



## Staplehurst Scout Group

### Annual General Report 2023



At St Georges day parade 2023

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## 1. Minutes of AGM 2022

### Staplehurst Scout Group

### Annual General Meeting

21<sup>st</sup> June 2022 8pm

#### In the presence of:

Bill Best	Chair
Frances Best	GSL
Mark Best	Treasurer
Adam Best	Eagle Cub Leader
Melanie Byhurst	Secretary
Lindsay Oakes	Beaver Scout Leader
Mark Lawrence	District Commissioner
Cath Mills	Parent Representative
Ness Johnson	Eagle Cub Leader
Edwin Burnham	Eagle Cub Leader

#### And with apologies from:

Martin Ralph	Scout Leader
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#### Parents and Supporters:

Sally Clout, Paddy Riordan, José Castro

#### 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 (2021)

Bill asked the meeting if anyone had any comments, proposed changes or additions for the minutes from last year, no one had any.

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

##### 4. Receive & adopt the Financial statements for the 2022 financial year

Bill ran through the accounts briefly with the meeting. The group's income has increased this year to £6,956, from the £2,000 brought in last year. This is largely due to face-to-face meetings now taking place. The group's outgoings this year were £8,000, resulting in the group making a loss. This is mainly down to subs being down and reduced fundraising. Over the coming year the group is looking to increase member numbers and also to hopefully recruit more leaders.

The group was fortunate to receive a government rate support grant of £8,000. Which has boosted the groups cash reserves to £42,000 at the end of the financial year. Within that £42,000 is £5,500 of fundraising money to repair and improve the kitchen and garden.

The groups largest expenditure is capitation, followed by insurance and rent.

Bill informed the meeting that the group's independent examiner has looked over the accounts and has signed them off.

Ness Johnson proposed to approve the accounts, seconded by Frances Best and carried by the meeting without opposition.

#### **5. Receive and adopt the Annual Report for the 2022 financial year**

Bill briefly ran through the content of the annual report and informed the meeting it was available online to view. It meets the rules set out by the Scout Association and the Charity Commission.

Frances Best proposed to approve the annual report, seconded by Cathy Mills 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 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.

#### **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 Beaver Leader, Adam Best Cub Leader, Bill Best Chairman and Martin Ralph Scout Leader.

The above trustees were elected unchallenged by the meeting.

#### **11. Appointment of Independent Examiner for 2022/2023**

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

**12. Presentation of awards**

Mark Lawrence informed the meeting he did not have any awards to present but has recently handed out the following service awards;

5 Year Service: Edwin Burnham

10 Year Service: Mark Jeffery

**13. Close of formal meeting**

The meeting closed at 8.14pm.

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

William Best

Chair, Staplehurst Scout Group.



## 2. Who's who in Staplehurst Scouts

### Group Board of Trustees (2023)

#### 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	-	Lindsay Oakes	- Trustee
Cub Scout Leader	-	Adam Best	- Trustee
Scout Leader	-	<b>TBC</b>	- Trustee
Scout Leader	-	Edwin Burnham	
Scout Leader	-	Mark Jeffery	

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

Parent Representative & Beaver Adult Helper		Emma Hanson
Parent Representative	-	Cathy Mills
Quartermaster	-	Vacant

Bankers:	-	Lloyds Bank
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### Group Leadership Team (up to period March 2024)

#### Squirrels:

Squirrel Scout Leader	-	Lindsay Oakes
Assistant Squirrel Scout Leader	-	Donna Elliott
Assistant Squirrel Scout Leader	-	Mandy Hallett
Assistant Squirrel Scout Leader	-	Emma Hanson

#### Beavers:

Beaver Scout Leader	-	Lindsay Oakes
Assistant Beaver Scout Leader	-	Donna Elliott
Assistant Beaver Scout Leader	-	Mandy Hallett
Assistant Beaver Scout Leader	-	Emma Hanson.

#### 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	-	Edwin Burnham
Scout Leader	-	Mark Jeffery

**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 2023 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 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 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 are really down to the bare bones in terms of adult leaders and helpers for our Scout troop. We desperately need new people to come and help us. Martin Ralph, our long-standing leader, stood down this year and although he will be missed, we wish him all the best and we know he'll be a friend and supporter for years to come. If you would like to help, however part time and however suits you best, please do get in touch. On the bright side, Lindsay has been quietly building a great new team for Beavers and this team has now started our new Squirrels section, which undoubtedly is the highlight of our year.

Our finances are healthy and our reserves above our target. You can see a full rundown of our finances later in this report. This year we completed a refurbishment of the kitchen and updated our hot water and drainage systems. We continue to strive to improve the Scout Centre facilities to help improve the scouting experience for all. We've also carried out some ground works to get a section ready for our forthcoming fire pits and to create a new patio area to the front of the Centre. We have (at long last) also tidied up the area between the two stores and this give us more usable space for activities outdoors.

One of the aspects I try and achieve for the Scout Group is to make us visible in the community and to not only feel part of it but to actively support events and activities in the village and also raise funds for other worthy causes. Our Christmas post proceeds of £460 went to the Hospice in the Weald this year. Our Beavers earned their Money skills badge by raising money doing chores at home and then learning shopping skills by going along to Sainsburys to buy food to then donate to the Staplehurst Fridge (food bank).

Finally, it is a great feeling to be back to a fully active scouting program across all our groups and we have lots of events and activities planned for the coming period and I'm sure all our Beavers, Cubs and Scouts – and now the Squirrels - are in for a lot of fun.

Bill Best  
Chair, Staplehurst Scout Group

## 4. Group Scout Leader Report

The Scout Group continues to grow, with Squirrels opening this year.

We have recruited new helpers which has had a positive effect on the group.

Between our leaders and Exec team we have an amazing 188 years' service which, as you would agree, is an incredible achievement. Another incredible achievement is that Staplehurst Scout Group turns 80 this year and to celebrate this the Group have an outing planned for later in the year.

As with all voluntary organisations we are always on the lookout for more help.

We are looking for individuals who enjoy gardening and DIY to help maintain our garden areas and our buildings and equipment. If this appeals to you or you know someone who would suit these roles, please get in touch.

I love like to use this report to thank everyone, and I mean everyone, who is involved in the Staplehurst Scout Group. Without these people's time, effort and madness the Scout Group would fail and the young people of Staplehurst would miss out on a wonderful opportunity.

Frances Best  
Group Scout Leader  
1st Staplehurst Scout Group  
[gsl@staplehurstscouts.org.uk](mailto:gsl@staplehurstscouts.org.uk)

## 5. Volunteering

Once again this year we are 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 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!

### **Quartermaster**

We need a quartermaster to help with minor repairs to our centre and equipment.

#### **About the opportunity**

Can't help coiling a loose rope when you see one? Do you always insist on packing away a tent the right way? If so, we need your help!

Staplehurst Scout Group are looking for a positive, practical person to be our Group Quartermaster to maintain our equipment, meeting place and look after our stores. You'll join a friendly team committed to helping change the lives of young people.

No specific time commitment is required, and the role is flexible enough to fit around you. We'll provide full support and training, a sociable network, plus it all looks good on your CV.

Scouting offers fun, friendship and life changing adventure to over 450,000 young people across the UK. But this is only made possible by talented teams of local volunteers like you.

### **What are we looking for?**

The Quartermaster is responsible for looking after the stores and equipment that we keep in the Scout Centre and use for many of our outdoor activities. Specific responsibilities include:

- ✓ Keeping the stores tidy and safe
- ✓ Making sure kit is available for camps
- ✓ Assisting in the picking and preparation of kit before a camp
- ✓ Checking all kit is clean and in good working order when returned from a camp
- ✓ Arranging for the repair or replacement of any kit as required
- ✓ Ordering new kit as and when required

### **Practical Considerations**

You can find more information out about The Scouts Association at <http://scouts.org.uk/home>

### **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-easing ideas or wish to help out at an event or activity. We are currently looking for parent rep for Cubs within the Group. [Get in touch](#) to find out more!

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

## 6. From the Scouts



STAPLEHURST  
SCOUTS



Much has changed since our last update, but many things have continued. We have to say, it has been a tough time for our Scout Group since Covid. The lockdown period only allowed for Zoom calls and, really – there isn't much scouting you can do on a mobile phone or laptop. By the time lockdown ended, most of the scouts had reached the age limit and moved on. Getting going again has been a struggle but we are slowly making progress.

Unfortunately, due to other, more pressing commitments Martin Ralph and Emma Watson were forced to stand down as leaders at Christmas 2022, bringing to a close their excellent time of leadership of the scout group. We shall greatly miss them, and we give our heartfelt thanks to both for over 10 years of help and service to the Scout Group.

We also wish them all the best. We know Martin and Emma will always stay friends of the group and we will see them around

from time to time.

So, a new era begins. Edwin Burnham and Mark Jeffery taking over as joint leaders. Their challenge is to get the Scout Group back up and running as it was before the covid lockdown. It's no easy job but I'm sure we will continue the progress we have made so far.

We have been very pleased to welcome Stuart 'Stan' Hussey to our group of leaders, who recently moved into the village, and are very thankful for the ongoing help of Neil Emberley, from Marden Scout group. Needless to say, any adult helpers who would like to come along to scouts would be most welcome!

The camp, joint with the Cub pack was a great success. The scouts shot bows, raced each other (and the cubs) in peddle go-carts, cooked their breakfast on fires they'd lit, pitched tents, hiked to an animal conservation centre to see the animals, worked on improving knife and axe skills, played wide games, made and decorated clay tiles which they then fired in a kiln, of course had a campfire, and plenty more besides!

On returning in September the scouts were introduced to the utility and fun to be had with staves, such as getting over walls and various games. The carrying of staves as part of the uniform has sadly long faded into history, but the scouts were very interested in all that could be done with the humble stout wooden pole.

Going along Headcorn Road on the 1<sup>st</sup> October, you would have found the scouts planting saplings (provided by the greener Staplehurst group), they survived the council's workmen cutting the verge shortly afterwards, and last seen they were doing well. Perhaps something to return to every so often to see how they are doing! Hopefully this may inspire the scouts to plant more trees if the opportunity presents itself – as the phrase goes “The best time to plant a tree is 50 years ago, the next best time is today”.

November brought darkness, and along with it some small rockets Martin had acquired and used previously with the scouts before covid. They were launched from a safe distance with the help of electrical ignition, returning to earth by parachute, after ascending on very spectacular sheets of orange sparks. Rather more Black Knight than fireworks night!

In December, the annual Christmas post followed on the 10<sup>th</sup> and 17<sup>th</sup>. The 10<sup>th</sup> was frosty and icy while the 17<sup>th</sup> still had snow on the ground from the 11<sup>th</sup>'s great blizzard. With the usual amazing help from our Postmistresses Pat and Beryl, Frances providing food and hot coco, the Scouts and other helpers delivering the cards, including Santa Claus it was a great success. 1104 cards were delivered over the two days, raising over four hundred pounds for the Hospice in the Weald, who were very grateful for it.

In the new year, following Martin and Emma's departure we worked to continue things at the previous level, with a wide variety across the meetings.

Improvisation, map reading, themes on the Chinese New Year, teaching fire lighting skills, scout history, staves, making wax burners, and soap carving all featured alongside games and other activities.

April saw the group as a whole travel to Goudhurst for the district St. George's day parade, which in spite of the best efforts of the weather went well. It was good to see other scout groups, and the segment during the service we were requested to create was well received, with thanks to Frances for organising it.

At the coronation party in the park on Surrenden field, the scout group was running a crockery smash stall an idea first instituted by Martin years back for a fete. Donations of crockery for this being so great from the previous iterations that we had a crockery smash's worth left over, clogging up the hardstanding outside the scout centre. A good number of scouts kindly came and helped setup, mainly by bringing the crockery on the long drag from the hut to the other end of the field, and in general were very helpful (getting to have the first full go at it for their efforts). Furthermore, the help of many leaders, former leaders, and helpers were vital to it going off as well as it did and getting the marquees up quickly. Once it had all been cleaned up and the broken crockery taken back to the hut, the total raised – once outgoings were deducted – was £183.59, and a Czech Koruna!

Since then, we have been carrying on with a variety of activities and are looking forwards to our camp at the end of July, joint with the Cubs, at Addamswell Scout Campsite.

The Staplehurst Scout Leaders

## 7. From the 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.



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 chalk mazes, flag making, and some Thanksgiving themed tag games as well as the Cubs' favourite game, Submarines. And we took part in Remembrance Parade in the village, marching from the Village Centre up to All Saint's Church

We've had a go at some team building, 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 were able to return to our traditional weeklong camp, heading to Meopham, enjoying the good weather and local facilities. We headed to the nearby Hemsley Conservation Centre for the

As usual we carry out work towards numerous badges over the past year including the Entertainers and Digital Makers.

We at Cubs always try to run a programme that is full of different activities and games. We've held a Star Wars themed evening, had a go at origami made our own puppets and made up our own skits to perform to the rest of the Pack.

We've had an annual end of term meeting at Angley Woods to enjoy nature with a



meerkats, lemurs, tapirs, ocelots, a variety of monkeys and birds, creepy crawlies, different varieties of birds and other endangered animals to name a few.

This year we are heading towards Tunbridge Wells way for a new campsite for us to explore.

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

## 8. From the Beavers



### What have the Beavers been up to over the past year?



The Beavers have had a busy 12 months! We have had 3 indoor sleepovers at the Scout hut, and we had our first Beaver camp back in September! We have covered many badges over the past 12 months, handing out 175 badges at our Christmas awards night and 4 Bronze awards!

The Beavers have enjoyed experiments nights making flying rockets, ice painting and making colourful rain clouds! We loved learning new skills on our skills night – using hammer and nails, making toast, learn how to light a candle safely and sewing just to name a few! For the Money skills badge the Beavers raised lots of money at home doing lots of chores around the house, cake sale and helping others. With the money raised, we took 16 very excited Beavers to

Sainsburys with a shopping list in hand to buy food for the Community Fridge in Staplehurst. The Beavers then walked to the Free Church and delivered our shopping and helped fill the shelves up.

We enjoyed using our new firepit from the money we raised at our Halloween and Christmas party to make cone S'mores! A nice way to end a busy term!

We went on a great trip to Leeds Castle, going on a hike, map reading and discovering new places! We had lots of tired Beavers by the end of this trip!!!

Beavers meet every Wednesday at 5.30pm till 7pm!

Lightning.



## 9. Squirrels

### **Squirrels**

We are delighted to welcome you all to our very newest members of the Scouting family – 1<sup>st</sup> Staplehurst Squirrels! We opened our doors to children aged 4-6 in February to become our very first Squirrels of Staplehurst. Squirrel Dreys help young children gain skills for life, Squirrels can achieve anything that they set their minds to while having lots of fun along the way! The one-hour sessions are a brilliant opportunity for young people to take their first step into being part of Scouts.



Our sessions are fully packed with fun and laughter! We have had so much fun learning about bugs, making our own bug hotels and going on a bug hunt! We have made dens, built models using Lego and junk modelling. We have learnt how to carefully toast marshmallows on our new fire pit! We made our very own light up campfires.

Some of the Squirrels have just taken part in their very first day camp! We went with a pirate theme and had so much fun being pirates for the day! We had a Jolly Rodgers treasure hunt, made telescopes to look for ships! We played Sharks and Islands and had a selection of Round Robin activities including looking for diamonds and gold coins buried in the sand, coconut ally and writing a message in a bottle! We had pirate story time, picnic lunch and we ended our day with a movie tucked up in our sleeping bags!

The squirrels enjoy learning new things, experiencing new skills, making new friends and of course – earning new badges!

We meet every Wednesday at 4pm till 5pm.

Nutkin.



## 10. GOVERNANCE, OBJECTIVES, ACTIVITIES and ACHIEVEMENTS

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 organise the activities and programs. The Executive Committee are responsible for the management and administration of the Group, its assets, finances and resources.

Staplehurst Scout Group is a registered charity and the Executive Committee form the Trustees who assume fiduciary responsibility. Our registered charity number is 308225.

### 10.1 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.

### 10.2 Structure, Governance & Management



The Group is managed by the Executive Committee, the members of which are the 'Charity Trustees' of the Staplehurst Scout Group which is an educational charity. The full list of Trustees is contained on page 7. 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.

### 10.3 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.* 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 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. Despite a reduction in subscriptions in the past period due to a fall off of numbers in attendees at meetings due to covid prevention rules, the Executive Committee has decided to keep subscriptions at the same level for the coming year. The Executive has also introduced a debit/credit 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 4 to 16. 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 Executive Committee of all income and expenditure. The Executive Committee oversees the Group's financial rules and delegation of expenditure, which require any purchase over £50 to come to the Executive Committee for approval.

## 10.4 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.

## 10.5 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. 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. In this past year we have completed a refurbishment of our kitchen and cooking facilities and modernised water heating and drainage. We have also created a new hard standing area outside for general use for the new firepits as well as a new paved area. Both of these improvements allow us to make better use of the grounds around the scout centre.

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.

## 10.6 Achievements and Performance

Our three sections have completed very active programs for the past year which you can read more about in this report. As mentioned previously our Beavers leadership team have established a new

squirrels unit for 4 to 5 year olds.

### 10.7 Scouts in the Community

We undertook annual Christmas Post service and raised £460 for the Hospice of the Weald. Our Beavers held a shoppers day and help donate to the local food bank. Our scouts have been out planting trees in Headcorn Road.

## 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.

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.

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

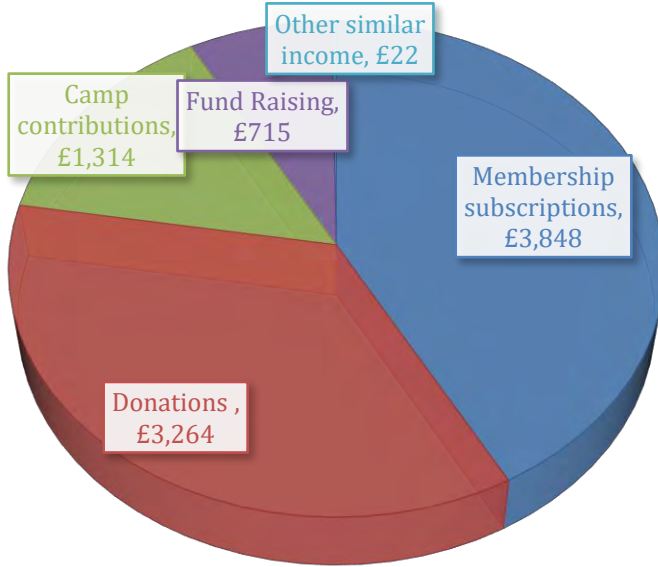
Our income for the year to March 31<sup>st</sup> 2021 amounted to £9,163 (£6,956 in 2022) which included a one-off donation of £3,000.

Our expenditure was £14,558 (£8,107 in 2022) excluding the special project costs of £10,381 for kitchen refurbishment. Extra rent, energy and insurance costs have led to this increase.

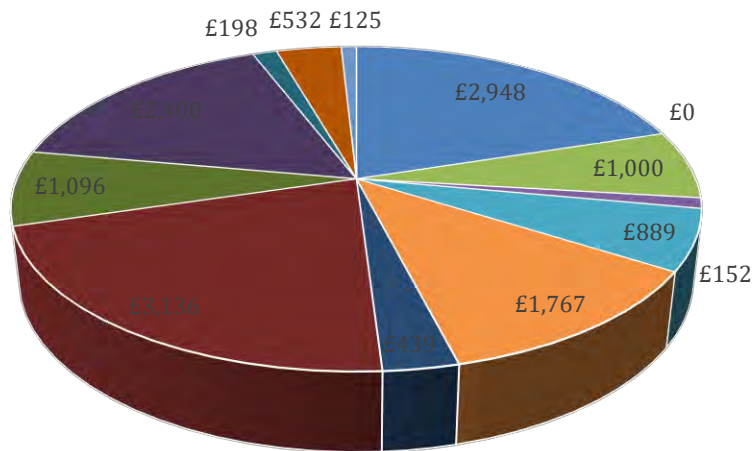
Our cash reserves at the end of the reporting period stand at £26,842 (£42,744.50 in 2022). Monies raised for kitchen and toilet refurbishment projects have now been spent.

Where our money comes from and where it goes. This excludes special projects.

### MONEY RECEIVED £9,163



### Money Out £14,682



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

## Staplehurst Scout Group Receipts and Payments Account

		Year start date		Year end date	
	For the year from	1/4/2022	To	31/3/23	
<b>Receipts and payments</b>					
		<b>2022/23</b>		<b>2021/22</b>	
		<b>Unrestricted funds</b>		<b>Unrestricted funds</b>	
		£		£	
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions		3,848.04		4,627.00	
Less: Membership subscriptions paid on (National/County/Area/District)		-		-	
Net membership subscriptions retained		3,848.04		4,627.00	
Donations		3,264.11		494.35	
Camp Contributions		1,314.00		-	
Special Projects		-		-	
Legacies		-		-	
Gift Aid		-		-	
Other similar income		22.50		610.50	
<b>Sub total</b>		<b>8,448.65</b>		<b>5,731.85</b>	
<b>Grants</b>					
Maintenence grant		-		-	
Other grants		-		8,000.00	
<b>Sub total</b>		<b>-</b>		<b>8,000.00</b>	
<b>Fundraising (gross)</b>					
Jumble Sales		-		465.75	
Scouts Xmas post		427.55		483.51	
Scouts sleep out		143.50		-	
Pinic in the park and Cake sale		-		140.00	
Fun Run		143.87		135.10	
<b>Sub total</b>		<b>714.92</b>		<b>1,224.36</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>9,163.57</b>		<b>14,956.21</b>	
<b>Asset and investment sales, etc.</b>					
		-		-	

Total receipts

9,163.57

14,956.21

## Staplehurst Scout Group Receipts and Payments Account

Year start date

Year end date

For the year  
from

1/4/2022

To

31/3/2023

### Receipts and payments

2022/23

2021/22

Unrestricted funds

Unrestricted funds

£

£

#### Payments

##### Charitable Payments

Youth programme and activities	1,086.83	169.00
Adult support and training	-	110.00
Rent	500.00	500.00
Water and Sewerage	150.21	81.75
Electricity and Gas	889.05	909.87
Insurance	1,766.93	1,638.14
Repairs and Renewals	439.13	269.53
Materials and equipment	3,136.94	974.24
Printing and photocopying	-	-
Contribution to camp costs	1,862.50	-
Uniforms	1,096.16	375.92
AGM and trustee expenses	-	-
Capitation	2,400.00	2,227.50
Website	198.00	9.59
Rent Advance	500.00	-
Donations	532.55	568.51
Special Projects	10,381.63	52.40
<b>Sub total</b>	<b>24,939.93</b>	<b>7,886.45</b>

##### Fundraising expenses

Fun run	125.61	221.58
Porchlight Money to district	-	-
Carnival	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>125.61</b>	<b>221.58</b>

#### Total Gross Expenditure

25,065.54

8,108.03

#### Asset and investment purchases, etc.

-

-

#### Total payments

25,065.54

8,108.03

#### Net of receipts/(payments)

- 15,901.97

6,848.18

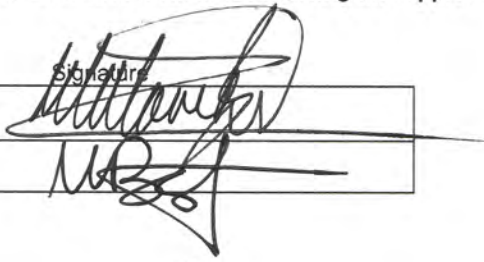
Cash funds last year end		42,714.50	35,752.46
<i>Cash funds this year end</i>		26,812.53	42,714.50

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

		31/3/2023	31/3/2022
		Unrestricted funds £	Unrestricted funds £
<b>Cash funds</b>			
Bank current account		26,812.53	42,714.50
Bank deposit account		-	-
Building society account		-	-
The Scout Association Short Term Investment Service		-	-
Cash/Floats		30.00	30.00
<b>Total cash funds</b>		26,842.53	42,744.50
<b>Other monetary assets</b>			
Tax Claim			-
Debts due from the County/Area/District/Group		24.00	22.50
Insurance claim		-	-
<b>Sub total</b>		24.00	22.50
<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		424.60	112.86
Subscriptions not yet paid		-	-
Loan - detail		-	-
Other liabilities		-	-
<b>Sub total</b>		424.60	112.86
<b>Contingent liabilities and future obligations</b>			

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 20XX (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

The signature box contains two handwritten signatures. The top signature is written in cursive and appears to be 'William Best'. The bottom signature is also in cursive and appears to be 'Mark Best'. Both signatures are written in black ink and extend slightly beyond the right edge of the box.

Print Name

William Best

Mark Best



## 14. Scrutineer's Report to the Trustees

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 2023

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.

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 Bathurst Road.....

.....Staplehurst.....

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

Date: .....15-6-2023.....

LT700005



**Squirrels**

## Not all heroes wear capes...

We don't need super heroes. We just need some lovely parents to come along and help keep our hall and equipment in tip top condition. You'll be paid in smiles and big thank yous. 1st Staplehurst

### Sound like you?

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



## SCOUT ACTIVE SUPPORT UNIT MEMBER

Scout Active Support Units provide a huge range of support activities for Scout Groups and the umbrella District

This often involves contributing specific skills at events, or helping in a more general way. The great thing about being an SASU member is that you can dip in and out as it suits you, with no pressure whatsoever for a regular commitment. In doing this you will be helping in a very important way to maximise the benefits of Scouting to young people. SASUs also organise a programme of social activities for themselves.

1st Staplehurst

1st Staplehurst Scouts is part of the Scouts, offering fun, friendship and skills for life to over 460,000 young people across the UK.

### Interested?

Contact Frances  
[gsl@staplehurstscouts.org.uk](mailto:gsl@staplehurstscouts.org.uk)  
Mark [mark.lawrence@wealdscouts.uk](mailto:mark.lawrence@wealdscouts.uk)



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

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