



MEDWAY TOWNS SCOUT DISTRICT  
ANNUAL GENERAL MEETING  
TUESDAY 5th October 2021

MEDWAY COUNCIL, CIVIC SUITE, CHATHAM  
BY KIND PERMISSION OF THE OFFICE OF THE  
MAYOR OF MEDWAY

- Agenda for Annual General Meeting
- Trustees Report, incl. Accounts and Financial Report
- Appendix A – Section Reports Etc.

# **ANNUAL GENERAL MEETING – TUESDAY 5<sup>th</sup> October 2021**

## **AGENDA**

1. Welcome by President/Vice-President
2. Apologies for absence
3. Declarations of conflicts of interest
4. Minutes of the 2020 Annual General Meeting
5. To receive and consider the Trustees' Report
6. To receive and consider the Annual Statement of Account
7. To receive the District Commissioners' Report (see Appendix A)
8. To approve the District Commissioner's nominations to the following appointments:
  - District Chairman
  - Nominated members of the District Executive
9. To elect a District Secretary
10. To elect a District Treasurer
11. To elect members of the District Executive Committee
12. To nominate a Representative of the Medway Towns Scouts onto the Kent County Scout Council
13. To appoint an independent Examiner
14. To receive an address by the representative of Kent Scouts
15. DC Update & Presentations
16. Any other business which should be directly related to the business of the AGM
17. Address by President concluding with the formal closure of the 2021 AGM

### **Current Membership of District Executive Committee**

<b>Name</b>	<b>Position</b>	<b>Ex-officio/Nominated/Elected</b>
John Brisley	District Commissioner	Ex-officio
Vacant	Chairman	Nominated by DC
Tracy Knight	Treasurer	Co-Opted
Vacant	Secretary	Elected
Steven Slater	District Explorer Scout Commissioner	Ex-officio
Vacant	District Scout Network Commissioner	Ex-officio
Henry Brackley	District Youth Commissioner	Ex-officio
Graham Hancock	Member	Elected
Sverre Sverresonn	Member	Elected
Graeme Pryke	Member	Elected
Paul Randall	Member	Elected
David Knight DC	Member	Nominated by DC
Dan Martin DC	Member	Nominated by DC
Vacant	Member	Nominated by DC
Vacant	Member	Nominated by DC



**District AGM 29<sup>th</sup> September 2020**

**Held on Zoom due to COVID-19**

**Minutes of the meeting**

**Present** - Dan Martin, John Brisley, David Knight, Richard Hawkins (Dickie), David Brake, Tracy Knight, Graeme Pryke, Nick Swain, David Smith, Sally Cox, Gill Martin, David Wraight, Jean Chandler Andy Burt, Sandra Cooper, Kara Cooper, Sverre Sverresonn, Steven Slater, Kelvin Holford, Graham Hancock Paul Randall, Darren Hopson, Warren Medhurst, Paul Webber, Vi Jones, Gavin Jessup, Stuart Hurst, Christine Riddell, Danielle Spreadbridge, Ben King, Bev Pryke, Carrie Payne, Dave Payne, Michelle Kagan, Rob Martin, Tyler Rodberg, Richard Simmons, Colin Jones, Tracy Knight.

**1. Welcome by President/Vice-President**

Our Vice President Cllr David Brake introduced the county representative Sverre Sverresonn and the representative for the president of Medway Towns Scout District, Lieutenant Colonel Richard Hawkins of the Royal School of Military Engineering. David invited Richard to chair the meeting.

Richard was very privileged to chair the meeting on behalf of Brigadier Peter Row and he hopes to do the meeting justice and starts the 2020 AGM.

**2. Apologies for absence**

The only apologies for absence was Ken & Bunty Ridgeway, Colin Stubbing & Kelly Beck

**3. Declarations of conflicts of interest**

No Conflicts of Interest was declared.

**4. Minutes of the 2019 Annual General Meeting**

The approval of the minutes from the AGM was held on 16<sup>th</sup> September 2019 and the minutes had been distributed before the AGM and was a true record. They were proposed by Gill Martin and seconded by David Wraight.

**5. To receive and consider the Trustees' Report**

Welcome to the 2020 Annual General Meeting of the Medway Towns District Scout Council.

Hopefully, you will have seen the reports and financial statement of accounts presented by the District Team and Executive Committee via the links sent out through the various media channels. Medway Towns District Scout Council is a charity established under the Policy, Organisation and Rules (POR) of The Scouts. The District Scout Council is responsible for providing management, training, and support to Scout Groups across the District as well as District events and activities. The members of the District Executive Committee are charity trustees of the Scout District. Appointed under POR through nomination or election at the AGM, they serve for one year and are eligible for re-election or re-appointment if so willing. Other trustees may be co-opted during the year to serve until the next AGM.

The District Executive Committee must act collectively, and in the best interests of its members, ensuring compliance with the Associations rules, along with management of finances, property, equipment, and insurance. The Governance Sub Committee continues to ensure everything is above board and safeguard all our members, trustees, and property. The Appointments Advisory Committee manages the process of vetting new leaders and is also responsible for training compliance. The Districts campsite, Buckmore Park is operated by the CIO (Charitable Incorporated Organisation) on behalf of Medway Town Scouts and is responsible for the day-to-day operations, management, and continued development of the park. This continued development including the addition of new activities is attracting larger numbers of visitors for camping and activities year on year from Groups both locally and much further afield.

Whilst this is but a very summary of the activities of Medway Towns District Scouts over the reporting year it barely reflects the hard work, commitment, and enthusiasm of so many Leaders, Supporters and Managers across the District. The pure scope and variety of activities and residential events undertaken in Groups and across District is truly inspiring to see, with so many young people experiencing opportunities and adventures and making memories for a lifetime. The quality of Scouting in Medway Towns is a credit to each, and everyone involved. Thank you all.

Covid19 aside, most recently, Scouting has continued in ever evolving various guises within Groups and District as we adapt to a new, and hopefully not permanent normality, the adaptability and resourcefulness has again been truly inspiring.

Unfortunately, our Chairman, Scott Wright and Secretary David Smith have recently stood down for personal reasons and will be sorely missed having played key roles in the execs business since the last AGM. Our extreme thanks and best wishes go to both. The exec has also been involved since June in extensive discussions with Buckmore Park CIO over an exciting new development which will be revealed later in the meeting. Finally, a massive extra thanks to the District Team, District Exec and all involved at Buckmore Park, virtually all of whom hold other roles. Without this extra commitment and enthusiasm, the District would be a very different place. There are still plenty of opportunities for anyone who wishes to give a little extra to ensure the next year is even more successful.

Colin raised a couple of points; the list of trustees does not include everyone and has not been signed. John stated that we have not been able to meet up and get them signed and Colin stated that he was missing off the report. The reserves have been reduced and would like an explanation for why, section F stated that they have been reduced. The Exec is responsible for running district and due to Buckmore development they have reviewed it and taken the decision to reduce it. Colin had no other queries regarding the report. There were no other concerns

Proposed Michelle Kagan, Seconded Darren Hopson

6. To receive and consider the Annual Statement of Account

Tracy knight said that the accounts were done before she took the role of treasurer. They were not signed due to Covid19. Any questions ask now as there should be people on here as hopefully someone will be able to help.

Colin asked why the subscriptions have gone down since last year? 4 groups hadn't paid their capitation by the end of the FY. Tracy stated that all but one group have now paid and will go into next years account.

Colin said there was no examiners report, Steven Slater said trustees should sign the report before the examiner and they have been examined. It was noted that the report was missing from the pack. David Brake said that they are correct, and it has been very difficult due to Covid19 and not being able to meet face to face. It was suggested to delay the proposal. It was just that document that was missing so Sverre Sverresonn showed the examiner's report on the Screen for everyone to see and read and asked if everyone could see it. It was just a mishap and apologies from the digital team.

It was then proposed by Tracy Knight and seconded by Jean Chandler

7. To receive the District Commissioners' Report

[Link to DC Report](#)

Proposed by Graeme Pryke, Seconded Kara Cooper

8. To approve the District Commissioner's nominations to the following appointments:

- o District Chairman
- o Nominated members of the District Executive

The post of Chairman remains vacant and are looking to fill it, please let them know if you're interested.

Dan Martin

David Kight

Tyler Rodberg

Is this accepted? A general consensus is needed, and it was taken forward.

The following members are ex-officio

Steven Slater - DESC

Ben King - DSNC

Henry Brackley - Youth Commissioner

9. To elect a District Secretary

No nominations from the floor and the position will remain vacant.

10. To elect a District Treasurer

Nominations from the floor and we have Tracy Knight.

Proposed John Brisley Seconded Sverre Sverresonn

It was asked if there were any more nominations and there was not. Therefore, Tracy knight is treasurer.

11. To elect members of the District Executive Committee

At the annual meeting in 2014 by resolution it was agreed that the number of elected members should be 4.

Open to floor and nominations

Graham Hancock proposed by Sverre Sverresonn, seconded by David Knight

Paul Randall proposed by Rob Martin

Graeme Pryke proposed by Dan Martin

Sverre Sverresonn proposed by David Knight

Any contrary views? Floor was silent

12. To nominate a Representative of the Medway Towns Scouts onto the Kent County Scout Council  
Henry Brackley and Tyler Rodberg was proposed, and no contrary views were given

13. To appoint an independent Examiner

Call for nominations from the floor. Helen Shepherd has been put forward and proposed by Graham Hancock and seconded by Tracy Knight

Any other nominations and floor was silent.

14. To receive an address by the representative of Kent Scouts

It was last minute again and was looking at the previous minutes where we was at the mayors parlour and was looking at the 150 words he spoke about last time about skills for life. It mentioned teamwork, leadership resilience and did not that come into play with zoom meetings and scouting flourishing. How we are doing risk assessments so we can get back safely. Sverre is here on behalf of Dean who says

Sorry I'm unable to join you this evening to celebrate another year of fantastic Medway town scouting. Thanks to everybody for all they have done during the recent Covid19 challenges. Thanks to all section leaders for adapting and providing great scouting at what has been the most challenging time that many of us have ever experienced. Special thanks to all the adults who have completed their training to make sure they are compliant and running safe scouting. Thanks also to trustees for the work they do in the background to make sure scouting has the money facilities and the ability to provide for our young people. The final thanks to our team DC John, David and Dan for their support and strong leadership especially, but this challenging time. Scouting has many more challenges that lie ahead. To all of your efforts, Dean is certain that we will continue to overcome those challenges they evolve into as a much stronger organization. Please keep up all your fantastic efforts. Keep thinking out of the box, keep smiling, but most importantly keep giving young people skills for life. Thank you very much.

15. DC Update & Presentations

[Link to DC update & presentations](#)

Dickie then went on to say about Eforms, office 365 and compliance is the same as what he is going through and his is for a job and the floor is just volunteers so well done.

16. Any other business which should be directly related to the business of the AGM

Colin would like to add Emma Driver of the 28<sup>th</sup> to the list of those who are sadly no longer with us. It was noted just after the meeting ended that Emma Driver passed away the year before.

No more AOB was declared.

The meeting was closed, David Knight thanked Richard and Richard went on to say it was a delight. The brigadier would have loved to have been here and speaks so passionately about the good work and all he has heard tonight underlines this. Richard is the Dad of a Scout, Cub but is also the son of a Cub Scout leader and Scouting has done a lot from him. So, thanks for making these memories. Amazing that we all do what we do and takes his hat off to us. Good luck to us all and thank you

David Brake thanked everyone for joining us at this memorable meeting and remembering 2020 and covid19 will be etched on people's memories. Its marvellous how scouting has continued and echo's what Richard said with regards to the help, the support and the opportunity that is being given to the young people. So as your vice president, it gives me great pleasure to say thank you all very much and to wish you all a very good night. And we look forward to seeing everybody in normal times. I am still waiting though, for somebody to define for me what is normal, but when that does eventually happen, I'm sure will be meeting face to face. Thank you very much and thank you Richard for your time this evening. Very, very much appreciated, thank you



## Trustee's report

Welcome to the 2021 Annual General Meeting of the Medway Towns District Scout Council.

The reporting year 20/21 will need no introduction, as Covid swept the globe and curtailed life as we knew it. However, Scouting continued in ever evolving various guises within Groups and District as we adapted to a new normal.

Hopefully you will have seen the reports and financial statement of accounts presented by the District Team and Executive Committee via the links sent out through the various media channels.

Medway Towns District Scout Council is a charity established under the Policy, Organisation and Rules (POR) of The Scouts. The District Scout Council is responsible for providing management, training and support to Scout Groups across the District as well as events and activities.

The members of the District Executive Committee are charity trustees of the Scout District. Appointed under POR through nomination or election at the AGM, they serve for one year and are eligible for re-election or re-appointment if so willing. Other trustees may be co-opted during the year to serve until the next AGM.

The District Executive Committee must act collectively, and in the best interests of its members, ensuring compliance with the Associations rules, along with management of finances, property, equipment and insurance. The Governance Sub Committee continues to ensure everything is above board and safeguard all our members, trustees and property. The Appointments Advisory Committee manages the process of vetting new leaders and is also responsible for training compliance, probably the two most loathed words in the District over the last 18 months.

The Districts campsite, Buckmore Park is operated by the CIO (Charitable Incorporated Organisation) on behalf of Medway Town Scouts and is responsible for the day-to-day operations, management and continued development of the park.

Whilst this is, not unsurprisingly, a very brief summary of the activities of Medway Towns District Scouts over the reporting year it barely reflects the hard work, commitment and enthusiasm of so many Leaders, Supporters and Managers across the District. The pure scope and variety of activities and residential events undertaken in Groups and across District, despite Covid restrictions, has been truly inspiring to see, with so many young people experiencing very different opportunities and adventures and making memories for a lifetime. The quality of Scouting in Medway Towns is a credit to each, and everyone involved. Thank you all.

Finally, a massive extra thanks to the District Team, District Exec and all involved at Buckmore Park, virtually all of whom hold other roles. Without this extra commitment and enthusiasm, the District would be a very different place. There are still plenty of opportunities for anyone who wishes to give a little extra to ensure the next year is even more successful.

District Executive Committee.

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 0

to end date

3 1 0 3 2 1

## Section A

## Reference and administration details

Charity name

Medway Towns District Scout Council

Other names the charity is known by

Registered charity number (if any)

3 0 3 4 3 4

HQ registration number

1 0 0 0 1 2 0 3

Charity's principal address

120A Ballens Road

Chatham

Kent

Postcode

M

E

5

8

P

G

Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	John Russell Brisley	District Commissioner	
2	Dan Martin	District Commissioner	
3	David Andrew Knight	District Commissioner	
4	Steven Slater	District Explorer Scout Commissioner	
5	Ben Jorden King	Scout Network Commissioner	
6	Henry James Brackley		
7	Tyler Rodberg		
8	Sverre Ben Clark Sverresonn		
9	David Smith	Secretary	Apr 20 - Jul 20
10	Tracy Knight	Treasurer	
11	Graham Hancock		
12	Graeme Pryke		
13	Paul Anthony Randall		
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address
Bankers	Barclays	Chatham
	Nat West	Larkfield
	HSBC	Chatham
	Santander	West Malling

Section B	Structure, governance and management
-----------	--------------------------------------

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The District's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

How the charity is constituted

(e.g. trust, association, company)

The District is a trust established under its rules which are common to all Scouts.

Trustee selection methods

(e.g. appointed by, elected by)

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

Policies and procedures adopted for:

a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them

The District is managed by the District Executive Committee, the members of which are the 'Charity Trustees' of the Scout District 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 3 independent representatives, Chair, Treasurer and Secretary together with the 3 District Commissioners together with the District Explorer Commissioner and Scout Network Commissioner along with Youth Commissioners and four elected members, and meets every 2 months.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

This District Executive Committee exists to support the District Commissioners in meeting the responsibilities of the appointments and is responsible for:

The maintenance of District property;  
The raising of funds and the administration of District finance;  
The insurance of persons, property and equipment;  
District public occasions;  
Assisting in the recruitment of leaders and other adult support;  
Appointing any sub committees that may be required;  
Appointing District Administrators and Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<p><b>Risk and Internal Control</b></p> <p>The District Executive Committee has identified the major risks to which they believe the District is exposed, these have been reviewed and systems have been established to mitigate against them.</p> <p>The District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.</p> <p>The District owns the freehold of its campsite known as Buckmore Park. The Deeds are held by three Holding Trustees, Mr J Holder, Mr K Holford and Mr G Jessup. The District has granted a licence to a charity Buckmore Park Scout Centre CIO (charity no. 117439) to operate the day to day activities of the campsite. Two of the Holding Trustees Mr K Holford and Mr G Jessup along with Mr P Randall and Mr S Slater are also trustees of that charity.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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.</p>
Summary of the main activities in relation to these objects	
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
Public benefit statement	The District meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D	Achievements and performance
-----------	------------------------------

Summary of the main achievements of the charity during the year

--

Section E	Financial Review
-----------	------------------

Brief statement of the charity's policy on reserves

**Reserves Policy**

The District's policy on reserves is to hold sufficient resources to continue the charitable activities of the District should income and fundraising activities fall short. The District Executive Committee considers that the District should hold the sum of £68,000.00 in reserve. At a meeting of the District Executive Committee held on the 20th July 2020, a review of this figure was held and a resolution passed that this figure be amended to £28,000.00.

**Covid-19**

There has been no noticable effect of COVID-19 on the District funds for the current financial year. Whilst a fall in membership was noticable the District held sufficient reserves to cover any potential shortfall. The District Team worked hard to ensure that additional support for Groups and virtual District Activities were provided during the suspension of face to face Scouting.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

--

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);

**Investment Policy**

The District's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The District 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.

- how expenditure has supported the key objectives of the charity;

The District Executive regularly monitors the levels of bank balances and the interest rates received to ensure the district obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the District Executive considers the cash flow requirements.

- investment policy and objectives;



Section F	Other Optional Information
-----------	----------------------------

Plans for future periods (details of any significant activities planned to achieve them)

--

Section G	Declaration
-----------	-------------

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)	John Brisley	Tracy Knight
--------------	--------------	--------------

Full name(s)	JOHN BRISLEY	TRACY KNIGHT
--------------	--------------	--------------

Position (eg Secretary, Chair)	District Commissioner	Treasurer
--------------------------------	-----------------------	-----------

Date	0	7	0	9	2	1
------	---	---	---	---	---	---



# Medway Towns District Scout Council

## Receipts and Payments Account

For the year from	01/04/2020	To	31/03/2021
----------------------	------------	----	------------

### Receipts and payments

2020/2021

2019/2020

	Unrestricted funds	Restricted funds MAST	Restricted / Designated funds	Buckmore Park Holding Trustees	Total funds	Total funds
	£	£	£	£	£	£
<b>Receipts</b>						
<b>Donations, legacies and similar income</b>						
Membership subscriptions	51,473	-	-	-	51,473	54,083
Less: Membership subscriptions paid on (National/County/Area/District) <small>enter figures with a minus sign</small>	- 41,624	-	-	-	- 41,624	59,373
Net membership subscriptions retained	9,849	-	-	-	9,849	- 5,290
Donations	-	-	-	-	-	1
Badge receipts	1,409	-	-	-	1,409	5,027
Jamboree	-	-	-	-	-	1,680
EJ2020 refunds	-	-	11,496	-	11,496	9,749
Gift Aid	-	-	-	8,984	8,984	-
Equipment Hire	10	-	-	-	10	10
Capitation Rebate	733	-	-	-	733	722
<b>Sub total</b>	12,001	-	11,496	8,984	32,481	11,899
<b>Activities</b>						
District	-	-	-	-	-	1,275
Fun Day	-	-	-	-	-	-
Beaver Scouts	-	-	-	-	-	3,455
Cub Scouts	-	-	-	-	-	1,107
Scouts	-	-	-	-	-	120
Explorer Scouts/ Network	-	-	-	-	-	-
MAST	-	-	-	-	-	11
<b>Sub total</b>	-	-	-	-	-	5,968
<b>Investment income</b>						
Bank interest	314	-	-	40	354	224
Interest Received on Group Loan	260	-	-	-	260	418
Group Loan Repayment	3,333	-	-	-	3,333	2,582
The Scout Association Short Term Investment Service	-	-	-	-	-	579
<b>Sub total</b>	3,907	-	-	40	3,947	3,803
<b>Total Gross Income</b>	15,908	-	11,496	9,024	36,428	21,670
<b>Asset and investment sales, etc.</b>	-	-	-	-	-	-
<b>Total receipts</b>	15,908	-	11,496	9,024	36,428	21,670

# Medway Towns District Scout Council

## Receipts and Payments Account

Year start date		Year end date	
For the year from	01/04/2020	To	31/03/2021

### Receipts and payments

	2020/2021				2019/2020	
	Unrestricted funds	Restricted funds MAST	Restricted / Designated funds	Buckmore Park Holding Trustees	Total funds	Total funds
	£	£	£	£	£	£
<b>Payments</b>						
<b>Charitable Payments</b>						
Capitation rebate to Groups	-	-	-	-	-	528
Explorer Scout YL training	-	-	-	-	-	88
Room Hire	-	-	-	-	-	-
Loan to Group (See note 2 )	-	-	-	-	-	-
Donations and Grants	250	-	-	-	250	-
Film Licence	473	-	-	-	473	459
AGM, Trustee Administrative and IT Expenses	57	-	-	-	57	50
District Team Expenses	-	-	-	-	-	214
2nd Cliff Payments	-	-	-	-	-	693
District HQ	-	-	-	-	-	-
Insurance	327	-	-	-	327	151
Equipment	-	-	-	44,730	44,730	1,046
Professional Fees/ Donation	-	-	-	150	150	375
BP Site Development / Equipment	-	-	-	-	-	15,131
BP Site Maintenance & Crew exp.	-	-	-	-	-	-
EJ2020 Payments	-	-	-	-	-	13,300
Jamboree payments	-	-	-	-	-	3,475
Badge Purchases	1,902	-	-	-	1,902	4,131
<b>Sub total</b>	<b>3,009</b>	<b>-</b>	<b>-</b>	<b>44,880</b>	<b>47,889</b>	<b>39,641</b>
<b>Activities</b>						
District events	-	-	-	-	-	1,475
District Fun Day	-	-	-	-	-	3,141
Beaver Scouts Events	-	-	-	-	-	3,243
Cub Scout Events	-	-	-	-	-	1,086
Scout Events	-	-	-	-	-	179
Network Events / Flag	-	-	-	-	-	218
MAST	-	-	-	-	-	174
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,375</b>
<b>Total Gross Expenditure</b>	<b>3,009</b>	<b>-</b>	<b>-</b>	<b>44,880</b>	<b>47,889</b>	<b>46,016</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,009</b>	<b>-</b>	<b>-</b>	<b>44,880</b>	<b>47,889</b>	<b>46,016</b>
<b>Net of receipts/(payments)</b>	<b>12,899</b>	<b>-</b>	<b>11,496</b>	<b>- 35,856</b>	<b>- 11,461</b>	<b>- 24,346</b>
<b>Transfers between funds</b>	<b>- 2,000</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds last year end</b>	<b>91,812</b>	<b>12,476</b>	<b>9,651</b>	<b>94,500</b>	<b>208,439</b>	<b>232,785</b>
<b>Cash funds this year end</b>	<b>102,711</b>	<b>12,476</b>	<b>23,147</b>	<b>58,644</b>	<b>196,978</b>	<b>208,439</b>

## Statement of assets and liabilities at the end of the year

	31st March 2020				31st March 2020	
	Unrestricted funds	Restricted funds MAST	Restricted / Designated funds	Buckmore Park Holding Trustees	Total funds	Total funds
	£	£	£	£	£	£
<b>Cash funds</b>						
Bank current account - badge account	1,649	-	-	-	1,649	11,045
Bank current account - general account	71,181	2,476	21,147	-	94,804	4,263
Bank deposit account - general account	21,878	-	-	-	21,878	21,869
Bank current account - B/Park	-	-	-	19,492	19,492	9,763
Bank deposit account - B/Park	-	-	-	39,152	39,152	75,112
The Scout Association Short Term Investment Service	10,000	10,000	-	-	20,000	85,000
Cash/Floats	3	-	-	-	3	1,387
<b>Total cash funds</b>	<b>104,711</b>	<b>12,476</b>	<b>21,147</b>	<b>58,644</b>	<b>196,978</b>	<b>208,439</b>
<b>Other monetary assets</b>						
Loan - 6th Medway ( see note 2)	10,603	-	-	-	10,603	13,243
Group/ Unit Subscriptions not yet received	9,685	-	-	-	9,685	14,199
Insurance claim	-	-	-	-	-	-
<b>Sub total</b>	<b>20,288</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,288</b>	<b>27,442</b>
<b>Investment assets</b>						
Investment property - detail	-	-	-	-	-	-
Quoted investments	-	-	-	-	-	-
Other investments - detail	-	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>						
Badge stock	3,262	-	-	-	3,262	2,883
Shop stock	-	-	-	-	-	-
Other stock	-	-	-	-	-	-
Land and buildings - B/Park	-	-	-	284,000	284,000	284,000
Maintenance Equipment - B/Park	-	-	-	70,650	70,650	25,920
Scouting equipment, furniture etc.	6,721	-	-	-	6,721	5,721
Other	-	-	-	-	-	-
<b>Sub total</b>	<b>9,983</b>	<b>-</b>	<b>-</b>	<b>354,650</b>	<b>364,633</b>	<b>318,524</b>
<b>Liabilities</b>						
Capitation refunds for 2 years	909	-	-	-	909	-
EJ 2020 Participants refunds	-	-	5,362	-	5,362	-
<b>Sub total</b>	<b>909</b>	<b>-</b>	<b>5,362</b>	<b>-</b>	<b>6,271</b>	<b>-</b>

### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 7th September 2020 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature
John Brisley
Tracy Knight

Print Name
DISTRICT COMMISSIONER
TREASURER

## **Independent examiner's report to the trustees of Medway Towns District Scout Council**

I report to the trustees on my examination of the accounts of the Medway Towns District Scout Council for the year ended 31<sup>st</sup> March 2021.

### **Responsibilities and basis of report**

As the charity trustees of the Medway Towns District Scout Council you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Medway Towns District Scout Council accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.


### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Medway Towns District Scout Council as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:



Name:

Helen Shepherd

Relevant professional qualification or membership of professional bodies (if any): FCCA, MAAT

Address: 43 Mayford Road, Lordswood, Kent

Date: 30/08/2021

## Medway Towns District Commissioner Annual Review - April 2020 to March 2021

This AGM will be tainted with the biggest disappointments that Medway Towns scouting have probably ever had to endure. But hard in hand with that it will also reflect the very best scouting spirit ever seen.

The digital team were instrumental in forging ahead with brilliant new ideas to help keep us all connected. They developed the new '1<sup>st</sup> Virtual Medway Towns' face book page. They brought loads of us together from our individual homes in a brilliantly choreographed St George's day event. Later in the year we also called on their skills to bring the annual Remembrance Day event to everyone.

National Scouting HQ provided all groups and districts with zoom packages and we used this resource to keep up regular meetings official and casual. Both extremely important in keeping everyone informed and connected.

Most of our groups offered virtual scouting to their members via zoom.

The Growth and Development team were proactive as lockdown seemed to be drawing to an end. Thousands of promotional leaflets were ordered along with stickers. Local schools were sent packs of leaflets to welcome children 'back to the great outdoors!' They also attended a few events in the community as restrictions allowed. These were also crucial in keeping scouting visible in the community.

All sections are starting to look forward to larger district events but we must continue to follow the current guidance.

Whilst Scouting as we know it was somewhat curtailed support to Groups and all our Leaders remained as important as ever.

O365 is well established within the District, and we now have the long-promised Section distribution lists ensuring we can now reach everyone within the District. These will rely on keeping Compass updated with role changes and informing the appointments team via the Change of role e-form to ensure leaders get the correct emails for their role.

Digital Team also took the enforced time at home to further develop the Website which now boasts an exciting, intuitive and informative Member's area with all the information Leaders need to help them in their roles. This includes Training info, local e-forms, info for exec committees, nights away, awards and so much more. Please have a look and spread the word.

We have also developed a District Vacancy board where both Group and district vacancies can be advertised to ensure potential volunteers have all the info they need when applying for roles and we can potentially point them towards those positions most in need of filling. We are also actively advertising on several volunteer websites and have received many enquiries, one even from Nairobi, and have had some success in finding suitable roles for many of these new volunteers. Some positions sadly, as will become apparent still prove very difficult to fill.

The Appointments team has continued throughout lockdown as new leaders, volunteers and YL's turning 18 benefited from online appointment panels and training to complete the Appointments process and their Getting Started Training

I'm sure it will come as no surprise that training featured heavily over this period as we attempted the mammoth task of getting our training compliance under control, literally thousands of modules have been completed since Apr last year and it is pleasing to see the results.

Non-compliance for Getting Started is now just 3%, Wood badge and First Aid approx 10%, much work is still to be done, but a huge thanks to all our training advisers, GSL's and all involved with achieving this.

Much work was also done, and continues with awards to ensure our Leaders are deservedly recognised, hundreds of Certificates and awards were delivered over the last Christmas period as we had no idea when we would get a chance to present these in person, and we now have another huge pile to award. We are slowly working through these and attempting to get to sections and AGMs to award these.

We are continually looking to improve and expand the District Team(s), and particularly with the amount of work going on at Buckmore Park, the Service crew. Many hands make light work and teamwork makes the dream work so if you would like to help in any area, please speak to us.

A massive thanks to all our District Team for their extra work on top of their other roles and to all managers, Leaders, Helpers and Supporters across the District for their enthusiasm and commitment to make Scouting in Medway Towns what it is today, keep up the good work, you are all awesome. Thank you



## **Buckmore Park Scout Campsite Report for Medway Towns District Scouts** **AGM – Covering the Period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.**

Financial Year 2020-2021 for Buckmore Park Scout Campsite, along with the rest of the World, was dominated by the impacts of the Covid 19 Pandemic. The reporting period started with the campsite in full lockdown and the management team quickly moving to remote meetings to plan the campsite's response to the pandemic. Local crew members were able to use their daily exercise at the campsite to keep an eye on the site. As time went by and restrictions varied, the campsite ensured it was Covid Secure and permitted tasks were completed to secure and maintain the site.

By ensuring the site was Covid Secure the campsite was able to host groups working in line with Government regulations and guidelines. By the Summer the campsite was able to offer limited family camping for Scout Leaders but the pandemic did have a massive impact on the number of visitors to the campsite in the reporting year. Figure 1 below shows the number of visitors to Buckmore Park Scout Campsite for each of the last four years.

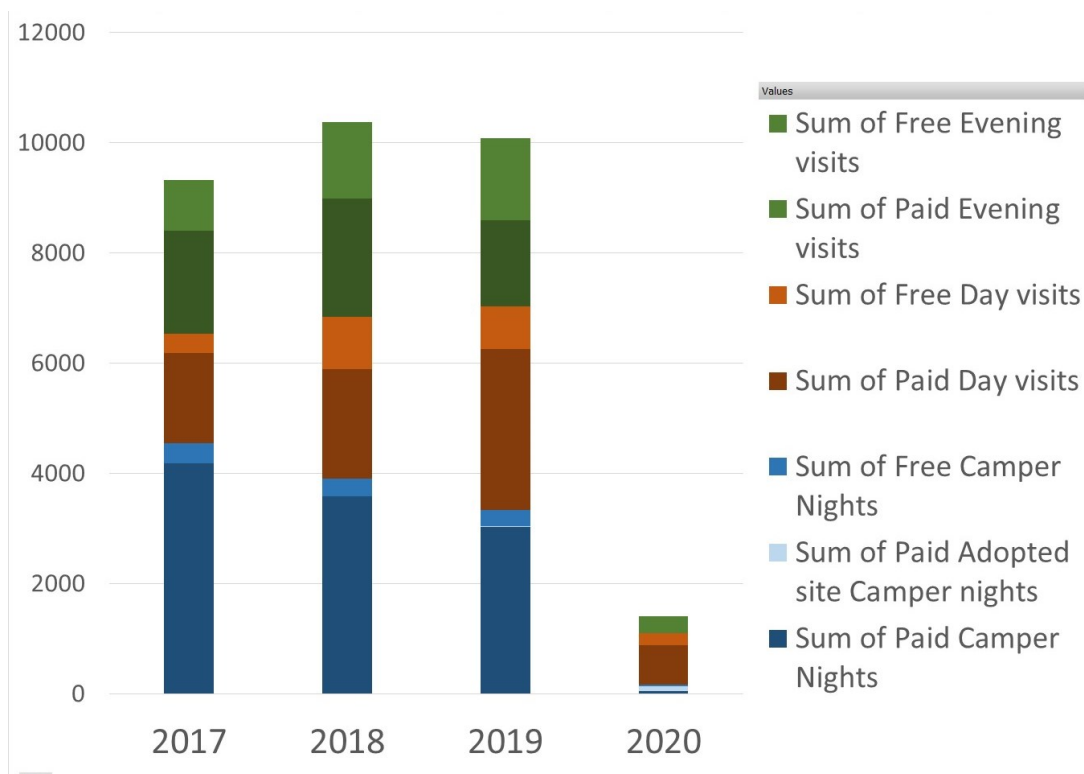


Figure 1: Visitor Numbers to BPSC over the last four financial years

The Campsite Management Team applied for, and were successful in obtaining, Government Covid 19 Grants that have ensured the campsite survived the pandemic and are well placed to bounce back as circumstances allow.

Working within Government Guidelines and Legislation, during the reporting year the Charitable Incorporate Organisation has worked hard to improve the campsite in many ways including campsites and planning for future building requirements. In the reporting year the design for the new toilet and shower block was completed and a contract awarded for offsite manufacture with delivery estimated for May 2021.

- 14 toilets
- 5 showers
- 1 full access toilet / shower
- Washing up area
- Space for fridges
- Plant room

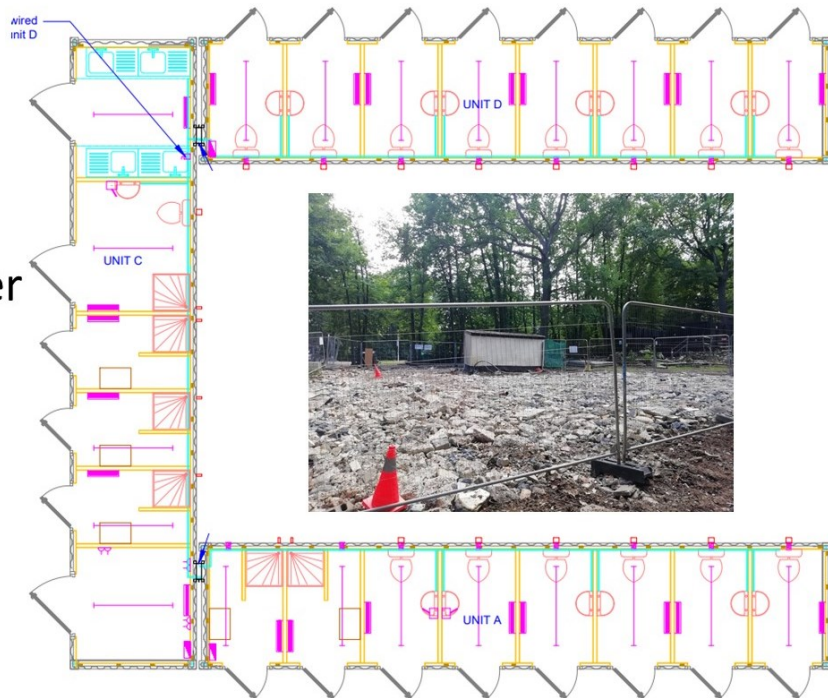


Figure 2: New Toilet and Shower Block to be on site in 2021-2022



Work has also progressed on Buckmore Park that will be used for catering for the campsites many events.

Significant time and resource was invested in planning an extension for Inglenook and a building close to Campsite D1, exploiting the very kind offer of a free sectional building from a local company. A development agreement was drawn up between the District Executive, the Buckmore Park Holding Trustees and the CIO to use available funds for the maximum benefit of the Medway Towns District and Campsite Users.

Unfortunately the campsite could not secure the necessary planning permission and having exhausted all possible routes the combined team have had to draw a line under the opportunity.

One benefit to Medway Towns Users of the development agreement is a 25% discount for all Medway Towns Users for visits, activities and use of Inglenook. This is automatically applied through use of the Online Scout Manager booking System which appears to be making online bookings easier for all Users.

The achievements of the charity are entirely down to the 100% volunteer service crew and management team to whom the charity trustees are incredibly grateful for their commitment to providing outdoor opportunities to the young people from the Medway Towns and beyond.

The end of the reporting period saw the campsite coming out of another period of lockdown. At the time of writing this report in September 2021 it is pleasing to note that a massive amount of work has been completed in the Summer of 2021 and whilst campsite usage remains lower than pre-pandemic levels it has been great to see many people enjoying Buckmore Park Scout Campsite but the details will follow in next years report!