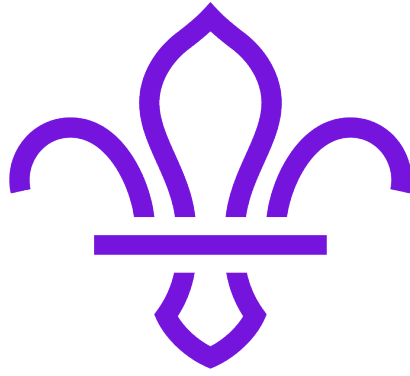


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Scouts

1st Sittingbourne (S.A.)

Annual General Meeting

for the financial year 6th April 2021 - 5th April 2022
4th May 2022

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 2021/22 year
5. Receive & approve the Financial Statement for the 2021 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

1st Sittingbourne (S.A)

Annual General Meeting

MINUTES

In attendance: Kyle Mortimer, Candice Sterling, Gary Chadwick, Janice Chadwick, Laura Bartlett, Louise Winzar, Wendy Cooper, Emma Chambers, Mandy Lee, Lawrence Lee, Lisa Springate, Chantelle Shilling, Laura David, Jo Warner, Tom Manktelow, Jo Woodstock, Jason Woodstock, Liam Bedford, Perri Graves, Andrew Burns, Katherine Hix, Angela Palmer – District Commissioner

- 1) **Welcome** Candice welcomed everyone in attendance. She introduced herself as Chair and thanked everyone for attending the AGM. It is a legal requirement for us to carry out the AGM within 6 months of our year end which was 06th April. The AGM is important to look back and celebrate everything we've done the past year.
- 2) **Apologies** Salvation Army Officer Simon Perkins, Karen Woodfine
- 3) **Minutes from 2019 AGM** Candice recapped the minutes and they were approved. We recapped that subs were cancelled and most of last year was spent in Covid lockdown.
- 4) **Annual Group Scout Leaders Reports**
Kyle thanked everyone for attending. Unfortunately, we have lost 40% of our members due to Covid but the success of the group continuing is down to the adult volunteers within the group. Kyle mentioned the group is in a good place to look to the future and the groups that have suffered we hope are able to rejoin soon. With the face-to-face meetings starting back we hope this will see the numbers increase again. Kyle passed on his thanks to the executive committee and said he is always privileged and always grateful for all of their support and what they achieve for the group. The committee held regular meetings to ensure the group were running smoothly. Kyle thanked all the members and volunteers, and he is proud of what the group achieved.
- 5) **Section Reports**
Beavers – Gary reported that the Beaver group has been running well and we had good attendance during the Zoom sessions that were held weekly. It was hard to run a program week after week online, but we did manage to award 20 badges.
Cubs – Chantelle reported that the Cub group ran well, and we had a few attend the Zoom meetings every week. We had members attend the virtual camps which helped them to gain nights away badges. We awarded some badges to the Cubs after the lockdown period.
Scouts – Gary advised the Scouts have had a good year and managed to maintain some of the members on the weekly Zoom meetings. The Scouts joined in with the virtual camps and were awarded 20 different badges.
- 6) **Financial report**
Everyone had a copy of the AGM report and Candice briefly covered the report finances and mentioned that we took the finances of all our parents into consideration during Covid and we had cancelled Subs for a while, which then increased to half of the monthly amount. We did lose some of our members during the Covid times but hopefully this will increase again soon. All the leaders did well carrying out meetings via zoom for all the sections. The executive committee still worked hard to ensure the group had money and made decisions on finances when needed. Page 9 of the AGM report covered the growth plan as advised by the Scout Association. We currently have £9886.16 in the bank which is great as we haven't been able to fundraise for over 18 months. But we did well to secure some grants and additional funding. The group have appointed Stephen King of PSHC LTD the groups auditor. Kyle agreed that we are financially strong and we are in a good position moving forward.
- 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 thanked all the members of 1st Sittingbourne. It is the 1st meeting in the district that has been held outside and she mentioned she loved the new star tent that was put up for the 1st time for the AGM meeting. Angela mentioned how hard the Zoom meetings are and they make it very difficult to interact with the children. Angela said we do a very good job, and we are one of the top groups in the district. Angela mentioned the international trip for the scouts which has been postponed until 2023. Angela thanked the group for supporting the District. She said we are in a good financial position.

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

9) **Election of Executive Committee**

Every year we have to elect the executive committee members for the forthcoming year.

Chair – Candice Sterling – nominated by Kyle and seconded by Chantelle.

Secretary – Laura Bartlett – nominated by Kyle and seconded by Candice.

Treasurer – Louise Winzar – nominated by Kyle and seconded by Candice. Louise is also our link with the Salvation Army.

Group Chaplin – Major Simon Perkin – He is the current officer in role at the Salvation Army.

Fundraiser – Emma Chambers – nominated by Kyle and seconded by Candice.

Emma is happy to be the current fundraiser but unfortunately her boys have stepped away from the Scout group so we are looking to appoint a new fundraiser.

Beaver parent rep – Steph Manktelow

Cub parent rep – Kate Hicks

Scout parent rep – Lisa Springate

Auditor – Stephen King of PHSC – he has agreed to audit for 5 years.

Quarter master – Liam Bedford – he will be carrying out a stock check to compile an inventory list and full valuation.

10) **Presentation of Group Special Awards**

Gary awarded trophies as below:

Chief Scout Gold Award: Luke Chambers, Alec Chambers, Eden Anderson

Beaver of the year: Emily Curling

Cub of the year: Maisie David

Scout of the year: Eden Anderson

11) **Thanks, and Closing Prayer**

Thanks were given to everyone in attendance. The meeting ended at 18:48

Group Executive Committee 2021/22

15th September 2021 – 4th May 2022

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	- Steph Manktelow
Scout Leader	- Gary Chadwick	Cub Leader	- Chantelle Shilling
Beaver Leader	- Perri Graves		
Group Chaplain	- Simon Perkin	Quarter Master	- Liam Bedford

Elected Members:

Group Council (Beaver Parent Representative)	-
Group Council (Cub Parent Representative)	- Katherine Hix
Group Council (Scout Parent Representatives)	- Lisa Springate

Bankers:

Natwest Bank	Registered Address:	The Salvation Army, Shortlands Road, Sittingbourne, ME10 3JT
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Group Leadership Team September 2021 – April 2022 by section



Section Leader	- Perri Graves
Section Leader	- Julie Gilson
Assistant Leader	- Donna Curling
Assistant Leader	- Lucy Anderson



Section Leader	- Chantelle Shilling
Section Leader	- Jonathon Bartlett
Assistant Leader	- Shellie Nicholson
Assistant Leader	- Dan Gray
Occasional Helper	- Laura Bartlett
Occasional Helper	- Mary Mog
Young Leader	- Eden Anderson



Section Leader	- Gary Chadwick
Assistant Leader	- Matt Coote
Assistant Leader	- Kate Chambers
Occasional Helper	- Louise Winzar
Young Leader	- Kayley Thorn

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 24 months running costs, designating £6000 to this purpose.

At the end of the 2021/22 financial year, the Group held £2384.79 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

I am extremely pleased that the group has had a very successful year of 'normal' face-to-face scouting. The trustees have been focused on development over the last year, more so than ever as we recognise the need for young people to return to pre-covid activities.

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. With that we have seen membership numbers increase this year by 52%.

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 – week in, week out. This year we have:

- Purchased a new trailer - replacing the old damaged and leaking trailer.
- Successful grant application for new event/seating

area style tents, new inflatable tents and camping tables and purchased it

- Financed leaders activity training
- Completely refitted the equipment storage area at the hall
- Continued to improve and enhance the health and safety features at the hall, including fitting easier access to burns and first aid kits
- Successfully aquired fundraising opportunities such as the ASDA Green Tokens scheme
- Hosted our first (and hopefully annual) large fundraising event - the Easter Egg Hunt at Bexon Lane

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 learn skills for life.

Candice Sterling

Group Executive Committee Chair

Membership & Committee Matters 2021/22

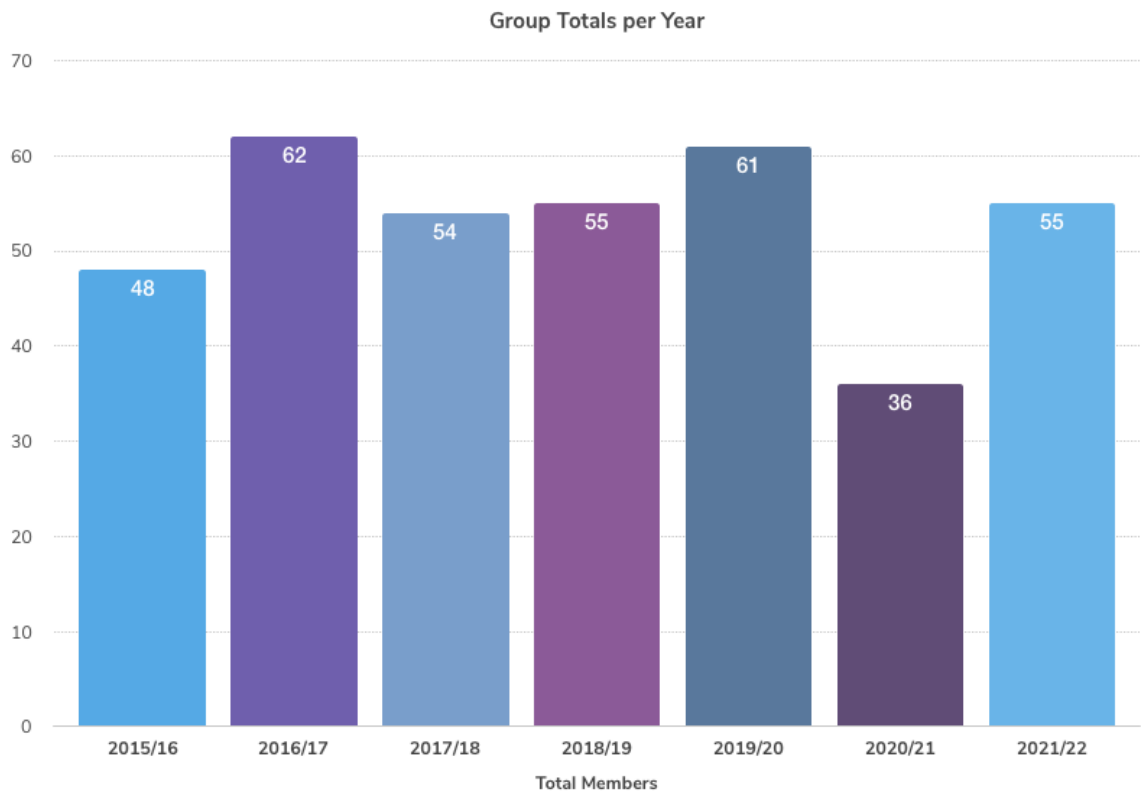
Trustee meeting attendance				2021/22	
Candice Sterling	5 (100%)	Laura Bartlett	5 (100%)	Janice Chadwick (AGSL)	5 (100%)
Kyle Mortimer (GSL)	2 (40%)	Louise Winzar	5 (100%)	Liam Bedford (QM)	0 (0%)
Gary Chadwick	2 (40%)	Simon Perkin	2 (40%)	Steph Manktelow	4 (80%)
Lisa Springate	5 (100%)	Katherine Hix	2 (40%)		

Executive Committee Meeting Dates		2021/22
20 October 2021	12 January 2022	16 February 2022
23 March 2022	20 April 2022	

Group Growth Plan

Membership Information 2022 OSM Census				2021/22	
Beavers	20 (6)	Cubs	19 (13)	Scouts	16 (17)
Group Total	55 (36)	Group Growth	52.78% increase (40.9% decrease)		

Last Years figures in brackets



Finance Report

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

- Reconnect grant applied for in connection with the Easter Fun Day event was approved by KCC on 24 March 2022. Funds are paid in leau 30 days after event which will be reflected on the next financial year.
- Our Assets have been thoroughly and robustly inventoried and valued by our new Quarter Master and this is accurately reflected in accounts.

Fundraising Report 1st April 2021 – 31st March 2022

Fundraising

Current Event Balance ~

£30.10

1st Sittingbourne (Salvation Army) Scout Group

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

Scouts
1st Sittingbourne (S.A.)

Group

Receipts

[illegible]

Finance Report 1st April 2021 – 31st March 2022



	1st. April 2021	to 31st. March 2022
	This Year	Last Year
Receipts [In]		
Subs	£340.00	£60.00
Gift Aid	£241.63	£1,302.91
Scout Ass fund	£0.00	£1,800.00
Repayment	£34.84	£93.13
GoCar dless	£4,127.98	£1,834.04
Marlowe Pantomime	-£861.02	£0.00
Cub Sleepover/Hike	£10.58	£0.00
Cubs Pioneer Badge	-£15.60	£0.00
0	£0.00	£0.00
Curry Night	£220.16	£0.00
Egg Hunt	-£112.91	£0.00
0	£0.00	£0.00
Group wear	£27.00	£0.00
Fundraising	£30.10	£232.13
Group camp	-£30.00	£180.00
0	£0.00	£0.00

2nd Bank account (Manual)	£0.00	£0.00
Totals	£4,012.76	£5,502.21

Payments [Out]		
Beavers	£55.49	£17.54
Cubs	£108.09	£17.54
Scouts	£105.27	£51.20
Group	£6,851.68	£3,709.18
Traller	£4,364.00	£0.00
Over payment	£29.60	£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	£11,514.13	£3,795.46

Surplus or (deficit) for the year	-£7,501.37	£1,706.75
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Balances brought forward	Bank - 1	£9,886.16	£9,886.16
	Bank - 2	£0.00	£0.00
	Cash	£0.00	£0.00
		£9,886.16	£9,886.16

Balances in hand at	Bank - 1	£2,384.79	£9,886.16
year-end	Bank - 2	£0.00	£0.00
	Cash	£0.00	£0.00
		£2,384.79	£9,886.16

Assets and Liabilities: In addition to the above cash balances the unit has equipment to the value of £8,189.93 and there are no other assets or liabilities.

Prepared by: _____ Signature & Date: _____

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 2022

Reviewed by: _____ Signature & Date: _____

Group Scout Leader Annual Report 2021/2022

This year's annual report sees us look back at a successful year having return to face-to-face scouting and return to what we do best. Our group has faced some challenges to face, we started the year with lower numbers of members than we traditionally are used to, but wow did these numbers grow! We will continue to provide safe, fun, adventurous activities for young people that help them to develop and grow.

I have now been the Group Scout Leader for 6 years, our group this year reaches its 15 th birthday since it was formally re-opened in 2007, much has changed in that time, but our core value remains the same: strong leadership from adults and children alike, fun and educational program, prudent financial planning, and integrity.

Beavers, Cubs, and Scouts:

All of our sections have been working hard through the year with wonderful programs that combine new skills for a new generation whilst valuing traditional scouting activities and the great outdoors.

Our leadership has a few changes but remains strong through all our sections with a lot of experience and skill across the group. Never have I had to schedule so many 5-year reviews with leaders, but this is an amazing place to be in. I know the group is privileged to have such a wealth of leaders who over the years have committed themselves to volunteering with us and continue to do so bringing their knowledge, skills, experience, and stability to our group.

All of our sections have grown in number this year which is brilliant, and we for the first time ever are having to consider how we will implement a waiting list for our Beaver Section. It's a tribute to their running of the group that it is so popular. A special congratulations to all our members who have achieved either their Chief Scouts Bronze, Silver, or Gold Awards. We were also pleased that two of our Scouts who during the year have moved on, have remained with the group helping as young leaders a playing a vital role in our community.

Group Executive Committee:

Our Group Executive committee are our invaluable trustees helping to provide our stability and structure so we can continue to provide Scouting now and in the future at 1st Sittingbourne. They have worked hard to help fundraise putting us in a good place financially, especially after coming back from years of the covid pandemic and considering we had to replace our group trailer, this however will allow us to provide camping experiences for many years to come. We enjoyed our first running of a new Easter Fun day which was enjoyable for all who attended as well as enjoying other events the executive committee organised for our young people. I look forward to another year of working with each of them to continue our long-term plans for the development of the group.

Yours in Scouting,

Kyle Mortimer

Group Scout Leader (GSL)

Beavers Annual Report 2021/2022

Beavers have had a good year with numbers increasing throughout the year, in April 2021 we had 13 beavers and in April 2022 we now have 20 beavers, which is fantastic.

Our Autumn term was full of learning lots of skills including first aid, knot tying as well as lots of craft. We also had a visit from the fire brigade.

The winter term was another busy one, where we learnt skills such as how to light a match, how to brush our teeth and

stay healthy. We also did some cooking for National Pizza Day and Easter, as well as showing and telling each other about our collections and hobbies. We even had a visit from the police and a science teacher.

So far this term we have learnt about and celebrated St George's Day and learnt and played some new games from different countries.

This has led to it being a very successful year, with 166 badges being awarded in total throughout the past year, including 2 beavers achieving their Chief Scout's Bronze award.

We had 15 beavers take part in the beaver sleepover in April, where we visited the Sittingbourne Heritage Museum and Bowling at the Light Cinema. All the beavers thoroughly enjoyed the event and cannot wait for the next sleepover.

Well done to all the beavers who have taken part in all the activities and achieved badges and we are looking forward to the fun continuing and being able to practice our outdoor skills more as we begin to meet up the campsite again in the summer months.

Perri Graves
Beaver Leader

Cubs Annual Report 2021/2022

So, what an amazing year we have had this year, first year fully back.

This year we have on average 16 Cubs attending which is amazing! Over this time, we have awarded 155 badges with loads more to come. During this time, we have had a sleep over at the hall, held a fundraising event as a Curry Night which was a huge achievement for all involved and did a community litter picking.

Cubs have earned many different badges and working towards their Silver Chief Scouts Award, which is the highest they can earn in Cubs. We have had several Beavers move up to Cubs; some Cubs move up to Scouts and have some new members join us. We have a good link with both the Beavers and Scouts which helps the transition for all.

Chantelle Shilling
Cubs Leader

Scouts Annual Report 2021/2022

Well, we managed a full year doing scouting Face-Face, be it sometimes with face coverings. This did not deter the troop in their activities and a full programme was managed except for camping.

In the past year we awarded 178 badges, with a wide spectrum of activity badges, from farming to scientist, and my faith to emergency aid. All of the Challenge badges were worked on and I am pleased to say in the summer we awarded 5 Chief Scout Awards, the highest award a Scout can gain.

The troop has had a steady growth throughout the year, replacing the 5 scouts who progressed from the troop in the summer and extras to the degree the leaders are now seriously thinking of starting a third patrol. Of the 5 scouts who left the troop, I am pleased to say 2 of them have become Young Leaders within the group.

Over the summer the troop welcomed Matt into the leadership team along with Kayley moving from Cubs to Scouts as a Young Leader.

As for the near future we hope to hold some small camps during the summer term to help the scouts gain the Adventure & Outdoor Challenge awards.

Finally, but not least a massive thank you to all who have supported the troop over this past year and we look forward to another excellent year ahead.

Gary Chadwick
Scout Leader
