

2020 ANNUAL GENERAL MEETING

17 NOVEMBER 2021

MINUTES

- ATTENDEES:** John Green (Chair, JG)
Valerie Street (VS)
Elizabeth Ashbury-Redican (EA-R)
James Whittingham (JW)
Archie Nicol (AN)
Patrick Jacobs (PJ)
Tina O'Donnell (TO'D)
Mike O'Donnell (MO'D)
Grahame Worrall (GW)
Susan Peek
Sheila Kinton
Shirley Cornish
Bridget Green
- APOLOGIES RECEIVED:** Chris Fowler, Steve Roberts, Anne Mays, Carol Salter, Richard Pennington, Les Prescott
- LOCATION:** HQ
- TIME:** 8.00PM

1. INTRODUCTION AND OPENING REMARKS

VS opened the meeting by welcoming everyone to the delayed 2020 AGM and particularly welcoming Susan Peek, DDC.

VS asked those present to observe a minutes silence in tribute to Fred Fletcher, a valued member of the 4th for over 40 years, who sadly passed away on 1 November 2021.

2. MINUTES OF THE 2019 ANNUAL GENERAL MEETING

The minutes of the 2019 AGM were circulated prior to the meeting for review.

It was noted that in 2020 a new scrutineer for the Group's accounts was appointed. In addition, at the 2019 AGM it was the intention for John Green to remain as Chair for only one more year. Due to the Covid-19 pandemic, John Green has remained in post.

The minutes of the 2019 AGM were adopted unanimously by the meeting.

3. MATTERS ARISING NOT ON THIS AGENDA

At the 2019 AGM an urgent requirement to fill the role of Group Treasurer was raised. James Whittingham has now taken on this role.

4. ANNUAL REPORT BY THE GROUP CHAIR

JG delivered the annual report by the Group Chair. Please see appendix 1 for the full text.

5. HONORARY TREASURER'S REPORT

Highlights

- This update is for Calendar Year (CY) 2020, so 1st Jan – 31 Dec inclusive.
- Considering the extent of the headwinds that COVID-19 provided, the Group's finances withstood the challenges and the Group only spent £3,215 more than it received
- During this period, income fell sharply YOY due to a couple of key reasons – inability to run events and subscriptions and members departed the Group.

Income

- The Group's income for the CY 2020 was c. £52,215 – down from £76k in CY19
- Subs income for CY 2020 was £20,089 (an average of £1,675/mth, or 140 individuals – we paid a census in March 2020 for 199)
- Other income highlights were as follows:
 - LB Sutton grant of £10k – as we are a Business Rates payer, we could take advantage to shore up our funds;
 - Gift Aid reclaimed payments of c.£6,624
 - Fundraising events = c. £5k, with a net profit of > £4k with contributions from the postponed 2019 Fireworks Night, and two raffles conducted on-line
 - Hall hire was down by £5k, to £1,262 from > £6.5k

Expenditure

- The Group's outgoings for the CY 2020 were c. £55,430 – down from £81k
- Our regular monthly expenditure was c. £1,300 – equating to more than £15k p.a.
- The largest outgoings were as follows:
 - Significant landscaping and remedial works - £11k
 - Buildings & vehicle insurance - £11k (although we SORN'd our transport and dialled insurance down to third party to save cash)
 - Servicing the debt on the Group Development £50k loan – £5.7k – now down to £20k
 - The census payment back to Scout HQ - £7,683 for the payment based on 150 young people – paid in March 2021

Liquidity

- As of 31st Dec. 2020 the Group held cash at the bank as follows:
 - £5,720 in the current AC
 - £15,404 in the Gold (Savings) AC
 - A total of £21,124

Preparation of the Calendar Year 2020 Accounts

- These have been approved by the Executive Committee earlier this month
- These were then scrutinised, as required and signed off by Norman MacDonald (a retired accountant) living local to the 4th.
- Following successful adoption this evening, these will be filed by the Chair & GSL.

Outlook

- As outlined above, we have healthy balances at the CAF Bank = but these only equate to a one-years full running costs/commitments for the Group.
- The Group hoped to resume a fuller events and fundraising programme in 2021, but this was not quite as it turned out.
- However, any assistance, whether time or financial (in the form of turning-up and spending money on the 27th November) and beyond would be gratefully received.

JG thanked JW for producing clear accounts and strong financial leadership throughout the year.

6. ADOPTION OF THE ACCOUNTS

The 2020 Statutory Accounts were unanimously adopted by the meeting.

The accounts will be signed by the Group Chair and filed with The Charity Commission.

7. GROUP SCOUT LEADER'S REPORT

VS delivered the GSL's annual report. Please see appendix 2 for the full text.

8. EVENTS TEAM REPORT

Fundraising in 2020 started strongly with the delayed Fireworks event taking place in early January. A quiz night took place in February and the Explorer's Race Night in March. Due to Covid-19 there were no further events, although 2 successful online raffles took place – one in the Summer and one at Christmas.

9. MAINTENANCE TEAM REPORT

AN delivered a report detailing the major projects undertaken by the Maintenance Team during 2020 on behalf of Chris Fowler. Please see appendix 3 for the full text.

10. NOMINATION OF GROUP CHAIR BY GROUP SCOUT LEADER

VS proposed John Green as the Group Chair. He accepted but will only remain until the next AGM.

11. ELECTION OF COMMITTEE MEMBERS

The Honorary Secretary and Honorary Treasurer were elected unopposed.

- Honorary Secretary – Elizabeth Ashbury-Redican
- Honorary Treasurer – James Whittingham

12. NOMINATION OF EXECUTIVE COMMITTEE BY GROUP CHAIR

The following were nominated unopposed as members of the Executive Committee:

Valerie Street - Group Scout Leader
Chris Fowler - Assistant Group Scout Leader
David Sweetland - Assistant Group Scout Leader
Tom Pennington - Assistant Group Scout Leader

Anne Mays - Section Leader – Beavers
Albert Short - Section Leader – Beavers
Steve Roberts - Section Leader – Cubs
Jack Francis - Section Leader – Cubs
Margaret Pennington - Section Leader – Cubs
Patrick Jacobs - Section Leader – Scouts
Tina O'Donnell - Section Leader – Explorers

Andy Marshall - Group Quartermaster

13. APPOINTMENT OF SCRUTINEER

Norman McDonald, a retired accountant and neighbour of the 4th, has agreed to remain as scrutineer.

14. ANY OTHER BUSINESS

There was a query regarding the post of Group Quartermaster due to the injury suffered by Andy Marshall. Grahame Worrall has been covering the Quartermaster duties.

15. CLOSING REMARKS

VS thanked everyone for attending and invited those present to remain for drinks and nibbles.

JG reiterated the thanks given by VS and particularly thanked Susan Peek for her attendance.

Susan Peek thanked all those involved with the 4th who kept the Group running during the difficulties of 2020 and noted that it was very good to see the recent recovery of the Group membership.

The meeting was officially closed.

Minutes submitted by: Elizabeth Ashbury-Redican

Approved by:

APPENDIX 1

ANNUAL REPORT BY THE GROUP CHAIR

Good evening everyone, thank you for attending our Annual Review, this meeting gives me the opportunity give you some information on the organisation and work which goes on behind the scenes, to enable us to provide an enjoyable and life enhancing experience for our young people, during their time as members of the Scout Association.

This a very belated AGM for 2020, caused as I am sure you realize by Covid19. The group has worked together as a team; lead by Valerie our GSL, to keep the group active, by the use of Zoom section and committee meetings, this worked quite well although we still regrettably lost some members. Thank you to all the leaders and helpers whose efforts kept the group going during this challenging time.

Covid however provided a beneficial opportunity for some members of the group, who on furlough from their regular occupation found themselves with time available to help the group within the restriction of Covid, they turned their attention and energy into maintaining and improving our premises. Various projects were addressed, the electrical system was upgraded to current standards, supervised by a qualified Electrician, and the outside grounds were improved with the addition of a new patio, along with several other smaller projects. I would like to thank, Chris Fowler and his sons Simon and Luke, Steve Roberts, and Mark Brown who together with others carried out these works.

The group's finances are very well looked after by our Treasurer James Whittingham. We were unable to continue our fund raising activities during Covid, and took some actions to reduce our running costs such as Sorning our vehicles and reducing the insurance on them, but we were able to benefit considerably from the governments Retail, Hospitality and Leisure grant from Sutton Council, together with a Business Rates holiday. Sharon Davis, our past treasurer continued to help by managing our gift aid accounting, thank you Sharon. All these factors enabled the group to remain financially stable, despite the loss of income streams

Outside, Graham Worrall looks after our field cutting it regularly keeping neat and tidy. To all who help the group in any way, thank you.

I am very grateful to all who have been involved in supporting and running the group through these difficult times and proud of their achievements.

We look forward here at the 4th to continuing to provide a varied range of scouting activities in our 87th year and beyond, to prepare our young people for their future life.

Thank you for your attention.

John Green (Chairman)

APPENDIX 2

GROUP SCOUT LEADER'S REPORT

What happened in 2020? We started the year on the 4th January with a bang and a whoosh as we held our weather delayed firework display at the 4th.

All sections started the spring term and the scouts went off for a caving weekend. I tried to encourage everyone to be more environmentally aware with the recycling at the 4th and not to be using plastic straws or polystyrene.

Sadly, in mid-January we bid farewell to Ray Hammett at his funeral in Worthing. It was standing room only when we were all reminded what a kind and generous man he was. Ray always had a smile and a kind word and wearing his hat as Chairman of the fundraising team had a way of asking gently if people could just spare a few hours to help with a fundraising event at the 4th. He was always willing to fix things and he was Chairman of the Executive committee until 2009. He was still working in his 80's in London. He was gracious and kind and he made a great contribution to the 4th. Many from the 4th past and present were there to say goodbye.

Ray Hammett 1931 – 2019

We started February with a fund-raising quiz night organized by Dyllan Tappenden and his team. The following weekend the beavers enjoyed a sleepover here at the 4th and they visited an especially organised trip to the Windmill on Wimbledon Common. No wombles but a lovely sunny day.

Ten Explorer Scouts earned their Survival skills badges having spent 2 nights in the woods at Bentley Copse in shelters they had made.

On Saturday the 29th February a supper was held at the 4th to celebrate our founder Robert Baden Powell. We enjoyed a four-course meal after a welcome glass of prosecco. This meal was open to all leaders and adults who support the 4th.

On the 14th March the Explorer team organised a Race Night. This was a fundraising event at the 4th in the main hall.

Two days later I wrote the following in my diary. "Scouting was suspended on Monday the 16th March due to coronavirus." I remember feeling very strange and somehow empty.

In the following months we quickly learnt a new vocabulary of zoom, zooming, codes, passwords, zoom time, screen sharing and whiteboards. We all learnt to adapt to the new way of scouting. It didn't appeal to all young people. Some were fed up with doing school work on zoom so they opted out of scouting. Others were very keen, so zoom bingo started, quizzes, cookery lessons and indoor sleepovers. Camp fire songs were not a hit on zoom because of time delay but no one cared and they all sang along!

My young leaders taught me quite a lot during zoom time which I am most grateful for.

The number of young people in the group varied greatly during 2020 from 150 to 199.

The scout association created coloured coded levels when we could meet and what the rules were. We did return with shortened outdoor meeting with a maximum of 15 young people attending by the Autumn, which meant the leadership teams were doing the same session for two weeks. We were so lucky to have such a large field and large quantities of hand sanitiser.

At the beginning of November the announcement was made to return to lockdown so it was back to the world of zoom. We made a short return to face to face meetings in

December just in time to wish the young people in the group a merry Christmas, then as Covid rates were rising we went back into lockdown.

We did adapt as best we could throughout the year and so scaled down versions of scouts owns were held. The socially distanced going up ceremonies on the field were probably better than the one zoom version.

We held virtual raffles for the summer and near to Christmas which were very successful.

2020 taught us to learn not to take anything for granted and whichever coloured status the scout association told us we were at, I would like to think that we were prepared and we did our very best.

Valerie A Street

GSL

APPENDIX 3

MAINTENANCE TEAM REPORT

This year has been a year of achievement for the Maintenance Team. Towards the end of 2019 the team streamlined into a small group of volunteers and leaders who would meet weekly to ensure the premises are usable and any faults rectified. The onset of the lockdown allowed furloughed members of the team to set to work with bigger projects outside as well as dealing with some important compliance issues inside the building.

Site Clearance

The old pavilion (shed) and covered area which was in a poor state of repair and deemed to be unsafe was cleared. Much of the old metal was sent for scrap and any disused machinery was disposed of. This left us with a clear area behind the chapel for future projects.

Terrace and Extension to Car Park

Due to problems with our slope onto the field it was decided to cover the area at the top with Type1 Sub Base so that access to the field would be safer and we would have a further place to park our Minibuses and Trailer.



While doing this, it was decided to improve the garden area at the back of the building into a 2 level terrace with disabled access. This was achieved over a period of three months during lockdown which gave uninterrupted access to the site. This was a major project, however cost was offset due to volunteers giving their time for free.



Campfire Circle

The campfire circle had been improved two years prior. During the summer, and using the digger, the back of the campfire circle was cleared to make a much bigger and more usable area so that it can be developed further in 2021.

Buildings - Compliance

In order to meet building compliance, we had an electrical report done on the HQ. The report highlighted a series of issues which would need addressing, including replacing the main Consumer Unit. A fully qualified electrician with the support of the maintenance team completed all the requirements of the report so that the buildings would be compliant.

Issues highlighted in an earlier Fire Report on the building we also addressed ready for a future inspection.

Conclusion and thanks

The improvements to our site this year couldn't have happened without the support and vision of the Maintenance team who have put in a colossal amount of man hours to make our site fit for the future. Well done and thanks to the following.

Chris Fowler
Steve Roberts
Grahame Worrall
Simon Fowler (Explorer)
With help from Luke Fowler! (Cub/Scout)

