



1st Garforth Scout Group
Charity No: 508705



Extraordinary Meeting

AGM

7.45 PM Monday
17th November 2025

In Attendance - Mike Hansborough
Phil Hansborough
Ian Vaughan
Mark Kemp
Sarah Woodhead
Helen Manners-Vaughan
Kirsty Mooney
Anne Doughty
Kevin Hill
Chris (Burma leader)
Simon Foster
Joe Doughty
Richard Ainsley
Alison Long
Christine Morley
Jennifer Beer

Apologies - Jack Grummett
Hayley Sheridan-Ross

1. Welcome

The meeting commenced with an introduction by the Chair, Ian Vaughan, who welcomed attendees.

2. Membership Report – Phil Hansborough

- Current membership stands at 90 Scouts, Beavers, and Cubs, representing a 32% decrease compared to last year.
- Female membership: 4 members (approximately 3%), consistent with previous year.
- The decline of 42 members primarily due to the closure of two sections, resulting in reduced capacity.
- Leadership update:
 - Core leadership team remains stable.
 - Recent recruitment has added new leaders and helpers, creating potential to reopen closed sections in early 2026.

3. Programme and Activities – Phil Hansborough

- The group delivered a full programme of activities across all age sections.
- Highlights include:
 - Attendance at the District Camp, where our group was the only one to maintain all tents on-site despite adverse conditions.
 - Positive feedback on programme quality and engagement.

4. Financial Overview – Phil Hansborough

- Financial challenges noted due to:
 - Loss of income from closed sections.
 - Increased operational costs.
- Actions underway:
 - Review of income streams and expenditure.
 - Consideration of increased subscription fees and additional fundraising initiatives.
- Further details will be presented at the Trustee Board/Executive Committee meeting in two weeks.

5. Digital and Communication Improvements – Phil Hansborough

- Successful implementation of Online Scout Manager (OSM) for:
 - Subscription collection for all sections.
 - Programme and badge tracking.
- Transition to **WhatsApp** as the primary communication tool, resulting in improved parent engagement and transparency.

6. Acknowledgements – Phil Hansborough

Phil expressed sincere thanks to all leaders, volunteers, and supporters for their dedication and contributions throughout the year.

7. Treasurer's Report – Mike Hansborough

- **Treasurer Update:**
 - Steve Lorimer-Wood who was Treasurer resigned mid-year. Interim accounts were managed by Mike Hansborough, and Hayley Sheridan-Ross has now taken over as Treasurer.
 - Full accounts circulated and now on OSM.
- **Accounts Overview:**
 - All financial records are now maintained in **Online Scout Manager (OSM)**, enabling quick reporting to the Charity Commission.

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- **Fundraising:**
 - Raised over **£4,800**, with associated costs, resulting in a **net gain of £3,300**.
- **Donations and Grants:**
 - Increased due to a **£700 grant** for fencing improvements to secure the premises from Garforth District Lions.
- **Subscriptions and Gift Aid:**
 - Income from subscriptions and Gift Aid met expectations.
- **Section Accounts:**
 - For the first time, due to OSM all section-level income and expenditure are included in the group accounts.
- **Expenditure Highlights:**
 - **Leader Uniforms:** Increased costs due to outfitting young leader members in leader uniforms for consistency.
 - **Neckerchiefs:** Purchased stock left from last year, so not had to purchase any more this year.
 - **Telephone Costs:** Higher than budget due to system upgrade.
 - **Rent:** £1,000 paid this year to cover previous year's missed payment to Guides (not an increase).
 - **Fence Installation:** £750 cost covered by grant.

8. Additional Financial Considerations – Mike Hansborough

- **Rates Increase:**
 - Significant rise in premises rates from approximately £30 per year pre-lockdown to £126 per month.
 - Group is not currently eligible for small business relief; further clarification will be sought from local authorities.
- **New Costs:**
 - **Online Scout Manager (OSM):**
 - Subscription and transaction fees now apply for income collection and system renewal.
 - Costs will increase in the next financial year as full-year usage is reflected.
 - **Section-Level Costs:**
 - Additional expenses linked to OSM usage for camps and events.

- These costs are new and were not previously budgeted.
 - **Section Accounts:**
 - All section accounts now integrated into the group's financial system, providing transparency and enabling the Treasurer to monitor and intervene if necessary.
 - Dormant account for Ravens is now closed. Group camp accounts on OSM.
 - **Overall Expenditure:**
 - Total expenditure for the year, including camps and section activities, was approximately **£42,000**.
 - Despite strong fundraising, projections indicate a potential £1,800 deficit next year unless additional income is generated.
 - Group may operate on a cycle of surplus one year and deficit the next, mitigated by major fundraising events. This will be discussed at next Trustee Board meeting.
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Action Points Summary (Updated)

1. **Rates Review:**
 - Seek clarification on eligibility for relief and explore options to reduce premises costs.
 2. **Budget Planning:**
 - Account for new OSM-related costs and section-level expenses in next year's budget.
 - Prepare contingency plans for projected deficit.
 3. **Fundraising Strategy:**
 - Plan major fundraising event to offset anticipated shortfall.
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9. General Discussion

- **Rates Relief:**
 - Clarification sought on eligibility for small business relief.
 - Previous COVID-related grant of £10,000 was received during lockdown, but current rate increase remains unexplained.
 - Action: Mike Hansborough to review and liaise with local authority representative at upcoming meeting.
- **Questions:**
 - No further questions rose during the meeting. Members invited to submit queries via email.

10. Election of Trustee Boardutive Committee

- **Chairperson:**
 - Proposal to continue with current Chair Ian Vaughan proposed by Phillip Hansborough and Seconded by Mike Hansborough – Ian confirmed as Chair Person.
- **Secretary:**
 - Proposal to continue with current Secretary Kirsty Mooney proposed Mick Hansborough and Seconded by Sarah Woodhead – Kirsty confirmed as Group Secretary.
- **Treasurer:**
 - Proposal to appoint Hayley Sheridan-Ross as Treasurer proposed by Mark Kemp and Seconded by Mick Hansborough- Hayley appointed as Treasurer and is currently undergoing training.
- **Group Auditor:**
 - Proposal to continue with current Group Auditor Jack Grummett proposed by Phil Hansborough and Seconded by Mick Hansborough- Jack confirmed as Group Auditor.
- **Other Positions:**
 - Angela Foster expressed interest in joining the Trustee Boardutive Committee.
 - Additional volunteers encouraged; commitment involves approximately three meetings per year.

11. Any Other Business

- **Anne D - Badge Management:**
 - Reminder to maintain consistency in badge distribution and communication to avoid confusion

Badge Distribution Issues

- **Background:**
 - Badge distribution within the district has faced delays following the passing of David. The group extends condolences to his family.
 - Jo initially took over badge coordination but has since assumed additional responsibilities, causing further delays.
- **Current Situation:**
 - Orders placed since September have been acknowledged but not fulfilled.
 - Matt from the District has now taken over badge distribution; however, no badges have been received this term.

- **Next Steps:**

- Leaders are asked not to email district directly to avoid adding pressure.
- If attending district events, leaders will informally enquire and report back to Anne D.
- If delays persist, the group will explore direct ordering options to ensure badges are available for end-of-term presentations.

Community Support – Ian Vaughan

- **Christmas Collections:**

- The Lions are seeking volunteers to assist with Christmas fundraising collections.
- Interested leaders should contact Sue from Lions or Helen Manners-Vaughan, or respond via the WhatsApp group.
- Scouts were considered for participation, but no response was received; therefore, support will be provided by leaders only. For future reference if we consider Scouts they must have an adult with them when collecting – could look at this regarding working towards a community badge.

Subscription Proposal – Phil Hansborough

- Discussion held regarding a potential £10 increase in subscriptions (approximately £30 per year. To be passed to Trustee Board for Discussion.
- Parents present indicated no objections to the proposed increases discussing other activities are more expensive.

12. Closing Remarks

Chair thanked all attendees for their contributions and ongoing support.

Next Trustee Boardutive Committee meeting scheduled for 1st December 2025.

Meeting closed at 8.30pm.

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Charity No: 508705

Rules for Trustee Board.

These Rules were agreed by the Trustee Board in 2014 and are the basis for all Trustee Board meetings after this date.

The Trustee Board will go through the agenda in the order presented by the Chairman; however it will include at least the following items.

Accounts.

A General Update of the Accounts with Explanations and Documented Accounts will be provided at the Trustee Board, the Treasurer will answer questions of the Trustee Board as required.

It is our intention to provide a Budget, listing of expected income, expected outgoings spit down to individual items and the time they are expected to be paid. In relation to income this will be a forecast of planned income over the 3 terms. These should be on computer display.

Update on Costs such as **Necker's and Badges** can be discussed if considered excessive otherwise it's just an update.

Rules on the Budgets.

The group will provide yearly budgets for items, equipment and maintenance as follows.

Priority 1 Items that have to be paid to run the Group, for example rents, gas, leader training etc. The budget will slightly exceed the planned spending forecasts.

Priority 2 Maintenance of the Building, A budget of £TBC will be provided yearly to the Building Manager, who will use this to maintain, repair or enhance the facilities of the building as requested by the Trustee Board, Scouters Meeting through the GSL, or as a result of his/her own observations for items of an immediate nature.

The building manager must plan to spend this budget throughout the year and ensure he/she has funding for emergency repairs. If a major upgrade will reduce the ability to provide emergency repairs, he/she should bring this to the attention of the Trustee Board.

He/She will not need to request permission from the Trustee Board; however, all spending must be reported back to the Trustee Board. The building manager must always inform the GSL of any work that is been undertaken or planned.

The building manager will seek advice from the Trustee Board, for any individual project if it exceeds 20% of his budget or any project that will need additional funding.

Any monies not used within the financial year will be returned to the main funding at the time of the AGM, a new budget will be agreed at the first Trustee Board after the AGM.

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Charity No: 508705

Priority 3 Section Monies, Payment of £150.00 per term for Scouts and Cubs and £200.00 per term for Beavers.

Priority 4 After forecasting the income and expenditure for the year ahead, any spare will be considered for new Equipment, the Trustee Board will agree an amount subject to 1 2 3 above and any other commitments, such as contingency etc.

This amount will be declared and available for new camping and indoor play equipment. In general, the Scouters will propose the requirement at the Scouters Meeting, once approved there it will be brought to the Trustee Board for approval. The approval will be based on the need, the fact that funds are available, the Treasurer will have the ability to veto any spend he/she considers would reduce the group's ability to maintain 1 to 3 above. In Order to provide tents in a co ordinate way, we will set up a tent fund where £500.00 is put away each year.

Priority 5 Sections that require to pay for camps or events up front, may request a loan from the Group, they can ask the Treasurer for a Loan and spend it on up front camp costs, this must be repaid once camp income has exceeded the loan amount.

Group Scout Leaders Report to the Trustee Board

This will be an update on numbers, programmes, training, scouting plans etc.

Planned spending

Most spending items will have been approved by budgets, as such any spending should just be an update, the only requirement for general discussion should be where spending is likely to exceed the budget.

General maintenance

Can go ahead without the need of further approval of the Trustee Board, subject to a limit of a 20% of the yearly maintenance budget on 1 single project.

However, all expenditure will be reported and any known planned expenditure will also be reported to the Trustee Board at the time of the meeting.

1st Garforth Scout Group

Charity No: 508705

New equipment request

This item will generally come from the Scout Leaders Meeting and be put into a wish listing, for approval or waiting approval, anything coming from the Scout Leaders Meeting will be assumed to have been agreed by all leaders.

Items will be presented to the Trustee Board, any clarification of need can be discussed especially by the parent representatives, as the Scout Leaders will have already approved the spending.

The manager of the stores may also put items onto the agenda; sh/he will update the Trustee Board on any minor spending.

If other members of the Trustee Board wish to recommend equipment they should circulate prior to meeting or ask the GSL to take it to the Scout Leaders Meeting for discussion.

The Stores manager will have authority to replace minor items lost or damaged without calling a full Trustee Board, these items will be within 10% of the overall budget.

Subs Collection Update,

This will be an update how well or not the collections are going the success or failure rate, and suggestions for any improvements. This information is now available on OSM

Future Fundraising

This will be an update on what is planned, when it will be delivered, who will delivery it and a request for any upfront money. Most of this item should be dealt with at a subcommittee level.

Requests for upfront monies will be approved subject to funds been available.

Previous Fundraising Update

This will be an update on what has been done, what went well what could be improved.

Leader Recruitment.

Discussions on Increasing Leaders

Helping the Community.

The GSL or others will update the Trustee Board on what is planned and what has been done within the community.

Any Other Business At Chairman Discretion.