

Minutes of the 4th Stafford Scout Group Trustee Meeting

The Knot & Plough, Stafford on 13th April 2026 @ 7pm

Present: Karl Hilton (Chairman), Cathy Hordern (Group Lead Volunteer), Darren Hordern (Treasurer), Gemma Phillips (Secretary), Alex Windows, Ian Davies, Rhys Powell, Tracey Evans

Apologies: Sarah Phillips, Lydia Hilton, Andrew Bennett, Luke Vernon, Adrian Dickson, Lauren Barber

Last Meeting:

Follow Ups:

- K.H to contact the council with what can be done in the town centre.
 - **Follow-Up: Rolled Over**
- Tesco Blue Token Scheme
 - C.H has signed the group up to the scheme. No date as yet as to when this will go live in the store. Asked for the maximum £2500.
 - *No follow-up required, updates as necessary*
- Application to Council Community Fund Grant
 - C.H has emailed and is in the process of sorting the application. Having to wait until the 2026 new financial year for the application to be submitted.
 - *No follow-up required, updates as necessary*
- Insurance
 - Insurance documents have not been sent to the Treasurer yet and confirmation needed of updated contact details and names. This is still outstanding.
 - **Follow-up: L.H & D.H to liaise and get the documents in order asap**
- Young Persons Council
 - This was investigated by A.W with the young people but there was a lack of interest at this stage. Discussion was had that it is still a key scout goal to have a youth shaped programme and this would facilitate in helping with that on top of the other planning sessions, privy council that we run. It will be revisited at a later date - undecided at this stage.
 - *No follow-up required*
- Trustee Regulatory Advice Notice
 - Since the last meeting it was required that confirmation was to be sent to the District that all was acknowledged. C.H and K.H confirmed that this has now also been done via email.
 - *No follow-up required*

- The last minutes were Motioned and Approved by Everyone.

Group Numbers:

Our current young person membership is:

Squirrels: 12

Beavers: 28

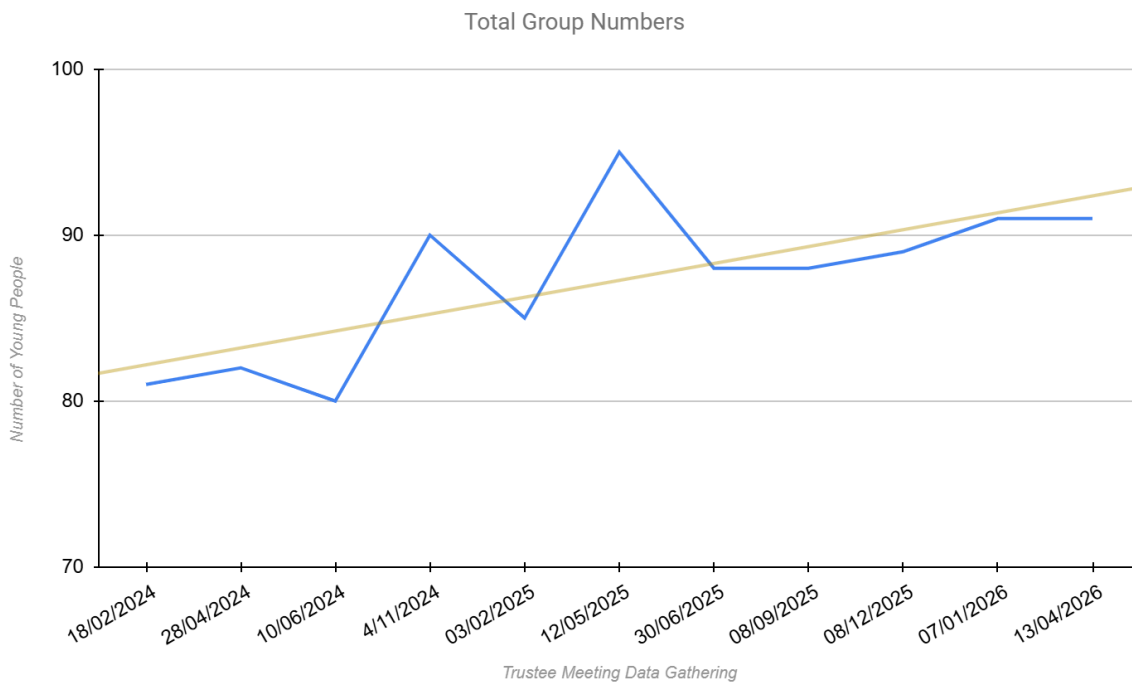
Cubs: 23

Scouts: 28

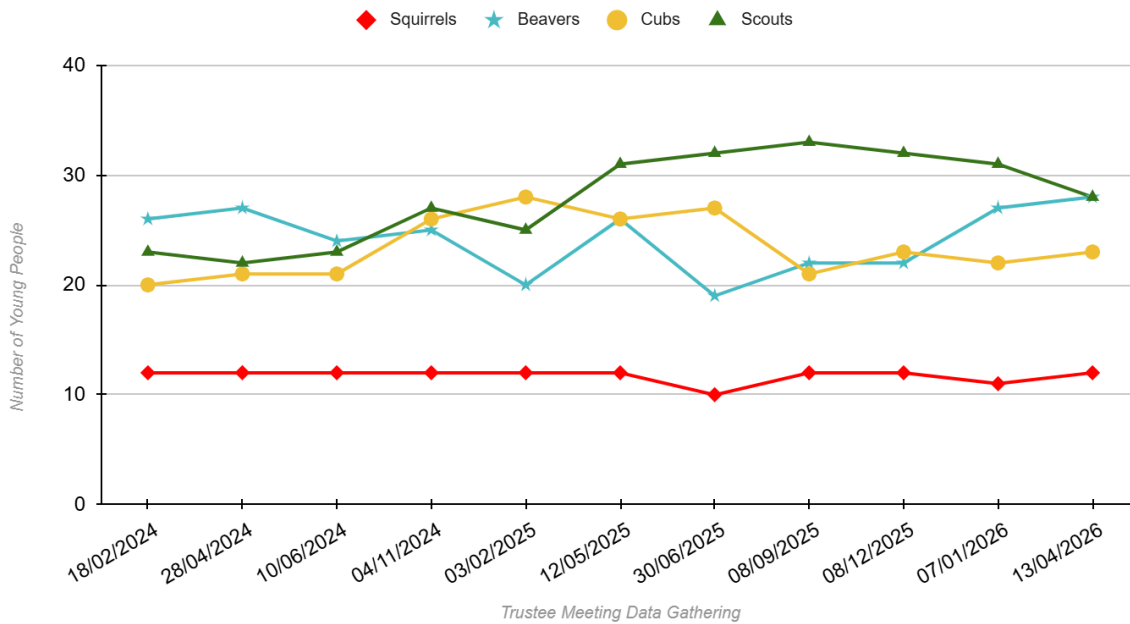
Total: 91

This is the same as the last meetings record

	Joining List	Waiting List	Scout Helpers	Duke of Edinburgh Helpers	Young Leaders	Adult Helpers	Leaders
Squirrels	2	9	-	-	2	1	2
Beavers	-	2	2	3	3	1	4
Cubs	-	2	-	-	6	-	5
Scouts	-	2	-	-	2	-	6



Squirrels, Beavers, Cubs and Scouts



Treasurer's Report

D.H gave an update on the accounts and the forecast as it is the end of the current financial year. The account amounts are slightly less than this time last year however there is no concern. There is £4733 in the main group account, £1024 in the savings and monies in the separate section accounts.

Looking forward to 2027, capitation is covered in February when taking the forecast document on value.

The recent April subs increase has yet to fully visualise from people within the accounts. Follow-ups are being made where necessary.

A.W asked to move the trailer service to before the Scout summer camp. This was agreed and the forecast will be updated. The maintenance is to be done via a company in Lichfield after being substandard from a local company.

A.W stated he has purchased 2 x Force 10 tents as agreed in a previous trustee meeting (8th September 2025) This cost £693.99 as it was cheaper to buy 2 at the same time and was within the trustee allowance of 2 per year starting April 2026.

R.P asked what was the condition and status of the District Minibus as it has been mentioned on previous occasions that it could be decommissioned. A.W said that although it's coming towards the end of its life it is still functional and being used. Alternatives were researched and presented in previous meetings (3rd February 2025) and these still could be of use in the future. The logistics of the more recent camps means the minibus has been

used less often, relying on parents to drive to local campsites instead. D.H will rollover the minibus allowances in the forecast in case the group needs to use a higher priced alternative.

D.H noted that the cash in hand sat in section accounts needs to be regularly checked. If this is growing to large amounts this could be pulled back into the savings/group account.

C.H stated that after group camp would be a more accurate time for these checks due to the cash flow from the attendees and activity planning.

K.H acknowledged that monies in other accounts that are not transparent in the meetings is not the full financial picture.

D.H would like further accountability of assets and liabilities to be seen.

G.P asked if the section amounts can be given and placed within the financial review document, this can then be tracked in meetings.

Finally D.H noted that £3000 is to be moved into the savings account.

Accident Reports

No Reportable Accidents

2 x minor Beaver incidents. Unrelated.

- Nose Bleed - not linked to any scout activities
- Cut Lip - during a game

Group Camp

We have 90 attendees in total which is higher than previous group camps and it's great to see new parents and young people being involved!

The Saturday afternoon slot in the programme is yet to be filled but leader discussions are ongoing.

Funding wise: C.H has added old uniforms to sell on Vinted making +£27 so far. £100 from the Dacia donation. C.H did a sponsored Swim-a-thon, swimming 2.5k in an hour! She raised an amazing £100 towards the camp and a huge congratulations for the achievement!!! Beavers are also doing a 'bob-a-job' collecting pennies which will be counted in the coming weeks.

Any Other Business

AGM Plans

G.P mentioned that the planning of the AGM is to get underway. Initial discussions were to set a location and date. The Cricket Club has been the location for the past couple of years and it was agreed that this would be a suitable location again. A provisional date of 16th July to be confirmed.

After this G.P will invite representatives from the District leadership team as per protocol.

The Trustee Annual Report will be compiled by G.P before the event and made available - this also consists of section reports from the 4 scout sections. C.H asked if these can be completed by the end of April in preparation for the District AGM held in June.

A financial review will be needed in the Trustee Annual Report, to be provided by D.H. It was noted that the final accounts would not be available until later in the year due to the time it takes to audit.

Follow-up: C.H to liaise with Cricket Club over a suitable date

Follow-up: Section Reports needed before the end of April to C.H

Follow-up: Accounts at the end of April to be sent to the Auditor by C.H/D.H

Public Liability Certificate

The members were made aware that the new yearly Public Liability Certificate from Unity has been made available via an email sent out. It is also available via a download from the Unity website. This is noted as known and actioned.

New Leaders

We have had a recent influx of 6 Young Leaders just about to complete their training as a fully fledged leader! This is an amazing opportunity for them to expand on their skills within the group and for the group to keep the leadership fresh.

Discussion was had about whether the group needs to expand further to accept a higher volume of YP now we could have potentially new leaders. With this comes the difficulty of the size of the venues the group meets at and the evening availability. With many variables at play as well as the possibility some of the new leaders may be attending university in September a tentative review of what's available for the group was agreed.

I.D and T.E both mentioned that it was testament to our group that we have been able to retain them. They are a great group of 6 and are a true asset to all sections in the extra help they provide.

Follow-Up: C.H to see what other nights are available at St Pauls

Follow-Up: I.D/A.W to liaise over the possibility of opportunities at the St Johns venue next to the Church.

Thank You's

This was the final meeting for our outgoing Chairman Karl Hilton. After 10 years of service and support he is hanging up his highlighter and notes for different challenges. As a group we awarded Karl with a leaving gift of an outdoors Yeti travel mug with the 4th logo engraved on it.

Our huge thanks and appreciation go without saying for the time he has volunteered to our group - from being a parent of 2 Scouts making their way through the sections, the husband of the Cub leader to finally serving as Chairman we are grateful for all the time sacrificed. His acceptance and help in pushing the group forward have enabled us to flourish and expand - Thank You Karl!p.s. I hope we can still use the BBQ at the Sausage Sizzles!!

Moving forward we had a nomination for a new Chairman which was agreed. We would like to announce that this will be: Mr Rhys Powell!

We are delighted to welcome our new Chairman and look forward to the leadership and vision they bring to this role. Rhys is a current serving member of our trustee board with a child already in cubs (and another soon to join the 4th!). We wish him every success in this position and are confident in a strong and collaborative future ahead as a team.

The leadership team is now in talks to reach out and find new trustees. The trustee team will now be down to 8 full members and we ideally need a few more to join our ranks. This will be reviewed at our next meeting.

Follow-up: New Trustees update

Chairman Motioned: C.Hordern

Seconded: Everyone at the meeting, no rejections

Closing Remarks

K.H gave thanks to all in attendance.

Dates of Next Meetings for 2026:

- Monday 8th June 2026
- AGM (Sausage Sizzle) 16th July 2026 (TBC)
- Monday 7th September 2026
- Monday 16th November 2026

Meeting closed at 8.35pm

Minutes by: G Phillips