

1st WOOSEHILL SCOUT COUNCIL

Minutes of the Annual General Meeting 2026

1. Introduction and welcome

Chair (Nicky Hopkins) welcomed the members of the Group Scout Council and guests James Milligan and Steff Gould from Wokingham District Scouts

NH formally thanked Sally McGuire a Grandparent of a cub at 1st Woosehill who covered the costs of the Independent Examiner.

NH highlighted that this year 1st Woosehill had to temporarily close the scout hut and stop scout meetings. A structural engineer was called and produce a report which was acted on by The Trustee Board, a special thank you to John Queenan who built the buttress in the loft space and installed all the readers which are allowing the board to monitor any further movements of the building and ensure the hut is safe for everyone to use.

2. Apologies for absence

Chair: We've received apologies from Steve Capel.

3. Governance topics

Chair: "We'll use this part of the meeting to make sure the charity's foundations are in good order"

3a. Approve the minutes of the Annual General Meeting held on 7th June 2025

Chair: The Group Trustee Board have reviewed the minutes of last year's AGM at the meeting held on 18th September 2025. NH proposed that these minutes are taken as read and ask the Group Scout Council to agree that they're a true record of that meeting.

Please show your hands to approve.

There was a show of hands, no objections and no abstentions?

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

Chair: "In line with the recommendation from The Scout Association, the Group Trustee Board proposes we adopt the model constitution for a Scout Group from Chapter 5c of Policy, Organisation and Rules. A copy of this was available for review and inspection prior to this meeting, and copies are also available at this meeting.

Please show your hands to approve."

There was a show of hands, no objections and no abstentions?

3c. Note the Group's financial year

Chair: The Group Scout Council members noted our charity's financial year is 1 April 2025 to 31 March 2026.

3d. Approve appointed and community members of the Group Scout Council

Chair noted the Group Scout Council can admit other people to membership. Chair advised that all attendees (noted on the attendance sheet) are nominated as Group Scout Council members.

This list can be found in the Appendix (Appendix 1)

These are to be admitted as members of the Group Scout Council as well as the ex officio list in POR Rule 5b.3.2.4.

Please show your hands to approve.

There was a show of hands, no objections and no abstentions.

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

Chair: “Following good practice recommendations from the Charity Governance Code, POR states Trustee Boards should have a minimum of 5, and no more than 12, Trustees in total. This includes ex officio and co-opted Trustees.

The Group Scout Council must agree the maximum number of people to be appointed to the Trustee Board (this number represents the total of ex-officio, appointed and co-opted members). The outgoing Trustee Board recommends that in total 10 people are appointed. I propose the Group Scout Council approves that recommendation.

Please show your hands to approve. “

There was a show of hands, no objections and no abstentions?

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

Chair: “The Group Scout Council must agree its quorum – the minimum number of Group Scout Council members that must be present at Group Scout Council meetings. The outgoing Trustee Board recommends the quorum should be set at 6 people for future meetings of the Group Scout Council (the quorum for this AGM was agreed at last year’s AGM).

Does the Group Scout Council approve that recommendation.

Please show your hands to approve.”

There was a show of hands, no objections and no abstentions?

4. Review of the previous year

4a. The Group Lead Volunteer’s review of Scouts in the 1st Woosehill

Chair asked the Group Lead Volunteer, Fiona Fairhead to present their Annual Review.

Group Lead Volunteer gave their review.

Thank you to everyone who has come along to support our AGM this evening. This is an important legal function of our status as a charity, but it also provides us with an opportunity to get together as a scouting family. We can reflect on our successes and challenges of this past year. It is important to remember that the huge variety of activities and experiences that leaders organise for our young people make a significant difference to the practical and social skills that they learn. Particularly the opportunities to explore outdoors.

We are very lucky at 1st Woosehill to have a strong group of enthusiastic, creative and caring leaders (team members). Some join us for a few years then leave, some move to different sections and some stay for a long time. We have had quite a large turnover this year;

Beavers have said farewell to Alun, and Kirsty has moved up to Hawks cubs, which has been a significant loss of experience in the beaver section. However, Karen and Simon have moved up to Swifts after a short experience in squirrels and they have bravely taken on these new challenges with enthusiasm. We have also gained Cathy and Dan to help them. At Kingfishers Paul and Geoff have also done a great job of keeping the section active. At the end of the summer Dan and Geoff will be moving up to cubs.

Cubs have seen Roy move from Kestrels to Hawks, but Kestrels have gained Charles and Helen. At the end of the summer Elaine will move up to Merlins scouts.

Buzzards Scouts have a good strong team, but Merlins are needing more leaders with Alex M leaving at the end of term to join squirrels.

Wrens squirrels have lost a few leaders through the year, but they have done a fantastic job going solo from September and celebrating the 1st birthday of the section. They have even been able to award their first chief scouts award for squirrels. I thank all of them for the time and energy they have given to young people in scouting.

I do have a presentation to make to Sarah George who has been a leader and trustee over the past five years and earns her 5-year service award. Congratulations to Sarah.

The headline then is that we need more new leaders in Merlins scouts (Mondays), both beaver colonies (Tuesday and Wednesday) and Wrens squirrels (Monday).

Please speak to me if you would like to get involved. Most leaders will tell you that they have fun and learn a lot through their volunteering. Our leaders are all DBS checked and are required to complete training to ensure that your young people are kept safe and they are fully supported.

As well as the leaders we have a team working behind the scenes to make sure sections can operate. This includes Nicky, who is Chair of the Trustees as well as cub leader and squirrel leader. This team also includes quartermaster, maintenance, waiting list coordinator, hall bookings, secretary and treasurer. They all work hard to support the Group. We have 2 trustees who are stepping down from their roles, and we thank them for all the time and effort they have put into supporting the Group. Craig is stepping down as a Trustee but continues (thankfully!) as scout leader. Steve is stepping down as Trustee, but he is also now leaving the Group. He has been a very helpful Trustee for 2 years, but he has also been a fabulous cub leader for 9 years. He has even helped out with squirrels and scouts. Thank you and good luck.

Our most significant change at 1st Woosehill this year is the opening of our 2nd squirrel drey, Robins. We have just finished our pilot sessions on Thursday evenings and now have a team of new leaders and a plan for the rest of the summer term. We look forward to seeing both the squirrels and the leaders grow and have fun.

You have reports on the board of the activities that the sections have been doing this year. Please have a read and be impressed by the variety and challenge on offer for your young people. I just want to highlight a few key events.

Beavers and cubs have had a fabulous hot camp at Paccar. It was a first for many of the young people and several of the leaders! 15 beavers have earned their Chief Scout's Bronze Award this year – well done. Beavers have also celebrated 40 years of beavers this year (and I do remember them starting!)

In addition to this camp cubs have slept at the Natural History Museum, RAF Museum (Pillows and Pilots), and on The Golden Hinde. Hawks have awarded 1 Chief's Scout Silver Award this year. Kestrels have awarded 4. Congratulations to Ella for gaining her Nights Away permit.

Scouts have also had a week camp last summer in the beautiful Ashdown Forest and had a night on the Golden Hind with the cubs. This summer they are looking forward to joining the international camp in Windsor

Thank you again to all the leaders that make these activities possible by completing their training, giving their time, their energy, their creativity and contacting any friends and family who might be useful! I look forward to seeing all the sections grow in numbers as our new leaders grow in confidence. Congratulations on another great year of scouting in Woosehill

Chair thanked Group Lead Volunteer for their review.

4b. The District Lead Volunteer's Remarks

Chair asked the District Lead Volunteer for any remarks.

District Lead Volunteer James Milligan

James said that he was present at the meeting to thank everyone. He thanked everyone involved in scouting at 1st Woosehill. He said that 1st Woosehill were the biggest scout group in Wokingham and the first group to have two Squirrel dreys which was a great achievement. He congratulated everyone in providing opportunities to young people. He appreciated the effort which had gone into making the hut safe for scouting to continue at Woosehill. He again repeated a big Thank You to everyone.

Chair thanked District Lead Volunteer

4c. Receive and consider the Group Trustees' Annual Report including the annual Statement of Accounts

Chair noted the Group Trustee Board has prepared the Trustees' Annual Report and Statement of Accounts, and has received and considered the report on the accounts from the Independent Examiner.

Chair asked the Group Treasurer, Stuart Faria to give an overview of the Statement of Accounts.

Treasurer described key points from the Statement of Accounts (the Accounts for the Year ended 31st March 2026 can be found in Appendix 2)

The receipts are up £11,180. The expenses (Total Payments) are up £1,215. Last years deficit of £7545 has now become a surplus of £2,420.

Receipts are up due to significant increases in grants and donations (£1,136), hall bookings (£3,570), subs (£1,645) and camp fees (£6360). The subs have increased because of the first full year of the new squirrel drey. There was a reduction of £1,330 in Other Scouting Activities.

On the payments side, buildings and premises payments are down £1,960. This was almost solely due to the decrease in utilities payments which are back to the normal figure. Last year's unusually high figure was due to the timing of electricity bills when we changed supplier.

General payments are in line with past years.

Section expenses are up £3,400. This was mainly due to increases in camp expenses (£5,550), despite a reduction in Other Scouting Activities (£2,365). Both largely match changes in receipts.

Also note that camps effectively have no net cost. The sections have normal budgets of £250 per term per section and Other Scouting activities is in line with sections budgets.

Chair noted that there had been no questions received prior to the AGM and invited questions from the floor regarding the Trustees' Annual Report, and the Annual Accounts. There were no questions.

Chair thanked the Treasurer for completing the Statement of Accounts and for all their work during the year.

5. Making appointments

Chair: "We'll use this part of the meeting to organise the set-up of the charity until the next AGM. We'll appoint a Trustee Board to oversee good governance for the charity over the next year. This includes appointing Trustees and / or officers whose terms have ended."

5a. Appoint the Group Chair

Chair handed the chairing of this meeting over to the Group Lead Volunteer, Fiona Fairhead.

Group Lead Volunteer said "the Trustee Board's recommendation to the Group Scout Council is that **Nicky Hopkins** should be appointed as Group Chair.

Please show your hands to approve.

There was a show of hands, no objections and no abstentions?

Group Lead Volunteer handed the chairing of this meeting back to Group Chair.

5b. Appoint the Group Treasurer

Chair "The Trustee Board's recommendation to the Group Scout Council is that **Stuart Faria** should be appointed as Group Treasurer.

Please show your hands to approve."

There was a show of hands, no objections and no abstentions.

5c. Appoint members of the Group Trustee Board

Chair "The recommendation to the Group Scout Council is that the following should be appointed as members of the Group Trustee Board

Sarah Dempster - Secretary

John Queenan (JQ) – Maintenance

Astrid Cobb (AC) – Waiting List Coordinator

Sarah George – Facilities Coordinator

Andrew Jordan (AJ) - Supporter

Please show your hands to approve."

There was a show of hands, no objections and no abstentions.

Chair noted that the Group Lead Volunteer is an ex-officio member of the Board.

Chair thanked the Trustees, and the Trustee Board Administrator, for their work during the year and, in particular, those members who are standing down which include Steve Gray and Craig Koch.

Chair noted that co-opted members (if any) of the Group Trustee Board are appointed by the Group Trustee Board themselves at one of their meetings, and not the AGM.

5d. Appoint the Independent Examiner

Treasurer proposed Kelly Willcox MSc ACMA CGMA of Claritas Accountancy Ltd

Chair confirms that Kelly Willcox has been proposed, seconded and is qualified for the role and willing to undertake it.

Please show your hands to approve.

There was a show of hands, no objections and no abstentions?

6. Closing remarks

Chair closed the AGM, thanking everyone for attending and outlined the arrangements for the food and drinks.

Appendix 1

1st Woosehill Scout Group Receipts and Payments Account For the Year Ended 31st March 2026

Section A Receipts and Payments

Receipts	Total	Last Year
Bank Interest	907.75	1,294.63
Gift Aid	3,184.60	3,178.27
Group Fundraising	509.32	393.37
Grants & Donations	1,135.80	0.00
Hall Bookings	8,162.11	4,591.86
Miscellaneous	0.00	0.00
Scout Shop Sales	83.88	21.45
Subscriptions received	18,750.55	
Less capitation	(9,620.00)	
Net retained subscriptions	9,130.55	7,485.77
Camp Fees	14,656.29	8,296.47
Other Scouting Activities	8,814.90	10,143.09
Total Receipts	46,585.20	35,404.91
Payments		
Building & Premises		
Building Insurance	1,827.35	2,379.49
Cleaning	2,501.38	2,444.43
Maintenance	2,910.61	2,375.25
Rent	1,824.00	1,824.00
Rates	293.41	97.98
Utilities	1,994.06	4,190.52
	11,350.81	13,311.67
General Payments		
Fundraising	182.75	170.99
Miscellaneous	1,128.97	669.00
Other Insurance	188.00	0.00
Scouting Equipment	462.49	504.76
	1,962.21	1,344.75
Section Expenses		
Badges	2,744.22	2,525.39
Camps	14,741.96	9,193.64
Other Scouting Activities	13,364.94	15,729.35
	30,851.12	27,448.38
Other Scouting Activities		
Scout Shop	0.00	845.00
	0.00	845.00
Total Payments	44,164.14	42,949.80
Net Of Receipts/(Payments)	2,421.06	(7,544.89)
Cash Funds Last Year End	46,240.99	53,785.88
Cash Funds This Year End	48,662.05	46,240.99

Section B Statement Of Assets And Liabilities At The End Of The Period

		<u>Total</u>
Cash Funds	32 Day Notice Account	42,520.95
	Fixed Term Deposit Account	0.00
	Business Instant Access Account	5,296.88
	Treasurers Account	844.22
	Petty Cash	0.00
		<u>48,662.05</u>

Non Monetary Assets For The Charities Own Use

- Leasehold Land and Buildings used by the charity.
The building was constructed in 1990 and was funded by loans which have been fully repaid.
The original cost of the building is unknown.
The building is currently insured for £605,000.
A rental of £1,824 per annum is payable to Wokingham District Council.
- Building Contents for use by the charity.
Scouting equipment including camping equipment, costs unknown.
Furniture, fixtures and fittings in the premises, costs unknown.
All currently insured for £34,498.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 7th May 2026 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Nicola Hopkins
Chair

Stuart Faria
Treasurer

1st Woosehill Scouts AGM 2026 – 6th June 2026

Meeting signup sheet

Name	Role
Sarah Dempster	Secretary
Nicky Hopkins	Chair
Jana Fairhead	Group lead volunteer
ANDREW JORDAN	TRUSTEE
ERIK HOPKINS	HELPER / SUPPORTER
Paige Hopkins	Helper
Geoff Harrison	LEADER (KENTUCKIERS)
Julian Dempster	Parent (scouts - buzzards)
Simon Coleman	Scout leader
Selina Johnson.	Parent helper
MICHAEL MORELAND	PARENT
HARRIET MORELAND	PARENT
Stuart Fina.	Treasurer
FIONA BIRD	PARENT (BEAVERS)
ALISTAIR BIRD	PARENT (BEAVERS)
Steph Gould	DISTRICT CHAIR.
Astrid Cobb	Waiting list coordinator
KIRSTY CABOT	CUBS LEADER
JOHN QUEENAN	MAINTENANCE
STEVE GRAY	LEADER.

1st Woosehill Scouts AGM 2026 – 6th June 2026

Meeting signup sheet

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