

Scouts

**5th Christchurch
(Highcliffe)
Scout Group**

**Annual General
Meeting
For year End 2021**

AGM 2021 Meeting Minutes

1. Julie Langdown welcomed all attendees to the Annual general meeting for 2021.

Present

Chair Phil Stevens

Group Scout Leader Julie Langdown

Julie also informed all attendees that the meeting was being recorded due to a vacant secretary.

All attendees were informed that on the chairs were copies of all the documents relating to the AGM for 2021.

In attendance was the District Commissioner Juliet Gregson.

2. Apologies were sent by Amy Kefford.

3. Phil Stevens informed all attendees that the minutes for the 2021 AGM were enclosed in the information packs set out on the chairs and asked for approval of the Minutes of the AGM 2021

Proposer Helen Roberts

Secunder Emma Tuckey

All in favour

None against

1. In the absence of the treasurer the Group scout leader Julie Langdown a copy of the accounts had been circulated prior to the AGM

Julie ran through the key elements in the accounts

- Capitation = £5,368 for 2020 compared with £4,200 for 2019. Capitation per member was £50.25 comprising £36 to HQ (an increase of £7.50 on 2019), £8.75 for County (a decrease of £1 on 2019) and £5.50 for District (these have remained the same).
- Julie advised that there was no intention to increase subscriptions this year but they would be reviewed next year.
- During the year we were down on scout hut hire due to COVID but we did hire the hall to a First Aid provider for £240 who was providing essential training
- £1,013 was raised by bag packing at Sainsbury
- £500 grant was received from HSBC
- We received a £10,000 COVID grant in April and £1,334 COVID grant in November. These helped to go to lost income during the year, which included the lost income due to no plant sale during 2021 due to difficulties with lockdowns.
- Plant sale income in 2020 was down on 2019 £9,761 against £12,458. This was due to supply difficulties from the nursery, the delaying of the plant sale timings due to COVID and the need to provide refunds/vouchers where plants were not available.
- Gift Aid - Julie reiterated that we can claim gift aid of 25p in the £1 but need tax paying parents to complete gift aid forms so that we can claim this back. The money raised through Gift Aid goes to our fundraising. Gift Aid is claimed in arrears. 2020's gift Aid will be less than 2019 as we reduced subscriptions to help parents during COVID many of whom would have been furloughed.
- The depreciation for the van of £285 values the van at £3,015.

2. Sarah Approval of the Annual Report and Accounts Year End 2020

Our accounts were scrutinised by our independent examiner

Nikki Pengelly IAB

Proposer Helen Roberts

Seconder Sarah Carter

All in favour

None against

3. Julie Approval of Group Chair

Phil Stevens has agreed to continue in the position of Chairman. As group scout leader Julie Langdown Nominated Phil Stevens as Chairperson for 2021

Proposer Sarah Carter

Seconder Helen Roberts

All in favour

None against

4. Phil Approval of the appointment of the committee ex-officio members

The following members of the committee have agreed to take the position of

- Secretary Vacant
- Treasurer Sarah Carter

And will be nominated on block

Proposer Emma Hewitt

Seconder Helen Roberts

All in favour

None against

Approval of elected members of the Group Executive

Phil advised that the committee was short of Parent representatives and advise that the committee needed at least 4 further parent

8. Phil members and reiterated that the commitment was for about 3 evenings per year.

The following members have agreed to remain as elected committee members with the addition of 2 new members.

- Vince Elsey Representing Beavers
- Pip Newman Representing Cubs
- Jim Grant Representing Scouts
- Debbie Darby Representing Nyeri
- Helen Roberts Parent Representative

Proposer Emma Hewitt _____

Secunder Gail Grant _____

All in favour

None against

9. Julie Group Presentations

Julie awarded the mini shields from 2020 to the following members

Casey Hurgen-Toop	Most helpful Beaver
Logan Tuckey	Kindest Beaver
Dominic Tyne	Beaver of the year
Dan Wood	Wolves - Cub of the Year
Keira Tuckey	Tigers - Do your best
Emily Grant	Tigers - Cub of the Year
Freya Grindrod	Most Improved Scout
Matthew Roche	Patrol Leaders Award
Dylan Stevens	Scout of the Year
Molly Hindell	Young Leaders Award

2021

Beavers

Samuel Morgan	Beaver of the year
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Cubs

Fred Wallace	Wolves - Cub do your best Award
Leo	Wolves - Team player of the year
Aran	Wolves - Cub of the year
Logan Tuckey	Wolves - Cub of the term.

Liam	Tigers - Cub do your best Award
Isaac	Tigers - Team player of the year
Charlie Neal	Tigers - Cub of the year
& Casey Hurcombe-toop	

Scouts	
Francois Seal	Most improved Skills
Amelia Stevens	Patrol Leader Award
Sam Wall	Scout of the Year

Nyeri	
Mitch	Explorer of the Year Award

Group Scout Leader Awards	
Emma Roberts	Young Leaders Award
Jim Grant	Ron Mason Award

The GSL gave cards and vouchers to Ian Smewing and Andy Hewitt, who are unfortunately departing our group, thanking them for their long service and dedication to Highcliffe Scouts.

Esther, Maya, Dominic, Francois, Alex, Jacob, Emily and Stephanie (Parent Helper) were thanked for their exceptional actions one evening when one of the scouts underwent a medical emergency whilst away from the hut. They helped to administer first aid, get leaders, keep the casualty calm and help direct the Ambulance Crew to the location of the incident. These awards are for First Aid Merit for their actions that evening.

10. Julie Julie Invited Juliet Gregson the District Commissioner to speak.

Juliet commended Highcliffe for representation at Gangshow and scouting prior to the pandemic. She also said that when the Pandemic came along Highcliffe adapted immediately to move to Zoom so as to not stop delivering a fun programme to the young people as the pandemic occurred. Highcliffe were one of the first groups in district to go back to face to face when the rules permitted and kept going as a group to fully engage the young people. Juliet thanked all the leaders for doing this and also to Julie and Andy for creating the Risk assessments to enable scouting to continue in Highcliffe especially as these Risk Assessments formed a basis for the whole District to move forward. Juliet also thanked the YP and parents for playing their parts in keeping scouting going.

Juliet also appealed for more help within the group in any way, whether that is as a leader, exec member or even coming to a camp to cook a meal. Even 2 or 3 hours a year make a difference.

Juliet made the following awards to leaders in the group

5 year award - Claire Toop
Wood Badge - Pip Newman

11. Julie Julie asked all those involved in running the scout group so that they could be thanked for all the work they had done during the year. Phil also thanked the leaders and committee members for all they had done during a difficult year.

Pip Newman stepped forwards to thank Julie for everything she does behind the scenes and for the many hours she spends each week helping the group.

Treasurers report

1. There are four columns listed in the accounts this year ABC and D
2. Column C and D represent the accounts from the year end 2020. On closer inspection we realised on Page 1, Column C, the amount of £18875 pounds (membership fees for Highcliffe) also included the £2835 pounds membership fees for Nyeri, therefore the amount of £2835 pounds has been accounted for twice. This is now amended and reflected in column D
3. Moving to the 2021 accounts Page 1, column B, the capitation is shown as a negative on the receipts side of the account. We have removed capitation from receipts and moving forward will record it under payments rather than a negative income under receipts. This is reflected under Page 1, Column A, highlighted, capitation and also page 2, column A, highlighted capitation. This has no effect on the final summery on page 3. And all balances are
4. Plant sale total sales this year was just over £12,000 pounds and we do not yet know the cost of the products. This will be sent out at a later date.

5th Christchurch (Highcliffe) Scout Group
Receipts for year ending
31st December 2021

	A	B	C	D
	2021	2021	2020	2020
			AMENDED	
RECEIPTS				
Subscriptions				
Membership Fees Nyeri Explorers	615	615	2835	
Membership Fees Highcliffe	13600	13600	18875	18875
capitation		-5075.25	-5468.75	-5468.75
	14215	9139.75	16241.25	13406.25
Investment Income				
Bank Interest	0	0	0	0
	0	0		
INCOME				
Hire of Scout Hut	300	300	240	240
Nyeri	150	150	600	600
	450	450	840	840
Grants and Donations				
Covid Grants	16335.21	16335.21	11334	11334
Donations	66.33	66.33	1513	1513
	16401.54	16401.54	12847	12847
Activities				
Explorer Camps & Activities	0	0	0	0
Highcliffe Camps & Activities	2116.95	2116.95	2020.67	2020.67
	2116.95	2116.95	2020.67	2020.67
Fund Raising				
Plant Sales			9761.16	9761.16
Fundraising Other				
	0	0	9761.16	9761.16
Other Income				
Loans	500	500	0	0
Gift Aid	3448.9	3448.9	3263.1	3263.1
Uniform sales	792.18	792.18	323.5	323.5
	4741.08	4741.08	3586.6	3586.6
Total receipts for the year	37924.57	32849.32	45296.68	42461.68

5th Christchurch (Highcliffe) Scout Group
Receipts for year ending
31st December 2021

	A	B	C	D
	2021	2021	2020	2020
PAYMENTS				
Premises				
Landlord	0	0	0	0
Nyeri rent to group	300	300	600	600
Hall running costs				
Rates	37.15	37.15	57	57
Electricity	927.31	927.31	987.9	987.9
Bin collection	464.11	464.11	146.32	146.32
Broadband	211.2	211.2		
Building Insurance	1953.92	1953.92	2481.21	2481.21
Contents insurance	121	121		
Non Member Insuranc	42	42		
Cameras CCTV	154.76	154.76	69.94	69.94
Maintenance	773.84	773.84	2161.74	2161.74
	4985.29	4985.29	6504.11	6504.11
Activities				
Explorer Camps & Events			362.45	362.45
Highcliffe Camps & Events	1674.38	1674.38	3828.18	3828.18
Activities Nyeri	1437.62	1437.62		
Activity Highcliffe	3574.46	3574.46		
Car Project	1169.68	1169.68	453.85	453.85
	7856.14	7856.14	4644.48	4644.48
Fundraising				
Plant Sales			5102.24	5102.24
	0	0	5102.24	5102.24
Administration Expenses				
Printing, Postage & Stationery			114.71	114.71
Cleaning			607.82	607.82
1st aid & supplies			0	0
Trophies & Engraving	650.63	650.63	756.94	756.94
online scout manager	815.3	815.3	618.07	618.07
Website and internet			201.52	201.52
Go cardless			234.88	234.88
Paypal fees			54.89	54.89
Bank charge	576	576	462.8	462.8
Solicitors			0	0
Membership Fee Refund	45	45	60	60
Capitation	5075.25			
	7162.18	2086.93	3111.63	3111.63
Equipment				
Explorer Equipment				
Highcliffe Equipment	4976.72	4976.72	6152.09	6152.09
	4976.72	4976.72	6152.09	6152.09
Other Expenses				
Training	185	185	18.49	18.49
Motor	1193.43	1193.43	1042.96	1042.96
Gifts	130	130		
sundry	484.14	484.14	158	158
Covid Cost	54.15	54.15	213.55	213.55
Over payment Errors	-424.26	-424.26	424.26	424.26
Section Loan	500	500		
Hardship funding	1000	1000	0	0
Donations				
	3122.46	3122.46	1857.26	1857.26
Badges, Woggles and Scarves				
Badges and Scarves	1095.2	1095.2	419.95	419.95
Uniform	2091.2	2091.2	977.73	977.73
	3186.4	3186.4	1397.68	1397.68
Payemnts For The Year	31289.19	26213.94	28769.49	28769.49

Receipts & Payments of Accounts
Summary for the year ending
31st December 2021

	2021	2021	2020	2020
	A	B	C	D
Total Income (less capitation)	37924.57	32849.32	45296.68	42461.68
Total Payments (exc capitation)	31289.19	26213.94	28769.49	28769.49
Net Receipts (Payments) for the year	6635.38	6635.38	16527.19	16527.19
Cash and Bank Balances brought forward	27159.62	27159.62	16767.43	16767.43
Cash and Bank Balances carried forward	33795	33795	33294.62	33294.62

5th Christchurch (Highcliffe) Scout Group
Statement of Assets and Liabilities as at
31st December 2021

CURRENT ASSETS (BANK)

CAF Group	2491.76	2491.76	1820.97	1820.97
CAF Nyeri	295.35	295.35	3046.22	3046.22
CAF Scouts	239.73	239.73	575.49	575.49
CAF Cubs	1000.63	1000.63	490.9	490.9
CAF Beavers	127.32	127.32	219.83	219.83
Paypal Group	175.36	175.36	0	0
	4330.15	4330.15	6153.41	6153.41

CAF savings fundraising 46

28789.57	28789.57	20619.42	20619.42
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CASH IN HAND (PETTY CASH)

Group	654.56	654.56	386.79	386.79
Explorer	0	0	0	0
Scout	20.7	20.7	0	0
Cub	0	0	0	0
Beaver	0	0	0	0
plantsale	0	0	0	0
	675.26	675.26	386.79	386.79

Van FG11 XBE 3300.00 (Depreciation)

3015	3015	3015	3015
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Totals Cash Assets for year ending

36809.98	36809.98	0	30174.62	30174.62
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FIXED ASSETS

Equipments Assest for insurance purpose	31132	31132	31132	31132
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Total Assets

67941.98	67941.98	0	61306.62	61306.62
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Current Liabilities

0	0	0	0
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Total Assets

67941.98	67941.98	0	61306.62	61306.62
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Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

On accounts for the year
ended

31st December 21

Charity no
(if any)

302216

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed: Nspengelly

Date: 16/05/2022

Name: Nikki Pengelly

Relevant professional
qualification(s) or body

IAB

(if any):

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Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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Accounts for Year End 2022

Approved by the Independent Examiner

Nickki Pengelley

Date 16th May 2022

Approved by the committee and signed by the

Group Scout Leader


J Langdown
Date


17-05-2022

Group Scout Leader


D. Dwyer

Date 17/5/2022

Chair Person


P. Stevens

Date 17/5/22

Scouts	
Francois Seal	Most improved Skills
Amelia Stevens	Patrol Leader Award
Sam Wall	Scout of the Year

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Mitch	Explorer of the Year Award

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Trustee's Annual Report For period of

Start Date End Date

Charity Name

Registered Charity Number

Charity Registered Address

Trustees

Name	Role	Date of appointment
Courtney Fereday	Trustee	01 January 2020
Joanne Jarvis	Trustee	29 April 2022
Sarah Carter	Trustee	01 December 2020
Julie Langdown	Trustee	
Vincent Elsey	Trustee	01 January 2020
Debbie Darby	Trustee	01 December 2020
Pip Newman	Trustee	20 March 2014
Philip Stevens	Chair	19 May 2017
Jim Grant	Trustee	01 January 2020

Structure

Highcliffe Scout group is 1 of 8 groups that belong to the district of Christchurch.

The 5th Christchurch (Highcliffe) Scout Group provides Scouting to young people aged between 6 and 18 years of age. Activities takes place from the headquarters in Chewton Common Road Highcliffe. Young people take part in activities based on the section they belong to and their age. The Group currently have 4 sections within the Group 1 Beaver Colony, 2 Cub Packs, 1 Scout Troop. The group are also in partnership with the District Explorer unit (Nyeri).

Achievements

The leaders were exceptional in providing scouting through out what has been a very difficult period. The group is growing whilst also being cautious.

Objectives

Our main objectives moving forward are to recruit more volunteers. The sections are growing but whilst we keep to a relative number of members per section we are always in need of more volunteers.

We would like to improve the relationship between the local community and aim to incorporate more opportunities to work with the community.

The sections are proactive and often organise beach litter picks. We have now purchased our own litter kit which we also loan to other groups.

Finance

As per the groups accounts Highcliffe scout group are in a good financial position.

We have received a number of government covid grants that are there to help with additional covid costs both during the pandemic and moving forward.

The group have purchased the necessary equipment to help us comply with the covid safety measures. Any funds that remain once we return to normal life will be used for the possible rebuild of a new hut.

The group were able to help support other groups in our district. The trustees voted to deposit £1000 towards a hardship fund to help support other groups in our district who have not received the government covid grants.

Declaration

The trustees declare that they have approved the trustees annual report as above

Signed on Behalf of the trustees

Group Scout Leader



2021 Started online for the Beavers, with the country still in lock-down. We had lost a couple of Beavers who could just not take to online Scouting and we kept moving Beavers up to Cubs. We had taken the decision during lock-down to not invite any new Beavers to join the group unless they were siblings as most found the online experience tough as it was, let alone being new. A notable online evening that everyone enjoyed was pancake day.

By the time we came out of lock-down and we were allowed face to face meetings - albeit outdoors - our numbers have been severely depleted, and we had a very young pack too. We tailored our program around outdoor activities, which are the more traditional Scouting skills.

Things picked up from Spring, the weather held and we were able to return to some sense of normality leading up to the Summer holidays. We were also able to slowly build up our numbers, and by the time we returned after summer we were at $\frac{3}{4}$ capacity. Once again, as restrictions were lifted we were able to get the Beavers into the hut and start doing more craft based badges, which coincided with the weather and a lack of light.

In autumn we had a Halloween camp at Braggers Wood, and it was well attended by 95% of our Beavers, with parents hailing it a huge success - finally we were getting back to normal. The last part of the year felt normal as we'd all slipped into the new normal of social distancing and mask wearing. The Beavers were amazing at adapting to the 'new' way of doing things, and we were able to finish our year off with our traditional trip to Snowtrax.

2021, is a year none of the Leaders would like to repeat, online Scouting was hard and certainly took its toll, but the gloom has lifted!



We began this year of Cubs with Zoom meetings, as unfortunately we experienced another national lockdown which closed schools in January 2021. However, we made our Zoom meetings as exciting as possible, we covered some interesting topics, gained some badges, and had some fun including an online Taekwondo session, and an Astronomy evening with Mark Thompson.

Luckily for all we were able to return to face-to-face meetings after the Easter holidays, and both Cub packs welcomed new Cubs from Beavers. We maximised our time outdoors and enjoyed the lighter evenings, had fun with Beach clean, Mini Hike, fire lighting, backwoods cooking, and made Smores of course! Added to this, we also had our first District event in May with a District Cub Fun Day at Braggers Wood with lots of activities including Archery, Boldering, & Orienteering.

We started back in September still trying to utilise the lighter evenings. We had a fun evening Pizza making and using the Pizza oven at Braggers Wood. Both packs invested some of their Cubs whilst at Braggers, arranged new sixes, and awarded the necessary stripes. Another highlight of the term was a visit from the SAS who came and helped the Cubs achieve their woodwork badge making bird feeders and Memo boards. Also, in September some of our Cubs took part in the District Quiz, and we are proud to report that our Highcliffe team won!! Well done to the team members!! We were also able to hold our first camp (following Lockdowns) in November at Braggers Wood, the theme was Space and we had lots of fun especially making and setting off rockets! Also, in November we had a District Chief Scout Silver Awards Evening, which was a first for quite some time due to COVID and lastly, we finished off the year with Christmas parties for both packs.

We have already had lots of fun so far this year, and many activities and adventures planned for the coming terms.



Last year started just as the previous one had ended, so Spring term was mostly spent in Lockdown and still scouting over Zoom.

This time we decided to use some excellent third party providers who taught us Taekwondo, Stargazing and how to serve up a delicious Mother's Day Dinner and Dessert interspersed with the usual online quizzes, games and badge work.

We started off the Summer term returning Face 2 Face on St Georges Day, by reaffirming our Scout promise at the Cliffhanger after a successful evening's Beach clean.

With the added daylight, this term had lots of hikes including learning about the Solar System in scale, Geocaching, Crabbing at the Quay and of course Navigation.

In between these we went back to key Practical Skills such as Knife Safety, Firelighting and Shelters along with a fun Saturday putting up tents and backwoods cooking on the fire pits.

The summer was topped off by a fun but exhausting evening at the New Forest Water Park.

Autumn term's activities included learning about First Aid, International and World challenge topics plus Warhammer model making. We also had Wide games, Halloween hike and Bonfire Night campfire at Braggers.

To finish off the year we held a Xmas movie night in the hut.

The start of this year has seen a successful return to our 1st real camp in 2 years in the lodges at Braggers, Ice Skating and the reintroduction of District events with teams enjoying themselves in both the Night Hike and the Football competition so far.

Throughout the year our numbers have remained healthy with a troop of between 32-36 Scouts.



Like other sections Nyeri have had a changeable and challenging 2021 with the changing of Covid regulations and making keeping our young people safe a priority. There were some zoom meetings but we managed to meet face to face more and more as the year went on.

We have managed to retain our leadership team of Rob Neal, Richard Darby, Debbie Darby and Phil Stevens with ad-hoc support from Julie Langdown and this appears to be working well as we all have a varied experience and knowledge base.

Along with the scouting staples such as bivouac making, knots, lashings, badges, pioneering and, of course, fire building we have done electronics where the young people make their own alarms, pyrography and taskmaster. We ended the year attempting to make gingerbread houses, some were successful, some not so successful.

We have also managed to have some fun. The young people have been rifle shooting at Bragger's Wood, crabbing at Mudeford, Dinosaur Mini Golf and our, now annual, sand castle building competition.

Some of the explorers have been helping renovate Ian the Ford Escort, who was initially bought to teach the young people the basics of looking after a car. However, due to Covid, Ian sat in the garage and suffered for it. We were fortunate enough to have some friends of a leader come down over two weekends and weld and help improve Ian and he is now in a position where he can be passed back to the young people to carry on their good work. In the coming year we are hoping to put Ian through his MOT and use him to make funds for Highcliffe Scout Group with various events but ultimately ending in a raffle.

We have had some explorers sign up for the Duke of Edinburgh award scheme which is being facilitated by the district team who are both very enthusiastic and experienced.

As a team we are looking forward to continuing through 2022, the explorers are now beginning to write their own programmes and helping with the planning of evenings and activities which, hopefully, will give them skills for the future!