

## Staplehurst Scout Group

### Annual General Report 2024



Squirrels and Beavers at St. George's Day Parade

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## 1.Minutes of AGM 2023

### Staplehurst Scout Group Annual General Meeting 4<sup>th</sup> July 2023 8pm

#### In the presence of:

Bill Best	Chair
Frances Best	GSL
Mark Best	Treasurer
Adam Best	Eagle Cub Leader
Melanie Byhurst	Secretary
Lindsay Oakes	Squirrel & Beaver Scout Leader
Mark Lawrence	District Commissioner
Cath Mills	Parent Representative
Ness Johnson	Eagle Cub Leader
Edwin Burnham	Eagle Cub Leader/Scout Leader
Donna Elliott	Squirrel & Beaver Scout Leader
Emma Hanson	Squirrel & Beaver Scout Leader
Mandy Hallett	Squirrel & Beaver Scout Leader

#### And with apologies from:

Mark Jeffery	Scout Leader
Carole Collins	Cub helper

#### Parents and Supporters:

Serena Hoadley, Steve Hoadley, Jo O'Day, Lucy Agate

#### Key Business

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

Bill Best opened the meeting and welcomed everyone.

##### 2. Apologies for absence

The above-mentioned apologies were received.

##### 3. Acceptance of minutes of previous AGM (2022)

Bill asked the meeting if anyone had any comments or proposed changes for the minutes from last year. There were no changes.

Ness Johnson proposed to approve the minutes, seconded by Edwin Burnham and carried by the meeting without opposition.

##### 4. Receive & adopt the Financial statements for the 2023 financial year

Bill ran through the accounts briefly with the meeting and explained what money has

been spent on over the last financial year. Expenditure included refurbishment of the kitchen and works to improve the grounds around the scout centre.

The group's cash reserves at the end of the reporting period stood at £26,842.

Adam Best proposed to approve the accounts, seconded by Emma Hanson and carried by the meeting without opposition.

#### **5. Receive and adopt the Annual Report for the 2023 financial year**

Bill briefly ran through the content of the annual report and informed the meeting it was available online to view and can be forwarded out via email.

Serena Hoadley proposed to approve the annual report, seconded by Edwin Burnham and carried by the meeting without opposition.

#### **6. Elections and appointments for 2023/2024**

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

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

Frances, as GSL, nominated Bill Best as Chair for the coming year and he agreed to stand again. Bill informed the meeting that this would be his last year standing as Chairman.

#### **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 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 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, Lindsay Oakes Squirrel and Beaver Leader, Adam Best Cub Leader, Bill Best Chairman, Edwin Burnham Scout Leader and Mark Jeffery Scout Leader.

The above trustees were elected unchallenged by the meeting.

Frances Best informed the meeting she will be stepping down as GSL due to additional work commitments. This means Frances will no longer be a trustee and the group needs to find a new GSL.

**11. Appointment of Independent Examiner for 2023/2024**

Bill informed the meeting the groups existing independent examiner, Karen Sheppard, has agreed to stand again for another year and was elected unchallenged by the meeting.

**12. Presentation of awards**

Mark Lawrence presented the following service awards;

5 Year Service: Mark Best

15 Year Service: Ness Johnson and Mel Byhurst

Wood Beads as GSL: Frances Best

**13. Close of formal meeting**

The meeting closed at 8.25pm.

Open Session:

Bill informed the meeting that the group are looking for a gardener now Geoff has stepped down from being quartermaster. It will involve cutting the grass every couple of weeks.

Bill mentioned to the meeting that unfortunately, one of the groups former scout leaders Mark Wedell has passed away this year. The group has purchased a rose plant in memory of Mark along with two rose plants to remember Neil Clark and Liz Davies, other former cub leaders who passed away a couple of years ago.

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

William Best  
Chair, Staplehurst Scout Group.

## 2. Who's who in Staplehurst Scouts

### Group Board of Trustees (2024)

Appointed – all to be confirmed at AGM

William Best	Chair
Treasurer	Vacancy
Secretary	Vacancy

New Trustees will be elected by the Scout Council at the AGM

### Ex-Officio) Members:

Group Lead Volunteer	District Lead Volunteer Mark Lawrence (until September 2024)
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Bankers: - Lloyds Bank

### Group Section Leadership Team (up to period March 2025)

#### Squirrels:

Squirrel Scout Leader	- Lindsay Oakes
Squirrel Scout Leader Assistant	- Donna Elliott
Squirrel Scout Leader Assistant	- Mandy Hallett
Squirrel Scout Leader Assistant	- Abbi Reader

#### Beavers:

Beaver Scout Leader	- Lindsay Oakes
Assistant Beaver Scout Leader	- Donna Elliott
Assistant Beaver Scout Leader	- Mandy Hallett

#### Cubs:

Cub Scout Leader	- Vacant
Assistant Cub Scout Leader	- Adam Best
Assistant Cub Scout Leader	- Vanessa Johnson
Assistant Cub Scout Leader	- Frances Best
Assistant Cub Scout Leader	- Andrew Wells
Assistant Cub Scout Leader	- Vince Fordham
Assistant Cub Scout Leader	- Edwin Burnham

#### Scouts:

Scout Leader	- Edwin Burnham
Scout Leader	- Mark Jeffery
Scout Leader	- Stan Hussey
Scout Adult Helper	- Neil Emberley

**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.**

### 3. From the Chair

Welcome to our 2024 Annual General Meeting and I hope this report will be useful to you and will give you some insight into the full scope of the work that the Staplehurst Scout Group does and to give you an understanding into the many things that must 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 they - we - wouldn't do it!).

A recurring theme of my time in the Chair at the Scout Group has undoubtedly been the struggle to recruit new adult leaders and helpers to come along and keep the Group active and vibrant. It is fair to say that we have had a positive year in this regard and have welcomed a number of new adult helpers and leaders but we'd still like some more. If you would like to help, however part time and however suits you best, please do get in touch.

On top of the call for people to help at meetings, this year we are putting out a special call for new volunteers to help with the general management of the Scout Group. We are looking for a new Treasurer and a new Secretary. If you have some managerial, administration or accounting skills then please come and help us keep scouting in Staplehurst alive and kicking. The voluntary part-time roles are not very time-consuming but very important to us. We also think getting involved with our group is a lot of fun.

Our finances are healthy and our reserves above our target. You can see a full rundown of our finances later in this report. We are immensely grateful to the Post Code Lottery for a donation of £5,000 from the Millionaires Street Funding programme. I'd also like to thank the Parish Council for a donation of £200 which helped us cover some of the costs of hosting the Men's Shed whilst repairs were undertaken in the Youth Club building.

The Scout Group is entirely dependent on the money we receive from 'Subs' from our members and other fund-raising activities that we undertake. We are very proud that right through these times of high inflation and cost of living pressures, we have frozen 'subs' and in fact I can't remember the last time we raised them! In addition to the fund raising we do to keep 'subs' as low as we can, we are also immensely proud that we have supported other charities and made donations to the KSS Air Ambulance, the community fridge, Young Minds, Make a Wish UK and Porchlight in the past year.

Some of you may remember that at last year's AGM I did announce that the year that has just passed would be my last as Chair after 16 years in the role. I was hoping to find a new Chair to take the Group through the transition to the new governance model set out by the Scout Association. Alas, so far, the search for a new Chair has been unsuccessful and so, if appointed at the AGM, I will serve one more year to help with the establishment of the new Trustees Board and the separation of strategy and operations as required by the Scout Association.

**Bill Best**

**Chair, Staplehurst Scout Group**

#### 4. Section 4 is omitted this year

#### 5. From the Scouts



**STAPLEHURST  
SCOUTS**

#### Staplehurst Scouts Horsa Troop

Much has occurred since our last report to this meeting. Our section currently stands at 12 scouts, with one more currently trying it out before moving up, 4 scouts have been invested since the last report, 2 young people have joined to help as young leaders (one via Explorers, the other via D.o.E.), and a recently joined cub leader has begun helping when he is able.

We have enjoyed a full varied, interesting, and hopefully instructive programme which we hope the scouts have enjoyed. Our thanks go to experienced members of the group, district, and county for their support in dealing with the issues which the section faces. Our deepest hope is that our current issues may be resolved, allowing us to fully develop our programme to do all the more with the section, as we wish to do. As ever, we shall always continue to do the best we can for our scouts under the conditions we operate with. For now, morale holds within the section.

Summer camp was once more jointly held with the Cubs at the end of June 2023. This year it was at Addamswell near Tunbridge Wells, alongside the Spa valley railway. While the rain did its' best to dampen spirits there was much to enjoy from the quad biking and axe throwing, wood collection, axe work, and fire making, the impressive cooking of Serena et. al. for the whole camp, to the cooking which the scouts themselves did. On that front, aside from breakfast, the scouts cooked Lobsouse, a stew of hard tack (ships' biscuit) and salt beef (from which Liverpoolians sobriquet of "Scouser" is derived) which in combination with the rain perhaps gave them a slight idea of the life of an 18<sup>th</sup> C. sailor, and the old British favourite (now rather out of fashion) of boiled ham and Pease pudding cooked alongside in a muslin; both of these were cooked by the scouts on their fire. Most of the scouts gamely tried these things even if they had their doubts, for the most part finding themselves pleasantly surprised (particularly in the case of the gammon and Pease pudding). Looking forward, we shall once again be camping alongside the Cubs, this year at 4<sup>th</sup> Sevenoaks's HQ.

The scouts acquitted themselves well during the Remembrance Sunday parade up the high street and were on the whole a credit to themselves, scouting, and the community on quite such an important day. Of note, someone who'd recently moved into the village commented that they were very impressed by the parade as a whole and in particular the scout group; these things do make a difference to the community at large.

Jumping forward to Christmas, we held our annual Scout Post deliveries, delivering 952 cards over the 2 Saturdays (489 and 563) and raising a total of £460 of which half was donated to the local KSS air ambulance service. Our thanks go to all who continue to make sure it happens.



After Christmas, on the 19<sup>th</sup> January, we held our cardboard box sleep-out to raise awareness amongst the scouts about homelessness. A speaker from Porchlight kindly came and talked to the scouts during the meeting about homelessness, following which the scouts constructed their cardboard box structures along the path. Not all of the scouts wished to or were able to stay overnight so we were left with four who were to sleep out. As it happens it was one of the coldest nights of the year, and while they briefly tried it out they decided to move into the (marginally warmer, and less breezy) hall, where the Squirrels' pillows were useful. The leaders, who had the benefit of a fire, remained outside around it. By the time breakfast was cooked and the scouts were collected everyone was exhausted. The effects of continuous chronic exposure to the elements day and night without fire or appropriate clothing as in the case of the homeless unquestionably serious.

On a lighter note, we have found great enthusiasm amongst the scouts and a great deal of success with scout-led meetings where one or two scouts get an opportunity to plan and put into action an evening's programme. So far we have had 3 such meetings as of the time of writing – Christmas arts & crafts etc. from our two patrol leaders, a game show style evening from one scout, and recently one with both cricket and football followed by (disc-less) DJ-ing from another scout. Overall, so far, these have been a great success. Hopefully they also give those running them more of an idea as to how things have been organised before meetings, and the ease with which time flies away when people are talking when they'd do better listening.

In March we took the scouts climbing at district HQ, sited at Lower Grange Farm to the north of Maidstone, up against the motorway. The scouts seemed to have an excellent time climbing the walls, were taught about how to b-lay, and had the opportunity to have a go abseiling.

We were very impressed with the turnout and smartness of the scouts for the district St. George's day parade in Hawkhurst, and fortunately the rain held off, at least until the last few minutes when it promptly started soaking everyone.

Recently we had the opportunity to visit the bell ringers in the All Saints' tower. Meeting at the church's door we met some visitors from county and held an investiture for a scout. We then met with the bell ringers and climbed the tower to the ringing room two floors up, where they were kind enough to explain the practice and history of ringing, and to demonstrate bell ringing to the scouts. After that, the scouts were able to go up to the belfry to watch the bells (which had the strikers inside immobilised to mute the bells) rotate as they were rung which was quite the impressive sight, particularly alongside the faint movement of the tower itself. Towards the end, once the bells had been 'rung down' to their lowest energy resting positions, the scouts were given the opportunity to pull on both the lightest and heaviest bells in the tower. Overall, a good time was had by all, and many thanks to the bell ringers and the church for the evening.

The Troop run on Friday evenings 7.30-9.30 pm. Scouts are aged 10.5-14 Years.  
Contact us for more details [scouttroop@hotmail.co.uk](mailto:scouttroop@hotmail.co.uk)

Edwin, on behalf of the Scout section leaders.

## 6. From the Cubs

### cubs+

As always, I would firstly like to say a big thanks to all the Cubs, parents and the Leaders, for all their support and hard work over the past year. Over the last year we have said farewell to our older Cubs, some who have joined Scouts and some who have left Scouting. We have also welcomed new members into the pack, some from Beavers and some new into Scouting.



As usual we carry out work towards numerous badges over the past year including the Navigators, Artists, and various staged badge work.

At Cubs always try to run a programme that is full of different activities and games.

We've had an annual end of term meeting at Angley Woods to enjoy nature with a walk and some games.

When we returned in September we made use of the good weather and light before the longer nights kicked in, outdoor games, soggy rounders, going on a walk and doing some outdoor cooking.

Back in our HQ for the colder months, we had a go at rock painting to then, go and hide them around the village. We built some fun cardboard box mazes, had an opposite day and tee shirt decorating. As we always, with great pride, we took part in the Remembrance Parade in the village, marching from the Village Centre up to All Saint's Church.

We've had a go at some yoga for the Cubs escape room style puzzles and problem solving, renewing our Promise, learning new home skills like making a cuppa, ironing our scarves and changing the bed! We've learned a bit more about the human body, writing short stories and making clay models.

We've all had a go at making volcanoes and then trying to make them erupt (with mixed results) and making milkshakes for National Milk Day. We've had a go at making models out of plastic till receipt rolls, and taking part in our annual pancake making meeting as well as learning some more about Burns night and Patron Saints.

As the days are getting longer again (finally!!!) we will be heading back out of the Scout Centre for walks, games, outdoor cooking and maybe one or two water activities.

Last year's joint camp with the scouts was at Adamswell campsite in Langton Green, where the weather was really mixed. There were a couple of really soggy days as well as nicer days where we could get out and about the local area to explore. This year we are heading back to Sevenoaks.

We have had lots more cubs, awarded with their Chief Scout Silver Award as they moved up to Scouts this is the highest award that can be gained whilst in the Cubs. Thank you to all the Cubs who continue to join us week after week, learning new skills and making new memories.



We offer Scouting to young people aged between 8-10.5 years, for more information please contact [eaglecubs@staplehurstscouts.or.uk](mailto:eaglecubs@staplehurstscouts.or.uk) So, if you like the look of what you have just read, please feel free to make contact to learn more. We are always looking for new members throughout the entire Group.

Adam  
Akela, Eagle Cubs

## 7. From the Beavers



The Staplehurst Beavers is growing fast and we have now upped our numbers back up to 20! We run lots of amazing activities that help our Beavers grow, learn new skills and most of all having lots of fun! Over the past 12 months the Beavers have taken part in lots of fun challenges that make the Beavers step out of their comfort zones.

We had a visit from Su from U CAN TOO! Su taught us about different types of technology and how to do coding! We learned how to programme LED lights! And make different light patterns. We all got to use a laptop each, which was amazing for such a big group of Beavers!



We all took part in the nations Big Bird Watch 24. We made bird feeders and hang them out in our own gardens then spent an hour bird watching and noting down all the different types of birds we spotted.

The Beavers enjoyed 2 sessions all based on space! We watched a Space X launch, built rockets, played Hot Moon and made lots of space puzzles. We learnt about the Solar System and constellations. Everyone made a solar system using salt dough and then painted them. We learned how an astronaut eats, sleeps and yes...Poo's in space!!!!

The Beavers have been on a few trips over the past year – Trip to Buttercups Goat sanitary, The Pantomime and to the Free Church and Community Fridge. We took our Beavers to the Lower Grange Farm Spooky Halloween Event where we got to do archery, rock climbing, circus skills and the cave bus. This time, Lower Grange had a special visitor who brought along snakes, spiders, lizards, and other creepy crawlies! Some of us were brave and held some of them!

We spent one weekend bag packing at Sainsbury's and all of the funds raised was used for new activity equipment! We like to involve our parents and have a weekly parent helper. This term one of our lovely parents took small groups and showed them how to fix a bike tyre and how to look after our bikes. This was all part of the cyclist badge! Each Beaver brought in their bikes and our young leaders took small groups around the school grounds playing follow the leader, making obstacle courses and bike races! The Beavers had such a brilliant night!



At the moment, we are taking part in the Beavers YOUSHAPE badge. This is a great badge where the Beavers are in charge and plan their own activities and teach our Beaver friends! So far, we have enjoyed bowling and football, then we have an archery night planned and a movie night! This badge gives all the Beavers a chance to plan and lead an activity. This gives each the confidence to stand up and show us their own skills and likes and interests.

Over the past year, I have awarded around 400 activity and Staged badges plus 15 Remembrance parade badges, 14 St. George's day parade badges and 12 Bronze award badges! This is the highest award a Beaver can get!!!!

We are looking forward to completing our YOUSHAPE BADGE, a visit from the RNLI, and our summer camp!!!! Then hopefully in September/October time a trip to London to the Sealife Centre!!!!

Lightning.

## 8. Squirrels



The Staplehurst Squirrel Drey opened just over a year ago. We have lots of fun in our drey learning lots of fun skills, making lots of new friends and learning how to be independent. Squirrels like routine! Each session we start with a story which is usually based on the badge we are covering at that time. We have enjoyed so many different exciting activities including den building, arts and craft, dancing and singing action songs and our favourite was learning about all the superhero's that we have in Staplehurst village! From Doctors to nurses, to vets and food shops to the chemist and churches.



Mary from the Community Fridge came to visit us! She showed us how to use food wisely and how much food gets wasted each year. Mary told us how the Community Fridge can help so many people. Nutkin set us a challenge where we had to donate 4 different items for our collection basket to donate to the Community Fridge! The squirrels thought really hard and thought what things they may need. As a group, we donated enough to fill 4 large baskets full of tinned food, tea, coffee, fresh foods like fruit and vegetables. Some donated toothbrushes and toothpaste, washing powder and soap! And not forgetting pet food!

We have been on a few trips over the past year, a trip to the Pantomime, Leeds castle, Lower Grange farm for the Go NUTS event and in March we took part in the Kent Squirrels get-together at Rare Breeds! We enjoyed a pirate day camp, dressing up and being pirates for the day was so much fun! We made messages in a bottle, played pirate games, Tin Can alley, digging for treasure and eating yummy pirate foods!



Over the past year the squirrels have earned over 300 Badges and I have awarded 5 Chief Acorn awards! The top award for Squirrel Scouts!

The UK Squirrel Scout team put together a pilot badge and they chose 80 different UK Squirrel Dreys to take part in. We were chosen to take part! The badge was YOUSHAPE. We were given the outline of the requirements, and the rest was down to us! This badge is the same as Beavers, Cubs and Scouts YOUSHAPE being child lead. As a group the squirrels decided they wanted to make a village out of junk materials. They decided what buildings they wanted to make and what resources they needed. The squirrels came armed with lots of egg boxes, big and

small boxes, plastic bottle and containers and lots and lots of sticky tape!

The Squirrels took 2 hours to make their village and once it was all put together we had a space launch pad, a rocket building shop, a toy shop, Tesco's, car shop and a crocodile crossing as we had a zoo built in Staplehurst! The children got to use their imagination to design and built this fantastic village!

The Squirrels are looking forward to their very first squirrel sleepover this month!

Nutkin, head Squirrel!

## 9. Volunteering

As mentioned previously we are, once again this year, making a call to try and find more volunteers to get involved in Scouting. It is easier than you may think and one of the most fun, rewarding and positive things you can ever do. You can give as much or as little time as you like. Whether you can spare an hour a month or a day a year, we will match opportunities that fit your skills and time available. We have opportunities both behind the scenes and working with young people in uniform.

With full support and training, you can experience the fun, friendship and adventure of Scouting for yourself, all on a flexible basis. You do not need any previous Scout experience and we welcome everyone, both male and female and with no upper age limit. You do not even have to camp if you do not want to! So, if you would like to have fun and make friends, earn professional qualifications and make a real difference to the lives of young people please read on.

## Join the Scouting Adventure in Staplehurst

Scouting offers the chance to build on personal skills, such as teamwork, confidence and leadership, as well as gaining externally recognised skills, all whilst having a brilliant time.

The majority of our volunteers believe that the skills and the experiences they have gained through Scouting have been of relevance to their working or personal lives, so come and volunteer with us and make a positive impact on your community.

To get started with your adventure, take a look at our vacancies below and see which areas interest you – feel free to get in touch if you have any questions, or would like to have an informal chat about where you could fit into the fun and adventure.

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

### Assistant Section Leaders

Squirrels (4 to 6 years): Beavers: (5.75 Years – 8 Years).

Cubs: (8 Years- 10.5 Years).

Scouts: (10.5 Years – 14 Years)

*Are you good at being supportive? Can you motivate and inspire?*

Then we are looking to fill positions across our sections as an Assistant Section Leader. You will help the section leader with the running of the section. Splitting tasks up between you, e.g. sorting out trips, talking to parents and making sure other leaders know what they are doing. Some of your main responsibilities are outlined below:

#### **Main Responsibilities:**

- ✓ Support the delivery of a safe, exciting and stimulating balanced programme for the section taking into account the needs, interests and abilities of the young people.
- ✓ Support the safe delivery of the programme in accordance with the Policy, Organisation and Rules of the Scout Association.
- ✓ Ensuring that every young person in the section has the opportunity to attend at least one Nights away experience each year.
- ✓ Actively support and promote the achievement of badges and awards, in particular the Chief Scouts Award.
- ✓ Actively work with other adults in the group to support and promote group or multi-section activities and events.
- ✓ Agree how you can support the section leader to ensure regular opportunities are provided for young to express their views on the programme and running of the section and that they are taken into account.
- ✓ Actively support the section leaders to promote the moving on from section to section.

#### **Operation of the Section:**

- ✓ Work with the group scout leader and group executive committee and others to support recruitment and inducting appropriate section leaders, assistant leaders and section assistants.
- ✓ Regularly review the operation of the section.

- ✓ Make and maintain good relationships with parents/carers of the young people. (This may include running a parent rota or inviting parents to support camps or other residential experiences).

Before you commit to anything we will always sit down and go through the role with you!

### **Parent Representative**

Parent Reps sit on the Scout groups Executive committee to conform with the Scout Association rules. They are here to raise any issues you may have with your child's section, or to liaise with if you have any great fund-raising ideas or wish to help out at an event or activity.

### **Trustee Roles**

#### **Chair**

The Chair will lead the Executive Committee, ensuring that it fulfils its responsibilities within the Group, District or County/Area/Region. The Chair will work closely with the Group Scout Leader/ relevant Commissioner to achieve the purpose of The Scout Association through the development of local Scouting, in accordance with the Policy, Organisation and Rules of The Scout Association.

#### **Skills for a Chair:**

- Strong leadership skills
- Strong communication and inter-personal skills
- Ability to work as part of a team
- Able to think creatively and solve problems
- Able to motivate others and encourage participation
- Able to handle and resolve conflict effectively
- Willing to speak one's mind and listen to the views of others.
- Able to maintain independent and objective judgement
- Willing to actively design and contribute to the strategic vision of the Group, District or County/Area/Region
- Willingness to take decisions which will further the work of the Group, District or County/Area/Region.

#### **Treasurer**

The Treasurer will provide sound financial administration, support and information to the Executive Committee and Group, District or County/Area/Region in accordance with the Policy, Organisation and Rules of The Scout Association

#### **Skills for a Treasurer:**

- Strong organisational skills
- Strong communication skills
- Ability to work as part of a team
- Able to think creatively and solve problems
- Previous experience of financial management or the role of a Charity Treasurer
- Able to analyse financial information effectively
- Good IT skills
- Ability to summarise financial information for different audiences
- Willing to speak one's mind and listen to the views of others.
- Able to maintain independent and objective judgement



## 10. GOVERNANCE, OBJECTIVES, ACTIVITIES and ACHIEVEMENTS

The 1st Staplehurst Scout Group is managed entirely by volunteers.

Staplehurst Scout Group is a registered charity, and the Trustees assume fiduciary responsibility. Our registered charity number is 308225.

### 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 Scout Groups.

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

### Structure, Governance & Management

The Group is now governed by a Trustee Board following the new governance structure introduced by the Scout Association. The Trustee Board is a team of volunteers who work together, as charity trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance. Effective Trustee Board governance helps our volunteers deliver fantastic programmes that give young people skills for life.

The Trustees have responsibility over the following:

- ✓ Manage money well.
- ✓ Follow Scouts policies and relevant legislation.
- ✓ Look after buildings, insurance and property.
- ✓ Manage risks and maintain a risk register.
- ✓ Help the charity to operate well, today and in the future.

### Risk and Internal Control

The Trustee Board has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate them. The risk register is reviewed annually and displayed prominently inside the Scout Centre.

In addition to the risk register, the Group has identified other possible risks to ongoing operations:

*Damage to the building, property and equipment.* In the advent that the Scout Centre becomes unusable for a period of time, 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 informal 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 by the section leaders.

*Reduced income from fund raising.* The Group is primarily reliant upon income from subscriptions, donations, and fundraising, supplemented by Gift Aid revenues. 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 Group 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. Over the last year we have seen a continuation in the slow rise of numbers following the lockdown period which took a heavy toll on member numbers. This has mainly been in the Beaver and Squirrel sections. The Group has decided to not to raise subs in support of families feeling the impact of the cost-of-living crisis.

*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 4 to 14. 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.

*Financial controls.* The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two signatories on all accounts as well as close monitoring by the Group Treasurer and in turn the Trustees of all income and expenditure. The Trustees oversee the Group's financial rules and delegation of expenditure, which require any purchase over £50 to come to the Executive Committee for approval.

## 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.

## Other Information

There are always works required for the upkeep and renovation of the external fixtures and fittings, landscaping the external grounds so that better use of this can be made and to create a nature garden. Extra help from parents and other volunteers is always welcome to assist with these tasks.

Attracting new leaders and helpers remains the biggest challenge 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

We undertook the annual Christmas Post service and raised £460 of which half was donated to the local Air Ambulance Service. Sections have also raised money for other supported charities such as Porchlight, Young Minds, Make a Wish, KSS Air Ambulance and the local food bank fridge.

## 11. Financial Review

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 15 months' running costs of approximately £15,000.

The Group has maintained a higher-than-normal reserve through fund-raising efforts and donations received. We also hold a slight premium on reserves because of the aged nature of the internal and external fabric of the Scout Centre. 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.

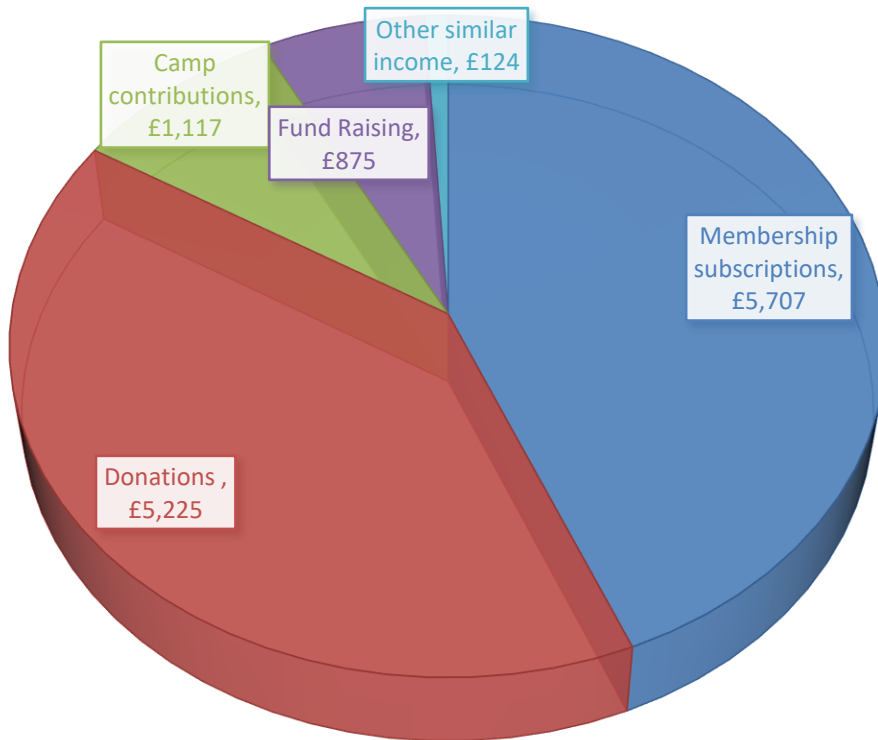
#### In Summary

Our income for the year to March 31<sup>st</sup> 2024 amounted to £14,245 (£9,163 in 2023) which included a one-off donation of £5,000 from the Post Code Lottery Millionaires Street fund. Our expenditure was £13,863 (£14,558 in 2023). Extra rent, energy, capitation and insurance costs continue to put pressure on our finances. Our cash reserves at the end of the reporting period stand at £27,193 (£26,8122 in 2023).

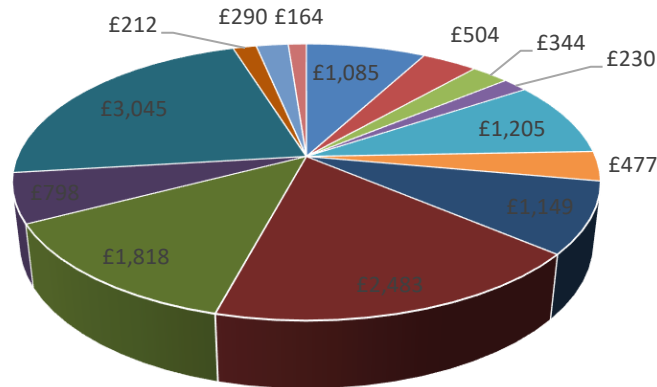
The Group has entered preliminary discussions with our Lease Holder, Kent County Council with regard to obtaining a long lease or lease purchase of the land we currently occupy. We believe that additional security on our lease is necessary to be able to start raising funds for a rebuild of our current building.

Next we take a look at where our money comes from and where it goes.

## MONEY RECEIVED £14,245

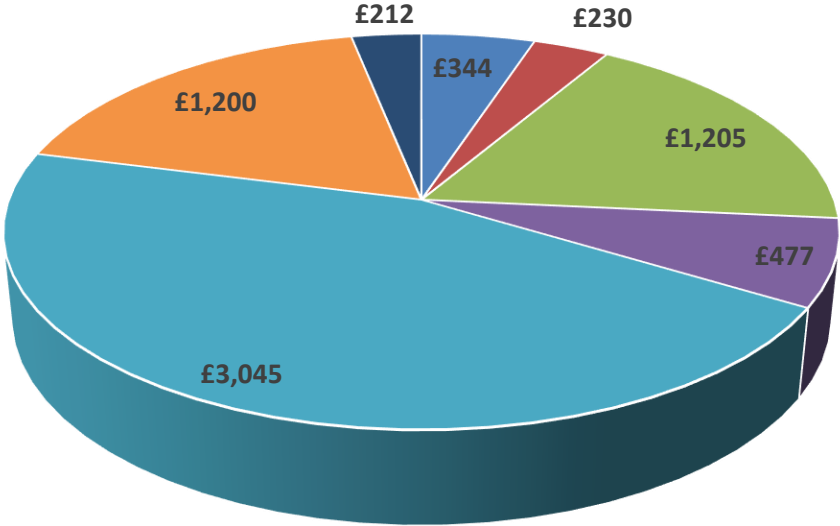


## Money Out £13,870



- |                                  |                              |
|----------------------------------|------------------------------|
| ■ Youth programme and activities | ■ Adult support and training |
| ■ Rent                           | ■ Water and Sewerage         |
| ■ Electricity and Gas            | ■ Insurance                  |
| ■ Repairs and Renewals           | ■ Materials and equipment    |
| ■ Uniforms                       | ■ Camp subsidy               |
| ■ Capitation                     | ■ Website                    |
| ■ Donations                      | ■ Fundraising Expenses       |

# Fixed Costs £6,713



- Rent
- Water and Sewerage
- Electricity and Gas
- Insurance
- Capitation
- Reapirs and Maintenance
- Website

**Staplehurst Scout Group**  
**Receipts and Payments Account**

	Year start date		Year end date
For the year from	1/4/2023	To	31/3/24
<b>Receipts and payments</b>			
	<b>2023/24</b>		<b>2022/23</b>
	<b>Unrestricted funds</b>		<b>Unrestricted funds</b>
	£		£
<b>Receipts</b>			
<b>Donations, legacies and similar income</b>			
Memberships subscriptions	- 5,706.65	-	3,848.04
Less: Membership subscriptions paid (National/County/Area/District)	-	-	-
Net membership subscriptions retained	- 5,706.65	-	3,848.04
Donations	- 5,225.46	-	3,264.11
Camp Contributions	- 1,117.00	-	1,314.00
Special Projects	-	-	-
Legacies	-	-	-
Gift Aid	- 1,196.95	-	-
Other similar income	- 124.00	-	22.50
<b>Sub total</b>	<b>- 13,370.06</b>	<b>-</b>	<b>8,448.65</b>
<b>Grants</b>			
Maintenance grant	-	-	-
Other grants	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>			
Jumble Sales	-	-	-
Scouts Xmas post	- 479.60	-	427.55
Scouts sleepout	-	-	143.50
Fun Run and Crocker Smash	- 395.49	-	143.87
<b>Sub total</b>	<b>- 875.09</b>	<b>-</b>	<b>714.92</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>-</b>
<b>Total Gross Income</b>	<b>- 14,245.15</b>	<b>-</b>	<b>9,163.57</b>
<b>Asset and investment sales, etc.</b>	-	-	-

<i>Total receipts</i>		-	14,245.1£	-	9,163.57
<b>Staplehurst Scout Group</b>					
<b>Receipts and Payments Account</b>					
		Year start date		Year end date	
	For the year from	1/4/2023	To	31/3/2024	
<b>Receipts and payments</b>					
		2023/24		2022/2023	
		Unrestricted funds		Unrestricted funds	
		£		£	
<b>Payments</b>					
<b>Charitable Payments</b>					
Youth programme and activities		-	1,085.00-	-	1,086.83-
Adult support and training		-	504.50-		
Rent		-	344.00-	-	500.00-
Water and Sewerage		-	230.20-	-	150.21-
Electricity and Gas		-	1,205.26-	-	889.05-
Insurance		-	477.01-	-	1,766.93-
Repairs and Renewals		-	1,149.55-	-	439.13-
Materials and equipment		-	2,483.01-	-	3,136.94-
Printing and photocopying		-	--	-	--
Contribution to camps		-	798.12-	-	1,862.50-
Uniforms		-	1,818.27-	-	1,096.16-
AGM and trustee expenses		-	31.19-	-	--
Capitation		-	3,045.00-	-	2,400.00-
Sub Refund		-	17.50-		
Website		-	212.39-	-	198.00-
Sum Up Costs		-	25.98-		
Rent Advance				-	500.00-
Donations		-	290.00-	-	532.55-
Special Projects				-	10,381.63-
<b>Sub total</b>		-	13,716.98	-	24,939.93
<b>Fundraising expenses</b>					
Funrun		-	146.84-	-	125.61-
Other fundraising costs		-	--	-	--
<b>Sub total</b>		-	146.84-	-	125.61-
				-	25,065.54
<b>Total Gross Expenditure</b>		-	13,863.82		
<b>Asset and investment purchases etc.</b>		-		-	--

<b>Total payments</b>		- 13,863.82	- 25,065.54
<b>Net of receipts/(payments)</b>		- 381.33	- 15,901.97
<b>Cash funds last yearend</b>		- 26,812.53	- 42,714.50
<b>Cash funds this year end (1)</b>		- 27,193.86	- 26,812.53

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

		31/3/2024	31/3/2023
		Unrestricted funds	Unrestricted funds
		£	£
<b>Cash funds</b>			
Bank current account		- 26,872.19	- 26,812.53
Bank deposit account		- -	- -
Building society account		- -	- -
The Scout Association Short Term Investment Service		- -	- -
Cash/Floats		- 30.00	- 30.00
<b>Total cash funds</b>		- 26,902.19	- 26,842.53
<b>Other monetary assets</b>			
Tax Claim		- -	- -
Subscriptions not yet paid		- -	- -
Debts due from the County/Area/District/Group		- -	- 24.00
Insurance claim		- -	- -
<b>Sub total</b>		- -	- 24.00
<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>			
Badgestock		- -	- -
Shopstock		- -	- -
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		- -	- 424.60
Subscriptions not yet paid		- -	- -
Loan- detail		- -	- -



Other liabilities		-	-	-	-
<b>Subtotal</b>		-	-	-	<b>424.60</b>
<b>Contingent liabilities and future obligations</b>					
<i>(1) The cash funds this year end reflect income received and expenses incurred during the financial year but paid after 31 March 2024.</i>					
The above receipts and payments account and statement of assets and liabilities were approved by the trustees on _____ (the date of the Executive Committee meeting that approved the accounts) and signed their behalf by					
Signature		Print Name			
					William Best
					Mark Best

## 12. Scrutineer's Report to the Trustees of

### Staplehurst Scout Group

I report on the accounts of the Group/District for the year ended 2023/24.

#### **Respective responsibilities of Trustees and Scrutineer**

As the Group'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 constitution, I have scrutinised the records and the accounts set out in the annual report.

#### **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  
Address: 89 Bathhurst Road  
Staplehurst  
Kent  
TN12 0LH



Date: .....17/6/2024.....



## **Summer(!) Camp 2023**

Most of the time summer camp is great fun – and just occasionally it rains.

Nothing stops the fun though.

Come join us at Staplehurst Scouts.