



# Scouts

## 11th Folkestone



# 11<sup>th</sup> Folkestone Scout Group

**Registered Charity No. 285558**

Annual Report for the financial year:  
1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021

The 2021 annual report was presented to the Group Council electronically via our website at [www.11thfolkestonescouts.org.uk/2022-annual-report](http://www.11thfolkestonescouts.org.uk/2022-annual-report)

This document contains the legally required financial information, trustees report and general overview of the charity's activities and accomplishments.

Please visit the webpage for the full story.

## Annual General Meeting – online via ZOOM

### Minutes Pro forma – 21<sup>st</sup> June 2021

1.	Welcome and introductions from the chair <ul style="list-style-type: none"><li>Group trustees for previous year</li><li>District Commissioner: <b>Tony Hogben</b></li></ul>	
2.	Apologies for absence	Note any: None given
3.	Acceptance of the minutes from the previous meeting.	Proposed: Steve Fairfax
		Seconded: Craig Ward 16 votes cast, all for. Unanimously passed.
4.	Receive & adopt the annual report	Proposed: Steve Fairfax
		Seconded: Craig Ward 16 votes cast, all for. Unanimously passed.
5.	Receive & adopt the financial report	Proposed: Steve Fairfax
		Seconded: Craig Ward 16 votes cast, all for. Unanimously passed.
Group Chair and all trustees retire from post at this point. GSL assumes chair.		
6.	Approval of the GSLs nomination for Group Chair: <b>Steve Fairfax</b>	Nominated: Group Scout Leader
		Approved (show of voting slips): 16 votes cast, all for. Unanimously passed.
Group Chair reappointed and resumes chair of AGM.		
7i.	Election of Group Officers: <b>Maite Last (Treasurer)</b>	Proposed: Steve Fairfax
		Seconded: Craig Ward 16 votes cast, all for. Unanimously passed.
7ii.	Election of Group Officers: <b>VACANT (Secretary)</b>	Proposed: No candidate proposed.
		Seconded:
8i.	Election of Group Trustees: <b>Karen Ingelbrecht</b> <b>Amanda Sutton</b> <b>Sarah Marshall</b> <b>Peter Woodsford</b> <b>Abbey Sutton</b>	Proposed: Steve Fairfax
		Seconded: Craig Ward 16 votes cast, all for. Unanimously passed.
8ii.	Election of Group Trustees: Read out names of those Section Leaders who have opted in: <b>Ian Marshall</b> <b>Catherine Ward</b>	
9.	Appointment of Independent Examiner (scrutineer):	Proposed: Steve Fairfax

	<b>Amanda Campbell Bookkeeping Services, Folkestone</b>	Seconded: Maite Last 16 votes cast, all for. Unanimously passed.
10.	The District Commissioner thanked all members of the Group and reported a large number of adult awards had been received for presentation to leaders in the Group. This would be done so at the earliest opportunity once face to face Scouting resumed fully.	
11.	Close of business. Chair of Group Council congratulated all on their achievements and thanks all for attendance.	

# Group Executive Committee 2021/22

**Registered Charity No. 285558 | 11<sup>th</sup> June 2019 – 12<sup>TH</sup> May 2020**

## Ex-Officio Members:

Chair	- Steven Fairfax	Centre Manager	- Edward Hogben (to 12 <sup>th</sup> Oct 2021)
Secretary	- Vacant		
Treasurer	- Maïte Last	Scout Leader	- Catherine Ward
Group Scout Leader	- Craig Ward	Cub Scout Leader	- Ian Marshall
Deputy Group Scout Leader	- Alistair Sutton		

## Members:

Group Council Elected	- Sarah Marshall	Group Council Elected	- Abbey Sutton
Group Council Elected	- Karen Ingelbrecht	Group Council Elected	- Pete Woodsford
Group Council Elected	- Amanda Sutton (Deputy Chair)	Group Council Co-opted	- Edward Hogben (from 12 <sup>th</sup> Oct 2021)

**Bankers:** - Barclays Bank

**Registered Address:**  
The Scouting Centre, Shepway Close, Folkestone  
CT19 5SJ

# Structure, governance and management

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.

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. 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 Committee consists of three independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and members' representation and meets every 4 months.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training along with regular refreshers in Safety and Safeguarding.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment 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 committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

## Risk and Internal Control

The Group 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 church, community centre and other Scout Groups. 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 membership fees payable annually, contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken and approved by the Group Scout Leader on behalf of the District Commissioner before all activities.

**Reduction or loss of leaders.** The Group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario the complete closure of the Group.

**Reduction or loss of members.** The Group provides activities for all young people aged 6 to 18. 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.



## Risk and Internal Control of Finances

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss; these include clear budget setting, two signatories for all payments, a robust finance policy with spending authorisation schedule and well considered and scoped comprehensive insurance policies to ensure that insurable risks are covered.

Reduced income. The Group is primarily reliant upon income from membership subscriptions. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently. The Committee's primary plan for meet any short fall is through the hiring of the Shepway Close Centre as one of our biggest assets.

## Objectives and activities

The Purpose of Scouting

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**Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.**

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The Values of Scouting

As Scouts we are guided by these values:

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors

- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise

## 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 Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, designating £2400 to this purpose. This was reviewed in full in May 2019 and annually thereafter. The 2021 accounting period set the designated reserves fund at £4000. This was to include the reserves fund as set above with an additional 2 months' worth of loan repayment cover.

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**At the end of the 2021 financial year, the Group held £52,101.64 cash with unallocated reserves of £11,599.96 held in the Group's current account against this at year end.**

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This is above the level required for operating expenses. However this can be explained by:

- the Committee's continued works on the redevelopment of the Shepway Close Centre Project to complete the project.
- Significant grant funding for restricted projects for 2022
- to fully fund the Group's ambitious 2018-2023 growth and development plan.

Investment Policy

The Group's Income and Expenditure is relatively small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.

The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally

this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements. The annual budget setting process takes this into consideration.

## Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

## Group Chair's Statement

We've had a relatively quiet year, with the main focus of the trustees work centring around getting everyone back together safely. This has involved work on risk assessments, supporting our volunteers meet the requirements for returning to face to face Scouting and ensuring procedures and resources were in place to keep everyone safe.

You'll know that the centre has been equipped with all the hand sanitiser, cleaning materials and safety measures necessary to keep us running safely and I'm very proud of our achievements in keeping things ticking over with the various enforced closures, etc.

Trustees have also worked very hard in securing grant funding and various funding streams to keep the charity operating without placing the full financial burden of that on our members and was a passionate advocate of reducing monthly subs. I am so grateful to our members for continuing to make the reduced subs payments while we weren't offering a full face to face programme. I know we were one of only a handful of groups locally to reduce subs.

The Executive Committee have been fully committed in supporting the Group leadership team develop the Skills for Life growth and development plan to lay out the roadmap for the future of our Group and Scouting locally, despite the pandemic and supporting the change in direction necessitated by the ever changing world around us.

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**This exciting plan includes all our hopes and aspiration for our Group and one we believe will make Scouting even more fantastic.**

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The trustees largest and highest priority element of the plan is the continued renovations of the centre and access to high quality equipment and resources to enable our leaders to deliver great programmes to our young people – week in, week out. This year we have:

- focused on the safety aspects of the centre, reviewing risk assessments and investing in cleaning, cleaning materials and hygiene levels
- continued seeking grants to support our ambitious outside space renovations plan and adding more natural air flow and ventilation to the main hall
- had the second pod to the side of the hall built to allow chairs and tables to stored safely out of the way and provide a new workshop, safely locked away from small fingers!
- financed leaders' activity training.

Because of the way the timings of the financial year and the AGM work, I am really pleased to be able to report that although it is not funded from the financial year we are discussing, we have finally finished the outside space to a high standard and delivered the increased airflow to the main hall with the installation of the bi-fold doors and associated increased security equipment. While this is great, it does leave us a little more vulnerable in terms of cash flow than we are used to. Our budget is healthy-ish and although a little squeaky, we're OK at the moment, despite the continued increases in the cost of living. If and when this changes, I will call an extra-ordinary meeting if necessary. Hopefully, it will not and our continued financial stability through careful management will be assured. Your continued help in this, through paying subs on time, etc. is greatly appreciated.

As always, I'd like to thank my fellow trustees for their continued support and enthusiasm in the stewardship of the Group and of course, our thanks to Craig, Alistair and the leadership team for their hard work and dedication in giving our young people the opportunity to learn skills for life.

For Period: 01/01/2021 to 31/12/2021

**Registered Charity No. 285558**

		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Last year 2020</b>
		to nearest £	to nearest £	to nearest £
<b>Receipts</b>	Annual Membership Fee - Refund	38	-	-
	Bank Interest	3	-	10
	Donation	239	-	5,531
	Fundraising	-	-	347
	Events	24	-	560
	Residential Experiences	-	-	2,015
	Gift Aid	814	-	2,306
	Grants	17,609	17,340	16,608
	Membership Fees	8,059	-	7,428
	Shepway Close Centre Income	10,077	-	5,466
	Solar Panel FiT	195	-	2,525
	<i>General Sales (removed category for 2021)</i>	-	-	459

	<i>Receipts</i>	<b>37,058</b>	<b>17,340</b>	<b>43,255</b>
	<i>Total receipts:</i>	<b>54,398</b>		<b>43,255</b>

<b>Payments</b>	Activity Equipment	1,085	-	-
	Administration	2,113	-	2,369
	Annual Membership Fee	3,268	-	5,040
	Badges	293	-	509
	Clothing	1,542	-	-
	Events	40	-	172
	GoCardless Fees	236	-	216
	Insurance	1,094	-	1,048
	Loan Payment	8,820	-	7,915
	Programme Delivery	939	-	1,055
	Residential Experiences	-	-	1,904
	Donations	-	-	80
	Training	155	-	-
	Utilities	765	-	285
	Maintenane	4,295	-	16,930

	<i>Payments:</i>	<b>24,645</b>		<b>37,523</b>
	<i>Total payments:</i>	<b>24,645</b>		<b>37,523</b>



*Notes:*

Change of system for 2021 - previously 'credited' back to the original expenditure.  
Increased balance held in the restricted/designated fund ready for capital project.

Most activities/events funded from group budget  
No residential experiences permitted under Red/Amber Scouting  
Smaller claim from reduced subs income  
Covid grants + project restricted grant applications

Return to face to face activities  
Issue with reading of meter. Will appear in 2022 financial year  
Removed as no longer necessary. Appears in other categories from 2021 onwards

Purchase of equipment for new activity - Axe Throwing and new archery nets for the hall  
Includes subsidy for Covid-19 resources needed (posters, Zoom licences, etc.)  
Increased membership, coupled with increase HQ membership fee charge  
Used a lot of older stock  
New branded activity wear for volunteers and section hi-vis jackets for all  
Very few events due to Red/Amber/Yellow scouting rules

Final year of three year lock in

Packs/postage/etc for online  
No residential experiences permitted under Red/Amber Scouting

Axe throwing course (linked to purchase of activity equipment)  
Estimated readings during Covid. Corrected monthly going forward, with balance used to pay further bills  
Basic maintenance and Covid supplies

For Period: 01/01/2021 to 31/12/2021

## Group Year End Balance Sheet

Current Assets		Unrestricted	Restricted	Total
1200	Current Account	11,599.96		11,599.96
1201	Reserve Account	4,000.30		4,000.30
1203	Barclays Penticost Fund	1,005.09		1,005.09
1204	Barclays Restricted/Designated	17,507.39	17,340.00	34,847.39
1230	Petty Cash	50.00		50.00
1232	Equals Corporate Card	598.90		598.90
Total Current Assets:				<u>52,101.64</u>

Current Liabilities		
1254	Co-Operative Foundation Community Loan	(8,621.92)
1255	Folkestone & Hythe District Loan	(8,022.24)
Total Current Liabilities:		<u>(16,644.16)</u>

### Statement of assets and liabilities at the end of year (recording purposes only)

	2020	2021
	728,000	728,000
Motor vehicles	-	-
Scouting equipment, furniture, etc... (estimated in:	85,000	85,000
Badge Stock	600	290
		<u><u>813,290</u></u>

Signature

Print Name

Date

\_\_\_\_\_  
Group Treasurer

\_\_\_\_\_  
Group Chair

# Amanda Campbell Bookkeeping Services



Bookkeeping and Payroll Services

11<sup>th</sup> Folkestone Scouts  
The Scouting Centre  
Shepway Close  
Folkestone  
Kent  
CT19 5SJ

## Independent examiner's report to the trustees of 11<sup>th</sup> Folkestone (St Johns) Scout Group.

I report on the accounts of the Trust for the year ended 31 December 2021. The charity's trustees are responsible for the preparation of the accounts. The charity's trustees have requested an independent examination of the accounts.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- To state whether particular matters have come to my attention.

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.

have not been met.

Amanda Campbell FICB PM Dip

9 Charles Crescent, Folkestone, Kent CT19 4NF

15 June 2022

Proprietor: Mrs Amanda Campbell MICB PM.Dip  
9 Charles Crescent, Folkestone Kent CT19 4NF

Tele: 01303 647674

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[www.acbookkeepingsvcs.co.uk](http://www.acbookkeepingsvcs.co.uk)

Licensed and regulated by the Institute of Certified Bookkeepers (ICB),  
and supervised under the Money Laundering Regulations 2007



Registered Practice  
13055

# Group Scout Leader's Report

I'm sitting here on a lovely summer's day writing this report, having just re-read last year's report with a slight chuckle as I reflect on the frankly bizarre years 2020 and 2021 were. 2021 not quite as dramatic as 2020, but not quite 'normal' either. Periods of lockdown followed by complete easing of restrictions in what seems now like almost overnight – although at the time it didn't really feel like that (at least from a Scouting point of view).

In a strange sort of way, 2021 was a very good for 11<sup>th</sup> Folkestone Scouts. I think it demonstrated how generous our volunteers are with their time and resourcefulness, how fantastic and adaptable our young people are, how supportive our members' parents and carers are and gave us a chance to reinvigorate what we do. I know I certainly had long reflections about what I do in Scouting and how I can make small changes for the better for Scouting and for me and my family.

So, enough of the deep soul searching. What have we been up to? Well, what haven't we!! We've seen the full return to face to face Scouting for all sections. They've been out and about with the Cubs heading to clip 'n climb, Explores out hiking the beautiful routes around the District, the Beavers completing many challenges and the Scouts getting stuck in to traditional scouting skills. I'll leave each of the sections to share their full accounts of what they've done in their annual reports.

One of the absolute 2021 highlights for me has been the opening of the 'newest branch of the Scouting family tree' – Squirrel Scouts. A project that has been worked on by national HQ for some time and finally rolled out to every group that wanted to open a Squirrel Drey.

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**I'm really pleased and proud to say that not only have we opened a Drey, with a full compliment of 18 Squirrels from day 1, but we were the first in**

**Folkestone & Hythe District and in the first batch to open in Kent and the UK.**

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I want to pass on my special thanks to the team that leapt at the chance to open this sections and to the young people and their parents and carers for creating such a great experience. Again, I'll let Beckie tell you more about Squirrels in her first annual report.

Straying a little out of the 2021 financial year, I'm also extremely pleased that, with the unwavering support of the Group Executive Committee, we've been able to complete many of the long term plans we've had for the centre. Hopefully at our Awards Night this year, we'll be able to formally open the completed decking, making a safe and usable additional 60m<sup>2</sup> of space and finally securing and levelling the 100m<sup>2</sup> outside grass space for our young people to use. The trustees have doggedly gone after grants to support this project and despite the massive and maddening increase in wood prices have still managed to deliver a much-needed resource. We're also really excited to now have the bi-fold doors at the end of the hall, meaning this newly usable space is also extremely accessible, allowing supervision of activities in and out of the hall without having a brick wall stopping the free flow. It also means we quickly cool the hall in the summer simply by creating a cross breeze.

I'm even more excited by the year ahead, with the team planning a great programme for all sections, including a full return the nights away events. To kick it off, we're looking a Group camp for all sections to join in with in May 2023, including a day out for the Squirrels (they're not allowed to camp...yet!) so we can all join in the fun and learn new skills. Find out more on our virtual planner at [11th.org.uk/2023](https://11th.org.uk/2023).

So, all that remains is for me to say my customary, but no less heart felt, thank you to our volunteers. Without them, Scouting simply couldn't happen. Thank you.

**Craig Ward** – Group Scout Leader