

**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: Based on Agenda

Present: James Miller (JM), Luke Barrett (LB, SSL), Jason Flynn (JF, GSL/GLV), Phil Ashby (PA, chair), Mick Warner (MW, treasurer), Bobbie Coppen (BC), Carl Cracknell (CC, DDC/DDLV), Kim Crisp (KC, parent), Katherine Aykroyd (KA, parent)

Apologies: Max Raffe (DC/DLV)

| 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 (as attached)</p> <p>Adopted, as at time of voting.</p> <p>For the year April-March no adjustments.</p> <p>6 Trustees Appointed.</p> <p>Agreed 6 members for future meetings.</p> | |
| <p>4. Review of previous year Jason Flynn Carl Cracknell 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. Noted that Summer Farrow has joined from the 7th Felixstowe group to help. Happy that our 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 with activities.</p> | |

| | | |
|---|---|---|
| <p>b. The District Lead Volunteer's remarks.</p> <p>c. Receive and consider the annual Statement of the Accounts.</p> | <p>LB – numbers are growing despite some ageing out (all 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>MW: End Year Balance = £17449 Reserve = £2004 Total = £19453</p> <p>MW Notes 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 asked that we explore fund raising to supplement any increase.</p> <p>PA suggested an agreement to be made at next meeting (not an AGM responsibility).</p> <p>Gift Aid forms handed to parents 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 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</p> <p>A Peats remains Scrutineer.</p> | |
| <p>6. Closing Remarks Phil Ashby</p> | <p>Thanked the Board for their support and congratulated the team on a good year. Closed the AGM.</p> | |

TREASURER'S REPORT 2024-5

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)

Copy values

| 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 |

| 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 | 4,087.00 | | |
| 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 | |
| | 5,007.00 | 27.82 | 5,034.82 |

| 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 | 510.00 | | |
| Scouting Activities | 41.00 | | |
| Scouting Equipment & Resources | 5,386.18 | inc. Boats | |
| Subs Overpayment refunds | 0.00 | | |
| District Fees/ Capitation | 321.00 | | |
| District & Own Events / Camps | 60.00 | | |
| 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 | 597.67 | Energy* To run | |
| Electricity | 1,692.38 | 2,290.05 the building | |
| Water | 290.96 | | |
| | 11,645.01 | 5,037.58 | 16,682.59 |

| 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 | 6,037.58 | 17,351.71 |

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

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

| 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 |

| PREVIOUS YEAR 2023-24 | | | | |
|-----------------------|----------|--------------------|--------------------|-----------|
| | 31/03/24 | Current Account | Reserve Account | Total |
| | | £24,087.21 | £1,976.61 | 26,063.82 |

Check: -£6,638.01 £27.82 -£6,610.19

Check: -£5,646.63 £46.04 -£5,600.59

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

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 |
|-------------------|------------|----|------------|

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 |
|-------------------|------------|----|------------|

Receipts and payments

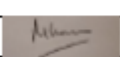
| | 2024 / 2025 | 2023 / 2024 |
|---|-------------------------|-------------------------|
| | Unrestricted funds £ | Unrestricted funds £ |
| Payments | | |
| Charitable Payments | | |
| Youth programme and activities | £551.00 | £954.34 |
| Adult support and training | £0.00 | £0.00 |
| Rent | £0.00 | £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 |

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

**Annual General Meeting
4th July 2024 7pm-7.30pm
Scout Hut Bath Road**



Contents:

- Minutes Based on Agenda
- Treasurers report and attachments shared at meeting
- 2023 minutes

Minutes: 1st Felixstowe Sea Scouts Annual General Meeting 4th July 2024 7pm

Present: Bobbie Coppen, James Miller, Carl Cracknell, Phil Ashby, Phil Cox, Tom Aykroyd, Luke Barrett, Mick Warner, Jason Flynn

Apologies: Paul Smith, Ruth Tobin; Max Raffe

| Item | | |
|--|--|---|
| <p>7. Welcome New Chair (elect) Phil Ashby</p> <ul style="list-style-type: none"> • Apologies. • All Attendees to sign register. • Confirm previous of minutes of last meeting / revised minutes of Mick Warner. | <p>PA 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>8. Treasurer Report Mick Warner</p> | <p>See enclosed report.</p> <p>Current account: £24,087.21 Reserve account: £ 1976.61</p> <p>MW talked through Receipts, Payments and Balances for 2023-24. Balance remains healthy. Expecting costs for removing asbestos / repairs.</p> <p>Plea for subs payments – support is available for anyone struggling.</p> <p>A reminder given that Gift Aid is available retrospectively for up to 4 years.</p> <p>Bank Signatories required: - Chair Lead Volunteer Another Trustee</p> <p>PA asked if any further building maintenance was expected. MW stated ALWAYS!</p> | <p>Parents present completed Gift Aid forms</p> <p>See section 9 Election of Officers</p> |
| <p>9. District Commissioner/Deputy District Commissioner Report Carl Cracknell</p> | <p>CC – Groups are struggling – 1st Orwell have folded. Sad for Scouting. Thanks all helpers/volunteers throughout the year.</p> <p>CC asked if anything had been done to thank Lee.</p> | |
| <p>10. Group Scout Leader Report</p> | <p>CC introduced Lee Barrett and thanks Luke and Jason for mid-week water activities.</p> <p>CC Are there any parents that wish to volunteer?</p> | <p>JF – Colin Tobin has been helping.</p> |

| | | |
|---|--|--|
| <p>11. Youth Sailing Paul Smith</p> | <p>PS absent</p> <p>JF 3 regular scouts attending Youth Sailing.</p> | |
| <p>12. Membership Jason Flynn</p> | <p>Numbers are low – need to address new recruitment.</p> | |
| <p>13. Building Update Bobbie Coppen / Mick Warner</p> | <p>BC Floor and Door needs repair and possible replacement. MW suggest needs minimum £10-15k spend.</p> <p>MW EIRC Electrical changes / upgrades are needed.</p> | <p>Colin Tobin is an electrician.</p> <p>Tim Aykroyd can offer supply of electrical hardware at near cost.</p> |
| <p>14. 6th Old Felixstowe Cubs and Beavers</p> | <p>BC Julie Lamb husband offered to paint. Since latest repairs are done – perhaps this can be done.</p> <p>CC 6th were considering Land Scout Group, because cubs going on to other Land Scout groups.</p> <p>MW We need recruitment outside of 6th Cubs too.</p> <p>LB Need to understand why they would leave 6th Cubs/1st Sea Scout partnership.</p> | <p>JF Colin Tobin offered same.</p> <p>To be investigated.</p> |
| <p>15. Election of Officers</p> | <p>PA Recommendation that Trustee Board consist of 6 people. Proposed Accepted</p> <p>PA suggests minimum quart group 6 Proposed Accepted</p> <p>Chair: Phil Ashby Proposed BC Seconded TA</p> <p>Treasurer: Mick Warner Proposed PA Seconded JF</p> <p>Trustee Board Members: Bobbie Coppen & James Miller Proposed PA Seconded JF Jason Flynn is automatically a Trustee Board member and PA would like to add Luke Bartlett later.</p> <p>Scrutineer: A Peats Proposed PA Seconded MW</p> | |

| | | |
|--|--|--|
| | Bank Signatures - one extra is needed. PA suggests BC Accepted | |
| 16. AOB | None | |
| 17. Date of Committee Meetings and Next AGM | TBA | |

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:

FORM LT700002 Orwell ESU-1FSS-2024-03-31-pre-AGM

LT700005-Scrutineer's Report to the Trustees-1FSS-signed

SUBS PAYMENTS: Subs are still being collected for the 2023 year and now for 2024.

Please do take action on emails from Mick Warner<myscout@onlinescoutmanager.co.uk>, and any follow-up emails from me directly.

Our standard Subs rates are:

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

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

A sibling discount applies to the second family member paying subs.

We also offer reduced Subs rates for those finding it more difficult to make ends meet – we have some support funding for this. Please do contact the Treasurer to discuss options, we don't want to make it too difficult for young people to be Sea Scouts.

Please can you make payments by bank transfer to:

Account number - 39603016

Sort Code - 600817

Account name - 1st Felixstowe Sea Scouts

Bank - Nat West

(cheques can be accepted if that helps)

Please complete the Gift-Aid form (attached) if you are a tax-payer, this is allowable for Scouts Subs, and gives us 20p or 25p per pound extra income!

COMMENTS:

A deficit this year of £5,600, as we continue to use the healthy balance from the Covid years to fund building repairs & maintenance, but as always, there's more to do.

Not everyone has paid their subs for 2023 so chasers have been going out. Thanks to those who have paid already. I plan to update the bank account signatories after agreement at the AGM, and later progress on-line banking.

PROPOSAL FOR ADDITIONAL BANK ACCOUNT SIGNATORIES:

Chair (Phil Ashby to be confirmed by AGM) – to be added

Lead Volunteer – can be delegated to a Scout leader, propose Jason Flynn (to be confirmed by AGM) – to be added

Another Trustee (to be confirmed by AGM) – to be added

And we plan to remove previous signatories no longer required.