



Burley-in-Wharfedale Scout and Guide Group



AGM

Monday 29th June 2026, held in HQ at 20:00

TRUSTEE BOARD MEETING

Attendees

Duncan Watson (DW – Acting Chair), Michael Robinson (MR), Beryl Thompson (BT), Howard Thompson (HT), Sue Vint (SV), Tim Haskins (TH), Bethan Robinson (BR), Jennifer Carson (JC), Lisa Gibson (LG), Sarah Greenwell (SG), Helen Haskins (HH), Rob Pawson (RP), Adam Thompson, Emma Shearer & Matt Terrett.

Apologies

Mike Wild and Sharon Hattersley

Chair Welcome and Report

Good evening everyone, and thank you for coming.

Before anything else, I want to express my sincere thanks to all our leaders across Scouts and Guides. Week after week, you show up for young people — not just to run activities, but to be role models and sources of encouragement for the young people who attend our activities. And what a range of activities you've been able to provide our groups: sleepovers, cinema trips, Parliament Week, panto visits, fundraising stalls, Thinking Day preparations, nights away, and countless weekly meetings. None of this happens without your time, your patience, and your willingness to give something of yourselves. You make a real difference, and I'd like to say thank you for that

I also want to thank our trustees. Governance isn't glamorous, but it is essential. This year you've dealt with everything from insurance complexities, Gift Aid processes, safeguarding reviews, and the Charity Commission's requirements, through to fire safety, risk assessments, and the practical realities of running a busy HQ. You've done this with diligence, good humour, and a shared commitment to keeping young people safe and our charity well-run. Thank you for giving your time to the unseen work that keeps everything else possible. After many years both as a trustee and as a former chairman of the trustees I'd like to say particular thanks to John Spencer who has now stepped down as a trustee. Thank you John for all your time and support that has gone into making Burley Scouts and Guides as strong as it is today.

Looking back over the year, it's striking just how much has been achieved.

Our Guiding units have been incredibly active — sleepovers at the International Space Centre, cinema trips, panto visits, fundraising at Lights Switch On, and the honour of taking part in the reopening of Waddow Hall. Leaders have earned long-service awards, and Sue's promotion to County Commissioner reflects the strength of Guiding in Burley.

On the Scouting side, we've seen strong programmes continue despite leader changes, with nights away, adventurous activities, and a continued focus on safety and training. Darren Hewett resigned earlier this year from his role of Group Lead Volunteer. I'd like to say a formal thank you to Darren for his time and energies and would also like to highlight that in Scouting group we are in desperate need of additional leaders to keep our groups going. It's already looking like we might have to close Explorers in September, and reduce the number of Scouting groups that we run due to a shortage in leaders, so if anyone is thinking about even a short-term volunteering opportunity, now is a really good time to come forward!

We've also strengthened our processes — from fire drills to risk assessments — and taken the time to make sure that our scouting activities conform to the best practices that came out of the national scouting review. As part of its ongoing oversight, the Charity Commission issued a formal Regulatory Advice and Guidance note to all Scout Trustees across the UK. This required local Scout charities (at Group, District, and County levels) to review trustee decision-making, safeguarding, and their reporting of serious incidents and I'm pleased to say that this was completed for Burley

Our HQ has been busy too. The outdoor shelter has been treated, the stores tidied, the CCTV repaired, and the building has hosted more children's parties than ever. We got our solar panels up the other year and we've even started exporting electricity back to the grid — a small but welcome contribution to our running costs.

Fundraising remains vital. The Santa Float, Teas on the Green, Lights Switch On, and other events continue to be important both financially and for our visibility in the community. Thank you to everyone who baked cakes, shook buckets, opened the HQ for parties, or simply turned up to help. Being there to open and close the HQ for children parties plays a vital role in bringing in some additional finances and we really need some more people to come forward to help with this task. It doesn't require engagement with young people and helps bring in some additional income when the building isn't being used for scouting and guiding activities. If you think you can spare the time on a weekend I know someone who'd love to talk to you!

We've spent £41,000 this year on running scouts and guides which is fairly typical and of course most of this money comes from membership subscriptions. As trustees we constantly wrestle with the amount we charge to parents so that we can both give more back to the groups and also make further improvements in our facilities. Our regular fundraising is important and brings in about £5,000 — so you can see the gap that we need to fill with subscriptions. If parents or leaders have any views on the amount we charge for subscriptions the trustees would be happy to hear them

And finally, I want to acknowledge the spirit that runs through all of this. Whether you're a leader, a trustee, a parent helper, or someone who quietly steps in when needed, you are part of a community that believes in giving young people opportunities, confidence and memories that last.

Thank you all for everything you've done this year — and for everything you'll continue to do in the year ahead.

Record of 2025 AGM

- Proposer MR
- Seconded DW
- Approved with no objections.

- BT noted comment about seeking a deputy Chair, so agreed to cover in 2026 AGM and DW offered to put his name forward.

Girl Guiding Leader Report

- SV, Guiding Group Leader, read the report available in Annex A.

Group Scout Leader Report

- TH read the report presented in Annex B.
- TH and Matt reported consulted with parents on Unit sizes and plan to progress merging units.

Treasurer's Report

- Prior to the AGM BT circulated the end of year accounts plus extras for the AGM:
 - Watson Cubs Accounts
 - Beavers, Forster Cubs, Scouts and Explorers Accounts
 - Year End Accounts
 - Declaration from the Scrutineer
 - Trustees Declaration
 - Declaration from District Guide Treasurer
- BT presented the Treasurer' Report in Annex C.
- As reported at the AGM last year, the plan is to increase subscriptions to £55.00 per term from September 2026. This is for all units unless Scouts continue to meet on a fortnightly basis when their subs will be £40.00 per term. Please can all leaders be notified of this together with a reminder that the constitution states that subscriptions are due to be paid to me by the school half term of each term. This is not happening in a lot of the units. The capitation we have to pay each February to Wharfedale District Scout Council and North East England Guiding was nearly £20000.00 an increase of £1900.00 this last financial year. Hopefully, the increase will not be as big this next financial year as Guiding has introduced no capitation fee for leaders and helpers. Scouting has had this for many years.
 - DW proposed to accept Subs and MR seconded.
 - Mike Wild (Group Chair) has signed off the Accounts for submission to charity commission.
 - Approved with no objections.
 - **ACTION:** Unit Leaders to submit Subs payments by middle of each term.

Discussion

- TH asked if any plans to spend the savings. BT and DW summarised purpose of Sustainability Fund to keep funds aside for future major maintenance/rebuild of Hut or emergencies. Trustees to explore at next Trustee meeting what should be the minimum level to keep. **ACTION: MR.**
- MR explained loan policy and role to enable investment prior to completing fundraising, thereby also keeping savings in use without loss of long-term purpose. Circulate policy with AGM Mins for sharing/reminding Unit Leaders. **ACTION: MR.**
- RP noted getting in Subs & Gift Aid forms a challenge, so raised OSM tool to chase/track.
 - TH acknowledged looking at District level, but needs an investment to use tool (3% of fees) and parents to sign-up with Direct Debits.
 - BT queried if parents would sign up, but TH and Matt noted it is used by parents of other Groups.

- DW noted benefit to help alleviate pressure on Leaders and Scouting have chosen to invest.
- Review at Trustee meeting to confirm support. **ACTION: MR.**

Election of Officers

CHAIR

- Mike Wild agreed to stay in role.
 - DW proposed and MR seconded

VICE CHAIR

- DW volunteered to step in
 - BT proposed and MR seconded

TREASURER

- BT agreed to keep doing role.
 - DW proposed and HT seconded

SECRETARY

- Mr agreed to continue.
 - DW proposed and SV seconded

GUIDES

- Bethan R and Jennifer C willing to stay on
- SV will fill Group Lead role.

SCOUTS

- Lisa G happy to stay, but Chris Shaw too busy so had stepped down.
- Rob Pawson stepping back until new leader able to step in, as RP retired as a Trustee in 2025.
 - DW thanked RP.
- TH will fill Group Lead until new Group Lead steps into the role.

LAY MEMBERS

- Howard T and Sarah G agreed to serve again.
 - Approved with no objections.

AUDITOR

- BT confirmed Tim Mutton has agreed to be auditor again.
 - No objections, so approved.

Any Other Business

- Adam T proposed a Group role is tasked specifically at recruitment to activity (e.g. media, publicity, helping encouraging parents to help). DW thanked Adam and there was a positive discussion on need.
 - Trustees discuss at next meeting ideas for roles to help with accounting, fundraising and recruiting. **ACTION: MR.**
- On behalf of the leaders, RP thanked the Trustees for supporting them and maintaining the building. However, need even more help now to recruit more volunteers.
- MR noted this a chance to review the constitution AGM, so asked for approval to for the below actions. No objections raised.
 - In light of Scouting role/unit changes, TH to review and advise of any tweaks needs to the Constitution. TH subsequently noted:
 - Amend references to Group Scout Leader to Group Scout Lead Volunteer.
 - Added the role of Group Vice Chair as an elected member of the Board and chair of meetings if the Group Chair is absent.
 - Remove line: *"The Scouts will include the Explorer Scout Leader within their 3 representative"*.

- Updated Constitution to be signed by TH for Scouting, as District Lead Volunteer, and SV for Guiding as delegated by HH, the Guiding District Commissioner.

Meeting closed 21:04.

POST MEETING NOTE:

Following the AGM, RP circulated the below to provide some further clarity surrounding the proposed change to the way in which Scouts subs are collected.

Online Scout Manager

Rob brought up the subject of Scout subs which has been a long standing problem for the Group and the treasurer in particular. This revolves around the fact that the Scout units have many parents who pay late and some that don't pay at all until they are chased up. This involves a great deal of leader time to follow up and is now worse since Darren left as he did a great deal of this. Given that we have lost at least 5 leaders since Easter the current situation is not sustainable.

A potential solution is a book keeping upgrade to OSM which will send out bills, issue reminders, provide reports and hence offer a huge benefit to our remaining busy leaders. Matt has used this before and it is also used by 4 Groups in Wharfedale District who have all confirmed that it delivers huge benefits.

It's worth pointing out at this stage that it will in no way affect what the Group Treasurer does as subs will still be collected by each unit and then paid to Group when they are all in.

So the leaders and GLV have agreed that starting in September Matt will trial the OSM package for Scouts subs. There is a cost involved but the Scout units will bear the cost of the trial.

By the end of the year we will know the benefits and any drawbacks and it is hoped to roll it out to some of the other Scouting units who are keen to use it. If at any point it is found to impact on the Group's finances or cause problems for our treasurer we will fully discuss such issues at the Trustees meeting and agree a way forward.

TH supplemented the above with:

- I have also heard good feedback from the other groups in the District who have used it.
- OSM charges 1.95% of any payment plus another 1% to GoCardless so the total cost is around 3%.
- Total Scouts subs for all the sections are around £20,000 so if all the sections used it the annual cost would be around £600.
- The payment system can also be used for events such as camps if desired.
- The whole idea is to speed up cash collection and reduce work for the leaders.
- There is more detail on the OSM system here:
 - <https://www.onlinescoutmanager.co.uk/features/payments.html>

ANNEX A

GROUP GUIDING LEADER'S REPORT

I am delighted to report that Guiding in Burley-in-Wharfedale continues to be strong & successful. It has been another very busy year for us all.

Of our nine units (3 Rainbows, 3 Brownies, 2 Guides & Rangers) we have 182 girls, numbers slightly down on last year, it is a natural fluctuation. There are smallish waiting lists (apart from Rainbows who have quite a few at the moment), most girls manage to get a place fairly quickly.

To run these units, we have 19 qualified leaders. Congratulations to Julia who became a leader at the end of 2025 after completing the Leader qualification. We have 4 further Leaders in Training, which is great. To compliment them we have 18 Young Leaders & unit helpers. These volunteers turn up, every week, many of those leaders volunteering in more than one unit. They take their girls away on day trips, on sleepovers, pack holidays & camps. Several of those Leaders are also committed to having roles in District, Division & at County level. Some leaders are also mentors for new leaders, work on guiding PR & have Commissioner roles. We are so lucky to have all. Thank you for all the time & energy you give & for offering a full programme & amazing opportunities to our girls.

Almost three years ago, Girlguiding decided to close Waddow Hall, the camping & activity centre near Clitheroe which was used by many of us. It was put up for sale. Historically, Waddow Hall is a special place for Burley-in-Wharfedale guiding as when Girlguiding bought Waddow Hall in 1927, Burley Guides, Brownies & Rangers wrote & led the opening ceremony. The Princess Royal, the President of Guiding attended. In September last year Waddow re-opened as an activity & camping centre. We were thrilled & honoured to be invited to take part in the opening ceremony of Waddow Hall, by the new owners. Brownies from 1st & 2nd Burley Brownies dressed in 1927 era uniform, a Guide from 1st Burley Guides, was the Fairy & Spirit of Waddow. They all stood on the steps of the Hall, performed a small ceremony & opened the door & invited friends and supporters of Waddow back inside. We had a fantastic morning & we were all very proud to be part of Burley guiding.

This year, nationally, all Girlguiding members celebrated 100 years of Thinking Day. Thinking Day is always held on 22nd February which was the birthdays of Lord & Lady Baden-Powell, the Chief Scout & Chief Guide. We all tried to do 100 "good turns" with acts of kindness to our families & within the village! We celebrated by joining with the guiding units in Menston for an afternoon to do wide games, scavenger hunts, making smores & singing round a fire. It was a lovely afternoon.

All the units have had sleepovers throughout the year. Brownies & Guides were very fortunate to go to the International Space Centre near Leicester for a sleepover. They "slept" under the stars & planets & learnt so much about space travel. We had 2 sessions in the planetarium –looking at constellations & preparing to go into space. It was an amazing trip & a big thank you to Lisa for organising it.

Brownies & Rainbows are always busy! Brownies had day trips to Beamish Museum & Rainbows went to Cannon Hall farm. Rainbows have had sleepovers, Brownies have had pack holidays at Wynches & Waddow, Guides have camped at Bradley Wood. All these experiences are great fun, build a girl's confidence & help the girls to be independent & think for themselves.

Rangers are going strong with several girls working on the Duke of Edinburgh's Award, joining with Baildon Rangers for the expeditions. There are several girls working towards the bronze, silver & gold award. Congratulations to one Ranger who has recently been awarded Silver Award & another who was awarded Bronze – well done.

All the girls in Rainbows, Brownies, Guides & Rangers work on the Girlguiding programme & have earned many skill builder badges & interest badges this year. These combined make bronze, silver & gold awards, the highest awards for girls in guiding. I am delighted to say that several girls in each section have gained these awards. An excellent achievement - well done & well deserved to all. In addition to the programme, all the units have enjoyed visits from various places - Puffin pottery, Prickly Pigs Hedgehogs, Yorkshire Cat Rescue, Owls, RNLI, Zumba & fitness classes, Mobile Police Museum & soap making – just to name a few. Most units took part in Parliament Week & all the guiding sections took part at the village Remembrance service.

All the guiding units work closely together & support each other. We have continued to support communities, near & far. A guiding phrase is "Girls can do anything". Locally, following a visit from the RNLI, 1st Burley Brownies did just this by successfully persuading Burley Parish Council to fund and install a throwline at Burley stepping stones. In September last year, Rainbows, Brownies and Guides planted thousands of purple crocuses on the village green. The local Rotary club provided the bulbs - purple being the colour for raising awareness of tackling polio around the world. It looked amazing this spring when all the flowers were out. Every guiding section has contributed in some way to supporting Homeless Hampers. We have also taken part in lots of other local community events by litter picking, selling duck tickets & by organising & running Teas on the Green, Christmas Market tearoom & Santa Sleigh.

We have taken part in the scarecrow section & Volunteers Day of Burley Festival, and at Burley Show. Further afield 1st Burley Brownies continued to support a school in Zimbabwe by raising £11.000 with the bookmark project. I represented Girlguiding nationally by volunteering at a Buckingham Palace Garden Party. It has been a busy time!

None of the above activities & events would be possible without the dedicated leaders we have. Many of our leaders have been guiding for many years & we worry for the future of Guiding when they retire. We do need more leaders & we are actively trying to recruit new members to join the leader teams, particularly for Rainbows & Guides. We are advertising & have a prominent presence in village events to remind people of us!

All our Leaders are truly dedicated to giving girls a fantastic guiding experience. Thank you to every one of you for everything you do in guiding - for all for your enthusiasm & commitment, & for keeping guiding thriving in Burley. Thank you too to all the unit helpers, Young Leaders & parent helpers, you are essential & we couldn't manage without you.

All are doing an amazing job, thank you. I am very proud to guide alongside you all!

ANNEX B

ACTING GROUP SCOUTING LEADER'S REPORT

Over the past year, Burley Scout Group has continued to provide a varied, exciting and rewarding programme for young people across all sections. None of this would be possible without the commitment, enthusiasm and countless volunteer hours given by our section team leaders, members and helpers. We thank them all for another successful, if challenging year.

During the year, Darren stood down as GLV and Explorer leader. We thank him for his long and dedicated service to the group. We are in the process of recruiting a replacement.

Beaver Scouts

Both Colonies, Maude (Tuesday) and Brown (Thursday) have enjoyed another busy and engaging year with a programme packed full of outdoor adventure and hands-on learning.

Highlights included den building, science experiments and community litter picking. A particular favourite was a session with Go Wild Adventure Company where Beavers learnt how to build dens, light fires safely and even had the opportunity to try axe throwing. They also enjoyed a visit to Clip 'n Climb.

Both colonies have continued to support the local community through litter picking activities.

Several new volunteer leaders joined the team this year: Richard Roberts, Leanne Sutheran, Phil Blaen, Emma Shearer and Steve Ward, strengthening the leadership team and helping to deliver a fantastic programme.

We are expecting to lose several volunteers over the coming months, so we are still actively recruiting new volunteers.

Since the last AGM, Beavers have achieved an impressive 17 badges, including four Challenge Awards, recognising the wide range of skills and experiences they have enjoyed.

Cub Scouts

Both Watson (Monday) and Forster (Thursday) Packs continue to thrive, each operating at full capacity with 24 Cubs and maintaining healthy waiting lists.

Leadership

Watson Pack said farewell to James, Anna, Rachel and Richard during the year and welcomed Lisa, Chloe, Tom, Jill and Jenni to the leadership team. The continued involvement of Sarah, who brings 16 years of experience and invaluable teaching expertise, has been greatly appreciated.

Forster Pack will say goodbye to Nick, Lisa and Andy at the end of the summer term. Gemma and Gavin joined the team this year and are actively seeking additional volunteers. Recruiting new leaders remains a priority to ensure the long-term future of the pack.

Activities

Cubs have enjoyed a varied programme covering traditional scouting skills, outdoor adventure and community service. Activities have included:

- Pioneering, knots and lashings
- Building and floating miniature rafts
- Fire lighting and backwoods cooking
- Soft axe throwing
- Laser tag
- Sewing skills

- Games evenings
- Community litter picking

Both packs also represented the Group at District events, including the Five-a-Side Football Tournament, where Forster reached the semi-finals, a District Cooking Competition and an activity evening at Curly Hill. Cubs also proudly participated in the Group's Remembrance Day Parade.

Camps and Nights Away

Overnight experiences remain an important part of the Cub programme. This year both packs enjoyed:

- A Christmas craft sleepover at the Scout Hut
- Curly Hill indoor camp, including a walk on Ilkley Moor and fish and chips
- Sconce indoor camp featuring grass sledging, campfire songs and s'mores

Awards

Watson Pack alone awarded an impressive 107 badges during the year, including:

- 3 Chief Scout's Silver Awards
- Numerous Challenge Awards
- Activity badges including Athletics and Backwoods Cooking
- Staged badges including First Aid and Nights Away

These achievements reflect the enthusiasm and commitment shown by both the Cubs and their leaders throughout the year.

Scouts

Scouts have had a successful and engaging year with highlights being an overnight cooking challenge, night hikes, maintaining the community garden, laser tag, pioneering and navigation.

Unfortunately, Simon has left during the year, but current leaders Matt, Rob and Hamish are actively recruiting a replacement.

We are delighted to congratulate Rob who received the Silver Acorn Award, one of the highest in Scouting. He is also due to receive a 50-year long service award which is an incredible achievement.

Scouts is currently run as two troops meeting on alternate weeks. There is an ongoing consultation on combining the two troops to meet weekly.

Explorer Scouts

The Explorer Unit has continued to deliver an ambitious programme centred around four key themes: adventurous activities, themed events, core scouting skills and community support.

Members developed new skills through ice skating in Bradford, indoor skiing at Castleford and water activities at Reva Scout Sailing Centre.

One of the highlights of the year was a fully immersive Murder Mystery weekend, complete with themed decorations, costumes and role play, which welcomed Explorer Units from across the District. Explorers also enjoyed a "Traitors"-themed evening testing teamwork, observation and strategy.

Weekly meetings covered a broad range of practical skills including archery, sling making, electronics projects, first aid training and cooking both indoors and over open fires.

The Unit has also continued its work maintaining the local community garden. Explorers cared for fruit, vegetables, flowers and plants throughout the year, later using some of the produce to prepare homemade onion soup and garlic bread, demonstrating the value of growing and cooking fresh food.

Unfortunately, this year also marks the retirement of long-serving Explorer leaders, Adam and Darren. Despite efforts to recruit replacements, interest has been limited and the difficult decision has been made to suspend the Burley Explorer Unit from the summer until a new team of volunteers is available to lead it. We are extremely grateful to all of the Explorer leaders for their dedication and service over many years and hope the section can return in the future.

Looking Ahead

Across every section, our volunteers have delivered hundreds of activities, adventures, camps and badge opportunities, giving young people the chance to learn new skills, challenge themselves, serve their community and make lasting friendships.

As always, we thank every volunteer, parent and supporter who has contributed to another successful year. We look forward to building on these achievements in the year ahead.

ANNEX C

TREASURER'S REPORT

The Trustees have received a copy of all the accounts which I hope you found in order. Any questions at the end of my report please.

The file on the table is the way I present the accounts for examination at the end of the financial year. I am happy for people to look at it if they wish. At this point I would like to thank Tim Mutton for acting as Independent Examiner of our accounts for the year end 31st March 2026. Tim is a retired bank manager so looks very carefully through the accounts. He is happy to do this for me again next year for a bottle of red wine.

I have recently removed Darren Hewett, Nick Errington, Chris Shaw and John Spencer from the Trustees Declaration with the Charity Commission. The declaration I forwarded to all Trustees still includes John Spencer, but I have reprinted the form for the Charity Commission report due at the beginning of August.

Special thanks to all the leaders who obtain signed Gift Aid forms. Obtaining signed or on line gift aid declaration continues to be as important as always. Last year brought £11849.10 compared to the year ending 31 March 2025 of £11759.05. Not much increase with the number of new declarations being made but there have been members leaving.

I would also like to thank the Trustees for their continued support. To Sue Vint and Jennifer Carson for authorising my payments quickly. If I send a notification to Jennifer at 11 at night I soon receive a reply saying authorised. Sue and Jennifer, I really appreciate your help.

As reported at the AGM last year, my plan is to increase subscriptions to £55.00 per term from September 2026. This is for all units unless Scouts continue to meet on a fortnightly basis when their subs will be £40.00 per term. Please can all leaders be notified of this together with a reminder

that the constitution states that subscriptions are due to be paid to me by the school half term of each term. This is not happening in a lot of the units. The capitation we have to pay each February to Wharfedale District Scout Council and North East England Guiding was nearly £20000.00 an increase of £1900.00 this last financial year. Hopefully, the increase will not be as big this next financial year as Guiding has introduced no capitation fee for leaders and helpers. Scouting has had this for many years.

Since the last AGM we have given thank you vouchers, which were all delivered by hand and not through the Royal Mail, to Ashleigh Berg Guiding, Helen Battye, James Brooks, Justin Holley, Laura Meehan, Anna Linden, Darren Hewett, Richard Goldie all Scouting and John Spencer. Out of the nine only four acknowledged them.

We had solar panels fitted to our building at a cost of £11371.17 and the benefit is shown in the energy payments. We changed supplier from British Gas to Octopus Energy and this has brought our payments down too. The year ending March 2025 we paid £3487.90. The year ending March 2026 we have paid £1115.86. A saving of £2372.04 against the cost of the panels. Some months our export from the solar panels is greater than the cost of gas and electricity which means we do not pay anything for that month. Because of this, it is now impossible to show separate costings for gas and electricity.

This coming financial year will show a big increase in the rates with Bradford Metropolitan Council. The last financial year we paid £67.00 per month and this year it is £101.00.

We also changed insurance suppliers as our previous one would not insure the solar panels because we could not provide proof that they had been wind tested to 100 miles per hour. This resulted in a double payment for insurance. We received a rebate of £889.21 from Unity Insurance. We also received a rebate from the new insurers of £737.84 which will show in this financial year's accounts.

Please ask now if you have any questions on the accounts.