Annual Report & Statement of Accounts

for the financial year ending April 2021

Scouts

1st Sittingbourne (S.A.)

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Kent County Scouts 306101 (England & Wales) SCO38437 (Scotland) | Salvation Army 214779 (England & Wales) SCO09359 (Scotland) | Ref #: ZD00571

1st Sittingbourne (S.A.)

Annual General Meeting

for the financial year 6th April 2020 - 5th April 2021

15th September 2021

Agenda

Key business

1. Welcome & Introductions from the Chair
2. Apologies for absence
3. Minutes of the previous meeting of the Group Council
4. Receive & approve the annual report for the 2020/21 year
5. Receive & approve the Financial Statement for the 2020 financial year

Appointments and elections

6. Approval of the Group Scout Leader's nomination of Chair
7. Election of Group Officers & Trustees
8. Closing remarks from the Group Scout Leader & District Commissioner
9. Presentation of Awards
10. Close of business

Registered Charity: Scouts 306101 (England & Wales) SCO38437 (Scotland) | Salvation Army 214779 (England & Wales) SCO09359 (Scotland) | Ref #: ZD00571

Reporting on the 6th April 2019 - 5th April 2020 Financial Year
Meeting held on 22nd July 2020 at 18:30 via Zoom Virtual Meeting

1st Sittingbourne (S.A) **Annual General Meeting** **MINUTES**

In attendance: Kyle Mortimer, Candice Sterling, Gary Chadwick, Janice Chadwick, Laura Bartlett, Louise Winzar, Jonathan Bartlett, Wendy Cooper, Emma Chambers, Kate Chambers, Donna Curling, Lisa, Springate, Rob Hook, Colin Fletcher, Alanna Fletcher, Marilyn Gilbert, Rachelle Coote, Michaela Moss, Dan Gray, Angela Palmer, Samantha Debnam

1) **Welcome** Candice welcomed everyone in attendance.She introduced herself as Chair and thanked everyone for attending our virtual AGM. It is a legal requirement for us to carry out the AGM within 6 months of our year end which was 06th April.

2) **Apologies** Salvation Army Officer Simon Perkins

3) **Minutes from 2019 AGM** Candice recapped the minutes and they were approved.

4) **Annual Group Scout Leaders Reports**

Kyle thanked everyone for another great year and the Group Executive team have continued their hard work raising funds for the group. He thanked the Group Executive team for all their hard work in helping the group continue to run. The children are always the focus of the group and it has been a tough year with having to stop face to face meetings in March and organize weekly zoom meetings. The year ahead is going to prove challenging in getting back to face to face meetings, but we have the support of the group leaders and the executive team. We are in the process of putting all the procedures into place to ensure a smooth return. Having to buy the protective equipment necessary for the return may have a financial impact on the group but we are in very good position to cope with this.

5) **Section Reports**

Beavers – Jon reported that the Beavers have had a good year and the numbers were good until we went into lockdown. Covid-19 has had an effect on the number of children that continued with the zoom weekly meetings. 1 Chief Scout Award was given out this year and the Beavers have been awarded 113 badges.

Cubs – Chantelle was not available for the report, but the Cubs have been running well over the past year, there was a drop-in numbers when we started weekly zoom meetings but we have awarded over 100 badges this year.

Scouts – Gary advised the Scouts have had a good year and they had a great camp last year in France. We have awarded over 94 badges to the Scouts this year.

6) **Financial report including OSM – Online Payments**

We had a good start to fundraising this year but then had to put it on hold because of Covid-19. The moved to payments on OSM has been successful with positive feedback from parents and the leadership team. The group still have funds in the bank so we are in a good position and will be able to boost the funds next year when we can restart fundraising.

We did have a group camp planned for May but this was cancelled along with all the District events planned.

7) **Salvation Army Link Report**

Unfortunately, this is not available as the current Officer Simon Perkin was unable to attend the meeting.

8) **Sittingbourne and Milton District Scout Group**

Angela Palmer attended our meeting and arrived at Gary and Janice's house to give them some awards. Janice received her 10-year Merit Award and District Risk Assessor Award, Kyle was awarded a Merit Award and medal and Perri was awarded with Chief Commendation for Good Service.

Angela thanked the group for the support they give the district and said we are one of the best groups the district has. We are the only group that did an international camp last year.

Group Chair and all trustees retired from post at this point. GSL assumed chair.

9) **Election of Executive Committee**

As the meeting was carried out online it was not possible to do a reelection of the Executive Committee but following Scout rules all members were asked if they were willing to re-stand for another year and all accepted.

10) **Presentation of Group Special Awards**

Gary shared his screen which showed all the badges that have been awarded over the last year and the badges will make their way to the relevant children when it is safe to do so.

Beaver of the year:	Alfie Bartlett
Cub of the year:	Callan Coote
Scout of the year:	Sally Brown
Lockdown Beaver of the Year:	Emily Curling
Lockdown Cub of the Year:	Jayden Roberts
Lockdown Scout of the Year:	Thomas Fletcher

11) **Thanks, and Closing Prayer**

Thanks were given to everyone in attendance

https://www.easyfundraising.org.uk/causes/1stsittingbournescouts/

Group Executive Committee 2020/21

22nd July 2020 – 14th September 2021

Ex-Officio Members:

Chair	- Candice Sterling	Group Scout Leader	- Kyle Mortimer
Secretary	- Laura Bartlett	Treasurer	- Louise Winzar
Assistant Group Scout Leader	- Janice Chadwick	Fundraising coordinator	- Emma Chambers
Scout Leader	- Perri Mortimer	Cub Leader	- Chantelle Shilling
Beaver Leader	- Gary Chadwick		
Group Chaplain	- Simon Perkin		

Elected Members:

Group Council (Beaver Parent Representative)	- Donna Curling
Group Council (Cub Parent Representative)	- Leanne Jones
Group Council (Scout Parent Representatives)	- Alannah Fletcher and Lisa Springate

Bankers:

Natwest Bank	Registered Address:	The Salvation Army, Shortlands Road, Sittingbourne, ME10 3JT

Group Leadership Team April 2020 – April 2021 by section

BEAVERS

Section Leader	- Gary Chadwick
Young Leader	- Bethany Hook
Occasional Helper	- Candice Sterling

cubs

Section Head Leader	- Chantelle Shilling
Section Leader	- Jonathon Bartlett
Assistant Leader	- Shellie Nicholson
Assistant Leader	- Dan Gray
Occasional Helper	- Laura Bartlett

SCOUTS

Section Leader	- Julie Gilson
Assistant Leader	- Kate Chambers
Assistant Leader	- Perri Mortimer
Occasional Helper	- Louise Winzar

STRUCTURE, GOVERNANCE & 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 3 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 & 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 trailer and equipment. The Group have requested the use of safe enclosed parking and storage of the trailer at neighbouring organisations such as other Scout Groups.
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 14. 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 & 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 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

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.

At the end of the 2020/21 financial year, the Group held £9,886.16 cash held in the Group's current account.

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.

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 Executive Committee Chair's Report

Well, what a year it was! When lockdown was first announced in March I thought we'd all take a much needed break and enjoy the quiet. I was wrong!

While this year was certainly a challenge I can't say it was all negative. Sad as it was that face-to-face scouting ended, I was amazed at how the leaders and volunteers stepped up to offer our members a programme each week. The young people certainly embraced virtual scouting well.

The Executive Committee didn't sit idly by either. When our doors closed, making sure the Group remained financially viable was our first concern. When we did an initial risk assessment on the Groups viability and considered loss of income, we certainly didn't envision a world in lockdown for nearly a year. We were also aware of the financial pressures on the Parents with many people put on furlough or no longer working. I'm proud to say I believe the committee acted decisively and quickly, cancelling subs for our members.

After some great and quick grant applications, the committee managed to purchase our Star Mess Tent, make payment towards our Census and purchase much needed equipment in preparation for our return.

We've continued to plan towards a return to Scouting.

The Executive Committee continue to be fully committed in supporting the Group leadership team develop the Skills for Life growth and development plan to layout the roadmap for the future of our Group and scouting locally.

The trustees largest and highest priority element of the plan is the acquisition of a longterm storage unit for our equipment and access to high quality equipment and resources to enable our leaders to deliver great programmes to our young people.

As always I'd like to thank my fellow trustees for their continued support and enthusiasm. My unending thanks to the leadership team for their hard work and dedication in giving our young people the opportunity to continue scouting every week over Zoom.

Candice Sterling
Group Executive Committee Chair

Membership & Committee Matters 2020/21

Trustee meeting attendance					2020/21
Candice Sterling	5 (100%)	Laura Bartlett	5 (100%)	Janice Chadwick	5 (100%)
Emma Chambers	4 (80%)	Louise Winzar	5 (100%)	Gary Chadwick	5 (100%)
Kyle Mortimer	3 (60%)	Simon Perkin	2 (40%)	Donna Curling	5 (100%)
Lisa Springate	5 (100%)	Alannah Fletcher	3 (60%)	Leanne Jones	2 (40%)

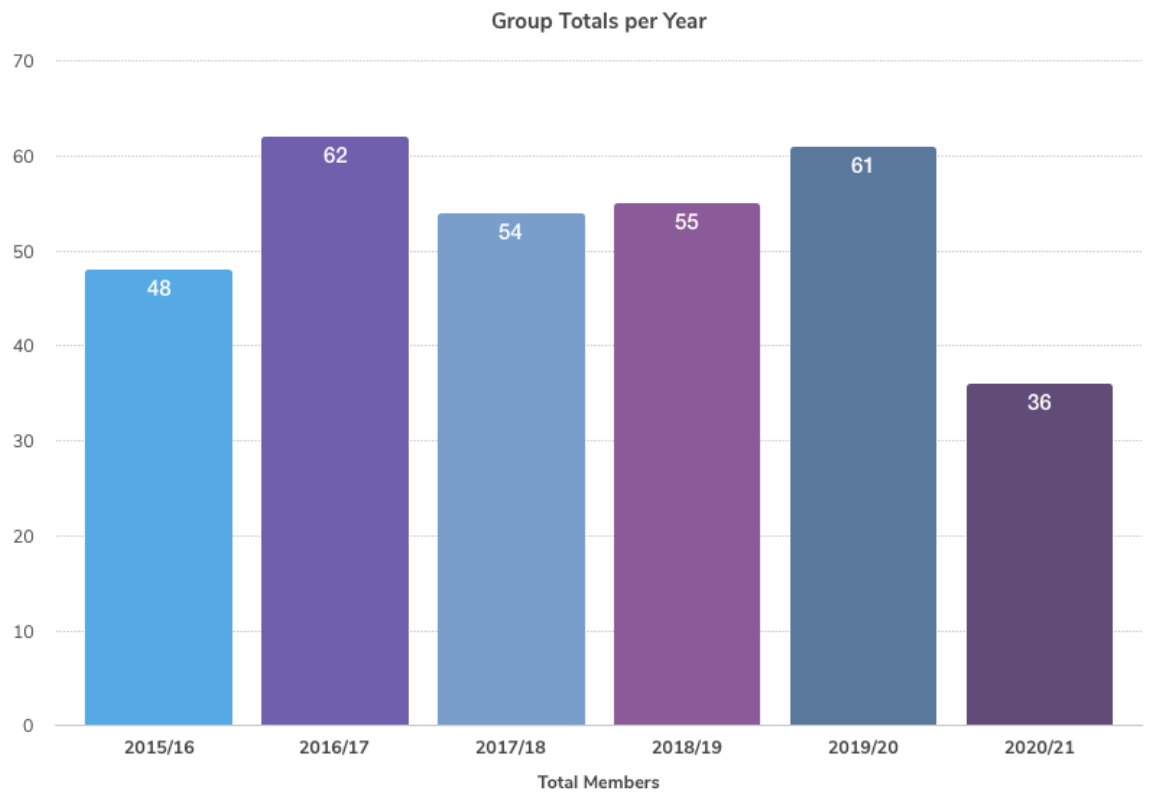
Executive Committee Meeting Dates		2020/21
24 August 2020	4 November 2020	15 March 2021 (online)
12 May 2021	30 June 2021	

Group Growth Plan

The Executive Committee continue to be fully committed in supporting the Group leadership team develop the Skills for Life growth and development plan to layout the roadmap for the future of our Group and scouting locally. While this year has presented challenges and significantly reduced our membership numbers and growth plan, we are confident that with the return to face-to-face scouting we will see membership numbers increase year on year.

Membership Information 2021 OSM Census					2020/21
Beavers	6 (10)	Cubs	13 (24)	Scouts	17 (27)
Group Total	36 (61)	Group Growth	40.9% decrease (10.9% increase)		

Last Years figures in brackets



Finance Report

Annual Accounts are presented on the following pages. To help clarify the report, here are some notes.

- Subscriptions were cancelled for much of lockdown (March 2020-Aug 2020)
- Subscriptions were reinstated at Sept2020
- Our Assets are currently being thoroughly and robustly inventoried and valued by our new Quarter Master and this will be accurately reflected in accounts in due course

Fundraising Report 6th April 2020 – 5th April 2021

Fundraising F1

1st Sittingbourne (Salvation Army) Scout Group

Current Event Balance -

£232.13

Receipt Codes		Payment Codes	
1	Fees	A	Hire
2	Donations	B	Food
3	Sundry Items	C	Sundry Items

Group

Receipts

Payments

2020/2021 Date	Details	Ref	Total	Code	1 Fees	2 Donations	3 Sundry Items	2020/2021 Date
			£1,177.13		£0.00	£0.00	£0.00	
29/07/20	Donation		100.00					10/12/20
21/08/20	Easyfundraising		21.65					30/03/21
24/08/20	E. Chambers		15.98					
18/12/20	Groundworks (Tesco) donation		1,000.00					
31/03/21	Easyfundraising		39.50					

Payments Cont...

Details	Ref	Cash	Cheque	Code	A Hire	B Food	C Sundry Items
		£945.00	£0.00		£0.00	£0.00	£0.00
Online panto		70.00					
Part payment for star tent		875.00					

Finance Report 6th April 2020 – 5th April 2021

Scouts
1st Sittingbourne (S.A.)

1st Sittingbourne (Salvation Army) S

		1st. April 2020	to 31st. March 20
		This Year	Last Year
Receipts [In]			
Subs		£60.00	£2,365.50
Gift Aid		£1,302.91	£0.00
Scout Ass fund		£1,800.00	£0.00
Repayment		£93.13	£35.00
GoCardless		£1,834.04	£3,388.45
0		£0.00	£0.00
0		£0.00	£0.00
0		£0.00	£0.00
0		£0.00	£0.00
0		£0.00	£0.00
0		£0.00	£0.00
0		£0.00	£0.00
Group wear		£0.00	-£90.40
Fundraising		£232.13	£3,229.15
Group camp		£180.00	-£119.64
0		£0.00	£0.00
2nd Bank account (Manual)		£0.00	£0.00
Totals		**£5,502.21**	**£8,808.06**
Payments [Out]			
Beavers		£17.54	£153.92
Cubs		£17.54	£319.50
Scouts		£51.20	£404.33
Group		£3,709.18	£5,527.51
0		£0.00	£0.00
0		£0.00	£0.00
0		£0.00	£0.00
0		£0.00	£0.00
0		£0.00	£0.00
0		£0.00	£0.00
0		£0.00	£0.00
0		£0.00	£0.00
2nd Bank account (Manual)		£0.00	£0.00
Totals		**£3,795.46**	**£6,405.26**
Surplus or (deficit) for the year		**£1,706.75**	**£2,402.80**
Balances brought forward	Bank - 1	£8,179.41	£0.00
	Bank - 2	£0.00	£0.00
	Cash		£0.00
		£8,179.41	**£0.00**
Balances in hand at year-end	Bank - 1	£9,886.16	£8,179.41
	Bank - 2	£0.00	£0.00
	Cash		£0.00
		£9,886.16	**£8,179.41**

Assets and Liabilities: In addition to the above cash balances the unit has equipment to the value of £0.00 and there are no other assets or liabilities.

Prepared by: Gary Chadwick **Signature & Date:** G. Chadwick 01/07/21

Reviewer's Certificate: The above statements agree with the records and vouchers of **1st Sittingbourne (Salvation Army) Scout Group** for the financial year ended **31st. March 2021**

Reviewed by: STEPHEN KING **Signature & Date:** 26-AUG-2021

Notes:

PHSC
The Old Church
31 Rochester Road
Aylesford
Kent
ME20 7PR

Group Scout Leader Annual Report 2020/2021

This years annual report sees us in much the same position we were last year owing to the Covid-19 pandemic however as we have reached the end of the scouting year and look forward to 2021/2022 we can start to see the pathway to what will be a successful return to Scouting in the UK and especially here at 1st Sittingbourne. Our group has some challenges to face as we have lower numbers of members than we traditionally are used to, but I am confident that as we open up face to face scouting again these numbers will grow. We will continue to provide safe, fun, adventurous activities for young people that help them to develop and grow.

Despite challenges the group has been very successful in coming through the pandemic, through the hard work and dedication of the adults that support us we are better placed than ever to look at how we provide scouting here at 1st Sittingbourne in the future. We are saddened to hear that some groups have not made it through the pandemic but we hope that as the Scout Association UK has given us the pathway back to adventurous face to face scouting we will see not only our own group but Scouting in general get back to where it was.

I have now been the Group Scout Leader for 5 years and much has changed in that time but I'm more positive than ever about our position in terms of leadership, program, finances, and structure.

Beavers, Cubs and Scouts
All of our sections have been working hard to provide program through the pandemic and I'm very grateful to the dedication of our superb leaders. They have been imaginative and willing to think outside the box so that we can continue to provide the best program possible in the circumstances. As soon as we were able to, the sections have been proactive in creating safe working practices to allow children to meet and engage in active scouting. They have been bearing in mind restrictions and safety at all times.

I know that all our leaders are looking forward to getting back to face to face scouting in the new scouting year and have been busy preparing full programs with lots of activities that will help us be adventurous, creative, social, and help our members learn and grow through the badge work program. This coming year with restrictions lifted we aim to have more members earning more badges and taking part in more activities.

We are also looking forward this year to getting back to camping and doing what Scouts have always done, enjoying the great outdoors.

Group Executive Committee
Our Group Executive committee are, as always, a core asset of our functioning here at 1st Sittingbourne. Aside from the strength of will shown by our leaders in maintaining program it is because of our structure and financially strong position that we have guided ourselves through the pandemic with relative ease. Thanks to the hard work of our committee over a number of years we have found ourselves in a good position this year and look strong moving forward into the next.

As restrictions lift I know our committee are looking forward to getting back to finding fun and exciting ways to fundraise for our group and help us to expand our provision of scouting. The committee have continued to meet regularly over the last year and have exciting plans for the future of 1st Sittingbourne.

To Conclude
Thank you to all of our members and all of our leaders and volunteers for helping 1st Sittingbourne to have a successful year in what has been possibly one of the weirdest and toughest years for most in living memory.

I'm very proud of what we have achieved this last year and even more excited about our future. Thank you for your time and commitment, you are all a credit to Scouting. Excelsior.

Yours in Scouting,
Kyle Mortimer
Group Scout Leader (GSL)

Beavers Annual Report 2020/2021

It has been a year of zoom except for the short period when we were allowed to meet face to face, but we ended the year as we started looking at the computer screen.

This proved to be a different style of doing beavers, which at times was challenging, not only for the leaders, but the beavers and parents alike, so a big thank you to you all for persevering. During the year, we worked towards 20 different badges covering 5 of the challenge badges and various activity & staged badges, including hikes and nights away by taking part in virtual camps. These virtual camps were where the beavers made dens indoors and slept in them and during the period of the camp undertook different challenges.

At the start of the year of this report there were 11 Beavers registered and we have finished with 9, which is a great achievement under the circumstances.

At the year end of the report, it is hoped restrictions will be eased and for the next year most, if not all of next year could be spent face-to-face.

Once again thank you for all your support

Gary Chadwick
Acting Beaver Leader

Cubs Annual Report 2020/2021

This year we have all faced a lot of hurdles along the way with being in lockdown for most of it, but despite all of that Cubs have been running well and consistently having on average 10 children attending via Zoom.

Despite the challenges of Zoom there has been a varied programme to ensure the Cubs gain the most knowledge to gain as many badges as possible. We have covered Adventure, Teamwork, World, Skills and even managed to incorporate the Outdoor badge. The Cubs have taken part in some virtual camps with an average of 9 attending these, which they all had a lot of fun even thou we couldn't be together face to face.

We have had 11 badges award this year and have had several Beavers join Cubs while some moved up to Scouts. We have a good link with both the Beavers and Scouts which helps the transitions for all.

Chantelle Shilling
Cubs Leader

Scouts Annual Report 2020/2021

Scouts is meant to be adventure and outdoors for the majority of the time, but this year as seen a totally different style of scouting, but true to how it always has been, we evolved and developed with the times/constrain imposed upon us and continued to provide a balanced programme.

During the year, the scouts worked on over 20 different badges covering all 7 of the Challenge Badges and various Activity & Staged badges, including hikes and nights away by taking part in virtual camps. These virtual camps were where the Scouts made dens indoors or erected their own tents and slept in them and during the period of the camp undertook different challenges.

During the time spent on the zoom meetings the scout numbers remained constant with many being regular attendees. Some scouts left the troop, differing ages and reasons, but during this period the troop also gained a few members, not only Cubs but fresh faces too. At the end of the year there were 18 Scouts on the register.

Though the year did not pan out how expected, I am still fairly happy on how the troop performed and look forward at the start of this coming year to be able to award some Chief Scout Awards.

Thank you to all, especially the parents in encouraging and assisting with the programme running over zoom, let's hope for a year of face-to-face scouting in the near future.

Gary Chadwick
Scout Leader