

STAPLEHURST SCOUT GROUP

England & Wales · Charity number 308225

Details

Status Registered

Legal form Other

Registered 1973-06-13

Register [View on the Charity Commission register](#)

Contact

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Nicholson Walk
Staplehurst
Tonbridge
Kent
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Phone 07956202120

Email chair@staplehurstscouts.org.uk

Website www.staplehurstscouts.org.uk

Activities

Objects: A UNIT OF THE SCOUT ASSOCIATION.

Activities: We cater for children from 5-16 who wish to participate in Scouting activities.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** STAPLEHURST
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£13,286	£18,022	-	-
2024-03-31	£14,245	£13,863	-	-
2023-03-31	£9,163	£14,682	-	-
2022-03-31	£14,956	£8,107	-	-
2021-03-31	£26,573	£15,775	-	-

Trustees

Name	Role	Appointed
WILLIAM BEST	Chair	2008-03-12
Christopher Ian Hutchinson		2025-07-13
Martin David Ralph		2024-07-14
Martin Heasman		2024-07-14
Serena Joy Hoadley		2024-07-14
Susan Jane McLaughlin		2025-07-13
Warren Carter		2024-07-14

STAPLEHURST SCOUT GROUP

England & Wales - Charity number 308225

Accounts



Staplehurst Scout Group

Annual General Report 2021



The year of Zoom

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Staplehurst Scout Group
ANNUAL GENERAL REPORT 2021

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1. Minutes of AGM 2020

Staplehurst Scout Group Annual General Meeting 11th November 2020 8pm Via Zoom

In the presence of:

Bill Best	Chair
Frances Best	GSL
Mark Best	Treasurer
Adam Best	Eagle Cub Leader
Martin Ralph	Scout Leader & Explorer Leader
Melanie Byhurst	Secretary
Alex Lawrence	Beaver Scout Leader
Vanessa Johnson	Eagle Cub Leader
Jan Ashley	District Commissioner
Cathy Mummery	District Commissioner
Edwin Burnham	Eagle Cub Leader

And with apologies from:

None received

Also present:

Serena Hoadley, Stephen Hoadley, Emma Watson, Leslie Stone

Key Business

1. Welcome and introduction from the chair apologies received

Bill Best opened the meeting and welcomed everyone. He apologised for holding the AGM in November instead of June and for the fact it has to be a virtual meeting using Zoom. The group held out on holding the AGM in the hope after the first lockdown we would be able to hold it face to face.

2. Apologies for absence

No apologies for absence have been received.

Bill informed the meeting the Agenda for the AGM could be found in our annual report, Alex then offered to share it onto everyone's screens. The annual report for 2020 is available to download from the Staplehurst Scout Group web site.

www.staplehurstscouts.org.uk

3. Acceptance of minutes of previous AGM (2019)

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

4. Receive & adopt the Financial statements for the 2019 financial year

Bill informed the meeting that this is for the period up until March 2020. He ran through a summary of the accounts, including income and expenditure for the financial year. He

mentioned it included the start of our fundraising for the refurbishment of the toilet facilities within the Scout Centre.

Bill asked the meeting if anyone had any questions on the accounts and Cathy asked what the money for the Special Projects was for, is this the money for the toilets? Bill confirmed it was for the toilet refurbishment.

The motion to approve the FY 2020 accounts was brought forward by Frances Best, seconded by Ness Johnson and carried by the meeting without opposition.

5. Receive and adopt the Annual Report for the 2020 financial year

Bill briefly ran through the content of the annual report and everyone at the meeting agreed they were in favour of approving the annual report.

6. Elections and appointments

Bill explained to the meeting that we now need to elect and appoint people for the various roles in 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. Frances noted that Bill has now stood for over 10 Years and has carried out a brilliant job while in the role.

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, Alex Lawrence Beaver Leader, Adam Best Cub Leader, Bill Best Chairman and Martin Ralph Scout Leader. Adele Govett will no longer be a trustee due to leaving Staplehurst for a role at District.

The above trustees were elected unchallenged by the meeting.

11. Appointment of Independent Examiner for 2019/2020

Bill informed the meeting the group has a new independent examiner this year, Karen Sheppard. She has previous experience in the role with other scout groups and Staplehurst school PTA. Karen is also a qualified accountant. Bill passed his thanks to Serena for helping us find Karen to be the new examiner. Karen has been through the 2019/2020 accounts with a fine-tooth comb and signed them off.

Karen has agreed to stand again for the coming year and was elected unchallenged by the meeting.

12. Presentation of awards

Cathy explained to the meeting that at the present time awards could not be given out physically, but she had put together a power point presentation with copies of the awards on. The presentation was shared on everyone's screens. The following awards were then given out;

10 Year Service Award

Martin Ralph
Bill Best
Alec Jessel

15 Year Service Award

Adam Best

20 Year Service Award

Serena Hoadley

Wood Badge

Alex Lawrence

Medal of Merit

Adam Best
Martin Ralph
Vanessa Johnson

Everyone at the meeting congratulated the above on their awards. Bill mentioned it would be great hold a little ceremony for the awards to be presented once we are allowed to meet.

Bill informed the meeting Cathy and Jan are stepping down from their roles as joint DC. Staplehurst haven't been in this district for very long but Cathy and Jan have always been very helpful. He then handed the meeting over to them for any information/comments they had from district. Jan spoke briefly to Bill about the Exec meetings and Trustees. Jan congratulated the group on their new toilet facilities. Jan thanked everyone for supporting herself and Cathy as DC's. Their roles come to an end at Christmas and at the moment they don't know who will be replacing them. Staplehurst have been one of their least problematic groups!

Bill wished them luck in their future roles in scouting.

11. Close of formal business

Before the meeting closed, the following was discussed;

Serena said thank you and well done to all of the leaders and helpers that have kept meetings, either face to face or via Zoom, going over the last few months

Ness thanked Cathy and Jan for all their help as DC's during Staplehurst's time in the Weald District. She commented it was nice to have such approachable DC's. Adam thanked them too.

Bill mentioned that the first lockdown was a disappointing time for everyone in scouting. No meetings and camps could be held. Also, no fundraising could be carried out. The group decided not to charge subs over that period, the groups fixed costs remained the same though. The cash funds held by the group have taken a hit due to this. However, the group were lucky to be awarded a Business Rate Support Grant by the government which softens the blow and will be used towards the groups operational costs.

Bill informed the meeting the one plus point of the first lockdown was that it enabled the group to carry out the refurbishment of the toilet area without meetings being disturbed. With leaders on furlough they were able to start demolishing the old toilet area, reducing the overall costs of the project. The electrics, plumbing, brick laying has been carried out by local tradesmen who have very kindly carried out the work at mates' rates or for free! The Parish Council Chairman, Paddy Riordan, has been a big help and encouragement. He put the group in touch with the local tradesmen used and therefore, save the group a lot of money. There will be a toilet roll of honour on the group's website listing all the companies/individuals who have kindly helped with the project, either by donating funds or with the build itself. Bill thanked Martin for all of his help, he has gone above and beyond with the work he has carried out. Geoff was also a big help at the start too. Bill also thanked Frances and Mark for their help with the painting. The group is looking forward to being able to hold an official opening ceremony for the new facilities in the future.

Bill thanked the Beaver and Cub leaders for finding so many interesting things for the children to do over zoom. It is good to have the continuity and contact while face to face meetings cannot take place as normal. We all look forward to a normality in scouting and life!

Meeting Closed at 8.42pm

Signed: _____

William Best
Chair, Staplehurst Scout Group.

2. Who's who in Staplehurst Scouts

Group Board of Trustees (2021)

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	-	Alex Lawrence	-	Trustee
Cub Scout Leader	-	Adam Best	-	Trustee
Scout Leader	-	Martin Ralph	-	Trustee

Elected (non Ex-Officio) Members:

Parent Representative	-	Cathy Mills
Quartermaster	-	Geoff Smith

Bankers:	-	Lloyds Bank
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Group Leadership Team (up to period March 2021)

Beavers:

Beaver Scout Leader	-	Alex Lawrence
Assistant Beaver Scout Leader	-	Lindsay Oakes
Assistant Beaver Scout Leader	-	Jonathan Rootes
Assistant Beaver Leader	-	Tamar Barkess

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	-	Martin Ralph
Assistant Scout Leader	-	Mark Jeffery

We always have room for new leaders and Helpers – come and join us.

And we do have time plan our next event!

You don't have to know anything about Scouting except how to be adventurous.

[Come join us!](#)

3. Chairman's Report

Looking back at last year's report I wrote that 'we live in very unusual and challenging times.' Well, a year on and we still do, but we all see some light at the end of the Covid tunnel now and at the time of writing we have just started to get physical meetings going again in the Scout Centre which has given everyone a massive lift. Unfortunately, we are still unable to hold a full Annual General Meeting in the Scout Centre and will, again, need to have a virtual meeting using Zoom.

I hope this report will be useful to you and will give you some insight into the full scope of the work that the Group does and 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!).

Without a doubt, our biggest challenge is finding new volunteers 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. We desperately need new people to come and help us. If you would like to help, however part time and however suits you best, please do get in touch.

Our finances are healthy and our reserves above our target. You can see a full rundown of our finances later in this report. Having been in almost total shut down for over a year and not receiving subs (our only source of income) we have been reliant, like so many other voluntary organisations, on support grants from the Government. We have ringfenced most of this money to cover our operational expenses which have not stopped during this period, and we'll look to put any surplus to good use in doing further improvements to the Scout Centre and improving the facility for all those that use it.

Many of you will know that for over 40 years, the Scouts have run a Christmas Post service for the village. Each year we deliver around 2000 cards to raise money for local charities. Sending of cards has become a bit unfashionable lately as people think more about the environment and also can make use of messaging forums. We totally understand that, but we thought last Christmas our service would be needed more than ever with so many vulnerable people shielding and unable to make visits and deliver cards in person. An so it turned out to be as we had an incredible response and raised £560. We have always looked to support local charities with the money we raise and this year it seemed most appropriate to donate to the Maidstone and Tunbridge Wells NHS Charity to say our thank you for the incredible job all the staff at our local hospitals have done in these most troubling of times. The MTW Charitable Trust do a great job in buying equipment for patients and toys and books for children. See more here <https://www.mtwcharity.org.uk/>.

This coming Christmas we will again be doing the delivery service but for those that are thinking about the environment and don't want to send cards, we will give you the opportunity to make a donation and we will again donate all the money raised to the MTW charity. Finally on the subject of the Christmas post let me once again thank our long-standing Post Mistresses, Beryl Hill and Pat Best who do a fantastic job each year in collecting and sorting the post for us.

I mentioned last year that our next big project at the Scout Centre was to refurbish our toilets in the Scout Centre. This included installing a new disabled toilet as well as a refurbishment of our existing facilities. I'm delighted to report that this work has now concluded, and you can see a full account

of those that funded this work and also carried out work for us on our website. I would like to give a special mention to Paddy Riordan who provided inspiration, motivation and a lot of hard work himself to make all this happen. Next, we are turning our attention to refitting the kitchen and refurbishing the lobby. All help from mums and dads who can turn their hand to decorating, plumbing, carpentry is always most welcome!

Keep up to date with what's going on in local scouting please do visit our website.
www.staplehurstscouts.org.uk

Bill Best
Chair, Staplehurst Scout Group

4. Group Scout Leader Report

Group Scout Leader report

Well, what can I say about the past year of Scouting? The whole world was turned upside down with lockdowns and restrictions.

Scouting became virtual for the first time in its 114-year history.

With thanks to Zoom for allowing the Scout Association to have a free license, meetings were able to continue on-line, and the Group continued to meet. District meetings continued via Zoom in the comfort of our homes and pyjama bottoms, and questions over is that really tea in your mug!

In Staplehurst we continued Scouting and at times we were able to get back to Face-to face Scouting in somewhat different circumstances. The leaders continue to put in the hard work running the sections, and this has seen many leaders getting awards. Some of which we 'virtually' presented.

Alex Lawrence Wood badge- completion of leader training
Bill Best, Alex Jessel & Martin Ralph Chief Scouts 10-year Service award
Adam Best Chief Scouts 15-year Service award
Serena Hoadley Chief Scouts 20-year Service award
Award for merit
Adam Best, Vanessa Johnson & Martin Ralph.

These awards are usually presented at District events but as these were unable to be held, we had a socially distanced award ceremony at the Scout Centre.

Lindsay Oakes was awarded the Commissioner's commendation award.

Lindsay Oakes, Jon Rootes & Tamar Barkess have also been busy with their leadership training during the pandemic and have also gained their wood badges, to award be the District Commissioner.

We are a small team of leaders and volunteers and are always on the lookout for people to join our team we have many rewarding roles for people, for more information contact myself via email
gsl@staplehurstscouts.org.uk

Frances

5. From the Scouts



**STAPLEHURST
SCOUTS**

Scouts are back!!

It's clearly been a trying year for all of us, with many Scouting events either cancelled or postponed. The Carnival, Scout Camp, meetings and more, were all victims of the dreaded Covid.

However, we don't let these things beat us, so we did manage to continue to fulfil some of our Scouting obligations.

The cancellation of the Remembrance Day Parade was inevitable, but we still managed to attend a wreath laying ceremony at the Church, socially distanced, of course, represented by Adam Best. We also took part in the brief ceremony at the Parade. We thought it a good bit of community spirit to also provide the Chickenden Farm War Memorial with new Canadian & American flags, as the existing flags had taken a battering from the wind on the exposed site.



The ever-popular Scout Christmas Post went ahead (nothing can stop that!), and still managed to raise £560 for the Maidstone and Tunbridge Well NHS Trust Charity for which we are grateful to the people of Staplehurst who supported us.

We, unfortunately, had to say farewell to one of the most supportive Leaders that has been involved in the Scout Group. Alec Jessel has been playing a huge part in making Staplehurst Scouts one of the

largest groups in the District. Both of his fantastic sons, Tom and Ben, were in Scouts with us, and when they left, Alec was incredibly generous in continuing to attend meetings, organise activities, encourage the Scouts to participate and a fun, thoughtful rock against which I had to lean against more than once. I both salute and thank him for all he has done for us.

The improvements to the Scout Centre continue, with the near completion of the toilet facility, an upcoming kitchen refurbishment and replacement and upgrade of the fire pits all in the pipeline.

We have so much planned for the coming months including a trip to Angley Woods, Laser Paintball and more. We intend to bounce back bigger, bolder and better and thank all those who encourage, support and take part in Scouting in Staplehurst.

Martin Ralph

Scout Leader

6. From the Cubs



I would firstly like to say a big thanks to all the Cubs, and parents for sticking with the pack throughout all the changes that have happened over the last 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.

Through our Zoom meetings we have had fun with learn how to draw, quizzes including "Guess the Pool!", enjoy scavenger hunts-apologies to the parents for causing chaos in the house. The Cubs and some parents have enjoyed the "Where's Baloo?" photo quizzes. We found hundreds of ideas via 1st Virtual Scout Group on Facebook which has seen all members of Scouting pull together to help continue Scouting via Zoom.

We have marked St Georges' day, VE day & Remembrance Day on our doorsteps with the Cubs sending us photo's. We have had a grow the tallest sunflower competition and the Cubs have even participated in Camps at home including cooking their own breakfasts.





On our return to face-to-face Scouting, we have run the meetings mainly outside to give us more space. The Cubs have played rounders, cooked on fires, played with Nerf guns and completed two badges, Athletics and Athletics plus.

We are planning over the next half term to get back to hiking, more cooking on the fire, water evening, a campfire and our end of term meeting at Angley woods.

We are also tentatively planning our summer camp in accordance with Government & Scouting advice.

We offer Scouting to young people aged between 8-10.5 years for more information please contact eaglecubs@staplehurstscouts.or.uk

As with every voluntary organisation, Scouting relies on volunteers and Staplehurst Scout Group is always looking for people to help run, support and fundraise with us. If you would like to know more about volunteering with Staplehurst Scout Group please email us eaglecubs@staplehurstscouts.or.uk

Adam Best,

Akela

Cub Scout Leader, Staplehurst Eagle Pack

7. From the Beavers



Beavers are the youngest section at Staplehurst Scout Group that currently has 3 active sections. The Colony consists of approximately 20 boys and girls and 6 leaders and is open to all children aged six to eight years old.

Well, that was a strange year! Over the last 12 months, despite the challenges faced as a result of the Covid-19 pandemic, we have managed to continue to offer a rich and engaging programme for our 20-strong colony of Beavers. From virtual scavenger hunts and crafts sessions to even investing some new Beavers from the Cornish coast using the power of Zoom, we have embodied the Scouting spirit and adapted to our surroundings and the 'new normal' in the process.



Naturally, over the last year, Scouting has looked a little different to what we've all been used to before. Whereas we're used to getting our hands dirty outside or running around in the Scout Centre we could unfortunately only see each other through our computer and phone screens for most of the year. Despite this however, the Beavers and Leaders adapted to the situation admirably and overcame the difficulties faced largely through virtual meetings which we started running in May 2020.

From May we continued to offer virtual sessions for the Beavers on a weekly basis (including through the school summer holidays) and managed to get more and more creative with the activities we were able to offer, all while continuing to work towards a wide range of badges. The Beavers have tested their quiz brains on more than one occasion, tried their hands at cracking codes and even gotten messy during our cooking evenings (where the Beavers made mug cakes and decorated biscuits) and experiment nights (including making slime and lava lamps)... Sorry, parents! We have also celebrated world events such as Chinese New Year and St. Patrick's Day through craft activities (such as making Chinese lanterns) and learning cultural dances and songs.

As a part of these virtual meetings, we also set the Beavers 'weekly challenges' to keep them on their toes throughout the week between our meetings. These could be anything, from simply trying to throw a slice of bread into a toaster from the furthest distance to creating life-sized 'Where's Wally?' scenes. From super-dramatic entrances to super-powered heroes the Beavers never failed to surprise us with their creativity and inventiveness. Some even turned their bathrooms into Christmas grottos!!

In October, we also took part in our fourth annual JOTI-JOTA (Jamboree on the Internet - Jamboree on the Airwaves) event with many other groups joining in from across the Weald District. Unfortunately, this event, like our meetings, had to take place virtually, but all the Beavers who took part in the event had a great time speaking to other Beavers, Cubs, Scouts and Leaders from all across the world in secure dedicated chat rooms. Over the weekend we and the other groups from the Weald District managed to speak to groups from over 140 locations worldwide! To see a virtual map showing all the locations and countries that we managed to chat to and 'visit' virtually this year, please go to <https://www.zeemaps.com/view?group=3942505&x=-1.439158&y=54.058313&z=13>.

Since the start of May, we are pleased to confirm that we have returned to socially distanced face-to-face meetings in the Scout Centre. Naturally things are looking a little bit different at the moment, but everyone's enjoying seeing each other in person again while taking part in a range of fun and engaging games and activities. We even had a Community Liaison Officer from Kent Police join us virtually for our last meeting before the May half



term break to talk to all the Beavers about the role of the Police in the local community and the dangers of speaking to strangers. We're hoping they will be able to join us again in person a little later in the year. We are also planning to attend Kent Scouts' Beaver and Cub Adventure Days which are being held in October. These events offer the Beavers a great opportunity to get involved and try out activities that they might otherwise not be able to do (such as archery, rock climbing, zorbing and go-karting). Needless to say, they're always very popular with the Beavers!

Despite everything the last year has thrown at us, we really feel the Colony has thrived and come together in a whole new way. This is largely thanks to the continued support of our Beavers and their families together with the time, effort and continued dedication of our team of leaders. Thank you!

We are all really looking forward to the future and cannot wait to get started with another great year of Scouting.

Alex Lawrence (Malak)
Beaver Scout Leader

If you are interested in adding your child to the waiting list for the Colony or joining the Colony yourself as a leader, please get in touch either at staplehurstbeavers@gmail.com or on 07808090945. We are always looking for people to help run, support, and fundraise with us and it's such a rewarding experience! We currently meet weekly on a Wednesday from 6.15 p.m. until 7.15 p.m. and no previous experience is necessary as full training and help will be given (including tea, coffee and biscuits!).

Alex Lawrence (Malak)
Beaver Scout Leader

8. Awards achieved by the Staplehurst Scout Group in 2020

<p>Wood badge (completion of Adult Training) Lindsay Oakes Jon Rootes Jonathan Rootes Tamar Barkess</p>

Due to the ongoing situation with Covid-19 these awards are yet to be presented.

9. Parent Representative and other ways for you to help

Being a Parent Rep.

Would you like to get involved with the decisions on how your child's Scout Group is run?

Do you have skills from work that you could bring to our Group? Then maybe becoming a Group Exec Parent Rep is the role for you!

The Group Executive Committee meets three times a year and is made up of a Chair, Secretary, Treasurer, Section Leaders and Section parent reps. The committee is an integral part of our Group and extends support to the Group Scout Leader in meeting the responsibilities of their appointment and that of the Charity Commission. The committee is responsible for:

- The maintenance of the Group's property and equipment
- The raising of funds and the administration of the Group's finance
- The insurance of person, property and equipment
- Assisting with the recruitment of leaders and other adult support
- Organising social events

Being a parent rep, you would:

- Play an important part in helping the committee provide good scouting for our young people.
- Be the voice of your Section parents at executive meetings.
- Offer opinions and advice on topics that affect the Group.
- Help the Group develop as it grows!

We currently have parent rep vacancies for Wednesday Beavers, Thursday Cubs. If you're interest and can help, why not apply for the post? It looks great on the CV too.

Interested? Then contact chair@staplehurstscouts.org.uk or gsl@staplehurstscouts.org.uk

More comfortable behind the scenes?

Believe it or not, you don't have to work with Children to be a volunteer in scouting.

We need people to help with the planning and administration at Beavers, Cubs and Scouts. Things like organising trips and outings, making telephone calls and keeping records of who has what badges. It's a vital job that means the adults leaders have more time to spend doing what they do best, working with the children.

If you can spare a couple of hours a month to help us please have a chat with one of the leaders or contact Frances Best Group Scout Leader gsl@staplehurstscouts.org.uk

Are you a money-maker extraordinaire?

Can you help fund a future?

Are you fizzing with fundraising ideas? Are you equally at home organising a cake sale, as a sponsored Digital Detox? Then we need your energy and initiative to help us

We need a group fundraiser to help support our activities and improve our facilities. Raising extra funds means we can provide a wider range of exciting opportunities to our young people.

With experience of organising fundraising appeals, you won't be afraid to get stuck in with anything from a car wash to helping a sponsored triathlon go swimmingly!

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

Interested? The contact chair@staplehurstscouts.org.uk or gsl@staplehurstscouts.org.uk

Section Assistant

Make a bird box; transform a future

Would you like the chance to canoe, climb and make bird boxes while improving your life experiences, not to mention your CV?

As a Section Assistant in any of the sections in Staplehurst you can do this and much more, using your current skills and learning new ones.

Staplehurst Scout Group are looking for fun, committed people to support young people, helping run games and activities as part of weekly meetings. As part of our small team, you will help plan and deliver a safe and exciting programme for young people, helping them achieve badges and awards.

Enthusiasm, an empathy with young people and a sense of humour are a must. But we can teach you the rest. We will support you all the way and ensure you get the training and support you need.

Interested? Contact Frances Best Group Scout Leader gsl@staplehurstscouts.org.uk

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 day-to-day 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 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, Treasurer, 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 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.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions, donations, and fundraising, supplemented by Gift Aid revenues which have contributed considerably to Scout funds in the last few years. 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 large reduction in subscriptions in the past period due to lack of meetings as a result of following covid prevention rules, the Executive Committee has decided to keep subscriptions at the same level for the coming year. The Executive has also successfully introducing an on-line 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 6 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 2 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

The next financial priority for the Executive Committee is the completion of the new toilet facilities which now include a disabled toilet. There is 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. This will include a refit of the kitchen using unspent money raised for the new toilets.

The Group has been beneficiaries of Government rate support grants for voluntary organisations during lockdown periods and times of restricted activities, during which subs were reduced or not collected. More details on this is contained in the Finance section of this report.

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.

10.7 Scouts in the Community

During the last year, the Scout Group has not been able to be as involved as normally are in activities supporting community events in the village. We did however, manage to undertake our annual Christmas Post service and raised £560 for the Maidstone and Tunbridge Wells Charitable trust which uses the money it raises to provide equipment for patients, particularly children.

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 12 months running costs of approximately £12,500.

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.

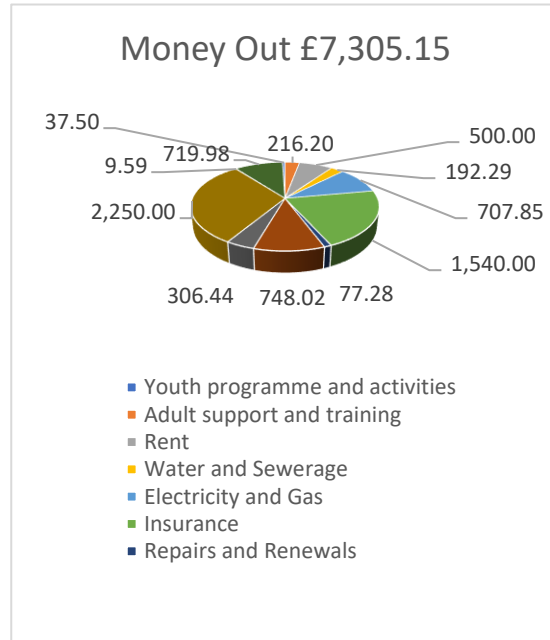
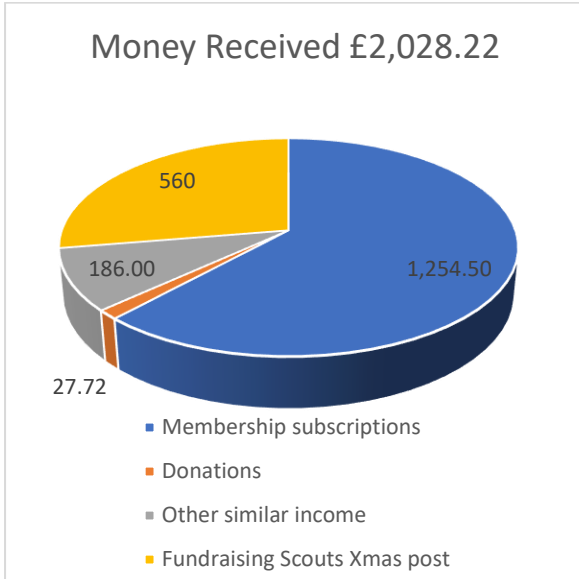
In Summary

Our income for the year to March 31st 2021 amounted to £2,042 (£12,773 in 2020) before exceptional items which were £5,100 fund raising for the new toilets and £19,431 in rate support grants under the Coronavirus financial aid schemes initiated by the Government.

Our expenditure was £7,296 (£15,775 in 2020). During the period we also spent £12,955 on the toilet refurbishment project, which is an exceptional item. Operational expenditure was considerably

lower than in previous years due to lack of activities, meetings, camps and events. Our cash reserves at the end of the reporting period stand at £35,782.46 (£29,461 in 2020). This includes rate support grants.

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



12. Receipts and Payments Statement of Accounts

Staplehurst Scout Group Receipts and Payments Statement of Accounts

For the year from	01 April 2020	To	31 March 2021
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Receipts and payments			
		2020/21	2019/20
		Unrestricted funds	Unrestricted funds
		£	£
Receipts			
Donations, legacies and similar income			
Membership subscriptions		1,254.50	6,309.20
Less: Membership subscriptions paid on (National/County/Area/District)			-
Net membership subscriptions retained		1,254.50	6,309.20
Donations		27.72	224.38
Camp Contributions		-	2,697.00
Special Projects		5,100.00	12,925.00
Legacies		-	-
Gift Aid		-	-
Other similar income		200.16	1,343.80
Sub total		6,582.38	23,499.38
Grants			
Maintenance grant		-	-
Other grants		19,431.00	-
Sub total		19,431.00	-
Fundraising (gross)			

Carnival		-		768.17
Scouts Xmas post		560.00		489.00
Porchlight		-		673.45
Fun Run		-		268.60
Sub total		560.00		2,199.22
Investment income		-		
Bank interest		-		-
Building Society interest		-		-
The Scout Association Short Term Investment Service		-		-
Property Rent income		-		-
Other investment income		-		-
Sub total		-		-
Total Gross Income		26,573.38		25,698.60
Asset and investment sales, etc.		-		-
Total receipts		26,573.38		25,698.60
Staplehurst Scout Group				
Receipts and Payments Account				
		Year start date		Year end date
	For the year from	01/04/2020	T o	31/03/2021
Receipts and payments				
		2020/21		2019/20
				Unrestricted

		Unrestricted funds		funds
		£		£
Payments				
Charitable Payments				
Youth programme and activities		-		1,512.55
Adult support and training		216.20		292.40
Rent		500.00		500.00
Water and Sewerage		192.29		128.11
Electricity and Gas		707.85		902.04
Insurance		1,540.00		1,486.31
Repairs and Renewals		77.28		314.87
Materials and equipment		739.77		1,829.68
Printing and photocopying		-		-
Contribution to camp costs		-		3,808.71
Uniforms		306.44		497.12
AGM and trustee expenses		-		28.76
Capitation		2,250.00		2,970.00
Website		9.59		900.00
Sub refund		37.50		-
Donations		719.98		337.95
Special Projects		12,955.38		-
Sub total		20,252.28		15,508.50
Fundraising expenses				
Fun run		-		212.95
Porchlight Money to district		-		-

Carnival		-	54
Other fundraising costs		-	-
Sub total		-	266.95
Total Gross Expenditure		20,252.28	15,775.45
Asset and investment purchases, etc.		-	-
Total payments		20,252.28	15,775.45
Net of receipts/(payments)		6,321.10	9,923.15
Cash funds last year end		-	-
Cash funds this year end		6,321.10	9,923.15
Statement of assets and liabilities at the end of the year			
		31/03/2021	31/03/2020
		Unrestricted funds	Unrestricted funds
		£	£
Cash funds			
Bank current account		35,752.46	29,431.36
Bank deposit account			-
Building society account			-
The Scout Association Short Term Investment Service			-
Cash/Floats		30.00	30.00
Total cash funds		35,782.46	29,461.36
Other monetary assets			
Tax claim			-

Debts due from the County/Area/District/Group		25.00		33.00
Insurance claim				-
Sub total		25.00		33.00
Investment assets				
Investment property - detail				-
Quoted investments				-
Other investments - detail				-
Sub total		-		-
Non monetary assets for charity's own use				
Badge stock				-
Shop stock				-
Other stock				-
Land and buildings				-
Motor vehicles				-
Scouting equipment, furniture etc				-
Other				-
Sub total		-		-
Liabilities				
Accounts not yet paid				-
Expenses incurred but not invoiced		8.25		490.67
Subscriptions not yet paid				-
Loan - detail				-
Other liabilities				-
Sub total		8.25		490.67

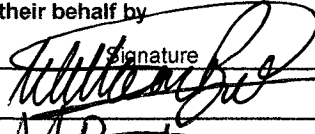
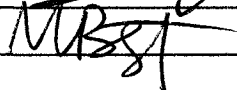
Contingent liabilities and future obligations				
The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 2nd June 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by				
Signature		Print Name		
		William Best		
		Mark Best		

Statement of assets and liabilities at the end of the year

	31/03/2021	31/03/2020
	Unrestricted funds £	Unrestricted funds £
Cash funds		
Bank current account	35,752.46	29,431.36
Bank deposit account		-
Building society account		-
The Scout Association Short Term Investment Service		-
Cash/Floats	30.00	30.00
Total cash funds	35,782.46	29,461.36
Other monetary assets		
Tax claim		-
Debts due from the County/Area/District/Group	25.00	33.00
Insurance claim		-
Sub total	25.00	33.00
Investment assets		
Investment property - detail		-
Quoted investments		-
Other investments - detail		-
Sub total		
Non monetary assets for charity's own use		
Badge stock		-
Shop stock		-
Other stock		-
Land and buildings		-
Motor vehicles		-
Scouting equipment, furniture etc		-
Other		-
Sub total		
Liabilities		
Accounts not yet paid		-
Expenses incurred but not invoiced	8.25	490.67
Subscriptions not yet paid		-
Loan - detail		-
Other liabilities		-
Sub total	8.25	490.67

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 2nd June 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature



Print Name
 William Best
 Mark Best



12. 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 31st March 2021

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 Sheppard..... *Sheppard*

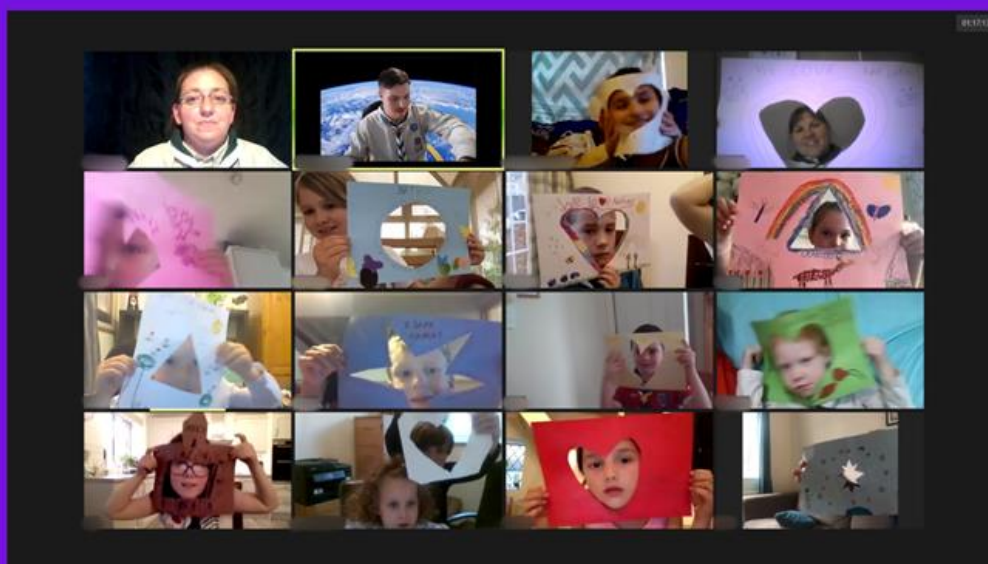
Address: 89 Bathurst Road.....

..... Staplehurst.....

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

Date: *15-6-2021*.....

LT700005



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www.staplehurstscouts.org.uk

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