



Staplehurst Scout Group Annual General Report 2019



Staplehurst Scout Group

Annual General Meeting 2019

Agenda

Key business

- 01** Welcome & introduction from the Chair, The Scout Council
- 02** Apologies for absence
- 03** Acceptance of the minutes of the previous AGM (2018)
- 04** Receive & adopt the Annual Report for the 2019 financial year
- 05** Receive & adopt the Financial Statements for the 2019 financial year
- 06** Elections and appointments
- 07** Approval of the Group Scout Leaders nomination for Chair
- 08** Election of Group Treasurer
- 09** Election of Group Secretary
- 10** Election of Group Trustees
- 11** Appointment of Independent Examiner for 2019/20
- 12** Presentation of awards
- 13** Close of formal business

Staplehurst Scout Group

Annual General Meeting

13th June 2018 8pm

In the presence of:

Bill Best	<u>Chair</u>
Mark Best	<u>Treasurer</u>
Adam Best	<u>Eagle Cub Leader</u>
Martin Ralph	<u>Scout Leader & Explorer Leader</u>
Melanie Byhurst	<u>Secretary</u>
Geoff Smith	<u>Quarter Master</u>
Adele Govett	<u>Beaver Leader</u>
Ness Johnson	<u>Eagle cub leader</u>
Frances Best	<u>Eagle cub leader</u>
Jan Ashley	<u>District Commissioner</u>
Cathy Mummery	<u>District Commissioner</u>
Paul Brooker	<u>Training Adviser</u>
Lyndsey Goddard	<u>Parent Rep</u>

And with apologies from:

Edwin Burnham	<u>Young Leader</u>
Neil Emberley	<u>Explorer Leader</u>

Also present:

Serena Hoadley, Stephen Hoadley, Rory Silkin, Mary Silkin, Mira Martin, Tom Burnham, Carole Collins, Lesley Stone, Sally Hutchings

Key Business

01. Welcome and introduction from the chair apologies received

Bill Best opened the meeting and welcomed everyone.

02. Apologies for absence

No apologies were received by Bill before the meeting but during the meeting Mel received the above mentioned apologies.

03. Acceptance of minutes of previous AGM (2017)

Rory Silkin proposed to approve the minutes of the last meeting (14th June 2017), seconded by Frances Best and carried by the meeting without opposition. The minutes were then signed by Bill Best as Chair.

04 & 05. Receive & adopt the Annual Report and Financial statements for the 2018 financial year

Bill explained the content of the report and our finances to the meeting. He explained this year will be Staplehurst Scout Groups 75th year. Bill noted our reserves currently stand at £21,000, as a Group we aim to hold £15,000 to fall back on for emergencies i.e. if something were to happen to the Scout Hut and the Group need to relocate. Our funds are topped up every year by Gift Aid. Some of the reserves will be used to pay for days out and to subsidise camps. It was also noted that subs will not be increased again this year.

The motion to approve the accounts and report for 2017/2018 was brought by Mira Martin, seconded by Carol Collins and carried by the meeting without opposition.

Bill passed a vote of thanks to Rory Silkin for being the Group's Independent Examiner.

Elections and appointments

06. Approval of the Group Scout Leaders nomination for Chair

Bill explained because the Group does not currently have a GSL, the role of GSL is being shared by Martin, Adele and Adam. Martin Ralph appointed Bill Best as Chair again for the coming year.

07. 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 Ness Johnson, seconded by Mel Byhurst and elected unchallenged by the meeting.

08. 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 Serena Hoadley and elected unchallenged by the meeting.

9. 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 Ness Johnson, seconded by Rory Silkin and elected unchallenged by the meeting.

10. 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.

Rory was proposed by Frances Best, seconded by Carol Collins and elected unchallenged by the meeting.

11. Presentation of awards

Bill invited the District Commissioners to talk to the meeting and present any awards.

Jan Ashby informed everyone there is now a new scout logo and the design can be downloaded online if needed. Jan has printed off a form for all Trustees to sign.

Cathy Mummery thanked Staplehurst as a Group for hosting St Georges Day. Ness informed everyone the majority of the planning and organising had been carried out by Frances.

A 10-year service award was presented to Ness Johnson and a 40-year service award was presented to Paul Brooker

11. Close of formal business

Before closing the meeting, Bill discussed the following:

The beaver and scout sections have both lost leaders since the last meeting. The beaver section is now reliant on parent helpers. Bill passed his thanks to those leaders who have left over the last year.

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

This year marks 75 years of Staplehurst Scout Group and a celebration day will be taking place on 15th September. It will take place on the field behind the Knoxbridge Public House and will go on into the evening. A new badge for members uniforms has been commissioned.

Lyndsey Goddard has agreed to stand as the Groups new parent rep.

Bill passed his thanks to Geoff Smith for his hard work as Quarter Master over the last year.

Meeting Closed at 8.25pm

William Best

Chair, Staplehurst Scout Group

Who's who in Staplehurst Scouts Group Board of Trustees (2019)

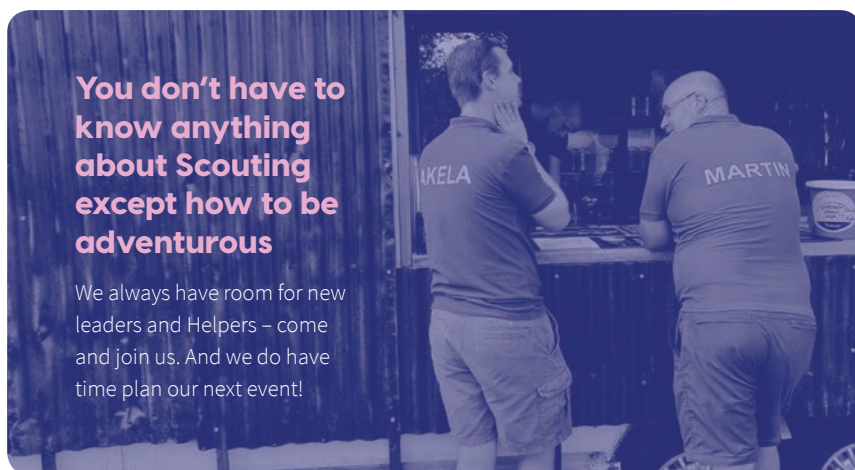
Ex-Officio Members

Chair	Bill Best	Trustee
Vice-Chair	Vacancy	
Treasurer	Mark Best	Trustee
Secretary	Mel Byhurst	Trustee
Group Scout Leader	Frances Best	Trustee
Beaver Scout Leader	Adele Govett	Trustee
Cub Scout Leader	Adam Best	Trustee
Scout Leader	Martin Ralph	Trustee
Quartermaster	Geoff Smith	

Elected (non Ex-Officio) Members:

Parent Representative

Bankers **Lloyds Bank**



Group Leadership Team

Beavers

Beaver Scout Leader	Adele Govett
Assistant Beaver Scout Leader	Ray Burr
Assistant Beaver Scout Leader	Alex Lawrence

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

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 and 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 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 effort and time they give so freely to the Group and Scouting for your young person's benefit (and their immense fun, otherwise we wouldn't do it!).

The highlight of year has to be the 75th anniversary fun day and out thanks to the Knoxbridge Inn for hosting us and feeding and watering us all!

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 are really 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 Firework Group both

for a great event this year and also for the £500 they donated to our funds. Our sincere thanks also go to Bethany school who donated £150 for our splendid 75th birthday cake, Made by Kent Gift Shop, Staplehurst who donated £170.90 raised by the scarecrow event and to Ken Collin who donated £455 from the proceeds of sales from the Staplehurst calendar.

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 beneficiary was the Kent Air Ambulance. 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.

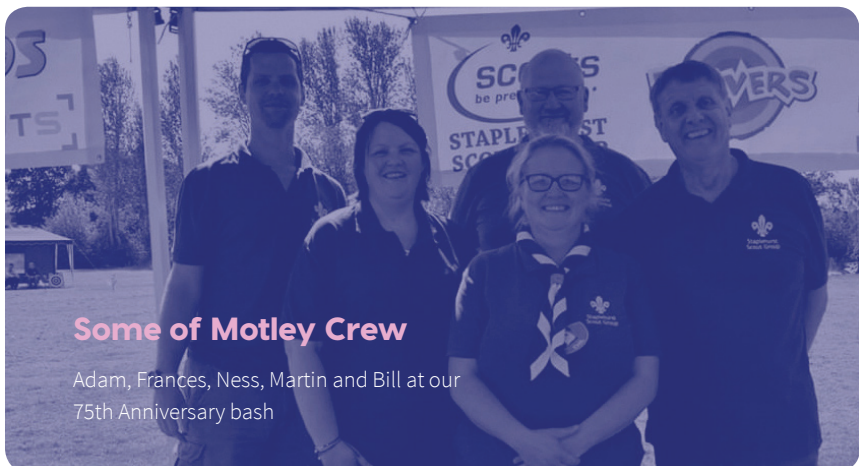
Our Scout Centre requires a lot of loving care and attention and I must once again thank our Quartermaster, Geoff Smith for all the work he has done to keep out hut in tip top shape. Our next big project is to refurbish our toilets here in the Scout Centre. This includes installing a new disabled toilet as well as a refurbishment of our existing facilities. We'll be raising money to fund this work throughout the year. Our other major goal for this coming year is to rebuild our website and create a new one from scratch with the keen involvement of all our cubs and scouts.

Bill Best

Group Scout Leader Report

Hello...

I'm Frances and I'm the new Group Scout Leader, so new in fact that this is my first GSL report! On behalf of the Group I would like to say a huge thank you to our previous GSL- Paul Brooker- Paul has been a valued member of the Group for many years originally as a scout leader, he has is also part of the District and County teams covering many aspects of scouting. In recognition of his services to Scouting Paul has been awarded the Silver Acorn one of scouting's highest awards for outstanding and excellent long service. Well done Paul!



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 two new leaders. Edwin Burnham for Cubs. Edwin joined the Group aged 6 as a beaver; became a Cub, Scout then while being an Explorer Scout came back to help at Cubs and decided to become a full leader doing a lot of his training while being at university. Alex Lawrence is a new Beaver Leader like Edwin he was part of each section.

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 and Kent Messenger. The Group has several Facebook pages which we use to communicate with parents and followers to keep them informed in our upcoming events. And with help (hint, hint) we would like to redevelop our website.

Last year our Group turned 75 years old we used the notice board in the lobby to display pictures of our Scout Group through the years. In September we celebrated with a fun day held in the field behind The Knoxbridge Inn. A bouncy castle, BBQ, band, beautiful weather and outside bar ensured we have a lovely time.

I would like to take this opportunity to thank ALL involved in Staplehurst Scout Group who make this Group the success it is and will keep Scouting in Staplehurst for the next 75 years.

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 my gsl@staplehurstscouts.org.uk or use the Group's email the Group's email staplehurstscoutgroup@gmail.com



We are so lucky at Staplehurst Scout Group. For the last 975 years (or so it seems), Paul Brooker has been training Leaders, (including myself) for Staplehurst and the wider Kent Scouting Community. He has done this using his huge wealth of Scouting, knowledge, experience in First Aid Training, given up hours and hours of his own personal time and done it all whilst inflicting his terrible sense of humour on all of us. He is an absolute Scouting Legend, a lovely, kind, caring soul and a true inspiration to us all. Thank you, Paul.

In recognition of this, he was awarded the prestigious Silver Acorn Scouting Award recently. Well deserved, to say the least. We all salute you.

Scouts helped out with the village clean up. We took on the area around Lodge Road, near the station, which was challenging, to say the least, with a whole wheelie bin and many bags of rubbish collected. Shame it needs doing, but thanks to Joan Buller and others for organising it.

What else have we been up to? Well here is just a taster of the action pack year we have enjoyed in Scouts.



We kicked off the year with our annual Summer Camp, this time to Walton Firs Scout Camp in Cobham. Despite forecasts of thunderstorms, we arrived in sunshine and stayed dry right through until the last day, when the skies opened! Falling trees, thunder, lightning... all very exciting. Whilst it was dry, we managed to go caving, climbing, completed assault course races, went shooting, tried archery and went on a hike. Great camp.

On our return after camp, we went to Paddock Wood athletics club, courtesy of Leslie Stone, where we held competitions

in shot put, long jump, 100m and 400m races. A fantastic night with some amazing performances. In September, the scouts joined the whole Group in celebrating our 75th Anniversary by having a fun day with the support of the Knoxbridge Inn, who allowed us to use their huge field for the day. There were activities for the children to do, live music and a huge fire, thanks to yours truly. Also, in September, we returned to the awesome laser paintball site in Sidcup, made marshmallow sculptures, held a parliamentary debate and played human table football and did some backwoods cooking.

November was the 100th Anniversary of the Armistice at the end of WW1. To commemorate this, we made poppies to decorate the entrance to the church and took part in the incredibly emotional march behind a War Horse. We also took part in the Great Cardboard Box Sleepover Event, with the rest of our District in Goudhurst, all in aid of the Porchlight homeless charity. We recently heard that the event was awarded a silver award for being an outstanding outdoor event, having raised over £70,000 across Kent. October saw us carving pumpkins for Halloween, attending the Staplehurst Firework Event in our own VIP area and having a glow stick extravaganza in the hut. Christmas post was next, which thanks to our dedicated postmistresses, Pat and Beryl, raises much needed funds for us and for chosen local charities.

The New Year has seen us making pancakes on tin cans as well as hosting Sissinghurst Scouts, along with our District Commissioner, Alex Dawes, for a night of archery and hockey competitions.



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

It fell upon Staplehurst to host Weald Districts St Georges parade in 2018 which involved the Cubs and Beavers from all over the District having an indoor campfire, the leaders enjoy a good sing song, so we spent the meetings around this practicing our songs and the Cubs earned their Stage 1 Musician badge. During the Summer term we completed another two badges, held a doughnut evening which was enjoyed by all! We ended the term at Angley Woods playing games and having our first ever investiture outside.



Our Summer camp was held at 4th Sevenoaks camp site which we had all to ourselves. Our theme was Survival and the activities included archery, rifle shooting, bouldering, slack line and axe throwing. Axe throwing was a new activity for us which saw the Cubs and adults throwing Angels so called because of their shape at a target, with the adults progressing to Tomahawk throwing, with Akela showing a hidden talent for this. A must activity for every camp is marshmallow toasting and cooking popcorn over a fire.

Our return to Cubs in September saw us playing Airplane golf which is harder than it sounds. The Cubs had a go at soap carving which resulted in the Scout Centre smelling wonderful. The Cubs also got involved in making poppies to decorate the church and between them they made 150 poppies.

We held a mini Bake-off competition in which the Cubs decorated a biscuit and a winner was chosen. A first for us was a cardboard maze which although was quite small, the Cubs loved it and it has given them a taste for more, so we are currently collecting more cardboard boxes to make a larger maze. The Cubs bought in empty tin cans which we cooked pancakes on, some cooking better than others.

As usual for the darker evenings we have a 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 becoming more elaborate.

The new year has seen the Cubs making films on a subject that they are interested in, which counts towards their artist activity badge. This has also had the Cubs doing a still life drawing of an object they had bought in and making promotional posters for Scouting. We paid a visit to Forte Music in Marden and the Cubs had a simply fantastic time learning new things and some showing off what they can do. Up to the Easter holidays the Cubs will be completing their Astronomers and Gardening activity badges. The Cubs will also be doing some fundraising for Hearing Dogs for the Deaf who will be coming with Yorick to give the Cubs a talk. The leaders have already begun planning activities for the summer camp which will be held at Bexon Lane campsite with the theme being The Crystal Maze

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

Baloo

Assistant Cub Leader



The Beavers are part of a Group that has all 3 other Sections, they are currently running with about 15 Girls and Boys.

Since September we have just recruited a new Leader to the team which will mean the Colony can except more youngsters again, but we are still looking for more so if you have an hour and half to spare on a Wednesday 5.15pm to 6.30pm, it doesn't have to be every week, you also don't need to have experience, just time and willing to get stuck in as training and help will be given, even that necessary cuppa, it's the most rewarding experience.

Interested? Please contact 07749055004

Over the last few months the Beavers have been very active in and out of the Scout Hut and completing many badges.

Starting in May 2018 thanks to Staplehurst Cricket Club where we visited on one of our meeting nights to learn some basic Cricket skills following on with a game.

On the weekend of 12th May all over the Country the Scout Association had organised with Odeon Cinema a special showing of Sherlock Gnomes, we turned up really early in Maidstone along with lots of other Colonies and Cub Packs from the local area and had our private showing, we had a great morning with plenty of laughs by everyone, even the adults!

Our last meeting before the summer break found us meeting up at Staplehurst Railway Station for a trip on the London Charing Cross train, well it was only two stops up the track to Paddock Wood Station to meet up with one of their education officers for a safety talk and a look around the station. We got to the part of the safety about play and playing with balls or anything like this near a railway line, it was like right on cue a group of boys were messing around in the ticket office and a football came flying right onto the track by us, just to say it wasn't planned and they were made to leave the ball where it landed. We were just getting ready to move to the other platform to wait for the next train back home to find out all trains were delayed for about 80 minutes or longer due to a fire on track side. The next thing we were told was you must get to the platform on the other side as the train will be here in 5 minutes. The train then carefully got past the fire and

along to us and had some very relieved passengers onboard as they thought it was going to be a very late trip home. One of our first meetings back after the summer break (the Beavers had to be very quiet for this one) we visited the Small Cats Protection Rehoming Centre at Notcutts Garden Centre, we were given a talk about Cat welfare and what the Cats Protection do, the Beavers were then given the chance to look at the cats waiting to be rehomed. I think a few of them would have taken them all home if they had the chance, myself included.

What a Saturday in October. The weather was great and a trip to Wingham Wildlife Park, Kent Beaver Scouts were the organisers so not just us, but lots of other Beaver Colonies from all over Kent. At the start of the day three new Beavers still to be invested were asked, 'if you have a choice, which animal enclosure you would like to be in invested in front of?' Tigers! I went away and organised this with the County Beaver team, so just after lunch the three were invested into the Colony not just in front of the tigers but also by the County Beaver team. The County Beaver Team also presented two Peer Leadership Awards a Year Star and some other Badges.

We are establishing a link with Sutton Valence Care Home for the Beavers to complete lots of different sections of their badges along with The Million Hands and Skills4Life. At the end of this second meeting here two Beavers knew they were going through their Moving On Ceremony but they were also surprised with a presentation of the Chief Scout Bronze Award.



For the second year running a few Beavers have attended JOTI (Jamboree on the Internet) / JOTA (Jamboree on the Airwaves). This year was held in Goudhurst Scout HQ it runs over a weekend in October. It's not just for the Beavers, all Sections and Leaders can attend. When you start to chat with others on these special organised chat sites, you start ticking off the different Countries you have chatted with and then thinking about what questions to ask the next.

October ends with a sting in the tail, Bee Night. A visitor came into the meeting and spoke and showed us everything about bees, the facts we all found out were amazing. Everyone ended by making a Bees Wax candle to take home and had some runny honey along with honey cake and honey biscuits. Food always goes down well!

November started with the Wednesday meeting held in Staplehurst Church. Two lovely ladies from the Church helped with this meeting, they explained to the Beavers and parents all about the special artwork that was being displayed in and

around the Church this year and the Beavers had lots of questions for them to answer. The Beavers were also able to try and spot the Poppy they had made to go on a very large display, That's mine! This visit was in preparation for the Staplehurst Remembrance Day Parade on the 11th November. This was some parade for the Beaver Section as we had a 100% attendance. The Beavers laid their usual homemade Poppy Wreath outside the Church before the main service and then another homemade one was laid during the main service in the Church.

First meeting for 2019 was making and cooking a chocolate cake in a cup. This evening was organised and taken by one of the parents who is a chef. What an evening flour, sugar and milk everywhere but apart from that the Beavers had an awesome time. Parents, sorry for all the washing!

January ended on a high with a very cold and snowy visit to Cranbrook School Observatory for a Star Gazing Night to round off the Space Badge. The evening was taken by a teacher from the School

Dr Colin Lally. The highlight of the evening for everyone was seeing the International Space Station going overhead. Lots of other constellations and planets were also spotted due to it being such a crisp and clear evening. The evening was rounded off with three Beavers being Invested under the School's large telescope in the Observatory.

A new challenge was set for February, learn Boccia. I didn't just set this challenge for the Beavers but the Parents and Leaders as well. It will all be rounded off with a tournament and the tape measure will be at hand, so no cheating! I wonder who will come out on top?

March has Fair Trade Fortnight so a visit to a local Supermarket is planned and then finishing the month off with International Day of Happiness.

This is only a very few things the Beavers have been up to over the last year.



If you are interested in learning more about Beavers (6 to 8 years) or even coming in to join the team, please contact **07749 055005** or **staplehurstbeavers@gmail.com** for more information.

A black and white photograph of Neil Clarke, a man with glasses and a dark jacket, smiling and holding the FA Cup trophy. The trophy is large and ornate, with a banner draped over it. The background shows the interior of a large stadium, likely Wembley, with tiered seating and structural beams visible.

NEIL CLARKE

In March of this year the Group was saddened by the news of Neil's untimely passing from cancer. Neil was a leader with Eagle Cubs joining us in 2012 from another Group with his daughter Hayley and from the start Neil was a great hit with the Cubs who loved his quick-witted filling activities and great repertoire of Dad jokes.

Neil always came to the packs planning meetings full of ideas including cooking popcorn in metal sieves over a fire and getting the Cubs to cook their own breakfast at camp. Neil's brother told us of his dedication to Cubs when having two days of meetings scheduled in Milton Keynes on a Thursday & Friday Neil drove back to attend Cubs and drove back the next day. Typical of Neil, he never told us of this.

Neil never missed an opportunity to tell the Cubs about his beloved Arsenal and one of his best scouting moments was on a Cub outing to Wembley stadium when he got his hands on the FA cup.

**Everyone from Staplehurst Scout Group will miss Neil greatly.
Thank you, Neil for your time with the Group**

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 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 £15,000. The Executive Committee will review the Reserve Policy in the 2019/20 financial year to better support the Group.

The Group held reserves of £19,042 (uncommitted whole Group funds) at year end. All funds are held in cash using only mainstream banks or building societies.

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. The

next goal is to raise funds to install a new disabled toilet and refurbish the existing toilets.

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

Due to lack of active leaders we have had to disband our Explorer Unit. Our other 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.

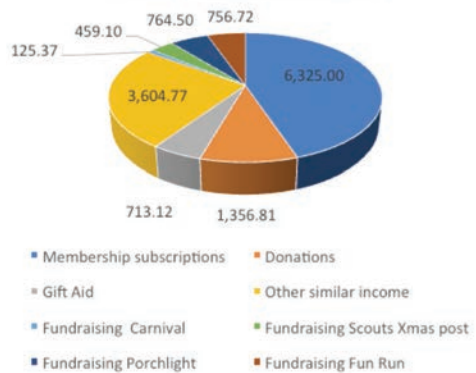
Finances

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.

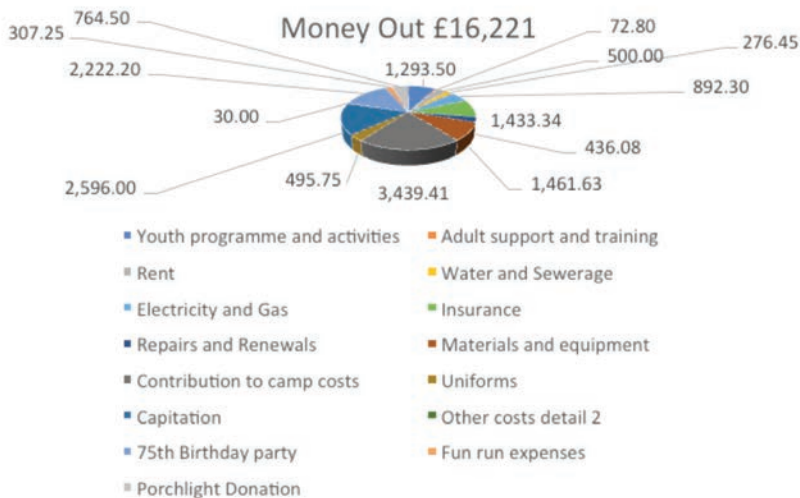
In Summary

Our income for the year to March 31st 2019 amounted to £14,105 (£12,960 in 2018) and our expenditure was £16,221 (£14,067 in 2018). Our cash reserves are £19,042 (£21,236 in 2018). The reduction in cash reserves over the period was due to the funding of the Group's 75th anniversary fun day.

Money Received £14,105



Money Out £16,221



Staplehurst Scout Group Receipts and Payments Account

	Year start date		Year end date
	For the year from	01/04/2018	To 31/03/2019

Receipts and payments

	2018/19 Unrestricted funds £	2017/18 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	6,325.00	6,024.30
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	6,325.00	6,024.30
Donations	1,356.81	907.94
Legacies	-	-
Gift Aid	713.12	1,134.28
Other similar income	3,604.77	3,324.94
Sub total	11,999.70	11,391.46
Grants		
Maintenance grant	-	-
Other grants	-	-
Sub total	-	-
Fundraising (gross)		
Carnival	126.37	418.30
Scouts Xmas post	459.10	437.06
Porchlight	764.50	444.00
Fun Run	756.72	270.00
Sub total	2,105.69	1,569.36
Investment income		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
Sub total	-	-
Total Gross Income	14,105.39	12,960.82
Asset and investment sales, etc.	-	-
Total receipts	14,105.39	12,960.82

Staplehurst Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	01/04/2018	To	31/03/2019

Receipts and payments

	2018/19 Unrestricted funds £	2017/18 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	1,293.50	327.50
Adult support and training	72.80	-
Rent	500.00	500.00
Water and Sewerage	276.45	225.98
Electricity and Gas	892.30	1,068.83
Insurance	1,433.34	1,415.61
Repairs and Renewals	436.08	122.47
Materials and equipment	1,461.63	2,291.74
Printing and photocopying	-	169.00
Contribution to camp costs	3,439.41	3,790.03
Uniforms	495.75	501.44
AGM and trustee expenses	-	64.77
Capitation	2,596.00	2,967.00
Other costs detail 2	30.00	376.95
75th Birthday party	2,222.20	-
Sub total	15,149.46	13,821.32
Fundraising expenses		
Fun run	307.25	246.65
Porchlight Money to district	764.50	-
Detail 3	-	-
Other fundraising costs	-	-
Sub total	1,071.75	246.65
Total Gross Expenditure	16,221.21	14,067.97
Asset and investment purchases, etc.	-	-
Total payments	16,221.21	14,067.97
Net of receipts/(payments)	- 2,115.82	- 1,107.15
Cash funds last year end	-	-
Cash funds this year end	- 2,115.82	- 1,107.15

Statement of assets and liabilities at the end of the year

	31/03/2019	31/03/2018
	Unrestricted funds £	Unrestricted funds £
Cash funds		
Bank current account	19,012.98	21,205.17
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	30.00	30.00
Total cash funds	19,042.98	21,235.17
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	247.72	92.81
Insurance claim	-	-
Sub total	247.72	92.81
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	171.35	444.03
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	171.35	444.03
Contingent liabilities and future obligations		
The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 22nd May 2019 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by		
Signature	Print Name	
		William 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 31st March 2019

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 26 to 28

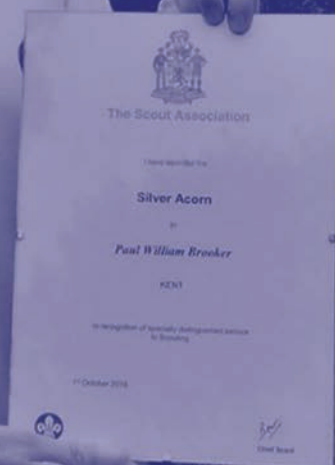
Scrutineer's Statement

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

Name	Rory Silkin
Address	1 Vine House, High Street, Staplehurst, Kent TN120AR
Date	23rd May 2019
	LT700005

A photograph of Paul Brooker, an older man with a mustache, wearing a white Scout polo shirt and a neckerchief, holding a Silver Acorn Award certificate. He is standing next to a woman in a Scout uniform who is smiling and holding the other side of the certificate. The background is a wooded area.

**Congratulations to Paul
Brooker on receiving his
Scout Association Silver
Acorn Award**



**We always need more leaders.
Want to help? Get in touch
01580893133**

Notes

www.staplehurstscouts.org.uk
chair@staplehurstscouts.org.uk



**Out thanks to Cozapp for sponsoring
the production costs of this report**

