



Annual General Meeting

4th Sevenoaks (St John's) Scout Group
and The Charles Chapman Trust

Annual Report March 2020-March 2022

6.15 pm Friday 1st July 2022

4th Sevenoaks HQ, Mill Lane, Sevenoaks, TN14 5BU

Charities registered in England and Wales:

4th Sevenoaks Scout Group No. 303438

Charles Chapman Trust No. 303439

www.4thsevenoaks.org.uk

www.facebook.com/4thScouts

Agenda

1. Opening of the evening and welcome
2. Apologies for absence
3. Approval of the minutes of last year's AGM
4. Chairman's Report
5. Group Scout Leader's Report
6. Treasurer's Report and Accounts
7. Approval of the Accounts
8. Elections to the Executive Committee
 - a. Group Chair
 - b. Group Secretary
 - c. Group Treasurer
 - d. Section Leaders confirm appointment to committee
 - e. GSL's Nominated Members
 - f. Election of members from the floor - parent representatives, assistant section leaders
 - g. Trustees of the Charles Chapman Trust
9. Appointment of an Independent Examiner
10. Response from the District
11. Any other business

Formal end of AGM

Group Executive Committee

The Scout Group is run and managed on behalf of the Trustees by the Group Executive Committee. This consists of the following people:

2020-2022

Ex Officio Members

- Richard Lindsay (Group Chairman)
- JoAnn Etherington (Group Treasurer), replaced Philip Martin July 2021
- Alison Zdzykowski (Group Secretary), retiring
- Jo Brookbank (Group Scout Leader)

The Committee also included the all Section Leaders willing to join the committee:

- Shelley Williams (Pinewood Beaver Scout Leader)
- Steven Kelley (Greatness Cub Scout Leader)
- Becky Sandles (Millpond Beaver Scout Leader)

The following members were elected to join the committee

- Michael Dreksler (Chair, Finance Committee and Swift Assistant Scout Leader)
- Matt Podd (Chapman Assistant Scout Leader)
- Robin Coombs (Wilderness Assistant Cub Scout Leader)

The Group Scout Leader has nominated the following members to the Committee:

- Martin Maystone (Chair, Estates Committee)
- Tim Gillespie (parent rep)

Trustees

The trustees of the 4th Sevenoaks Scout Group charity are currently:

- Richard Lindsay
- Joanna Brookbank
- JoAnn Etherington
- Michael Dreksler
- Robin Coombs
- Steven Kelley
- Rebecca Sandles
- Shelley Williams
- Matthew Podd
- Alison Zdzykowski

The headquarters land is held in trust for the 4th Sevenoaks (St John's) Scout Group by the Charles Chapman Trust. The Charles Chapman Trust, and has trustees who are:

- Paul Davis
- Joanna Brookbank
- Robin Jones

Structure, Governance and 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 Group Council, which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities.

The Group Executive Committee exists to support the Group Scout Leader in meeting their responsibilities and to provide support for the Scout Group.

Objectives and Activities

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 cooperate 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.

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.

Joint Group Chair and Group Scout Leader's Report

Jo Brookbank, Group Scout Leader

April 2020 is the first month we are reporting on and not a month or year any of us will forget quickly as I stated in my last report. The changes and adaptations we have overcome have been monumental this past two years. Video conferencing and our ability to "mute all" are now a natural part of our lives!

Scouting at the 4th simply carried on, we never stopped and as soon as we were allowed we met face to face again. We camped the final weekend before being locked down and we were the first group to camp again - with two Friday nights hammocking in a row! Over 65 young people within one week in July 2021 gained a full nights away experience.

Many of our young people found online Scouting the highlight of their week and it certainly got me through my week too. Sadly some did leave us as the challenge was too much but others have thrived and gained confidence because of the experience. This experience has also been reflected in our adult team too. Parents need to be thanked for supporting their young people to "get online" each week and in coping with keeping 2 metres apart initially.

Our public fireworks display was cancelled in 2020 but we replaced it with some socially distanced fireworks just for our young people and followed it up with our 1st Santa's campfire grotto experience. This was such a huge success it was repeated again in 2021 but this time followed our most successful and fully sold out fireworks display ever.

The group has continued to grow and our waiting list has too. In September 2021 the long awaited section for 4 to 6yo, Squirrels, became the newest section at the 4th and the 5th section I have been privileged to mentor. It is currently the only Squirrel drey in Sevenoaks and as such we are experiencing higher demand yet again.

Scouting has also seen great changes over this period, with more expected of us as volunteers and in the year ahead we will be moving through another period of change although this is change we have largely already adopted working in "teams" it will now become formalised.

During lockdown our brilliant "fixit team", as I call them, did not sit around but set about improving our site. First installing outdoor sinks (long had these been planned for but covid-19 made them an essential that enabled our first face to face sessions). In addition they built us an amazing outdoor shelter.

We also progressed the larger bouldering wall, now fully fixed onto scaffolding and we hope by the end of this summer it will be completed.

Plans to improve our toilet facilities, rebuild the adventure trail and further outdoor storage were put on hold. However having strangely benefited from government grants due to lockdowns we

are now in a much better position to fund and complete these as well as allowing us to suspend subscriptions for one term in the Spring of 2021. However we also had concerns for our roof structure and initially advised our insurance was not going to cover this so we had again held back on our plans. I can now confirm that the Insurers have been persuaded otherwise most recently and so we can now look forward to utilising the funds we have in hand for better purposes.

We continue to prioritise the delivery of activities even when short of volunteers and sometimes the administration is not as up to date as we would like. Please do be patient with us and remember we are ALL volunteers trying to do our best. Do please remember to say thank you to members of the team too! There have been so many moments in the last 2 years that many of us have wanted to give up but just a few words have often reminded us of the difference we make and to just keep on Scouting!

As always, I shall end by saying we welcome anyone with any skills to support Scouting, please do not ever say "I could not do what you do" because we are all different and any one of you could bring something to the party, that is Scouting at the 4th. Please just talk to me or anyone of the leadership team and help us to deliver fun and safe Scouting.

Treasurer's Report

JoAnn Etherington, Group Treasurer

Please see the back of this document for details of the group finances.

In summary, the group has maintained account balances during the past two years. We have been lucky enough to benefit from a number of COVID related grants. We used some of these grants to help us re-start scouting (the outside sinks and field shelter) and some to improve the site and facilities, for example the new floor and additional camping equipment. We had planned a number of further improvements including the toilets and a renewed adventure trail, which we have had to put on hold for the time being.

The largest single expense to the group continues to be our annual membership fees (currently 48% of subs) which goes to support leader training, the national scout organisation, county and district facilities.

We will continue to review subs to ensure we have sufficient funds to cover the essential costs.

Notes to the Accounts

Basis

The Group Accounts have been prepared on a receipts and payments basis.

Reserves Policy

It is the policy of 4th Sevenoaks Scout Group to hold a reasonable level of reserves in order to provide a sound financial basis for the development and running of Scouting within the Group and to vary that level through annual budgeting according to perceived future needs and risks. In particular, the funds are there to provide financial support to the Sections in the establishment and improvement of their facilities, to supplement the cost of training Leaders, to subsidise the annual membership subscriptions, to up-date and purchase activity equipment, to ensure that Leaders who organise and run Section activities have a financial backup when faced with unexpected expenses and to cover possible unforeseen costs and emergencies.

Sectional Reports

Squirrel Drey

Hollie Silver, Squirrel Drey Leader

We launched our Squirrel Drey in September 2021, being the first in Sevenoaks and one of only nine in Kent. This means the 4th is part of Scouting history with Scouting now extended to young people from the age of four. Initially we had 16 Squirrels and increased to 21 from January 22. We have enjoyed some fun weekly sessions on site at the 4th, offering a varied programme including making s'mores around the campfire, den building, celebrating the Queen's Jubilee and making pancakes and pizzas.

We work well alongside the Pinewood Beavers and have enjoyed a hike at Oldbury woods, a trip to the fire station and grass sledging off site. Some of our first Squirrels have already moved on to Beavers and more will join them from September. Some of our original Squirrels, who have attended regularly, will have achieved their Chief Scouts Acorn award by the end of the summer term, the very first in Sevenoaks.

Mill Pond and Pinewood Beaver Colonies Report

Shelley Williams, Pinewood Beaver Colony Leader

Both Pinewood and Millpond Beaver Colonies carried on scouting throughout the lockdowns. We all became very efficient at delivering sessions in zoom. We joined together on some occasions which always proved popular.

We also supported other groups around the district and with Beavers from other groups joining us on weekly meetings.

Once we were allowed back face to face, we did so, following all the rules. We managed to carry on delivering a varied programme including the barrier of having to social distance. This did sometimes prove quite tricky but with everyone's support we succeeded.

During the pandemic Millpond said goodbye to Keeo (Emily Bowles) who moved up to the Scout section and in addition, sadly, as we have returned to normality our Becky has been unable to return to weekly meetings. The colony has been able to continue with the support of Ed Grobel, Helen Davies (Seal Beaver leader) and Jo.

Wilderness Pack and Greatness Cub Pack Report

Robin Coombs, Wilderness Assistant Cub Scout Leader and Steve Kelley, Greatness Cub Pack Leader

Like other sections, Cubs went online during the pandemic lockdown periods. Whilst this was challenging initially, we found different activities that worked perhaps better in an online environment.

Activities ranging from cooking to programming Raspberry Pi computers for the International Space Station. We enjoyed a huge variety of different meals with the wonderful help and support from Shiny Kitchen. We also got 'out and about' with virtual visits to the army flying museum, a WW2 presentation, an animal sanctuary and birds of prey!

When during the first respite of COVID and we were allowed to meet and be closer together we hiked the hills of Kemsing, with two metres between us. When we finally returned to site with social distancing in place during 2021, these limitations meant some different games and activities were required. We discovered that the cubs all really enjoyed being outside, even if it was dark and cold, and have been busy catching up with some of the outdoors skills that we missed whilst online.

Finally we returned to camping with a hammock night (with snow!) for a brave few, and several experienced their first night away at our clip 'n climb sleepover, which was scarier for some due to the animalistic like snores coming from Akela direction.

Cubs numbers on a Wednesday understandably dipped a little during the pandemic, but are now returning steadily. We have been joined by Clara (Darzee) and young leader Dan to help lead.

Cub numbers on Fridays is starting to recover back to pre-pandemic numbers, but its understandable that social anxiety and interaction is handled differently by some.

Just after the year end we held a weekend in May which was a Cubs skills camp the first in two years. Finally a camp where Cubs could camp together under tentage and in hammocks and not worry about COVID, and though a long weekend was enjoyed by those that attended.

Chapman Troop and Swift Scout Troop Report

Michael Dreksler, Assistant Scout Leader

At the end March 2022, between the two troops we had 65 scouts on the books attending regularly.

After 6 months of predominantly scouting online, we returned to face to face scouting when we were allowed.

Week-to-week we ran scout meetings exclusively outdoors right through to Christmas, and so did lots of local hikes, quizzes and cookouts.

Our more adventurous events included

- Senior Scouts Hike to Maidstone
- Two consecutive rides round Bewl Water
- Some of our scouts joined Westerham on their summer camp in Christchurch
- Cycle from Groombridge to Crawley with a stop at Hammerwood for a hammock camp
- A skills camp at the hut
- Remembrance Day parade in Sevenoaks
- A night hike and sleepover
- Another attempt to walk from Maidstone back to Sevenoaks - this time with a wide range of scouts
- Christmas Camp entirely outdoors, including spit-roast turkey

We took our largest ever group to London and competed in the 2022 Monopoly Run (the Monopoly Run was the last pre-lockdown event we did back in March 2020). 59 of us pounded the streets of the city looking for clues

We are looking forward to two more camps this term before we attend Kent International Jamboree in the summer holidays.

The leaders are very thankful for those who have supported the troop over the last year, enabling us to run a full and varied programme, and allowing the Scouts to learn lifelong skills. The young people, parents, leaders and young leaders all make the troop what it is.

Puxty Explorer Unit Report

Jo Brookbank, on behalf of Puxty Explorer Unit Leaders

Explorer Scouts is a District section for ages 13.5 to 18 years old, usually run at one or more Group sites with a partnership agreement. Puxty Unit started in February 2018 in Halstead (hence the name used as it has historic importance there) by the end of 2018 the team were unable to continue with running the unit Jo stepped up to keep the unit running supported by Felix Baker and it moved to Mill lane. The plan initially was to run on an alternate night to the existing two Explorer Scout Units in Sevenoaks and try to meet alternate weeks at 1st Sevenoaks too, as well as encourage more Scouts from other groups in the district to transition to Explorers. In the last two years the team has grown, although we also lost Felix to University studies for part of the year, Steve Davies and Andy Mucklow have joined as well as an ex-Explorer Millie Strickland when home from University. Lockdown benefitted the team as Felix and Millie were home a bit more than they should have been!

The unit continued to meet virtually during lockdown with the Explorers taking part in 3 course feasts of Indian, Chinese and Mexican as well as traditional roast dinner. Completing various quizzes and trails as well as hearing from several speakers. The unit was growing before lockdown and currently in just 4 years has around 30 attend each week with almost 50 registered to attend!

The unit has met regularly once face to face Scouting was allowed, coped well with social distancing, completing challenges and a wide variety of activities. We have also run virtually outside ever since our return as this is by far the preference of this age group!

The number of Explorers has simply exploded and the need for more adult support is real. Currently we cannot consider any more joining unless moving up from a Scout group.

If you are reading this and thinking that this sounds like fun, and maybe you would like to get involved in Scouting (whether you have had experience in Scouting yourself or not), send us a message to puxty@sevenoaksscouts.org.uk or speak to any of the leaders. We would like make space for more young people to join the Unit. Explorers meets later in the evening and so can work well for people with jobs that make getting back early more difficult..

Appendices

- Finance report for 2020-2021 (2 pages)
- Finance report for 2021-2022 (2 pages)
- Minutes of previous year's AGM

4th Sevenoaks (St John's) Scout Group
Receipts and Payments Account FY 2021
Receipts and Payments Account 1st April 2020 to 31st March 2021

	Note	Year to 31st March 2021	Year to 31st March 2020	Variance Prior year
		£	£	£
Receipts				
Subs, Joining Fees, Uniform & Activity Receipts	1	10,490	28,652	(18,163)
Grants	2	21,051	0	21,051
Donations		667	620	47
Ground Hire, Rifle Range, & Minibus Hire		371	335	36
Hall Hire (Regular Use)		9,320	7,970	1,350
Fundraising / Easy Fundraising Income	3	111	7,847	(7,736)
Total Income		42,009	45,424	(3,416)
Direct Costs				
Subscriptions Paid		(7,044)	(7,293)	249
Overheads				
Group Activities & Camps	4	(1,258)	(7,919)	6,661
Group Equipment - Long-Life Items	5	(4,462)	(1,689)	(2,773)
Cleaning		0	0	0
Utilities (Electricity, Gas & Water)		(2,208)	(1,939)	(269)
Fireworks	3	0	(1,338)	1,338
Insurance (inc. Minibus)		(1,325)	(1,797)	472
Minibus Costs	8	0	(265)	265
Sundry Expenses and Gifts		(94)	(263)	168
PRS Fee	8	0	(246)	246
Repairs & Maintenance	6	(9,050)	(2,659)	(6,391)
Scout Items (Badges, Leader Uniform, Flags)		(503)	(1,623)	1,120
Technology	7	(310)	0	(310)
Bank charges		(69)	(5)	(64)
Total payments		(19,280)	(19,742)	463
Net (expenditure)/income		15,685	18,389	(2,704)

Note 1 :- Subs fees were reduced during COVID due to inability to meet

Note 2 :- Grants include COVID relief funding

Note 3 :- Normally includes income / expenses from Firework night (cancelled due to COVID in 2020)

Note 4 :- This reflects a £2,888 credit/refund for Cuboree which paid in 19_20 then cancelled; Costs lower due to COVID

Note 5:- Includes Shelter Build, Sinks, and Bouldering Wall

Note 6:- Includes Hut Flooring Replacement £6,524

Note 7:- To include costs associated with OSM / Costs associated with online scouting

Note 8 : No Cost due to COVID (Minibus SORN'd, No PRS Fees)

Balance sheet as at 31st March 2021

	Notes	Year ended 31st March 2021	Year ended 31st March 2020
Closing Cash Funds		48,634	35,272
Land		9,250	9,250
Liabilities	4		(2,323)
Total assets and Liabilities		57,884	42,199
Funds brought forward		42,199	23,810
(Deficit)/Surplus in the period		15,685	18,389
Total funds		57,884	42,199

4th Sevenoaks (St John's) Scout Group
Receipts and Payments Account FY 2022
Receipts and Payments Account 1st April 2021 to 31st March 2022

	Note	Year to 31st March 2022	Year to 31st March 2021	Variance Prior year
		£	£	£
Receipts				
Subs, Joining Fees, Uniform & Activity Receipts	1	27,720	10,450	17,271
Grants	2	10,667	21,051	(10,384)
Donations		585	667	(82)
Ground Hire, Rifle Range, & Minibus Hire		50	371	(321)
Hall Hire (Regular Use)	3	11,380	9,320	2,060
Fundraising / Easy Fundraising Income	4	5,389	151	5,238
Total Income		55,791	42,009	13,783
Direct Costs				
Subscriptions Paid		(9,326)	(7,044)	(2,282)
Overheads				
Group Activities & Camps	5	(11,198)	(1,258)	(9,939)
Group Equipment - Long-Life Items	6	(8,137)	(4,462)	(3,674)
Cleaning		(36)	0	(36)
Utilities (Electricity, Gas & Water)		(734)	(2,208)	1,474
Fireworks		(3,109)	0	(3,109)
Insurance (inc. Minibus)		(1,796)	(1,325)	(471)
Minibus Costs		(305)	0	(305)
Sundry Expenses and Gifts		(328)	(94)	(234)
PRS Fee		(184)	0	(184)
Repairs & Maintenance	7	(1,716)	(9,050)	7,334
Scout Items (Badges, Leader Uniform, Flags)		(2,139)	(503)	(1,636)
Technology	8	(188)	(310)	122
Bank charges		(96)	(69)	(27)
Total payments		(29,966)	(19,280)	(10,686)
Net (expenditure)/income		16,500	15,685	815

Note 1: - Significant increase in Subs / Activity receipts due to restarting face to face meetings & activities post COVID

Note 2: - Grants include COVID relief funding

Note 3: - Tots Teachers onsite nursery

Note 4: - Includes income / expenses from Firework night (cancelled due to COVID in 2020)

Note 5: - Includes First 2 payments for Int'l Jamboree (£3,830); Westerham Summer Camp (£1,217)

Note 6: - Includes Outdoor Cooking Equipment, 6 Benches, Camping Equipment (tents, poles, tarps), 216 Hi-Vis Vests (€

Note 7: - Electric Board Upgrade & Alarm Work (phase 1)

Note 8: - To include costs associated with OSM & Tracker Mobile Service Fees

Balance sheet as at 31st March 2021

	Notes	Year ended 31st March 2022	Year ended 31st March 2021
Closing Cash Funds		65,135	48,634
Land		9,250	9,250
Liabilities			
Total assets and Liabilities		74,385	57,884
Funds brought forward		57,884	42,199
(Deficit)/Surplus in the period		16,500	15,685
Total funds		74,385	57,884

Minutes of the 4th Sevenoaks St John's Scout Group AGM

Held on 27th March 2021 6.15pm Online via Zoom call

Present: Richard Lindsay, (Group Chair), Alison Zdzykowski (Group Secretary), Jo Brookbank (Group Scout Leader), Michael Dreksler (Scout Leader – Swift, Chair, Finance Committee and District Representative), Matt Podd (Scout Leader – Chapman), Steve Kelley (Cub Leader, Greatness Pack), Shelley Williams (Beaver Leader, Pinewood Colony), Jason Harvey (Assistant Scout Leader- Chapman,) Martin Maystone, (Chair, Estates Committee), and parents/supporters as follows: Marina Jones, Sam Devenney, Nadia and Ahmer, Kayleigh Podd, Kath Southwell, Naomi Annable, Will Devenney, Sunet van der Merwe, Hollie and Paul Silver, Clare Chapman, Helen Davies, Sarah and James Tayton, Ben Jones, Julia Newall, Elizabeth Garrote and Ian Osburn, Robin and Juliet Coombs, Andrew Ewen.

Apologies: Phil Martin, Group Treasurer, Becky Sandles, Beaver Leader – Millpond, Tim Gillespie

- **Opening and welcome** by Richard Lindsay
- **Approval of last year's minutes** (previously circulated in the AGM pack)
 - Unanimously approved by the meeting, no matters arising.
- **Group Scout Leader's Report** (previously circulated in the AGM pack)
- **Group Treasurer's Report** presented by Jo Brookbank in the absence of the Group Treasurer
 - a. Approval of Treasurer's report.
Accounts were adopted unanimously by a show of virtual hands
Accounts will be available to parents by request following the meeting
- **Group Executive Committee Appointments**

The following ex officio members of the committee were nominated:

- Group Chair: Richard Lindsay, proposed by Jo Brookbank, unanimously approved
- Secretary: Alison Zdzykowski, proposed by Michael Dreksler, seconded by Matt Pod, unanimously approved
- Treasurer: Phil Martin, proposed by Steve Kelley, seconded by Clara Kelley, unanimously approved
- Group Scout Leader: Jo Brookbank
- Co-option of additional members nominated by the GSL:
 - Martin Maystone, Chair Estates Committee
 - Tim Gillespie plus one (Parent Representatives)

- Co-opting of assistant leaders,

Member	Proposer	Second
Matt Podd	Helen Davies	Clare Chapman
Robin Coombs	Natasha Kelley	Beth Silcox
Michael Dreksler	Kayleigh Podd	Clara Kelley

Appointment of Independent Examiner: Clare Chapman has volunteered. Approved unanimously

Response from the District: Michael Dreksler, thanks for being here and thanks for the time and effort of the leaders and adults involved in scouting, which is what makes scouting happen at the 4th.

- The GSL report and section leader reports were provided in written form and accepted as such. (previously circulated in the AGM pack)

With no further business or questions,

Meeting closed at 6.35 pm