



Staplehurst Scout Group

Annual General Meeting 2017

1st Staplehurst Scout Group
Registered Charity Number: 308225 (England & Wales)

Annual General Meeting Agenda

Key business

1. Welcome & introduction from the Chair
2. Apologies for absence
3. Acceptance of the minutes of the previous AGM (2016)
4. Receive & adopt the Annual Report for the 2017 financial year
5. Receive & adopt the Financial Statements for the 2017 financial year

Elections and appointments

6. Approval of the Group Scout Leaders nomination for Chair
7. Election of Group Treasurer
8. Election of Group Secretary
9. Election of Group Trustees
10. Appointment of Independent Examiner for 2017/18
11. Presentation of awards
12. Close of formal business

Celebrate Paul's 'retirement' and section talks and shows

Join us at the BBW and the bar

Staplehurst Scout Group Annual General Meeting 7th June 2016 8pm

In the presence of:

Bill Best	Chair
Paul Brooker	GSL
Margaret Bailey	Treasurer
Adam Best	Eagle Cub Leader
Martin Ralph	Assistant Scout Leader & Explorer Leader
Melanie Byhurst	Secretary
Claire Eckley	Parent Rep
Ray Burr	Assistant Beaver Leader
Edwin Burnham	Young Leader
Jan Ashley	District Commissioner

And with apologies from:

Mark Weddell	Scout Leader
Ness Johnson	Eagle Cub Leader
Neil Clarke	Eagle Cub Leader
Sam Regan	Publicity Officer
Geoff Smith	Quartermaster
Frances Best	Eagle Cub Leader
Adele Govett	Beaver Leader
Neil Emberley	Explorer Leader
Laura Best	Acting Treasurer
Pete Gardener	
Jo Gascoyne	
Serena Hoadley	
Fiona & Stuart Brown	

Also present:

Carole Neve, Margaret Bailey, Peter Spearink, Rory Silkin, Sam Lain-Rose, Mira Martin, Andrew Watson, Fran Zimmer, Helen Tucker, Tom Burnham, Elaine Downton, Jenny Wilden, Eric Hotson, Pat Best, Paul Kelly, John Perry, Pat Best, Mark Best

Key Business

1. **Welcome and introduction from the chair apologies received**
Bill Best opened the meeting, welcomed everyone and thanked Paxman Printing for printing the AGM annual report and accounts. Bill explained the role of the Scout Council for the AGM.
2. **Apologies for absence**
Apologies were accepted as above
3. **Acceptance of minutes of previous AGM (2015)**
Pat Best proposed to approve the minutes of the last meeting (10th June 2015), seconded by Paul Kelly and carried by the meeting without opposition. The minutes were then signed by Bill Best as Chair.
4. **Receive & adopt the Annual Report for the 2016 financial year**
Bill Best explained the content of the report to the meeting. Paul Brooker proposed to approve the annual report for 2016, seconded by Rory Silkin and carried by the meeting without opposition.
5. **Receive & adopt the Financial Statements for the 2016 financial year**
The motion to approve the accounts for 2016/2016 was brought by Paul Brooker, seconded by Rory Silkin and carried by the meeting without opposition.

Bill Best gave a summary of the accounts and explained our reserves have been built up over the last few years mainly due to gift aid which has added approximately £15,000 to our accounts since we started claiming. The group likes to keep a reasonably healthy reserve due to the age of our hut and the ongoing repairs that are needed. We will be making expenditure over the coming year updating equipment for the group and helping fund activities and camps the children will be taking part in. Bill explained our auditor has stood down and the group has the task of finding a new one for the coming year.

Elections and appointments

6. Approval of the Group Scout Leaders nomination for Chair

Paul Brooker thanked everyone for coming. As GSL he appointed Bill Best as Chair again for the coming year.

7. Election of a New Group Treasurer

Bill Best told the meeting that Margaret Bailey was stepping down after many years' service as Group Treasurer. Bill Best explained to the meeting that there had been a late change to the proposed new Treasurer. Laura Best had volunteered but her husband Mark Best has now volunteered instead. There were no other nominations and therefore Mark Best was proposed as our new Treasurer by Mira Martin, seconded by Adam Best and elected unchallenged by the meeting.

8. Election of Group Secretary

Bill Best explained to the group that Mel Byhurst has agreed to stand again this year as Secretary and thanked her for all her work over the last year. There were no other nominations. Mel Byhurst was proposed as Secretary by Pat Best, seconded by Ray Burr and elected unchallenged by the meeting.

9. Election of Group Trustees

Bill Best explained to the group that all of the main section leaders automatically become trustees of the group due to their appointment unless they chose to opt out. Bill listed the trustees for the coming year as follows;

Paul Brooker GSL, Mel Byhurst Secretary, Mark Best Treasurer, Adele Govett Beaver Leader, Adam Best Cub Leader, Mark Weddell Scout Leader, Bill Best Chairman and also as a co-opted member of the group executive Martin Ralph Assistant Scout Leader.

The above trustees were proposed by Paul Brooker, seconded by Margaret Bailey and elected unchallenged by the meeting.

10. Appointment of Independent Examiner for 2016/17

After Bill Best explained to the meeting that we need to find a new independent examiner for the coming year Rory Silkin volunteered. Proposed by Paul Brooker, seconded by Martin Ralph, Rory Silkin was elected unchallenged by the meeting.

11. Presentation of awards

Bill Best explained to the meeting that this year there were no awards to be handed out.

Formal Meeting Closed at 8.20pm

Reports from section leaders were then made.

Report from GSL

Paul Brooker informed the meeting that all sections of Staplehurst Scout Group are currently thriving at the moment due to the very good leaders and chairman it has. He also informed the meeting that he will be stepping down as GSL at next year's AGM. Staplehurst Scout Group now has a year to find a new GSL! He asked for a vote of thanks to be recorded to all the leaders and other people that help him throughout the year.

Peter Spearink Parish Council

Peter Spearink from the Parish Council spoke to the meeting with regards to a field and woodland that has been made available to the Parish Council by Taylor Wimpey. Peter explained when the Parish Council agreed to take over the field and woodland and that they had two aims; (1) to make a part of it accessible to the most disabled people at Sobel Lodge and (2) to offer a part of the grassland to the scouts and guides of the village to have as their own area to use as they like. Peter was delighted to be able to offer this area to the scout group on behalf of the Parish Council. He explained there were a few things that the Parish Council would like for the area; some signs for the various sections of the field, an aerial survey carried out by a drone and also a map of the new area, all of which Martin Ralph explained are in hand. The Scout Group will have no responsibilities over the upkeep of the facility.

Jan Ashby District Commissioner

Jan Ashby District Commissioner spoke to the meeting and welcomed Staplehurst Scout Group to the Weald District. She explained she is only half of the District Commissioner post which she shares with Cathy Mummery. She also explained all the other villages that are within the Weald District. The district AGM was to be held on Wednesday 9th June at 8pm followed by a district leaders meeting to discuss the next district even which will be a fun day. Jan thanked everyone at Staplehurst Scout Group for all their hard work, those of the Exec that have become Trustees and Adele Govett for starting up beavers again in Staplehurst.

Report from Chairman

Bill passed on his thanks to everyone for all their hard work over the last year, all uniformed leaders and assistant leaders and all adult helpers, they do a fantastic job and scouting in Staplehurst could not run without them. His only sadness is that we do not have enough of them! More adult helpers and leaders are always needed due to waiting lists for all sections.

Bill informed the group that after many years of service Margaret Bailey has stood down as Group Treasurer. He asked for a vote of thanks to be recorded to Margaret and her husband Ian for all their hard work and support over the years

Since the last AGM our Beaver colony has started up again and we now also have an Explorer unit up and running.

Bill thanked everyone at the meeting for coming.

Bill passed his thanks onto the Staplehurst Carnival and Fete Committee for the fund raising opportunities at the recent Staplehurst 10K race and also at the forthcoming Carnival. Bill explained to the meeting that although Staplehurst Scout Group raised money for itself we also raise money for other local charities to give back to the community.

The meeting closed at 08:52pm

Signed: _____

William Best
Chair, Staplehurst Scout Group.

Who's who in Staplehurst Scouts

Group Board of Trustees (2017)

Ex-Officio Members:

Chairman	-	Bill Best - Trustee
Vice-Chair	-	vacancy
Treasurer	-	Mark Best - Trustee
Secretary	-	Mel Byhurst - Trustee
Group Scout Leader	-	Vacant
Beaver Scout Leader	-	Adele Govett - Trustee
Cub Scout Leader	-	Adam Best - Trustee
Scout Leader	-	Mark Weddell - Trustee
Quartermaster	-	Geoff Smith

Elected (non Ex-Officio) Members:

Parent Representative	-	Claire Eckley
-----------------------	---	---------------

Bankers:	-	Lloyds Bank
----------	---	-------------

Group Leadership Team

Beavers:

Beaver Scout Leader	-	Adele Govett
Assistant Beaver Scout Leader	-	Ray Burr

Cubs:

Cub Scout Leader	-	Adam Best
Assistant Cub Scout Leader	-	Vanessa Johnson
Assistant Cub Scout Leader	-	Frances Best
Assistant Cub Scout Leader	-	Neil Clarke

Scouts:

Scout Leader	-	Mark Weddell
Assistant Scout Leader	-	Martin Ralph - Trustee
Assistant Scout Leader	-	Alec Jessel
Assistant Scout Leader	-	Angela Weddell
Assistant Scout Leader	-	Mark Jeffery

Explorers:

Explorer Scout Leader	-	Neil Emberley
Explorer Helper	-	Martin Ralph

We always have room for new leaders and Helpers – come and join us.

You don't have to know anything about Scouting except how to be adventurous

Chairman's Report

Welcome to our AGM. By accepting our invitation to the AGM, you form our Scout Group Council. Don't worry, it's not as bad as it sounds! This just means that our Executive Committee will ask you to endorse the election of officers for the coming year and to accept the accounts for the previous year. This is also your opportunity to ask our Executive Committee any questions you may have and to raise any issues about the running of the Scout Group.

I hope this report will be useful to you and will give you some insight into the full scope of the work that the Group does and give you an understanding into the many things that have to go on every day of the week in the background to provide Scouting for your young person at their weekly meeting. I'm sure you'll agree with me...it's a lot and I must thank each and every volunteer, be they a uniformed leader, trustee or supporter of the Group, for the huge effort and time they give so freely to the Group and Scouting for your young person's benefit (and their immense fun...otherwise they - we - wouldn't do it!).

This year we say farewell to Paul Brooker who is standing down as our Group Scout Leader after over 30 years continuous and dedicated service to Staplehurst scouts. Words can't really do justice to the impact that Paul has had on scouting in Staplehurst and he will leave us in great shape, in no small part due to Paul's enthusiastic support to the group over such a long period. The local community contains a small number of conscientious voluntary heroes that give the community its pulse and Paul is certainly right up there in the Staplehurst 'hall-of-fame'.



This year, through a mixture of voluntary and contracted helpers, we have made some considerable improvements to the scout hut and the grounds. Most notably has been the laying of a new emergency exit path and improvements to the entrance yard. On behalf of the group, I would like to thank Kent County Council and our sponsor, Eric Hotson, for the very generous donation towards the costs and also to the Staplehurst Carnival and Fete Committee for their own considerable donation which helped us reach our funding target for these works. I must also thank our Quartermaster, Geoff Smith for all the work he has done to keep out hut in tip top shape.

The closure of the Nat West branch in Staplehurst has convinced us to switch bankers and in the process to introduce on-line banking. This has been part driven by parents asking if they can pay subs on-line and this is now something we are encouraging more parents to do. With this in mind we will no longer take cheques from the September 2017 term onwards.

We are totally dependent on our adult leaders, assistants, and helpers to make scouting in the

village a success. In fact, this is the only resource where we have a shortage. We have lots of boys and girls interested in scouting – in fact we still have waiting lists, we have a fine hut, lots of equipment, and great leaders, we just don't have enough of them! So, if you want to get involved, albeit on a part-time basis, please come and see us and learn more about how you can help scouting thrive in Staplehurst. This year we have an additional challenge – to find a new GSL!

Bill Best

Group Scout Leader's Report

This is my last report as GSL and although sad I know I am leaving the group in the safe hands of all the Leaders and Executive Committee.

All 4 sections are running well with exciting programmes and this is reflected in the high number of young people in the group at this time. Thanks are indeed due to the leaders, supporters, exec members and anyone else who has helped the young people in so many different ways.

Having been connected with Staplehurst Scouts for over 30 years, which has been a privilege, I will obviously miss you all. However, I am not leaving Scouting, as I still hold a training role at District and County level. I will be around if you need help at any time.

Finally I would like to take the opportunity to thank anyone, past and present, who has supported me whether as my time as Scout Leader or lately as GSL.

I wish the Group continued success in the future.

Paul Brooker



The Scouts at the Staplehurst Summer Carnival & Fete

SCOUTS⁺

At present, the Scouts have 28 boys and girls in the troop. The number fluctuates around this number, as new members arrive and older members move on, some becoming explorers. As always, we have had a full-on, action packed year, with many outings, events, and fundraising activities. We can't list them all but here are some highlights.

We attended the school fete in Staplehurst, in order to help the school raise funds by hosting our ever-popular crockery smash stall. It is always non-stop, all day and seems to be really popular with the mums for some reason! We held a bottle tombola at the Staplehurst summer Carnival, which was also amazingly popular, with every single item (and we had a lot) being carried away by a winner. The marquee got even more popular when the rain arrived.

The scouts had a return visit to the Laser Paintball site in Sidcup, run by Laser Combat Games. Less painful than paintball, but just as much fun, we were also joined by some of the braver parents, giving the scouts some great targets to shoot at. Brilliant fun, which we may make an annual event.



We had a very interesting, informative, and interactive visit by the Maidstone magistrates, in which they explain the process of what happens from arrest to conviction of a young offender. We followed this up with a re-enactment of a court case, in which the scouts played the parts of judge, jury, defence, and prosecution, sparking some lively debate and well-constructed arguments.

The annual cardboard box sleepover to raise funds and awareness of young homeless people was again held in November. The scouts constructed a cardboard box village and slept in it for

a night in the grounds of the scout hut. We raised a decent amount of money, but only got about 3 1/2 minutes sleep all night!



The Christmas post was also popular, with some ex-scouts returning home from University just to help. Other winter activities included a hike around the village, learning how to cook pancakes with our recently purchased Trangia cookers, making spaghetti structures and pencil and elastic band catapults which shoot marshmallows, and a senses night, where we gave the scouts an experience of being blind. Making sandwiches without your eyesight proved both tricky and messy!

We joined the other District groups for a St Georges Day parade at Dulwich Prep school, which was well attended and have recently started a project to build a forge. The new village nature park has been kind enough to allocate an area for the use of the scouts, so we have started the process of learning the ancient art of "dead hedging", in order to more clearly define the area. It's both eco-friendly and wildlife friendly and a lot of fun to do. Thanks to Peter Spearink for his support in doing this. This year's camp will be held at Thriftwood in Essex, which is imminent. We also have much more planned in the coming months, including the construction of a Haunted House themed bonfire for the upcoming Staplehurst Family Firework event. Thanks to all our Scouts for making the troop such fun to run, as well as all my fellow leaders, the executive, parents, and supporters. We couldn't do it without you.

Very special mention for Paul Brooker, who has served the village Scout group way beyond what anyone could expect of three people, let alone one. He has been an inspiration, mentor, friend, and rock around which our group has thrived. A more comprehensive, dedicated and well deserved testimonial will be produced in order to truly do justice to his efforts. Village legend.



Eagle Cubs is still a thriving Cub pack and we currently have 31 Cubs, both boys and girls, who make a fantastic group of fun young people.

The cubs picked up their paint brushes once more last year to help decorate the hut for our tea room style refreshments we provide at the summer Staplehurst Carnival. Thanks for all of you who dropped by for one of our lovely cream teas and helped us raise money for the hut refurbishment.



This year summer camp was held at Kent Scout Headquarters, Lower Grange Farm. The Cubs took part in many activities whilst at camp; they scaled the climbing wall with great courage and determination, enjoyed (safe) rifle shooting, raced the leaders on go karts and tackled the cave bus.

Every year at camp we are fortunate enough to have many people give up their time and resources to help us. A special thank you to Staplehurst Transits and Andy Shean for helping to get all our kit to and from camp. Eagle cubs really appreciate all the help we get and somehow a thank you alone doesn't seem to quite express our sincere appreciation.

This year Cubs have earned many badges; Teamwork, Chefs, Road Safety, Fire Safety, and Skills Challenge badges. The skills challenge included learning to change a light bulb, lay a table and make a cup of tea (which proved very popular with the parents!)

Eagles have cooked chicken kebabs on open fires as well as the classic marshmallow. They have made cakes, cooked two course meals at home. We tried "Scout Curling" for the first time, which was a great success. The cubs made their own pucks and enjoyed using a plastic covered hut floor as the rink.



The cubs also enjoyed creating some interesting pancake toppings, celebrating Australia Day by making didgeridoos, decorating photo frames for Mother's Day and making candles. One very popular activity we did in September was to make popcorn over an open fire using sieves.

Eagle Cubs attended remembrance parade and service again this year. Eagle leaders were very proud and impressed by how the Cubs showed their respect.

We are still lucky enough to have a full pack, it makes for a lot of fun and excitement.



Over the last year, the Hedgehog Beaver Scout Colony has been running with an average of 19 girls and boys, we also have a waiting list of younger ones waiting to come in. We are currently looking for another Leader if not a regular or a team of regular Helpers to join the Beaver Colony.

The Beavers have completed many badges, the My Skills and My World Challenge, Experiment Activity Badge, Safety Activity Badge, The Poppy Badge, Hikes Away and Emergency Aid Staged Activity Badge. Some Beavers have also completed the My Adventure, My Outdoors and their Personal Challenge, Nights Away and Swimmer up to stage 3 very nearly stage 4, Staged Activity Badge, Animal Friend, Camp Craft, Cyclist, Gardener, Hobbies, Photographer and Sports Activities Badge.



We attended the County Beaver & Cub Adventure Day at the County Scout Activity Centre where they did many activities from the Caving Bus, Archery, Climbing, Pedal Carts, Air Rockets the Frisbee Challenge plus lots more, the Beavers, linking Cubs the parents who helped and not forgetting the Leaders all had a fantastic time.

We also attended The County Beaver Birthday Bash at Howletts Wild Animal Park, the Beavers that attended had the chance to do their Photographic Activity Badge, they also started doing a quiz that was set out for them while going around the park but it was rather a wet day and the papers got a little unreadable! The pathway leading alongside the Water Hogs enclosure was a little steep and slippery and I gave everyone a laugh when my wheelchair slipped down it like a ballerina on ice, but despite the weather all the Beavers, parent helpers and us Leaders had a wonderful time.

We attended Maidstone Fire Station where Blue Watch were great they showed and told them all about what a Fire Office's job is like today and how the equipment has changed, they loved squirting water out the big hose reels, trying on the special buoyancy aid and not forgetting climbing in the Fire Engine.

We have also had the Staplehurst area and Headcorn area PCSO's visit with their car and van, they explained their role in the Community and then let the Beavers loose in their car. At this year's, Weald District St George's Parade, at Dulwich Prep School, we have our first Beaver Scout (Archie Butler) get the Chief Scout Bronze Award, this is the highest Award a Beaver Scout can get.

We also had 2 Beavers receive the new Beaver Scout Lodge Leader Award, to obtain this award they must show they can work as part of a team, help both the adult Leaders and the other younger members of their Lodge and Colony, have good appearance, attendance and behaviour, they have to work for this for about 6 weeks before the badge can be presented but they also have to understand if it's not kept up it can be taken away.

GOVERNANCE, OBJECTIVES, ACTIVITIES, ACHIEVEMENTS & FINANCIAL REVIEW

The 1st Staplehurst Scout Group is managed entirely by volunteers. The Group is governed by an Executive Committee made up of uniformed leaders and executive officers. Uniformed leaders run the sections and organize the programs. The Executive Committee are responsible for the day to day management of the Group, its assets, finances and resources.

Staplehurst Scout Group is a registered charity and the Executive Committee form the Trustees who assume fiducial responsibility.

Administrative Information

The Group's governing documents are those of the Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

The Group is a trust established under its rules which are common to all Scouts.

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Structure, Governance & Management

The Group is managed by the Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. Some members of the Executive Committee have abstained from acting as Trustees. The full list of Trustees is contained on page 4. As charity trustees, they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Executive Committee consists of 4 independent representatives, Chair, Treasure, Quartermaster and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets each seasonal academic term (3 times per year)

This Executive Committee supports the Group Scout Leader in meeting the responsibilities of the appointments and 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 Boards that may be required;
- ✿ Appointing Group Administrators and Advisors other than those who are elected.

Risk and Internal Control

The Executive Committee 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 building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the Village Centre, the Guides and the Village Youth Centre. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents 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 Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions, donations, and fundraising, supplemented by Gift Aid revenues which have contributed considerably to Scout funds in the last few years. The Group is not in receipt of any permanent grants or subsidies from external sources, but seek grants and donations for specific projects on a case-by-case basis. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Executive Committee could raise the value of subscriptions to increase the income to the Group on an ongoing basis, either temporarily or permanently, should the need arise. The Executive Committee has decided to keep subscriptions at the same level for the coming year. The Executive is aware to step up efforts for the timely and complete collection of subscriptions in the coming year and is also introducing an on-line payment method to help parents and guardians keep their subscriptions up to date.

Reduction or loss of leaders. The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there was 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 18. Both boys and girls are welcome to join all sections. If there was a reduction in membership in a particular section or the Group as 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 systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories on all accounts as well as close monitoring by the Group Treasurer and in turn the Executive Committee of all income and expenditure.

Objectives and Activities

The objectives of the Group are as a unit of the Scout Association.

The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social, and spiritual potential, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

Volunteers within the Group give up their own time, freely, to undertake the required training of the Scout Association to ensure Scouting activities are run in accordance with the Policy, Organisation and Rules of the Association and remain safe and fun.

Financial Review Reserve & Investment Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the Group should income and fundraising activities fall short. The Executive Committee considers that the Group should hold a sum equivalent to 18 months running costs

of approximately £15,000. The Executive Committee will review the Reserve Policy in the 2018 financial year to better support the Group.

The Group held reserves of £21,961 (uncommitted whole Group funds) against this at year end (2016). This amount covers our creditors for 18 months from the year end. All funds are held in cash using only mainstream banks or building societies. Reserves have reduced by £2,500 during period ending March 2017. This was due to the pound for pound funding to match other grants and donations to cover the costs of building the new egress paths and repairs to the entrance courtyard which totaled £7,000. The Group is yet to make a Gift Aid claim for this period which will be used to further offset the costs of the one-off works undertaken during the year.

The Group has maintained a higher than normal reserve because of the aged nature of the internal and external fabric of the HQ. Improved accessibility and essential repairs have continued to be a top priority. During the period a new equipment storage has been constructed to replace the previous hut which was beyond economic repair and unsuitable for continued use.

Other Information

The next financial priority for the Executive Committee is the continuation of the renovation works at the HQ, including, although not limited to, completing the renovation of the external fixtures and fittings, landscaping the external sections so that better use of this can be made and to create a nature garden. The Executive Committee Trustees will also be considering other internal works to make better use of the space we have available in the Centre and increase the building's capabilities and usefulness to the Group, the District and the wider community.

Attracting new leaders and helpers remains the biggest risk to the Group's sustainability. To try and incentivize new people to come forward we have put in place a scheme whereby any leaders/appointment holders who have children in the group would receive a discount on subs for their children as a thank you for their hard work.

Achievements and Performance

At the 2017 census (reporting the Group's membership, including the Explorer Unit), the Group recorded a membership of 77 young people and 2 uniformed adults which was around the same levels on 2016.

Scouts in the Community

During the last year, the Scout group has been involved in various activities supporting community events in the village. Amongst this has been providing the annual Christmas Post service, supporting the local 10k fun run and supporting the Railway Exhibition. The Group has also been involved in raising funds for children's homeless charities.

OUR FINANCES

Our accounts have been produced on a Receipts and Payments basis as laid down by the guidance of both The Scout Association and the Charity Commission

Staplehurst Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-16	To	31-Mar-17
----------------------	-----------	----	-----------

Receipts and payments

	2016/17	2015/16
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	7,999.65	7,461.68
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	7,999.65	7,461.68
Donations	1,457.70	852.00
Legacies	-	-
Gift Aid	1,057.06	1,497.29
Other similar income	2,309.22	3,097.28
Sub total	12,823.63	12,908
Grants		
Maintenence grant	2,000.00	-
Other grants	-	-
Sub total	2,000.00	-
Fundraising (gross)		
Fun Run	365.50	-
Staplehurst Carnival	418.00	-
Railway Exhibition	351.92	-
Scouts Porchlight	298.00	-
	-	1,619.65
Scout Post	391.95	407.00
Sub total	1,825.37	2,026.65
Investment income		
Bank interest	8.05	12.53
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
Sub total	8.05	12.53
Total Gross Income	16,657.05	14,947.43
Asset and investment sales, etc.	-	-
Total receipts	16,657.05	14,947.43

Staplehurst Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-16	To	31-Mar-17
-------------------	-----------	----	-----------

Receipts and payments

	2016/17	2015/16
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities	1,112.67	158.00
Adult support and training	39.50	112.00
Rent	500.00	500.00
Water and Sewerage	243.89	145.33
Electricity and Gas	1,195.69	768.39
Insurance	1,378.02	1,479.40
Repairs and Renewals	7,285.27	1,173.98
Materials and equipment	2,673.60	1,506.84
Printing and photocopying	-	-
Contribution to camp costs	874.31	3,163.89
Uniforms	311.60	1,856.71
AGM and trustee expenses	-	-
Gifts	107.98	558.16
Mileage	4.00	-
Capitation Scubscription	3,157.00	2,800.00
Explorers	-	759.97
Float	-	30.00
Miscellaneous	-	72.28
Donations	200.00	285.00
Sub total	19,083.53	15,369.95
Fundraising expenses		
Food for fun run catering	242.81	-
Detail 2	-	50.00
Detail 3	-	-
Other fundraising costs	-	-
Sub total	242.81	50.00
Total Gross Expenditure	19,326.34	15,419.95
Asset and investment purchases, etc.	-	-
Total payments	19,326.34	15,420
Net of receipts/(payments)	- 2,669.29	- 472.52
Cash funds last year end	-	-
Cash funds this year end	- 2,669.29	- 472.52

Statement of assets and liabilities at the end of the year

	31-Mar-17	31-Mar-16
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	21,961.10	24,630.39
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	30.00	30.00
Total cash funds	21,991.10	24,660.39
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	-	-
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Print Name
Chair
Treasurer

Scrutineer's Report to the Trustees of the

Staplehurst

SCOUT GROUP/DISTRICT SCOUT COUNCIL

I report on the accounts of the Group/District for the year ended MARCH 2017

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 3 to

Scrutineer's Statement

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

Name: ROBY SILKIN

Address: 1 Vine House
High Street
Staplehurst
Kent TN12 0AR

Date: 15th May 2017



Staplehurst Scout Group



scouts
be prepared . . .

www.staplehurstscouts.org.uk

chair@staplehurstscouts.org.uk

We need more leaders Please get in touch if you can help