range of activities we can provide for your children. I am investigating a way to enable this to be spread over a year in monthly payments. When we have this sorted, we will communicate it in the normal ways.

Anyone who is struggling to pay Subs please speak to the Section Leaders who will make arrangements with you.

Thank you to all our volunteers, supporters, and families for their continued commitment to the group

Respectfully submitted,

Roger Hackett
Treasurer, 4th Littlehampton Scout Group

4th Littlehampton Scout Group
Registered Charity Number 305897

Receipts & Payments Summary for the Year ended 31st March 2025

	This Year	Last Year
Total Receipts for the year	£49,166	£43,057
Total Payments for the year	£58,458	£48,359
Net payments/income for the year	<u>-£9,293</u>	<u>-£5,302</u>
Cash & Bank balances brought forward	<u>£23,368</u>	<u>£28,670</u>
Cash & Bank balances carried forward	<u>£14,075</u>	<u>£23,368</u>
Receipts for the year		
Interest received	£328	£134
Subscriptions	£11,821	£9,354
Hall Hire	£19,823	£12,650
Camp	£0	£0
Grants/Other	£0	£10,000
Activities	£9,820	£5,044
Insurance Claim	£0	£0
Fund Raising	£6,530	£5,175
Donation	£844	£701
Hall Maintenance	£0	£0
Prize Money	£0	£0
Prepaid Income	£0	£0
Total receipts for the year	<u>£49,166</u>	<u>£43,057</u>

4th Littlehampton Scout Group
Registered Charity Number 305897

Receipts & Payments Summary for the Year ended 31st March 2025

Payments for the year

	This Year	Last Year
Activities	£19,671	£12,031
Admin	£15,218	£1,516
Bank charges		£72
Hall maintenance	£22,493	£29,512
Membership fees	£569	£5,228
Fund raising	£508	£0
Uniform		£0
Total payments for the year	<u>£58,458</u>	<u>£48,359</u>

4th Littlehampton Scout Group
Registered Charity Number 305897

Receipts & Payments Summary for the Year ended 31st March 2025

	This Year	Last Year
Monetary assets:		
Current Account - Co-op	£663	£2,732
Savings Account - Co-op	£13,057	£20,070
Cash in Hand	£356	£566
	<u>£14,075</u>	<u>£23,368</u>
Non-monetary assets:		
Buildings	<u>£135,960</u>	<u>£135,960</u>
	<u>£135,960</u>	<u>£135,960</u>
Total assets	<u>£150,035</u>	<u>£159,328</u>

INDEPENDENT EXAMINER'S REPORT

In connection with my preparation of the accounts of the 4th Littlehampton Scout Group, nothing came to my attention which gave me cause to believe otherwise than that the financial statements accord with the accounting records. I am not aware of any matter to which attention should be drawn.



Luke Hawes MAAT AATQB

Date

09/07/2025


SIGNATURES OF TRUSTEES:



N. Hunt

Date

9/7/25



J West

Date

9/7/25

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trusts should follow best practice and:

- [a] select suitable accounting policies and then apply them consistently
- [b] make judgements and estimates that are reasonable and prudent
- [c] state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements, and
- [d] prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable accounting standards and statements of recommended practice and the regulations made under 544 of the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

CONSIDERATION OF RISKS

The Group Scout Executive [as Charity Trustees] has always been mindful of its responsibilities in Risk Management and, in accordance requirements of The Statement of Recommended Practice [SORP 2000], in outlining the major risks and appropriate systems that are in place to mitigate those risks.

The Executive seeks to manage these risks and highly values the reputation of Scouting. It seeks to enhance his reputation through effective publicity; care in recruitment [which includes screening through the 'Disclosure and Baring Service', financial control, management of adults and by working closely with the District and County Teams to amicably resolve those few disputes which may arise.

4th Littlehampton GROUP SCOUT COUNCIL

Annual General Meeting

Friday 12th July 2024

Martin Sander's Hall

Minutes

Present; Jane West (Group Scout Leader @4th Littlehampton), Jill Long (District Chair), Emily Dicker (Scout Leader), Dean Wadey (Assistant Scout Leader), Roy Wells (Assistant Scout Leader), Adam Grevett (Assistant Scout Leader), Craig Walters (Assistant Scout Leader) Stuart Mushkin (Assistant Scout Leader), Sam Bennett (Assistant Scout Leader) Sarah Chamberlain (Cub Scout Leader), Kim Perry (Assistant Cub Scout leader), Phil Booth (Sectional Assistant), Jess West (Beaver Scout Leader), Kirsty Cheyne (Assistant Beaver Leader), 'Chewy' Lincoln (Group Vice President), Nicole Treharne (Chairperson @4th Littlehampton), Roger Hackett (Treasurer), Lauren Kearney-Pateman (Trustee), Katrina Bergamane (Secretary), Katie Mushkin (Trustee – fundraising), Lauren (Trustee), Paula Cooke (Assistant District Commissioner Scouts)

Apologies for absence – Ian Buckman (District Commissioner), Jill Gladman (Assistant ADC), Sally Holmes (Volunteering Development Team), Julia Ferris (Assistant District Commissioner Cubs), Angus Attle (Group Vice President)

1. To approve the minutes of the Annual General Meeting held on 14th July 2024 –

1. Agreed – Jane West
2. Seconded – Paula Cooke

2. Governance topics

a. Adopt the model constitution from Policy, Organisation and Rules

- a. Agreed – Roger Hackett
- b. Seconded – Katie Mushkin
- c. **Note the Group's financial year** – 1st April 2024-21st March 2025

b. Agree the number of members that may be elected to the Trustee Board – 12 can be elected

- a. Agreed – Katrina Bergmann
- b. Seconded – Lauren Kearney-Pateman

- c. **Agree the quorum for each of the Group Scout Council (including this AGM), meetings of the Group Trustee Board, meetings of any sub-committees** Quorum set at 6 people
 - a. Agreed – Lauren Kearney-Pateman
 - b. Seconded – Jane West

3. **Review of the previous year**

a. **The Group Scout Leader's review of Scouting in 4th Littlehampton Scout Group**

- a. Jane West (GLV) presented her annual review (see attached review document)

Thank you to Jane for her review

b. **To receive and consider the annual Statement of the Accounts**

- a. Chair (Nicole) notes that today we are submitting approved statement of accounts and the report on the accounts has been received from Steven Trigg (accountancy)
- b. Roger Hackett (Treasurer) explained the statement of accounts (see attached review document)
- c. Nicole invited questions from the floor regarding annual accounts (also available through social media, the website and upon request). No questions.

Thank you to Roger for his work on the accounts – there has been such hard work put into managing these and making things work – it is good to see how far we have come in a year. Thanks also go to Katie Mushkin for the hours and effort she has put into securing money through grants and funding which has helped to develop the provision for the scout group this year.

4. **Making appointments**

a. **To (re-) appoint Group President and/or Vice-Presidents**

- a. Appointments for Vice Presidents – Chewy Lincoln (Graham), and Angus Attle
- b. Above were proposed and show of hands as approval were given

b. **To approve the Group Scout Leader's nomination of the Group Chair**

- a. Prue Payne - Nominated Nicole Treharne as Group Chair
- b. Show of hands as approval were given

c. **Election of the Group Treasurer**

- a. Roger Hackett has been formally proposed and seconded. No other nominations were given
- b. Approved by Emily Dicker
- c. Seconded by Sarah Chamberlain
- d. Show of hands were given as approval

d. Elections of members to the Group Trustee Board

- a. Open selection process agreed by the Trustee board explained, recommendation to the Group Scout Council is that the following be appointed into the trustee board ;
 - i. Katie Mushkin
 - ii. Katrina Bergmane
 - iii. Sam Bennett
 - iv. Lauren Kearney-Pateman
 - v. Craig Walters
- b. Show of hands were given as approval
- c. Leaders – appointed into the Trustee board and confirmed by a show of hands as approval;
 - i. Sarah Chamberlain – cubs
 - ii. Emily Dicker – scouts
 - iii. Jess West – beavers
- d. Extended invitation for volunteers to join the board of trustees – parent/carer representative (attending 4 meetings per year, responsible for supporting the scout group to enable running of activities)

Thank you to those who have volunteered. To those already on the board please accept my thanks for all you have been doing. We look forward to working with you over the next year.

e. To appoint the Independent Examiner

- a. Roger Hackett proposes – Steven Trigg
- b. Nicole Treharne notes that Steven Trigg has been proposed and seconded and is qualified for the role.
- c. Seconded by Jane West

5. Close

Thank you to all who have attended this year's AGM, it is great to see so many young people, parents and carers present. The support of all is greatly appreciated.