

2024

2025

ANNUAL REPORT

**1st April 2024 to
31st March 2025**

**11th Folkestone (St. John's) Scout Group
Reg. Charity No. 285558 Scout Reg. No. 10010299**





Annual General Meeting

for the financial year:
1st April 2024 to 31st March 2025

AGENDA

1. Introduction and welcome

2. Apologies for absence

3. Governance

- a. Approve the minutes of the Annual General Meeting held on **29th September 2024**
- b. Adopt the model constitution from Policy, Organisation and Rules (POR)
- c. Note the Group's financial year
- d. Approve appointed and community members of the Group Scout Council
- e. Agree the number of members that may be appointed to the Trustee Board
- f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)

4. Review of the year

- a. The Group Lead Volunteer's review of the year
- b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts

5. Making appointments

- a. Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board
- b. Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board
- c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
- d. Appoint the Independent Examiner

6. Closing remarks



MINUTES

11TH 2024/5

1. **Introduction and welcome**
Welcome and introductions from the deputy chair, Amanda Sutton.
Amanda explained who the group council are and how almost anyone with a connection to the group can join in with the process, vote and make a difference. All documents are available on the website, limited paper copies available tonight.
2. **Apologies for absence**
Jacqui Ward
3. **Governance topics**
 - a. Minutes of the Annual General Meeting held on 29th September 2024
APPROVED
 - b. The model constitution from Policy, Organisation and Rules (POR) **WAS APPROVED**
 - c. The groups financial year was set at 1st April to 31st March
 - d. N/A
 - e. The number of members that may be appointed to the Trustee Board **WAS AGREED AS 5**
 - f. The quorum for future meetings of the Group Scout Council **WAS SET AT 10 MEMBERS**
4. **Review of the previous year**
 - a. The Group Lead Volunteer's review of Scouts during the past 12 months **WAS ACCDEPTED** (written reports from all sections and photo videos shared)
 - b. The District Lead Volunteer's remarks: Tony Hoben, DLV, thanked all the volunteers and the entire Group for the work undertaken. 11th Folkestone remained a strong Group. Tony explained this was his last year as he will be stepping down after 10 year's service shortly and thanked the Group for its support over the years. The new District Lead Volunteer, Steve Jones was introduced.
 - c. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts **ACCEPTED**
5. **Making appointments**
 - a. Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board: **STEVE FAIRFAX APPOINTED FOR 3 A YEAR TERM**

- b. Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board: **NO RECOMMENDATION WAS MADE BUT FROM THE FLOOR JOSHUA CROCKFORD VOLUNTEERED AND WAS APPOINTED FOR A 1 YEAR TERM**
- c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board: **ALISTAR SUTTON AND AMANDA SUTTON WERE APPOINTED FOR A 1 YEAR TERM**
- d. Appoint Group President and/or Vice Presidents: **NO APPOINTMENTS MADE**
- e. Appoint the Independent Examiner: **AMANDA CAMPBELL BOOK-KEEPING SERVICES WERE REAPPOINTED**

6. Closing remarks

Long service awards were awarded to: Emma Cooper, Tara Dunleavey, Gregor Lewis and Rob Penter for 5 years service each. 10 year long service awards were presented to Ben Marshall, Amanda Sutton and Pete Woodsford. Congratulations and thanks to them all. Beckie Ingelbrecht was congratulated for winning the Kent Scouts County Media Award for her excellent work on the Group's social media and branding. Well done Beckie!

Charity Details:

Charity Registration Number: 285558

Registered Address:

The Shepway Close Centre
Shepway Close
Folkestone, Kent, CT19 5SJ

Bankers: Barclays Bank PLC



TRUSTEES

2024/25



Steve Fairfax
Chair



Craig Ward
Group Lead
Volunteer



Alistair Sutton
Trustee



Amanda Sutton
Trustee



Josh
Trustee



Tony Hogben
Treasurer
Co-opted
06/02/2025

STRUCTURE, GOVERNANCE & MANAGEMENT

The Group's governing documents are those of the 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 Trustee Board, 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.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 5 months of joining the Board. This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

Risk and Internal Control

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 for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

Objectives and activities

The Purpose of Scouting

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

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.

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.

Financial review

Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short.

The Group Trustee Board considers that the group should hold a sum equivalent to 6 months running costs, circa £4000.

The Group held designated reserves of approximately £4000 against this at year end. Additional undesignated funds were held at the year end to support future plans for the development of the Scout Group and replacement of capital equipment in the next financial year.

Investment Policy

The Group Trustee Board 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 Trustee Board considers the cash flow requirements.

The Group does not hold sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using mainstream banks and approved financial institutions



Registered Charity No. 285558

[illegible]

Amanda Campbell Bookkeeping Services



Bookkeeping and Payroll Services

11th Folkestone Scouts
The Scouting Centre
Shepway Close
Folkestone
Kent
CT19 5SJ

Independent examiner's report to the trustees of 11th Folkestone (St Johns) Scout Group.

I report on the accounts of the Trust for the year ended 31 March 2025. 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

02 September 2025

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

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and supervised under the Money Laundering Regulations 2007



Registered Practice
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