

## Staplehurst Scout Group

### Annual General Report 2020



## **Staplehurst Scout Group**

### **ANNUAL GENERAL MEETING 2020**

#### Agenda

#### Key business

1. Welcome & introduction from the Chair  
You are our Scout Council for this meeting.
2. Apologies for absence
3. Acceptance of the minutes of the previous AGM (2019)
4. Receive & adopt the Financial Statements for the 2019 financial year
5. Receive & adopt the Annual Report for the 2020 financial year
6. Elections and appointments
7. Approval of the Group Scout Leader nomination for Chair
8. Election of Group Treasurer
9. Election of Group Secretary
10. Election of Group Trustees
11. Appointment of Independent Examiner for 2020/21
12. Presentation of awards
13. Close of formal business

## Staplehurst Scout Group Annual General Meeting 11<sup>th</sup> June 2019 8pm

### In the presence of:

Bill Best	Chair
Frances Best	GSL
Mark Best	Treasurer
Adam Best	Eagle Cub Leader
Martin Ralph	Scout Leader & Explorer Leader
Melanie Byhurst	Secretary
Geoff Smith	Quarter Master
Adele Govett	Beaver Leader via telephone
Paul Brooker	District Training Adviser
Alex Lawrence	Beaver Scout Leader

### And with apologies from:

Edwin Burnham	Young Leader
Ness Johnson	Eagle cub leader
Jan Ashley	District Commissioner
Cathy Mummery	District Commissioner
Richard Barsley	District Treasurer

### Also present:

Serena Hoadley, Stephen Hoadley, Rory Silkin, Mary Silkin, Mira Martin, Paddy Riordan, Sam Lain-Rose, Peter Spearink, John Perry, Emma Watson, Doreen Braganza

## Key Business

### 1. Welcome and introduction from the chair apologies received

Bill Best opened the meeting and welcomed everyone.

### 2. Apologies for absence

Apologies for absence were received as noted above.

### 3. Acceptance of minutes of previous AGM (2018)

Martin Ralph proposed to approve the minutes of the last meeting (13<sup>th</sup> June 2018), seconded by Serena Hoadley and carried by the meeting without opposition. The minutes were then signed by Bill Best as Chair.

### 4 & 5. Receive & adopt the Annual Report and Financial statements for the 2019 financial year

Bill informed the meeting where they could find an overview of the group's finances within the AGM report, including details of the group's incomings and outgoings. They have been checked by Rory Silkin the groups independent examiner. Bill explained the group has had an income of £14,000 over the past year and expenditure of £16,000. Both were up by approximately £2,000 compared to the year before. The extra £2,000 spent was on the group's 75<sup>th</sup> Birthday Celebrations in September.

The group currently has cash reserves of approximately £19,000, which is above our groups target for reserves of around £15,000 which is how much it costs the group to run for a year. Bill informed the meeting the group likes to have this amount of money to fall back on in case revenue disappears for one reason or another. The group's main income comes from subs and donations. Gift aid is a very important source of income. All income is also topped up by fundraising. Outgoings are largely spent on events for example camps, the upkeep of the hut, insurance etc.

The motion to approve the accounts and report for 2018/2019 was brought forward by Adam Best, seconded by Paul Brooker and carried by the meeting without opposition.

**6. Elections and appointments**

Bill explained to the meeting that we now need to elect and appoint people for the various roles in Staplehurst Scout Group.

**7. Approval of the Group Scout Leaders nomination for Chair**

Bill let the meeting know that since the last AGM the group now has a new GSL Frances Best. Frances introduced herself to the meeting and appointed Bill Best as Chair again for the coming year.

**8. Election of Group Treasurer**

Bill informed the meeting Mark Best has agreed to stand again for the coming year and thanked him for all his hard work over the last year.

Mark was proposed as Treasurer by Rory Silkin, seconded by Mira Martin and elected unchallenged by the meeting.

**9. Election of Group Secretary**

Bill informed 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.

Mel was proposed as Secretary by Paul Brooker, seconded by Steve Hoadley and elected unchallenged by the meeting.

**10. Election of Group Trustees**

Bill explained the trustees for the coming year will be as follows;  
Mel Byhurst Secretary, Mark Best Treasurer, Adele Govett Beaver Leader, Adam Best Cub Leader, Bill Best Chairman and Martin Ralph Scout Leader.

The above trustees were proposed by Alex Lawrence, seconded by Sam Lain-Rose and elected unchallenged by the meeting.

**11. Appointment of Independent Examiner for 2018/19**

Bill informed to the meeting our independent examiner Rory Silkin has volunteered again for the coming year and thanked him for his work over the last year. However, after this year Rory no longer wishes to continue so we need to find another independent examiner, should another person come forward before the year is out Rory is happy to hand over the role to them.

Rory was proposed by Sam Lain-Rose, seconded by Paul Brooker and elected unchallenged by the meeting.

## **12. Presentation of awards**

Bill informed the meeting that normally any awards achieved by leaders would be presented at this point. However due to the absence of the District Commissioners there were no awards to be presented.

Bill informed the meeting Paul Brooker has been awarded the Silver Acorn award in recognition for his long service to scouting and passed on congratulations on behalf of the group.

Bill let the meeting know that unfortunately that sadly one of the cub leaders, Neil Clarke, passed away in March due to cancer. Neil was a valued member of the group and will be sadly missed.

Bill passed a vote of thanks to Frances as GSL, all the section leaders and helpers for their hard work over the last year.

## **11. Close of formal business**

Before closing the meeting, Bill discussed the following;

In September of last year Staplehurst Scout Group held a fun day to celebrate its 75<sup>th</sup> year. The fun day was held at a field behind the Knoxbridge Inn. Bill would like to pass thanks to the proprietors of the Knoxbridge Inn for letting the group use the field for free.

Bill passed his thanks to Staplehurst Transits who, every year, transport equipment to and from camps for free. They also provided transport for taking items to the fun day and also a lorry to use as a stage, again this all free of charge.

A donation from the Staplehurst Firework Committee of £500 has been gratefully received.

The group received a donation of £150 from Bethany School which paid for a wonderful 75<sup>th</sup> birthday cake.

Made By Kent donated £170 to the scout group from their 2018 scarecrow competition.

Ken Collins kindly donated £455 to the group from sales of his Staplehurst Calendars.

The group opened up the hut for the Staplehurst 10k race for refreshments. £100 was raised towards group funds.

Bill informed the meeting this year the group will not be opening up the hut on carnival day for teas and coffees. Instead there will be a bigger presence on the field itself with a crockery smash and bottle tombola being held.

Bill passed his thanks to Geoff Smith for his hard work as Quarter Master over the last year and also all his hard work in upkeeping/repairing the hut.

This year marks 40 years of the Scouts Christmas Post. A service provided to the village of Staplehurst for 25p per card. As usual the cards will be delivered on two Saturdays in December.

Bill explained to the meeting that the scout group is about to undertake two big projects, the first is raising money for refurbishing our toilet area to include a disabled toilet. We are in the process of applying for building regs approval, the group will then need to apply for grants/fund raise to cover the cost. The second project is the group's website needs to be renewed and rebuilt. A former member of Staplehurst Scout Group David Henley, who is now a parent, has agreed to do this via his company ZooLogic. Bill will be contacting local companies for donations towards the costs in exchange for advertising of their business on the website.

Before closing the meeting, Bill asked if anyone has anything they would like to add/ask. Paul Brooked stepped forward to thank everyone for their congratulations on his award. Paul also informed the meeting the County Commissioner, Dean Harding, had asked him to pass on his thanks to all the leaders at Staplehurst for their hard work.

### **Meeting Closed at 8.29pm**

Signed: \_\_\_\_\_

William Best  
Chair, Staplehurst Scout Group.



# Who's who in Staplehurst Scouts

## Group Board of Trustees (2020)

### Ex-Officio Members:

Chair	-	Bill Best	- Trustee
Vice-Chair	-	vacancy	
Treasurer	-	Mark Best	- Trustee
Secretary	-	Mel Byhurst	- Trustee
Group Scout Leader	-	Frances Best	- Trustee
Beaver Scout Leader	-	Alex Lawrence	- Trustee
Cub Scout Leader	-	Adam Best	- Trustee
Scout Leader	-	Martin Ralph	- Trustee
Quartermaster	-	Geoff Smith	

### Elected (non Ex-Officio) Members:

Parent Representative	-	Cathy Mills
-----------------------	---	-------------

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

## Group Leadership Team

### Beavers:

Beaver Scout Leader	-	Alex Lawrence
Assistant Beaver Scout Leader	-	Lindsay Oakes
Assistant Beaver Scout Leader	-	Jonathan Rootes
Assistant Beaver Leader	-	Tamar Barkess
Assistant Beaver Leader	-	Christina Azzopardi.

### Cubs:

Cub Scout Leader	-	Adam Best
Assistant Cub Scout Leader	-	Vanessa Johnson
Assistant Cub Scout Leader	-	Frances Best
Assistant Cub Scout Leader	-	Edwin Burnham

### Scouts:

Scout Leader	-	Martin Ralph
Assistant Scout Leader	-	Alec Jessel
Assistant Scout Leader	-	Mark Jeffery

**You don't have to know anything about Scouting except how to be adventurous**  
**Come join us!**

## Chairman's Report

Welcome to our AGM. We live in very unusual and challenging times and holding our AGM in the Scout Centre with everyone in attendance just isn't possible this year. We have had to revert to a virtual meeting and we are all becoming experts at video conferencing these days! I'd like to apologize for holding the AGM much later in the year than we would have liked. We have always held the AGM in June and this year we held off in the hope that after the lockdown we may have been able to hold a conventional meeting. Alas that has not proved possible and so here we are all sharing a screen!

Missing each other's company apart, this meeting is in all other respects, our formal Annual General Meeting and by joining the meeting, 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 FY 2019. 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 undertakes. It will 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 that it is a lot and I must thank each and every volunteer, be they a uniformed leader, helper, trustee or supporter of the Group, for the huge time and effort 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!).

Without a doubt, our biggest challenge is finding new volunteers to come along and keep the Group active and vibrant. It is fair to say that we really are down to the bare bones in terms of adult leaders and helpers. We desperately need new people to come and help us.



Our finances are healthy and our reserves above our target. We are always looking to use some of our reserves to subsidise events and camps for our children and the only limit we have to these is the numbers of helpers required to supervise such events. We are completely dependent upon the subs and the fund raising that we undertake and of course donations we thankfully receive. I would like to thank the Staplehurst Events Committee, whose events allow us to raise important funds. I would also like to thank Karen Shepphard for scrutinizing our accounts for the period.

For over 40 years, the Scouts have run a Christmas Post service for the village. Each year we deliver around 2000 cards to raise money for local charities. Over the years we have raised many thousands of pounds. This year's main beneficiary was Parkinson's UK. I would like to thank our long-standing Post Mistresses, Beryl Hill and Pat Best and



also, Peter Jones Opticians, The Station Newsagents, the Health Centre and the Library for hosting our post boxes once more this year.

Our Scout Centre requires a lot of loving care and attention and I must once again thank our Quartermaster, Geoff Smith, for all the work he has done to keep our hut in tip top shape. I mentioned last year that our next big project was to refurbish our toilets in the Scout Centre. This includes installing a new disabled toilet as well as a refurbishment of our existing facilities. I'm delighted to report that this work has now concluded, and we will give a full update on this in our next report. We have also relaunched our website and this is a good place to go for up to date information about what's going on in scouting.

[www.staplehurstscouts.org.uk](http://www.staplehurstscouts.org.uk)

**Bill Best**  
**Chair, Staplehurst Scout Group**



Beavers having fun at our visit to the Imperial War Museum at Duxford (prior to the lockdown)

## Group Scout Leader Report

All Members of the Scout Group are volunteers and are involved in running meetings, attending district or county events as well as trying to raise funds for the Group, but more volunteers are always needed in various areas.

I am pleased to say we have managed to recruit new leaders to help Alex Lawrence at Beavers, Lindsay Oakes, Jonathan Rootes, Tamar Barkess and Christina Azzopardi.

We would like to build our Scout Active Support (SAS) which allows people to give their time to Scouting on a flexible basis. People can still be involved in Scouting without the full-time commitment of being a leader. Members of the SAS would be called upon to help with fundraising and some maintenance on the HQ. If you are interested in helping the Group or would like some more information come along to the AGM for a chat or you can contact me on the details below.

With my merry band of leader's, we have been busy raising the profile of Staplehurst Scout Group with each section taking it in turns to write articles each month for the Parish Magazine. The Group has several Facebook pages which we use to communicate with parents and followers to keep them informed in our upcoming events. We have also redeveloped and re-launched our website. <https://staplehurstscouts.org.uk>

In the St George's day honours the Group was extremely well represented with several long service awards, completion of Adult training and Awards for merits. Congratulations to you all.

I would like to take this opportunity to thank ALL involved in Staplehurst Scout Group who make this Group the success it is.

As GSL I am also here as the contact for the Scout Group, ready to listen to suggestions, compliments and grumbles about the Group so please don't hesitate to contact me on [gsl@staplehurstscouts.org.uk](mailto:gsl@staplehurstscouts.org.uk) or use the Group's email [staplehurstscoutgroup@gmail.com](mailto:staplehurstscoutgroup@gmail.com)

**Frances**  
**GSL**



## STAPLEHURST SCOUTS

### 1st Staplehurst

In order to write this article, I had to look back to see what our Scouts had managed to do since our last AGM. It really brought it home to me how much fun we'd had and how much I miss Scouts at the moment.

Way back in November, we had our Annual Cardboard Box Sleep Out Fundraiser. It poured with rain, so we left it to the Scouts to decide if they wanted to brave the elements or hold the event inside the hut. 'Outside!' was the unanimous decision. They loved it and raised almost £600 in the process.

We went to the (muddy) maize maze at Lower Ladysden Farm with the rest of the District groups, carved pumpkins at the hut and had the best Remembrance Parade for years, as the village was encouraged to join us in our march to the church. Amazing sight.

We built homemade rockets, took part in a 'best chips in the village' survey and had a fantastic trip to the Imperial War Museum at Duxford as part of our 75th Anniversary of VE Day commemorations.

Then Covid arrived. Summer Camp was cancelled, meetings cancelled, and we all stayed at home. On a positive note, this gave us an opportunity to refurbish and replace the toilets in the scout hut, which are a vast improvement. With help from Councillors Paddy Riordan, Peter Spearink, Geoff Fagg & Jose Castro, and Hazel McKenna with her payback team, we tidied up the outside of the hut too. Clearing the jungle and ivy from the side of the building, clearing gutters etc.

I just cannot wait to be able to get all the Scouts back together again and to get back to what we all come to Scouts for,..... to have fun.

Martin Ralph,

Scout Leader

Eagle Cubs continues to grow as a pack, and with a growing pack we need to have a varied programme to keep them engaged.



The highlight of our last year was our highly successful summer camp which was held at Bexon Lane. The theme was The Crystal Maze, with the Cubs taking part in a variety of challenges and activities throughout the entire camp to earn as many 'crystals' as they could to spend in our specially made dome to collect as many prizes as possible. The Cubs really enjoyed every minute of the camp, as did the Leaders.

This camp also saw us launch a new trophy for the winning tent, named after our former Leader, Neil Clark (Shere Khan), who sadly passed away earlier in 2019.

My thanks go to Baloo who organised and planned pretty much all the activities and events, but who sadly was not able to attend the camp due to illness.

When we returned for the autumn term, the Cubs worked on their Personal Safety and Our Skills badges, completing several tasks that included posters promoting 'Playing it Safe', and Problem Solving tasks, as well as a night of tea making, ironing scarves, laying a table for dinner and changing a duvet, with some hilarious results!

We attempted an evening of Scottish dancing to mark Burn's Night, had a go at fire lighting, as well as the usual evening of playing the favourite game of Submarines, in which the Cubs, in disguise, split into teams and negotiate obstacles in the dark trying to blow the whistle at the end of the hall whilst the leaders shine torches trying to guess

the cubs who are creeping towards them. This game is a big hit with the Cubs with the disguises are becoming more elaborate.

As the nights became lighter after Winter we were looking forward to some activities and meetings that could take place outside, but sadly the lockdown meant that we had to put all Scouting on hold, which meant that we could not hold our annual summer camp for 2020.

We have started back up in September splitting the group up in to face-to-face meetings and digital meetings, which has seen the Cubs take on Akela at Battleships, and Akela getting the Cubs to draw using only verbal directions to see how different each picture can be.

Both the Leaders and the Cubs look forward to when it will be safer to meet up again for full meetings and continue our variety of activities, but we are enjoying the experiences the alternative meetings bring.



As with every voluntary organisation, Scouting relies on volunteers and Staplehurst Scout Group is always looking for people to help run, support and fundraise with us. If you would like to know more about volunteering with Staplehurst Scout Group please email us [staplehurstscoutgroup@gmail.com](mailto:staplehurstscoutgroup@gmail.com)

Adam Best,

Akela

Cub Scout Leader, Staplehurst Eagle Pack

## BEAVERS

Beavers are the youngest section at Staplehurst Scout Group that currently has 3 active sections. The Colony currently consists of 20 boys and girls and 6 leaders and is open to all children aged 6 and a half to eight years old.

Over the last year, we have managed to increase the number of children in the Colony from 15 to 20 and this is largely thanks to a group of four parent helpers who joined as leaders in November 2019. If you are interested in placing your child on the waiting list for the Colony or joining the Colony yourself as a leader, please get in touch either at [staplehurstbeavers@gmail.com](mailto:staplehurstbeavers@gmail.com) or on 07808090945. We are always looking for people to help run, support, and fundraise with us and it's such a rewarding experience! We currently meet weekly on a Wednesday from 6.15 p.m. until 7.15 p.m. and no previous experience is necessary as full training and help will be given (including tea, coffee, and biscuits!).

Over the last year the Beavers have been enjoying a wide range of different activities and games (some even virtually!). They've earned many badges and taken part in a variety of events across this period.



Back in autumn of 2019, we kicked the term off with some first aid activities. The Beavers learned how to help and what to do in the event of an emergency gaining key skills all while earning their stage 1 Emergency Aid badge. This was also followed with activities which taught them the Green Cross Code and the importance of following this.

In October, we also took part in our third annual JOTI-JOTA (Jamboree on the Internet - Jamboree on the Airwaves) event with many other groups joining in from across the Weald District. Although due to be held at Goudhurst Scout HQ like previous years, by Friday evening (before we joined) there was an internet problem resulting in a last-minute venue change in the early hours of the morning. By the time the Beavers joined the event on Saturday morning, it was now being held at the Royal British Legion Club in Hawkhurst. From there, it was smooth sailing across the weekend with many Beavers getting involved in all the activities on offer and most importantly having a great time speaking to Beavers, Cubs, Scouts and Leaders from all across the world in secure dedicated chat rooms.

Leading up to the end of 2019, the Beavers joined the rest of the Group in commemorating Remembrance Day with the annual parade and service. We also held a bingo night during one of our meetings as well as the annual Beaver of the Year Awards. Well done everyone! The end of 2019 also marked the end of Ringtail's (Adele's) time as Section Leader. Adele helped to re-open the Colony in the summer of 2015 following a period of closure and has helped to provide Scouting experiences in Staplehurst for the Beavers ever since. We cannot thank her enough for everything she has done to support scouting and related causes in the village throughout her time with us.



Cue January where we kicked 2020 off with a bang! We played loads of exciting games which the Beavers loved (including the ever-popular 'Submarines' game) and Lightning helped to lead an evening dedicated to Chinese New Year with the Beavers having the opportunity to make Chinese lanterns and try noodles. Food is always a winner with the Beavers! We also created many postcards of kindness in aid of Random Acts of Kindness Day which were then sent out to care homes across the UK. These included handwritten messages from the Beavers and some of us leaders including information about our pets, favourite foods (unsurprisingly, pizza and ice cream were mentioned a lot!) and other interests. In response, we then received some wonderful replies from the homes and residents.

On 07 March 2020 we joined the rest of the Group in a whole group outing to IWM Duxford. This was an extremely popular event with the Beavers joining the Cubs and Scouts in visiting the museum, learning about a wide variety of planes and events throughout history. We even explored the inside of a Concorde! The Beavers also went for a ride in a Spitfire pilot simulation which everyone loved.

Luckily, we managed to do this event just in the nick of time before face to face meetings were suspended due to Covid-19. We weren't going to let that stop us though! We took part in the Camp at Home event, sent more postcards out, this time with some going to The Queen (receiving a reply from one of her ladies in waiting!) and over a couple of months the Beavers earned loads of badges (over 80!) on their own at home. Towards the end of May, we also started to hold weekly virtual meetings over Zoom. Throughout these virtual meetings the Beavers have completed scavenger hunts, 'rolled' all manner of monsters (and now Pumpkins for Halloween!), tried their hand at a variety of baking activities including mug recipes and biscuit decoration and completed all kinds of weird and wonderful weekly challenges. We even invested 3 new Beavers into the Colony virtually from the cliffs at Boscastle Harbour in Cornwall.



As of September, we have managed to begin a phased return to face to face meetings at Beavers. We are running both a virtual and a face to face meeting simultaneously with half the Colony attending each type of meeting and rotating on a weekly basis. Needless to say, things are looking a little bit different at the moment but everyone's enjoying the chance to see their friends from Beavers again while taking part in a range of fun and also socially distanced games and activities. A few weeks back we even managed to take part in our fourth JOTI-JOTA event (albeit



completely virtually this year). To see a virtual map showing all the locations and countries that we, together with the rest of the Weald District, managed to chat to this year, go to <https://www.zeemaps.com/view?group=3942505&x=-1.439158&y=54.058313&z=13>.

We can't wait to get involved in another great year of Scouting!

Alex Lawrence (Malak)  
Beaver Scout Leader



## Awards achieved by the Staplehurst Scout Group in 2019

Chief Scout's 10-year Service award  
 Bill Best  
 Alex Jessel  
 Martin Ralph

Chief Scout's 15-year Service award  
 Adam Best

Chief Scout's 20-year Service award  
 Serena Hoadley

Wood badge (completion of Adult Training)  
 Alex Lawrence

Award for Merit  
 Adam Best  
 Vanessa Johnson  
 Martin Ralph

Due to the ongoing situation with Covid-19 these awards are yet to be presented.

# **GOVERNANCE, OBJECTIVES, ACTIVITIES, ACHIEVEMENTS & FINANCIAL REVIEW**

**The 1<sup>st</sup> 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 organise 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 6. 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 3 independent representatives, Chair, Treasure, and Secretary together with the Group Scout Leader, 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 seeks 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 or consolidation of sections. Additional assistance will be sought from the Scout District Commissioners.

*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. The Executive Committee oversees financial rules and delegation of 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 12 months running costs of approximately £12,500.

See the next section for details of the Group Accounts.

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.

## 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. We have begun to raise funds to install a new disabled toilet and refurbish the existing toilets. At the end of this reporting period, these funds stood at £12,925 and our target is to raise £18,000

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

Our three sections have completed very active programs for the past year which you can read more about in this report.

## 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 and supporting the local 10k fun run.

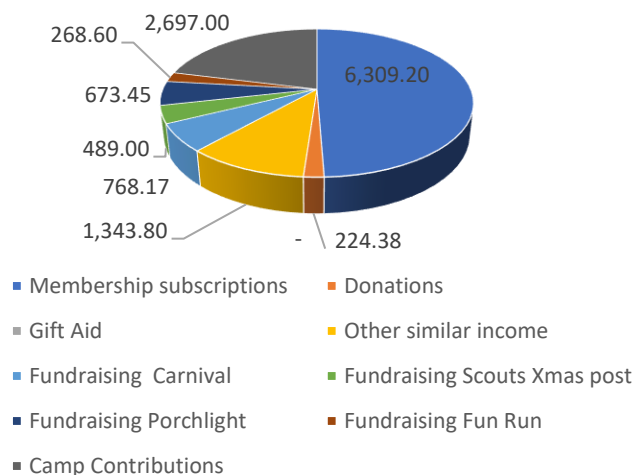
## Finances

Our financial statements and accounts have been produced on a receipts and payments basis in accordance with the guidance from both The Scout Association and the Charity Commission.

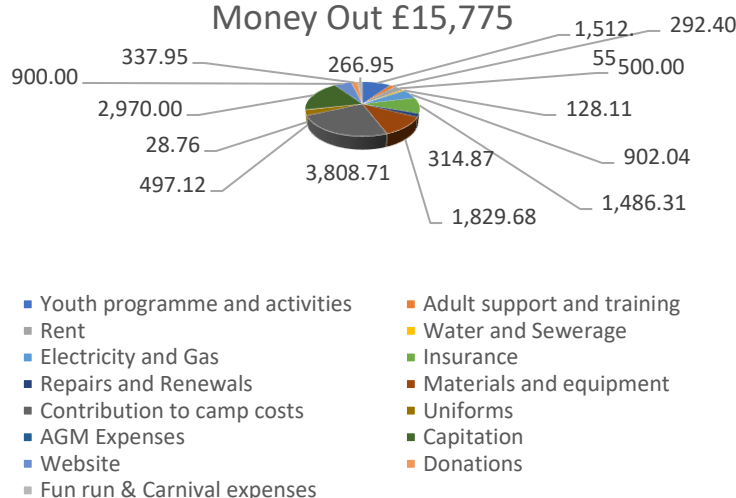
### In Summary

Our income for the year to March 31<sup>st</sup> 2020 amounted to £12,773 (£14,105 in 2019) and our expenditure was £15,775 (£16,221 in 2019). Our cash reserves are £29,461 (£19,042 in 2019). This sum includes funds ringfenced for the refurbishment of the toilets in the scout Centre and the construction of a new accessible toilet. Operational cash in hand is £16,536. The reduction in cash reserves over the period was due to the reduction in donations and no gift aid funds. Our expenses and outgoings were similar to the previous year. Where our money comes from and where it goes.

Money Received £12,773



Money Out £15,775





# Staplehurst Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2019	To	31/03/2020
-------------------	------------	----	------------

### Receipts and payments

	2019/20 Unrestricted funds £	2018/19 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	6,309.20	6,325.00
Less: Membership subscriptions paid on (National/County/Area/District)		-
Net membership subscriptions retained	6,309.20	6,325.00
Donations	224.38	1,356.81
Camp Contributions	2,697.00	-
Special Projects	12,925.00	-
Legacies	-	-
Gift Aid	-	713.12
Other similar income	1,343.80	3,604.77
<b>Sub total</b>	<b>23,499.38</b>	<b>11,999.70</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>		
Carnival	768.17	125.37
Scouts Xmas post	489.00	459.10
Porchlight	673.45	764.50
Fun Run	268.60	756.72
<b>Sub total</b>	<b>2,199.22</b>	<b>2,105.69</b>
<b>Investment income</b>		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Income</b>	<b>25,698.60</b>	<b>14,105.39</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>25,698.60</b>	<b>14,105.39</b>

# Staplehurst Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2019	To	31/03/2020
-------------------	------------	----	------------

### Receipts and payments


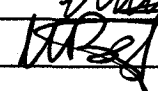
	2019/20 Unrestricted funds £	2018/19 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	1,512.55	1,293.50
Adult support and training	292.40	72.80
Rent	500.00	500.00
Water and Sewerage	128.11	276.45
Electricity and Gas	902.04	892.30
Insurance	1,486.31	1,433.34
Repairs and Renewals	314.87	436.08
Materials and equipment	1,829.68	1,461.63
Printing and photocopying	-	-
Contribution to camp costs	3,808.71	3,439.41
Uniforms	497.12	495.75
AGM and trustee expenses	28.76	-
Capitation	2,970.00	2,596.00
Website	900.00	-
Donations	337.95	30.00
75th Birthday party	-	2,222.20
<b>Sub total</b>	<b>15,508.50</b>	<b>15,149.46</b>
<b>Fundraising expenses</b>		
Fun run	212.95	307.25
Porchlight Money to district	-	764.50
Carnival	54.00	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>266.95</b>	<b>1,071.75</b>
<b>Total Gross Expenditure</b>	<b>15,775.45</b>	<b>16,221.21</b>
<b>Asset and investment purchases, etc.</b>		
<b>Total payments</b>	<b>15,775.45</b>	<b>16,221.21</b>
<b>Net of receipts/(payments)</b>	<b>9,923.15</b>	<b>2,115.82</b>
<b>Cash funds last year end</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>9,923.15</b>	<b>2,115.82</b>

# Statement of assets and liabilities at the end of the year

	31/03/2020	31/03/2019
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account (as of 30 March 2020)	29,431.36	19,012.98
Bank deposit account		-
Building society account		-
The Scout Association Short Term Investment Service		-
Cash/Floats	30.00	30.00
<b>Total cash funds</b>	<b>29,461.36</b>	<b>19,042.98</b>
<b>Other monetary assets</b>		
Tax claim		-
Debts due from the County/Area/District/Group	33.00	247.72
Insurance claim		-
<b>Sub total</b>	<b>33.00</b>	<b>247.72</b>
<b>Investment assets</b>		
Investment property - detail		-
Quoted investments		-
Other investments - detail		-
<b>Sub total</b>		
<b>Non monetary assets for charity's own use</b>		
Badge stock		-
Shop stock		-
Other stock		-
Land and buildings		-
Motor vehicles		-
Scouting equipment, furniture etc		-
Other		-
<b>Sub total</b>		
<b>Liabilities</b>		
Accounts not yet paid		-
Expenses incurred but not invoiced	490.67	171.35
Subscriptions not yet paid		-
Loan - detail		-
Other liabilities		-
<b>Sub total</b>	<b>490.67</b>	<b>171.35</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 14th October 2020 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature  
  


Print Name  
 WILLIAM BEST William Best  
 MARK BEST Mark Best

## Scrutineer's Report to the Trustees of the

1st Staplehurst SCOUT GROUP

I report on the accounts of the Group/District for the year ended 31<sup>st</sup> March 2020

### 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 ~~21~~ 21 to 24.

### Scrutineer's Statement

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

Name: ..... Karen Shepphard..... *Shepphard*

Address: ..... 89 Bathurst Road.....

..... Staplehurst.....

..... Kent TN12 0LH.....

Date: ..... *14th November 2020* .....

LT700005



[chair@staplehurstscouts.org.uk](mailto:chair@staplehurstscouts.org.uk)

[www.staplehurstscouts.org.uk](http://www.staplehurstscouts.org.uk)