

**Minutes of:
1st Felixstowe Sea Scouts**

**Annual General Meeting
26th June 2025 7pm-7.30pm
Scout Hut Bath Road**



Contents:

- Minutes Based on Agenda
- Treasurers report and attachments shared at meeting
- 2024 minutes

Minutes: 1st Felixstowe Sea Scouts Annual General Meeting 26th June 2025 7pm

Present: James Miller, Luke Barrett, Jason Flynn, Phil Ashby, Mick Warner, Bobbie Coppen, Carl Cracknell, Kim Crisp, Katherine Aykroyd

Apologies: Max Raffe

Item		
<p>1. Welcome Phil Ashby (Chair)</p>	<p>PA opened the meeting and thanked CC for many roles taken over the last year. PA congratulated and thanked JF for his work in the Group Leader volunteer role. Introduced himself as new Chair (elect). Thanks all for attending and advises there are a few changes in the scout system and roles.</p> <p>Previous minutes + revisions accepted. Proposed: PA Seconded: MW All voted to accept.</p>	
<p>2. Apologies for absence Phil Ashby</p>	<p>Max Raffe</p>	
<p>3. Governance Phil Ashby</p> <ul style="list-style-type: none"> a. Approve minutes of AGM 4/JUL/24. b. Adopt the model constitution from Policy, Organisation and Rules (POR). c. Note the group's financial year. d. Agree the number of members that may be appointed to the Trustee Board. e. Agree the quorum for future meetings of this group scout council excluding this AGM. 	<p>Minutes Approved</p> <p>Adopted.</p> <p>For the year April-March no adjustments.</p> <p>6 Trustees Appinted.</p> <p>Agreed 6 members for future meetings.</p>	
<p>4. Review of previous year Jason Flynn Carl Crcknell Mick Warner</p> <ul style="list-style-type: none"> a. The Group Lead Volunteer's review of scouts during the past 12 months. 	<p>JF thanks CC for his help. Thanks trustees. Thanks LB. Summer has joined from the 7th Felixstowe group to help. Happy that group has invested in the boats.</p> <p>Now have a good working relationship with 6th old Felixstowe with interest from Cubs moving up. Supporting other cub packs locally.</p> <p>LB – numbers are growing despite some ageing out</p>	

<p>b. The District Lead Volunteer's remarks.</p> <p>c. Receive and consider the annual Statement of the Accounts.</p>	<p>(went to Explorers).</p> <p>CC "Good to see healthy Scout Group". CC aware of two scouts that wish to do land and sea scouts.</p> <p>End Year Balance = £17449 Reserve = £2004 Total = £19453</p> <p>Subs have been at a lower rate since COVID to entice scouts back. MW suggested £5 per term increase And explained the two tier fee structure for those taking youth sailing or not.</p> <p>JF came to explore fund raising to supplement any increase.</p> <p>PA suggested an agreement to be made at next meeting.</p> <p>Gift Aid forms handed to those who are present.</p>	<p>Possible subs increase to be discussed / agreed at next meeting.</p>
<p>5. Election of Officers</p> <p>a. Appoint the Group Chair following, Following recommendation from the open selection process initiated by the Group Trustee Board.</p> <p>b. Appoint the Group Treasurer following recommendation from the open selection process initiated by the Group Trustee Board.</p> <p>c. Appoint members of the Group Trustee Board following recommendations from the open selection process initiated by the Group Trustee Board.</p> <p>d. Appoint the Scrutineer.</p>	<p>Group Chair PA Proposed CC Seconded BC</p> <p>MW returned / appointed Group Treasurer</p> <p>With the addition of LB to the Group Trustee Board: - BC, LB, JM, MW, PA, JF, CC</p> <p>A Peates remains Scrutineer.</p>	
<p>6. Closing Remarks Phil Ashby</p>	<p>Closed.</p>	

TREASURER'S REPORT 2024

GROUP FINANCES: please see Receipts and Payments with Balances, attached with Agenda:

Copy-of-2023-24-accounts-summary-for-AGM-24.pdf (the user friendly version!)

The figures are transposed into a specific format for the District, two documents attached with Agenda:

*****TREASURER'S REPORT 2025*****

GROUP FINANCES: please see Receipts and Payments with Balances, attached:

2024-25-accounts-summary-for-AGM-25.pdf *(the user friendly version!)*

The figures are transposed into a specific format for the District, also attached:

FORM LT700002 Orwell ESU-1FSS-2025-03-31-pre-AGM.pdf

COMMENTS:

Balances down to £19,500, after a deficit of £6,600 this year, as we spent over £5,000 on two boats, a RIB and a sailing keelboat!

Also Smart meters at the Hut and some confusing billing highlighted that the electricity was more significantly under-billed than I planned, so we had a lump sum to pay to clear that.

New energy provider does monthly billing which is more efficient.

Building expenditure quite low but we have some jobs already done or planned in 2025-26.

SUBS PAYMENTS: just chasing up one or two from 2024.

The first two terms of 2025 are required, will action soon.

Current standard rates up till now have been:

£30 per term (without FFYS sailing), total £90 per annum

£45 per term (with FFYS sailing), total £135 per annum

A sibling discount rate for extra child is £10 less per term.

(I note that these rates are lower than before lockdown to help the return to Scouting be more affordable).

We also offer reduced Subs rates for those finding it more difficult to make ends meet – we have some donations that can fund this.

HOWEVER – it is proposed that Subs should be increased, due to increasing expenditure and also after comparison with other Scout groups.

I suggest for September we move to £35 per term or £55 per term with youth sailing - equivalent to £105 or £165 per year (sibling rate for extra child is £10 less per term).

We should seek to agree new rates.

GIFT AID FORMS: will need more forms to be completed, will distribute a “print, sign & return”/paper copy for taxpaying subs payers.

BANK ACCOUNT SIGNATORIES: agreed way forward, need final signed copy of AGM 2024 minutes and a day or two to sort out with the bank!

DR CR DR CR

1st Felixstowe Sea Scouts Summary Receipts and Payments Account, with Balances
for the year 2024-25 (ending 31/03/25)

Balances at start of year 2024-25 (01/04/24)				
	01/04/24	Current Account	Reserve Account	Total
		24,087.21	1,976.61	26,063.82
Income (CREDITS)		Current	Reserve	Total
Hall Hire/Rent Received		4,087.00		
Subs from Sea Scouts		510.00		
Donations		300.00		
Utility Credit (refund)		0.00		
Business Support Grant		0.00		
Investiture		0.00		
Sale of Scouts Uniform/Role fees		0.00		
Scout Events Extra contributions		0.00		
District Events / Camps		110.00		
Fund Raising (Raffle or other)		0.00		
Tuck income		0.00		
HMRC Gift Aid claim (2016 -2020)		0.00		
Reserve Bank Interest Received		0.00	27.82	
		3,007.00	27.82	5,034.82

Expenditure (DEBITS)				
	Current		Reserve	Total
Sailing Fees	510.00			
Scouting Activities	41.00			
Scouting Equipment & Resources	5,386.18	inc. Boats		
Subs Overpayment refunds	0.00			
District Fees/ Capitation	321.00		Scouting Expenditure	
District & Own Events / Camps	60.00		6,037.58	
Badges, Uniform & Activity Log Books	29.40			
Tuck purchase	0.00			
Admin (stamps etc)	12.00			
Fundraising (Raffle) Expenses	0.00			
Hall Cleaning	644.78			
Building Repairs/Maintenance	950.00			
Building Insurance	860.65			
East Suffolk Business Rates	48.99			
Gas	397.67	Energy*	To run	
Electricity	1,692.38	2,290.05	the building	
Water	290.96			
	11,643.01			

Net Profit/Loss				
	Current Account	Reserve Account	Total	
	-6,638.01	27.82	-6,610.19	

Balances at end of year 2024-25 (31/03/25)				
	31/03/25	Current Account	Reserve Account	Total
		£17,449.20	£2,004.43	19,453.63

Check: -£6,638.01 £27.82 -£6,610.19

Completed 21 Jun-2025, Mick Warner

Move of money over to Reserve awaiting on-line banking

Boating expenses: bought 2 boats, lifejackets etc

Energy*: electricity was significantly under-billed, moved to Smart meter and caught-up, hence this year and last were incorrect.

Energy*: gas was slightly over-billed, moved to Smart meter and corrected, hence this year and last were incorrect, refund in 2025-26

Cubs rent payment for 24/25, £370.80, in 2025-26

Gas Shop Annual Servicing (apptmt delayed into 2025-26)

Some Subs payments to chase, in 2025-26

Copy values

PREVIOUS YEAR 2023-24				
	01/04/23	Current Account	Reserve Account	Total
		29,733.84	1,930.57	31,664.41
Income (CREDITS)		Current	Reserve	Total
Hall Hire/Rent Received		4,462.50		
Subs from Sea Scouts		520.00		
Donations		320.00	20.00	
Utility Credit (refund)		0.00		
Business Support Grant		0.00		
Investiture		0.00		
Sale of Scouts Uniform/Role fees		0.00		
Scout Events Extra contributions		0.00		
District Events / Camps		365.00		
Fund Raising (Raffle or other)		0.00		
Tuck income		0.00		
HMRC Gift Aid claim (2016 -2020)		0.00		
Reserve Bank Interest Received		0.00	26.04	
		5,667.50	46.04	5,713.54

Expenditure (DEBITS)				
	Current		Reserve	Total
Sailing Fees	610.00			
Scouting Activities	344.34			
Scouting Equipment & Resources	n/a			
Subs Overpayment refunds	0.00			
District Fees/ Capitation	630.00			
District & Own Events / Camps	1,286.11			
Badges, Uniform & Activity Log Books	0.00			
Tuck purchase	0.00			
Admin (stamps etc)	13.04			
Fundraising (Raffle) Expenses	0.00			
Hall Cleaning	542.00			
Building Repairs/Maintenance	5,427.77			
Building Insurance	760.28			
East Suffolk Business Rates	46.94			
Gas	834.40	Energy	To run	
Electricity	596.34	1,430.74	the building	
Water	222.91			
	11,314.13			

Net Profit/Loss				
	Current Account	Reserve Account	Total	
	-5,646.63	46.04	-5,600.59	

Balances at end of year 2023-24 (31/03/24)				
	31/03/24	Current Account	Reserve Account	Total
		£24,087.21	£1,976.61	26,063.82

Check: -£5,646.63 £46.04 -£5,600.59

Completed 13 Jun-2024, Mick Warner

Move of money over to Reserve awaiting on-line bank

Copied to District template

2024-25 2023-24

1st Felixstowe Sea Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2024	To	31/03/2025
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Receipts and payments

	2024 / 2025	2023 / 2024
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	£510.00	£520.00
<i>Less: Membership subscriptions paid to District</i>	<i>-£321.00</i>	<i>-£630.00</i>
Net membership subscriptions retained	£189.00	-£110.00
Donations	£300.00	£340.00
Legacies	£0.00	£0.00
Gift Aid	£0.00	£0.00
Other similar income	£110.00	£365.00
Sub total	£599.00	£595.00
Grants		
Maintenance grant	£0.00	£0.00
Other grants	£0.00	£0.00
Sub total	£0.00	£0.00
Fundraising (gross)		
Detail 1	£0.00	£0.00
Detail 2	£0.00	£0.00
Detail 3	£0.00	£0.00
Other fundraising activities	£0.00	£0.00
Sub total	£0.00	£0.00
Investment income		
Bank Interest	£27.82	£26.04
Building Society Interest	£0.00	£0.00
The Scout Association Short Term Investment Service	£0.00	£0.00
Property Rent Income	£4,087.00	£4,462.50
Other investment income	£0.00	£0.00
Sub total	£4,114.82	£4,488.54
Total Gross Income	£4,713.82	£5,083.54
Asset and investment sales, etc.	£0.00	£0.00
Total receipts	£4,713.82	£5,083.54

1st Felixstowe Sea Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2024	To	31/03/2025
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Receipts and payments

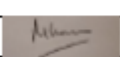
	2024 / 2025	2023 / 2024
	Unrestricted funds £	Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	£551.00	£954.34
Adult support and training	£0.00	£0.00
Rent	£0.00	£0.00
Water and Sewerage	£290.96	£222.91
Electricity and Gas	£2,290.05	£1,430.74
Insurance	£860.65	£760.28
Repairs and Renewals	£950.00	£5,427.77
Materials and equipment (Note: bought Boats!)	£5,586.18	£0.00
Printing and photocopying	£12.00	£13.04
Contribution to camp costs	£60.00	£1,286.11
Uniforms	£29.40	£0.00
Other costs detail 1 - Cleaning	£644.78	£542.00
Other costs detail 2 - Business Rates	£48.99	£46.94
Other costs detail 3 -	£0.00	£0.00
Sub total	£11,324.01	£10,684.13
Fundraising expenses		
Detail 1	£0.00	£0.00
Detail 2	£0.00	£0.00
Detail 3	£0.00	£0.00
Other fundraising costs	£0.00	£0.00
Sub total	£0.00	£0.00
Total Gross Expenditure	£11,324.01	£10,684.13
Asset and investment purchases, etc.	£0.00	£0.00
Total payments	£11,324.01	£10,684.13
Net of receipts/(payments)	-£6,610.19	-£5,600.59
Cash funds last year end	£26,063.82	£31,664.41
Cash funds this year end	£19,453.63	£26,063.82

Statement of assets and liabilities at the end of the year

	2024 / 2025 Unrestricted funds £	2023 / 2024 Unrestricted funds £
Cash funds		
Bank current account	£17,449.20	£24,087.21
Bank deposit account	£2,004.43	£1,576.61
Building society account	£0.00	£0.00
The Scout Association Short Term Investment Service	£0.00	£0.00
Cash/Floats	£0.00	£0.00
Total cash funds	£19,453.63	£26,063.82
Other monetary assets		
Debts due from the County/District	£0.00	£0.00
Insurance claim	£0.00	£0.00
Sub total	£0.00	£0.00
Investment assets		
Investment property - detail	£0.00	£0.00
Other investments - detail	£0.00	£0.00
Sub total	£0.00	£0.00
Non monetary assets for charity's own use		
Badge stock	£0.00	£0.00
Other stock	£0.00	£0.00
Scouting equipment, furniture etc	£0.00	£0.00
Other	£0.00	£0.00
Sub total	£0.00	£0.00
Liabilities		
Accounts not yet paid	£0.00	£0.00
Expenses incurred but not invoiced	£0.00	£0.00
Subscriptions not yet paid	£0.00	£0.00
Loan - detail	£0.00	£0.00
Other liabilities	£0.00	£0.00
Sub total	£0.00	£0.00

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the 1st Felixstowe Sea Scouts AGM on 26th July 2025 and signed on their behalf by

Signature


Print Name
GSL / ESU Leader
MICK WARNER – Group / ESU Treasurer
Orwell District Chair
Orwell District Treasurer