



Scouts

1st Braughing



1st Braughing Scout Group

Let's talk!

**Join us
at our AGM
23rd June '26**

www.braughingscouts.org.uk

#SkillsForLife

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1st Braughing Scout Group
Scout Council Annual General Meeting 2026



Tuesday 23rd June 2026

Standon and Puckeridge Community Centre, Station Road, Puckeridge

This meeting will cover the statutory requirements of the charity.
Our Trustees' Annual Report and other relevant documents were circulated prior to the meeting via our website www.braughingscouts.org.uk
A Wi-Fi connection is available here at the Community Centre

WiFi Connection **SPCC** password **Community1921**

AGENDA

1. Introduction and welcome

2. Apologies for absence

3. Governance topics

- a. Approve the minutes of the Annual General Meeting held on 25th March 2025.
- b. Adopt the 1BSG Constitution, conforming to Autumn 2025 edition of POR and agreed by the Trustee Board 17th March 2026.
- c. Note the Group's financial year runs from 1st January to 31st December.
- d. Approve appointed and community members of the Group Scout Council. [Not applicable]
- e. Agree that the Trustee Board will consist of a maximum of 12 members (1x ex-officio, 9x appointed and 2x co-opted).
- f. Agree a quorum of 10 for future meetings of the Group Scout Council (excluding this AGM)

4. Review of 2025

- a. The Group Lead Volunteer's review of Scouts in the 1st Braughing Scout Group
- b. Receive and consider the Annual Report of the Group Trustee Board as approved by the Trustee Board on 17th March 2026, and including the Scrutinised Annual Statement of Accounts as approved by the Trustee Board, by email, on 10th May 2026.

5. Making appointments

- a. Appoint Group Chair [Not Applicable - Wendy Smith appointed 2025 to 2028]
- b. Appoint Group Treasurer [Not Applicable - Claire Cole appointed 2025 to 2028]
- c. Appoint maximum 2 members of the Group Trustee Board (appointments for 3 years)
 - i.
 - ii.
- d. (Re-)appoint Group President and/or Vice Presidents [Not applicable]
- e. Appoint Diane Moss, CPFA, as the Independent Examiner of our Annual Statement of Accounts.

6. Closing remarks



**1st BRAUGHING SCOUT GROUP COUNCIL
MINUTES of the ANNUAL GENERAL MEETING
held on Tuesday 25th March 2025
at Standon and Puckeridge Community Centre**



Meeting opened at 6.30pm.

There were 15 Ex-Officio attendees, including Paul Stretch (District Lead Volunteer).

1. Introduction and Welcome

Wendy Smith, Chair, welcomed all in attendance to the meeting.

2. Apologies for Absence

Apologies were received from Tom Martin, plus Angie Adamson (for late arrival). Apologies were received from Tom Sparks following the meeting.

3. Governance topics

- a). The minutes from the 2024 AGM were approved.
The approval was proposed by Wendy Smith, seconded by Claire Cole, and unanimously agreed.
- b). Adopt the IBSG Constitution, conforming to Autumn 2024 edition of POR and agreed by the Trustee Board 4th March 2025.
Wendy Smith highlighted that the only variations from the template on POR were the incorporation of the linked documents into the constitution and the items highlighted in grey regarding the eligibility of trustees.
The approval was proposed by Wendy Smith, seconded by Steph Collier, and unanimously agreed.
- c). It was noted that the Group's financial year runs from 1st January to 31st December
- d). Approve appointed and community members of the Group Scout Council-This was not applicable.
- e). Agree that the Trustee Board will consist of a maximum of 12 members (1 x ex-officio, 9 x appointed and 2 x co-opted).
The approval was proposed by Wendy Smith, seconded by Brian Newman, and unanimously agreed.
- f). Agree a quorum of 10 for future meetings of the Group Scout Council (excluding this AGM)
The approval was proposed by Wendy Smith, seconded by Derek Goodall, and unanimously agreed.

4. Review of the past year

- a). Group Lead Volunteer's (GSL's) review of the year – Angie Adamson and Shaun Maguire
Shaun talked through the report as Angie was delayed.
This year has seen a switch to the new membership system. The switch has presented some challenges, but there are also positive changes, such as the formal panel procedure being replaced by a welcome conversation with two volunteers. The training procedure has been updated, with new DBSs and training having been completed using the new system.

All sections are full and running waiting lists, it has been agreed that we are not in the position to offer a Squirrel Dray, due to personnel and facility constraints.

**1st BRAUGHING SCOUT GROUP COUNCIL
MINUTES of the ANNUAL GENERAL MEETING
held on Tuesday 25th March 2025
at Standon and Puckeridge Community Centre**



All of the volunteers were thanked for their contribution, with a special mention to Charlie Ponting (who has left to complete a PhD) and Jackie Andrews who has retired after 35 years of service. There will be an event on 8th July to mark Jackie's contribution to the scouting movement.

- b). The annual report of the Group Trustee Board (including the annual statement of accounts).

The accounts were scrutinised by Chloe Rudd. They were agreed in draft form at the March Trustee meeting and the scrutinised accounts approved via email after the meeting.

It was noted that capitation has increased dramatically this year. All were advised that the carry forward is greater than expected as at the time of the accounts being submitted for scrutiny the money had been received for the Winter camp had been received, but the costs had not been submitted.

3. Making appointments

All proposals were made by the Trustee Board for approval by the Scout Council.

- a). Wendy Smith was proposed as the Group Chair and approved by all present.
- b). Claire Cole was proposed as the Group Treasurer and approved by all present.
- c). Shaun Maguire, Jo Willis and Derek Goodall were proposed as members of the Group Trustee Board and approved by all present.
- d). Group President / Vice-Presidents-This was not applicable.
- e). Chloe Rudd was appointed as Scrutineer for the 2026 finances.

Chloe was proposed by Claire Cole and seconded by Steph Collier and approved by all present.

4. Closing Remarks

Wendy thanked all of the volunteers and recorded a special thanks to Jackie for her 35 years of service to Scouting.

Paul Stretch (District Lead Volunteer) expressed his gratitude to all connected with 1st Braughing Scout Group for all that they do. Paul noted that Shaun had recently received his award to mark 40 years of service to scouting.

Paul gave the group credit for their progress on their journey within the new scouting structure.

Following an earlier comment regarding the large increase in capitation, Paul advised that this had been discussed in the recent Lead Volunteer meeting, where it was advised that future increases will be decided earlier on in a year so that groups have longer to prepare financially.

There were no questions from those present.

Wendy thanked all for attending and re-iterated the date of the celebration-8th July 2025.

The meeting was closed at 6.50 pm.

Constitution of 1st Braughing Scout Group

1. Preamble

- The constitution of 1st Braughing Scout Group (the Group) conforms with the guidance found within The Scout Association Policy, Organisation and Rules (POR), Autumn 2025 edition.
- This constitution describes the role, membership and operation of the Scout Council, and the Trustee Board.
- In the interest of openness, especially for new members of the Scout Council, the constitution will be agreed by the Trustee Board each year and brought to the Scout Council Annual General Meeting for re-adoption.

2. Charitable Objectives

- Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. The Scout Method provides an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law, which is guided by adult leadership.

3. The Group Scout Council and the Group Trustee Board

- The Group Scout Council is the body which has a governance role for the charity and makes Group Trustee appointments, other than ex-officio and co-opted appointments.
- The Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.
- The Group Scout Council has no Trustee responsibilities.

4. Group Scout Council Membership

- Membership of the Group Scout Council does not provide membership of the Scouts.
- There are three categories of membership of the Scout Council:
 - a) Ex officio
 - b) Appointed
 - c) Community
- Ex-officio members of the Group Scout Council are members by virtue of their role in The Scouts. The ex officio members of the Group Scout Council are:
 - a) all adult members of the Group – Group Lead Volunteer, Section Team Leaders and Members, Group Leadership Team Members and Sub-Team Members and Group Trustees (see Group roles listed in the Chapter 16 Roles Table of POR)
 - b) all Young Leaders who are members of one of our Group Section Teams
 - c) all Patrol Leaders of the Troop(s) in the Group
 - c) all parents or carers of Beavers, Cubs and Scouts in the Group
 - c) The District Lead Volunteer
 - f) The District Chair.
- Appointed members of the Group Scout Council are other supporters of the Group. They are appointed at the AGM on the recommendation of the Trustee Board for a fixed period not exceeding three years. We do not need to have any appointed members.

- Community members of the Scout Council are representatives of the local community appointed because of their role rather than by their name. Examples could include local Headteachers, Parish Council members or Community Hall Committee members. They are appointed at the AGM, on the recommendation of the Trustee Board, for a period of one year. We do not need to have any community members.
- The total number of appointed and community members of the Group Scout Council must not exceed the number of ex-officio members.

Group Trustee Board administration 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, appointed or community) must not be recorded Scout Council Members on The Scout Association's membership system.

5. Group Trustee Board Membership

- All Group Trustees have a legal duty to act only in the best interests of 1BSG. A Trustee may be a member of more than one Trustee Board.
 - Certain people are disqualified from being charity trustees by virtue of the Charities Act. An Eligibility Declaration must be signed as part of the selection process and eligibility checks will be made against the Individual Insolvency Register, the Register of Disqualified Company Directors and the Register of Removed Charity Trustees
 - DBS checks will be carried out by The Scout Association.
 - All Trustees must complete mandatory training within the prescribed time frames
 - There are three classifications of Trustee, all are Charity Trustees of the Group.
- a) Ex officio – there is only one ex officio Trustee role for the Group Trustee Board – the Group Lead Volunteer. They will hold this role for as long as they remain the Group Lead Volunteer.
 - b) Appointed by the Scout Council – these Trustees are appointed by the Scout Council at their AGM, and include the Chair and Treasurer roles. The Trustee Board will make a proposal to the Scout Council, at their AGM, for approval or non-approval. Appointed Trustees will hold the role for a 3 year period, unless they resign, they do not need to be re-appointed in the interim.
 - c) Co-opted by the Trustee Board – these Trustees are appointed by the Trustee Board. The number of co-opted members must not exceed the actual number of appointed Trustees, excluding the Chair and Treasurer. Co-opted Trustees will hold the role for a maximum period of 1 year, until the next Scout Council AGM

6. Group Scout Council - Annual General Meeting

The Scout Council must hold an Annual General Meeting within six months of the end of the Group's financial year, before 30th June each year. The Group will give at least 4 weeks notice of the date of the AGM.

The Annual General Meeting must:

- Undertake governance oversight;
 - a) approve the minutes of the previous Group AGM
 - b) re-adopt the Group's constitution
 - c) note the dates of our financial year (1st January – 31st December);
 - d) approve appointed and community members of the Group Scout Council, if proposed
 - e) agree the maximum total number of members of the Group Trustee Board as 12

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- f) agree the quorum for each of:
 - (i) meetings of the Group Scout Council (10).
 - (ii) meetings of the Trustee Board (one third + the Group Lead Volunteer or their representative)
 - (iii) meetings of any sub-team (one third of those appointed + the Group Lead Volunteer or their representative)
- Review the previous financial year by:
 - a) receiving an overview of the Group's activities from the Group Lead Volunteer, or their representative
 - b) receiving and considering the Trustees' Annual Report and the annual statement of accounts prepared and approved by the Group Trustee Board. The accounts must have completed their examination by an appropriate Independent Examiner, and must include the formal report prepared by the Independent Examiner.
- Make appointments **as necessary, appointments made for a 3 year period.**
 - a) approve the Group Lead Volunteer's nomination of Chair of the Trustee Board
 - c) approve the Trustee Board's nomination of Treasurer
 - d) approve the Trustee Board's nominations for appointed members of the Trustee Board
 - e) approve the appointment of any Group Presidents or Group Vice Presidents and note current appointees, if applicable
 - f) appoint or re-appoint an Independent Examiner

Governance roles must be distinct to help manage conflict of interest. This means that the roles of Chair and Treasurer must not be combined in any way.

Following each Annual General Meeting, the Trustee Board must ensure that:

- all Trustee eligibility checks have been carried out against the Individual Insolvency Register, the Register of Disqualified Company Directors and the Register of Removed Charity Trustees
- all Trustees are recorded on the membership system
- all Trustees have The Scout Association DBS certificates and have completed their mandatory training within the prescribed time frames
- the Trustee' Annual Report and Accounts are filed
- draft minutes of the AGM are verified

7. 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, working to ensure that the Group is meeting The Scout Association's overall aims and strategic goals.

- Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.
- Members of the Group Trustee Board must act collectively as charity trustees of their Group, and in the best interests of the charity's members.
- 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:

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- a) the charity is:
 - i. well managed
 - ii. carrying out its purposes for the public benefit
 - iii. complying with the charity's governing document and the law
 - iv. managing the charity's resources responsibly
- b) the charity is operating compliant with POR and the local charity regulator, including effective management of the Key Policies listed in POR chapter 2 - Equal Opportunities, Duty of Candour, Data Protection, Religious, Safeguarding, Safety, Vetting and Youth Member Anti-bullying.
- 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
- e) the Group has a positive image in the local community
- The 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:
 - i.i. a reserves policy for the charity (including a plan for use of reserves outside the 'minimum'
 - ii. an investment policy for the charity
 - iii. 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) promote and support the development of Scouting in the local area
 - f) ensure the appointment and management and operation of any sub-committees, including appointing a Chair to lead the sub-committee, normally one of the Group Trustees
 - g) ensure that effective administration is in place to support the work of the Group Trustee Board
 - h) appoint any Administrators, Advisers and co-opted members of the Group Trustee Board
 - i) ensure transparency of operation, including:
 - i. prepare and approve the Annual Accounts and arrange their examination by an Independent Examiner and as appointed by the Group Scout Council at their AGM
 - ii. prepare and approve the Group Trustees' Annual Report (which must include the Annual Accounts and the report from the Independent Examiner)
 - iii. present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council for their consideration at the Group AGM
 - iv. following the Group AGM, ensure that signed copies of the Group Trustees' approved Annual Report and Accounts are sent to the District Trustee Board Administration and District Treasurer within 14 days.
 - j) 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
 - k) individually and collectively maintain confidentiality regarding appropriate

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Group Trustee Board business

- l) 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

- A Group Trustee Board must provide any necessary support to the Group Lead Volunteer, when required, to assist the opening, change, merging or closing of sections in the Group
- The Group Trustee Board may create sub-teams it deems necessary to support its governance function. The size of any sub-team must be set by the Group Trustee Board and should take account of the complexity of its tasks. Sub-team members are not Trustees unless they are already members of the appointing Group Trust Board. All sub-team members must be recorded on the membership system
- The Group Trustee Board must ensure that for any sub-team it appoints:
 - a) its purpose is governance focused and not operational
 - b) its purpose is clear and has been agreed by the Group Trustee Board
 - c) its members are agreed and approved by the Group Trustee Board
 - d) the Group Trustee Board Chair has right of attendance
 - e) the Group Lead Volunteer has right of attendance

8. Group Scout Council Conduct of Meetings

- The Group Scout Council meets at their AGM, their primary task is to appoint the Group Trustee Board. It would be unusual for there to be any additional meetings of the Group Scout Council.
- Group Scout Council meetings will be held face-to-face.
- There should normally be at least 4 weeks-notice of a Group Scout Council meeting being convened. To convene a meeting with a shorter or no notice, there must be the agreement of at least three quarters of the members of the Group Trustee Board.
- Group Scout Council meetings are chaired by the Group Chair. If they are unavailable, a delegate may be appointed at the start of the meeting subject to the approval of the majority of the Group Scout Council members present.
- Only Group Scout Council members, as defined in section 4 of this constitution, may vote at Group Scout Council meetings.
- As agreed at each Group Scout Council AGM, the quorum for a Group Scout Council meeting is 10. If there is no quorum present, the meeting must be closed and reconvened at the earliest available opportunity.
- Decisions are made by a majority of votes cast by those present at the meeting. If there is no majority, the matter is taken not to have carried. The Chair does not have a casting vote.
- All meetings of the Group Scout Council must be properly recorded and minuted.

9. Group Trustee Board Conduct of Meetings

- Group Trustee Board meetings will be held termly, with dates set for the year immediately following the Group Scout Council AGM.
- There should normally be at least 2 weeks-notice of any additional Board meeting being convened. To convene a meeting with a shorter or no notice, there must be the agreement of at least half of the members of the Group Trustee Board.

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- Group Trustee Board meetings are chaired by the Group Chair. If they are unavailable to be present at a meeting, the Group Trustee Board may choose a member to act as chair for the duration of the meeting, subject to approval at the start of the meeting by a majority of the Group Trustee Board members present.
- Only members of the Group Trustee Board as defined in section 5 of this constitution may vote in its meetings.
- As agreed at each Group Scout Council AGM, the quorum for meetings of the Group Trustee Board and any sub-teams is one third + the Group Lead Volunteer or their representative. If there is no quorum present at a meeting of the Group Trustee Board, or of a sub-team, the meeting must be closed and reconvened at the earliest opportunity.
- Decisions are made by a majority of votes cast by those present at the meeting. If there is no majority, the matter is taken not to have carried. The Chair does not have a casting vote.
- 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 urgent matters arise between scheduled meetings of the Group Trustee Board and it is not practicable to convene a meeting then an electronic voting method (such as email) is allowed for decision making, when deemed appropriate by the Group Chair. In such circumstances, at least 75% of the Trustees 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.

1BSG Constitution agreed by Trustees – 17th March 2026

Date: 17th MARCH 2026

Signed:



To be approved at the 2026 1BSG Scout Council AGM – 23rd June 2026



1st Braughing Scout Council Trustees' Annual Report

1 January to 31 December 2025

The format of this report is based on the template available on The Scout Association website (LT700001: 14 September 2024)

The Trustees of 1st Braughing Scout Council, the entire scouting community, present their report and financial statement for the year ending 31st December 2025.

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A. Reference and Administration Details

Report for the period 1 January 2025 to 31 December 2025

Charity name: 1st Braughing Scout Council

Registered charity number: The Council is a trust established under its rules which are common to all Scouts. 1st Braughing Scout Group is not registered with the Charity Commission in its own right but falls under the Scout Association umbrella as an Excepted Charity.

Scout Association registration number: 10001449

Principal address: The Group uses 2 community venues for their meetings:

- The Standon and Puckeridge Community Centre, Station Road, Puckeridge SG11 1TF
- The Church Rooms, Braughing SG11 2QA

Website braughingscouts.org.uk

Trustees for the period 1 January to 31 December 2025

Trustee Name	Office (if any)	Trustee Category	Dates acted if not for the whole year
Wendy Smith	Chair	Appointed AGM 2025 - 2028	Category changed from ex-officio at AGM – 25.3.25
Claire Cole	Treasurer	Appointed AGM 2025 - 2028	Category changed from ex-officio at AGM – 25.3.25
Jo Willis	Secretary	Appointed AGM 2025 - 2028	Category changed from ex-officio at AGM – 25.3.25
Angie Adamson	Group Lead Volunteer (GSL)	Ex-Officio	
Shaun Maguire	Assistant Group Lead Volunteer	Appointed AGM 2025 - 2028	Category changed from ex-officio at AGM – 25.3.25
Steph Collier		Appointed AGM 2024 - 2027	
Derek Goodall		Appointed AGM 2025 - 2028	Category changed from co-opted at AGM – 25.3.25
Tom Sparks		Appointed AGM 2024 - 2027	
Vacant			
Vacant			

In line with TSA POR and the 1BSG Constitution, approved by the Trustee Board and adopted at the 2025 AGM, held 25th March 2025, our Group Lead Volunteer remained as an Ex-Officio member of the Group Trustee Board, the category of all other Officers was changed to Appointed at the AGM.

Trustees appointed at our 2025 AGM, held 25th March 2025, were appointed for a 3 year period.

The eligibility of all trustees was checked against the Individual Insolvency Register, the Register of Disqualified Company Directors and the Register of Removed Charity Trustees.

B. Structure, Governance and Management

The Charity’s governing documents are those of The Scout Association. They consist of a Royal Charter which in turn gives authority to the By-laws of the Association and the Policy, Organisation and Rules (POR) of The Scout Association.

The 1st Braughing Scout Group Constitution was reviewed, presented to the Scout Council and adopted at the 2025 AGM. Differences between the 1BSG Constitution and POR template were physically highlighted and outlined at the 2025 AGM.

The Group is a separate, but not fully independent, unincorporated educational charity within the Scouts federation of charities.

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. In accordance with the Group Constitution, trustees are appointed for a 3 year term.

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

The Committee consists of the Group Lead Volunteer and other members appointed in accordance with The Scout Association POR, including the Chair and Treasurer. The Group Trustee Board meets once per term.

Members of the Trustee Board complete the Charity Commission Trustee Eligibility Declaration and undertake the Scout Association's 'Being a Scouts Trustee' learning:

Safety and Safeguarding, completed within the first 30 days and renewed every 3 years.

Creating Inclusion, Data Protection in Scouts, Who We Are and What We Do, and Being a Trustee in Scouts, completed within 180 days.

They all hold current DBS certification.

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

The Trustee Board is responsible for:

- The maintenance of Group Property
- The raising of funds and the administration of Group finance
- The insurance of persons, property and equipment
- Group public occasions
- Assisting in the recruitment of leaders and other adult support
- Appointing any sub committees that may be required

Risk and Internal Control

The Group Trustee Board has identified the major risks to which they believe the Group is exposed. These have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

- Damage to the hired premises used and equipment. The Group would investigate and enter into agreements with other premises available for hire. The Group has sufficient insurance in place to mitigate against permanent loss.
- Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.
- Reduced income from fundraising. The Group is primarily reliant upon income from subscriptions and Gift Aid claims. Additional income is received through fundraising and local grant making bodies. The Group holds a reserve to ensure the continuity of

activities should there be a major reduction in income. Annual Subscription rates are set at a level to cover National, County and District capitation fees, insurances and week-on-week costs.

- Reduction or loss of leaders. The Group is totally reliant upon volunteers to run and administer the activities of the group. If there were a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.
- Reduction or loss of members. The Group provides activities for all young people aged 6 to 14½. If there was a reduction in membership in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

The Group has in place a system of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. These include two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered. OSM pre-payment expenses cards are used for section/group camp/trip activities in accordance with the latest version of POR. Invoices and receipts must be presented.

Data Protection

The Group uses MyMembership the Scout Association digital portal, and various OSM, On-line Scout Manager, applications including their Parent Portal and Finance Manager to store data securely and in compliance with GDPR requirements.

C. Objectives and Activities

The Purpose of Scouting

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

The Values of Scouting

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 cooperate with others and make friends.

The Scout Method

In partnership with adults, young people take part in fun indoor and outdoor activities. They learn by doing, by sharing in spiritual reflection and by taking responsibility. They make choices, undertake new and challenging activities, and they live their Scout Promise.

The activities of the Group are:

- The provision of the Scouting programme for 6 to 14½ year old members
- The support and administration for the management and activities of the District

Group Leadership Team

The Leadership team consists of volunteers who organise and run section and group events, they are supported by a group of young leaders, parent helpers, occasional helpers and assistant leaders.

Our thanks to all of our amazing leaders and those unsung helpers and supporters.

The core leadership team support each other and meet regularly to contribute to the management and development of Scouting in the local community:

- Angie Adamson – Group Lead Volunteer (GSL)
- Shaun Maguire – Assistant Group Lead Volunteer and Cub Scout Leader
- Elly Metcalf – Beaver Scout Leader
- Derek Goodall – Scout Leader

Public Benefit Statement

Trustees have a duty to report on our public benefit in this Annual Report. We've assessed our aims, activities and charitable objectives, which are to contribute to the development of young people in achieving their full potential as individuals, as responsible citizens, and as members of their local, national and international communities. We believe that we've met the Charity Commission's public benefit criteria for both the advancement of education, and the advancement of citizenship and community development. Scouts follows two key principles set by the Commission with regard to public benefit:

Identifiable benefit The way in which we help young people in their personal development and empower them to make a positive contribution to society. This benefit is directly linked to the purpose of Scouts.

Public benefit Scouts is a national movement, open to young people aged 4–25 and adults who are willing to make the Scout Promise. People in areas of deprivation are able to benefit from our programme; while we charge a subscription to our members, access to our benefits aren't constrained by a member's ability to pay. Locally, there are arrangements to waive subscriptions and other costs for those who face financial hardship. Nationally, there are funds available for uniform and the cost of activities so that young people aren't excluded from Scouts on purely financial grounds.

The benefits of Scouts are further demonstrated throughout this report.

D. Achievements and Performance

Trustee Board

- Board meeting agenda followed The Scout Association Prompts to ensure we covered the themes of 1. Manage Money Well, 2. Follow Scout Policies and Relevant Legislation, 3. Look after Premises, Safety and Insurance, 4. Managing Risks and 5. Help the charity operate well, today and in the future on a termly and annual cycle.
- Financial decision making is aligned with our financial year, increases in subscription rates are effective from 1st January each year.
- **Rates for 2026** subscriptions will be £50 in both the spring and summer terms and £80 in the autumn term. These rates include transaction fees. We continue to front-load subs due in the autumn term to allow payment of our capitation in the spring term in addition to the usual hall hire and other expenditure. Our joining fee will be £15.
- We updated the 1BSG Constitution to conform with the Autumn 2025 edition of POR.
- We reviewed sample generic and specific risk assessments and our levels of insurance.
- There were no safety incidents, near misses or safeguarding issues during the year.
- We began to explore the setting up of a Squirrel Drey at 1BSG.

Youth Programme

1BSG had 15 beaver, 27 cub and 18 scout members at the time of the 2025 Census, total 60. We were delighted to support the Group in awarding 18 Chief Scout Awards, 94 challenge badges, 250 activity badges and 209 individual nights away towards the staged badges to our section members in 2025.

Wendy Smith, Group Chair, and Angie Adamson, Group Lead Volunteer

E. Financial Review

Treasurer's Report

- We continue to have 4 signatories for each account, with a mandate requiring 2 signatures for all expenditure.
- As usual, the Financial Summary is a snapshot of transactions throughout 2025 and includes some expenditure rolled over from 2024, income for activities in 2025 where expenditure has yet to be paid and income/expenditure received/made for activities in 2026.
- The Trustee Board agreed to pass on our Go-Cardless financial transaction fees, including for events and activities.
- The income from our claimed Inland Revenue Tax Rebate increased by £262.
- To use Go-Cardless, we pay transaction fees of 1% + 20p (to a maximum of £4), less a charity discount of 25%, for every request or payment made through Go-Cardless
- There is a change to accounting practice whereby the Running Receipts total no longer includes Capitation which is collected by us, within your termly subscriptions, on behalf of a third party (The Scout Association).
- Approximately 72% of Parents/Carers are signed up to the Inland Revenue Gift Aid scheme, this makes a huge difference to our annual income. If you haven't already done so, and are UK tax payer, please complete the form. There is no cost to you.

Income/Receipts

Our total Receipts for 2025 were made up of subscriptions £4869.35 (£9310.85 less Capitation £4441.50), Inland Revenue Tax Rebate (Gift Aid) £1924.80, section camps and activities £5397.57, donations £1340.11, fundraised moneys £519.60 and bank interest £2048.34.

Payments

Total Payments for 2025 were £11005.75.

Our major expenditure was for Hall Hire £1296.25, Insurance £1937.93 and Troop/Section Expenses (including camp/activity costs) £7280.69.

Summary

Overall, we showed a deficit of £738.83 between running receipts and payments. This was covered from the Gift Aid rebate.

This figure does not account for some payments yet to be made for hall hire and camps in 2025 and activities in early 2026 where deposits/funds have been collected.

Reserves Policy

The Trustees' Board policy on reserves is to hold sufficient resources to continue the charitable activities in the Group should income and fundraising activities fall short. They consider that the Group should hold a sum equivalent to 12 months running costs, circa £15,500 including Capitation. The Group held reserves in the current account of approximately £22k.

The reserves in the savings account are designated for use in maintaining our equipment/kit stores, including any costs of moving them and rehousing them locally.

Investment Policy

The Group holds £52,137 in a fixed 95 day access savings account. The Charity has therefore adopted a risk averse strategy to the investment of its funds. All funds are held using only banks covered by the Financial Services Compensation Scheme.

**1st BRAUGHING SCOUT GROUP
SUMMARY OF ACCOUNTS
FOR THE YEAR END 31ST DECEMBER 2025**

	2025	2024
	£	£
<u>Group Reserves</u>		
Balance as at 1st January	71,619.44	64,736.28
Prior year adjustment	14.75	-7.74
Movement for the year	5,094.02	6,883.16
Balance as at 31st December	76,728.21	<u>71,619.44</u>
 <u>Bank Balances</u>		
Group Current Account	22,420.34	19,320.83
Redwood Savings Account	54,185.38	52,137.04
OSM debit card account	122.49	161.57
 TOTAL BALANCES	<u><u>76,728.21</u></u>	<u><u>71,619.44</u></u>

I have examined the foregoing Summary of Accounts as at 31st December 2025 and the annexed Receipts and Payments Account for the year then ended, and have found them to be in accordance with the records produced to me.



DIANE MOSS CPFA

Approved by the Trustees on
and signed on their behalf by:

1st Braughing Scout Council – Trustees' Annual Report for 2025

1st BRAUGHING SCOUT GROUP RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR END 31ST DECEMBER 2025

	31st December 2025 £	31st December 2024 £
RUNNING RECEIPTS		
Subscriptions	9,310.85	8,894.01
Capitation	- 4,441.50	- 4,012.00
Camps & Activities	5,397.57	6,021.76
	<u>10,266.92</u>	<u>10,903.77</u>
RUNNING PAYMENTS		
Hire of Hall	1,296.25	1,768.00
Equipment	74.50	-
Scout Shop	570.54	448.07
Insurance	1,937.93	1,382.23
AGM Costs		-
Training	100.00	-
Bank Charges	-	-
Troop Expenses	7,280.69	5,938.29
Section Expenses	- 254.16	- 96.02
Band	-	-
	<u>11,005.75</u>	<u>9,440.57</u>
NET RUNNING PAYMENTS	- 738.83	1,463.20
SUPPLEMENTARY RECEIPTS		
Fund Raising	519.60	810.00
Band		-
Inland Revenue Tax Rebate	1,924.80	1,662.92
Donations	1,340.11	810.00
	<u>3,784.51</u>	<u>3,282.92</u>
OTHER PAYMENTS		
Donations	-	-
	<u>-</u>	<u>-</u>
NET SUPPLEMENTARY RECEIPTS	3,784.51	3,282.92
TOTAL INCOME FOR PERIOD	<u>3,045.68</u>	<u>4,746.12</u>
BANK INTEREST RECEIVED	2,048.34	2,137.04
	<u>5,094.02</u>	<u>6,883.16</u>

Scrutineer's Report to Trustees

Scrutineer's Report to the Trustees of the 1st Braughing Scout Group Scout Council

I report on the accounts of the Group/District for the year ended

31st December 2025

Respective responsibilities of Trustees and Scrutineer

As the Group's/District'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/District's constitution, I have scrutinised the records and the accounts set out on pages to

Scrutineer's Statement

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

Name: DIANE MOSS CPFA
Address: ELEANOR COTTAGE
STORTFORD ROAD
STANDON
WARE SG11ND
Date: 27th APRIL 2026

F. Declaration

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

Signed on behalf of the Trustees.



Signature:

Wendy Smith: Chair, Trustee Board

10th MAY 2026