

# Kennet District Scout Council Trustees Report and Accounts



**Year ended 31 March 2020**

	Page
Trustees' Report	2 - 8
Achievements and Performance	5 - 7
Receipts and Payments	9 - 12
Statement of Assets and Liabilities	13 - 14
Independent Examiner's Report	15

# Kennet District Scout Council Trustees' Annual Report



For the period 01/04/2019 to 31/03/2020

---

## Reference and administration details

Charity Name	Kennet District Scout Council
Scout Association number	10207
Registered charity number	308095
Website	<a href="http://www.kennetdistrict.org.uk">www.kennetdistrict.org.uk</a>
Charity's principal address	c/o Mr. B C Soulby FMAAT Oakhaven, Kendrick Road Newbury Berkshire RG14 6PW

## Names of the charity trustees who manage the charity

### Ex Officio

Mr P Jeffreys	District Commissioner (Acting)
Mr B Soulby	Treasurer
Mr C O'Neill	District Explorer Scout Commissioner (from 4 <sup>th</sup> September 2019)
Mr D Roch	District Youth Commissioner

### Elected

Mr P Greenhalgh  
Mr A Askey  
Mrs M Osborne  
Mrs D Wheatley  
Mr P Fisher

### Nominated by the District Commissioner

No nominations were made at the Annual General Meeting

### Co-opted by the District Executive Committee

Mr T Seward (from 4<sup>th</sup> December 2019)  
Dr H Kelly (from 27<sup>th</sup> April 2020)

## Name and address of advisors



### Bankers

National Westminster Bank PLC	30 Market Place, Newbury, RG14 5AG
Barclays Bank PLC	23-26 Parkway, Newbury, RG14 1AY
Newbury Building Society	105B Northbrook St, Newbury, RG14 1AA

### Independent Examiner

Suzanne Murphy	Banks & Co
----------------	------------

## Structure, governance and management

The District's governance 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 District Scout Council 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.

The District is managed by the District Executive Committee, the members of which are the 'Charity Trustees' of the District Scout Council 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.

The District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointment and is responsible for:

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

### Recruitment and appointment of Trustees

The Trustees are appointed by Kennet District Scout Council in accordance with Policy, Organisation and Rules of The Scout Association.

### Risk and Internal Control

The District Executive Committee has identified the major risks to which they believe the district is exposed. These have been reviewed and systems established to militate against them. The main areas that have been identified are:

- Injury to leaders, helpers, supporters and members. The District through the Annual Membership

Subscription fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

- Reduction or loss of leaders: The District is totally reliant upon volunteers to run and administer the activities of the District. If there was a reduction in the number of leaders to an unacceptable level in a particular section or group as a whole then there has to be a contraction, consolidation or closure of a section or Group/Unit.



### **Objectives and activities**

The Purpose of The Scout Association is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Values of Scouting are:

- 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.
- Cooperation - We make a positive difference; we cooperate with others and make friends.

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; and
- make and live by their Promise.

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.

## Achievements and performance



### Covid-19

The end of this financial year saw the mandatory suspension of all face-to-face Scouting due to the Covid-19 pandemic. As this situation continues, we hope that our members are able to return safely in the near future. This situation has presented all organisations with difficult situations. So far, we have been supporting the District and our Groups and Units through a number of approaches:

1. Encouraging Groups and Units to ask parents to continue making subscription payments to support their incoming, either in full or in part. Scout HQ provided some helpful wording around this area, and for the Summer term most Groups appear content to have sufficient resources in place.
2. Providing support for all Groups to claim Gift Aid on all subscriptions and other donations, including offering support through webinars organised by Berkshire Scouts and Scout HQ.
3. Strongly encouraging all Groups with property to apply for the £10,000 Retail, Hospitality and Leisure Grant operated by West Berkshire on behalf of HM Government.
4. In addition to the £3.50 reduction in the 2021 membership fee announced by Berkshire Scouts from £16.80 to £13.30, the District has undertaken to reduce its levy by £1.50 per young person from £4.50 to £3. These reductions are initial reductions and both may be able to go further as further measures are put in place.

### Trusteeship

The District Executive has welcomed a number of new members during the year. Tom Seward is Assistant Group Scout Leader at 3<sup>rd</sup> Newbury and Hilary Kelly is Group Secretary at 1<sup>st</sup> Hungerford. Both joined during the year and have already made very valuable contributions in their role as trustees. Brian Soulby has completed his first full year as our District Treasurer and his efforts and insight have helped to drive us forward in a number of areas of financial management, including migration of bank accounts, greater use of online payments, and clearer oversight of the Explorer Scout accounts.

The Minibus has presented us with challenges during the year, principally with an unanticipated repair bill. This forced trustees to review all aspects of its operation and we are now in a clearer position in relation to it. This is an area that we will continue to monitor closely and may need to take further action to limit financial exposure.

Development work on the woodland campsite at Angel's Corner continues apace, and we are particularly indebted to Alan Askey, Ivan Osborne and Laurence Parker whose expertise and vision for the area continue to shape the site. We have been fortunate to receive a number of donations to support the ongoing work at Angel's Corner, and we are particularly grateful to The Good Exchange amongst others.

### Leadership and Management

Prior to the suspension of face-to-face Scouting, we have seen another successful year across Kennet. We have been pleased to appoint Conor O'Neill as District Explorer Scout Commissioner. Conor brings a wealth of experience as a Scout Leader from 1<sup>st</sup> Newbury as well as having led a Unit of Explorer Scouts to the World Scout Jamboree in America last summer. Conor is working closely with volunteers in all Explorer Units to build on their strengths across a range of areas. We are also pleased to have opened a new Explorer Unit, Summit, in partnership with 1<sup>st</sup> Wash Common Scout Group, early in the Autumn term as we look to provide opportunities for even more young people to join an Explorer Scout Unit.

We thank Nigel Sayers for his many years of service, most recently as Group Scout Leader of 4<sup>th</sup> Newbury, a

role which he stepped back from in September of this year. Nigel has given almost 30 years of service to Scouting in the area and as he plans to move house out of the area, we wish both him and Ali all the very best. We are pleased to have welcome Jane Davenport and Gerard O'Neill to the shared role of Group Scout Leader at 4<sup>th</sup> Newbury and we look forward to them working together to build on the strong successes of the Group to date.



### **Volunteers**

We have made a particularly concerted effort to make better use of the Good Awards' Scheme from Scout HQ this year, and we are grateful to Diana Wheatley, Rob Daniels, and Alan Askey for their support in forming an Awards Advisory Group to work through this area. We were very pleased to have brought together many awards recipients for an Awards Reception at the beginning of March during which we gave a few words of thanks to each and warmly welcomed them and their families to join us for light refreshments.

**Commissioner's Commendation:** *for local recognition of contribution to Scouting:* Steve Alderson, Alan Askey, Sean Beckett, Brian Soulby.

**Chief Scout's Commendation for Good Service:** *in recognition of good service to Scouting:* Chris Carless, Michelle Elliott, Mike Goddard, Marc Greenslade, Mark Hunt, Gary Loosen, Dave Manton, Ian Osmond, Laurence Parker, Suzanne Reeves, Tom Seward, Rob Stroud,

**Award for Merit:** *in recognition of outstanding service to Scouting:* Marcus Brind, Dave Elliott, Rob Daniels, Rachel Fisher, Daniel Flynn, Matt Head, Anita Lemoine-Wright, Gerard O'Neill, Karen Robinson, Martin Turner.

**Silver Acorn:** *in recognition of specially distinguished service to Scouting:* June Milsom.

Efforts to continue to recognise the excellent contribution of adult volunteers will continue, and the Awards Advisory Group welcomes applications from all.

The number of active Training Advisers has grown over the last year, and we are thankful to the support provided by Induction Mentors in most Groups and Units who provide a friendly and supportive face to adult taking on a new role. A combination of these two roles, along with proactive line management has resulted in a healthy number of Wood Badges being awarded to recognise volunteers completing their leadership training, as an improving number of people completing mandatory ongoing learning.

Congratulations to those who have completed their Wood Badge this year: Joanne Bassett, Mark Batehup, Alex Brooks, Kevin Bushells, Rob Daniels, Paul Elliott, Adam Elliott, Marc Greenslade, Suchibrata Kar, Elsa Maximino Charrua, Ian Osmond, Angus Purcell, Ian Sheppard, Richard Tiley, and Kim Westall.

### **Programme**

We are pleased that regular meetings for all Sections in the District are now happening, and that in some cases engagement is increasing. Providing opportunities for coaching and peer support remains a focus, both in targeted approaches and in open forums. We are encouraged that the number of Top Awards recorded has increased across the District from 75 last year to 102 this year. Individually these are all fantastic achievements for the young people, and collectively they represent much effort from many volunteers.

Groups and Units in the District remain active. In the last year we recorded 40 nights away experiences totalling 66 Beavers, 313 Cubs, 3056 Scouts, 207 Explorers, 4 Network and 344 adults. In addition, there were 62 activity notifications made for 235 Beavers, 827 Cubs, 351 Scouts, 37 Explorers and 317 adults. This showed a

healthy increase on the previous year, which is encouraging given that we have worked with Group Scout Leaders to ensure there is clarity around when a notification should be recorded.



The District supported a number of programme events during the year:

- Alamo inident night hike for Scouts and Explorers.
- Cub Join-In Jamboree to expose young people to activities from a range of different countries.
- Cub Christmas parcel packing to prepare parcels for over 80s in the community.
- Cub handicraft competition and workshop.

On behalf of the District Executive Committee

**Pete Jeffreys**

**Acting District Commissioner**

**June 2020**

### Reserve 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 a sum of £2,500 in unrestricted reserved to meet annual needs, in addition to £3,500 designated for the minibus, £2,000 for Angel's Corner, and currently £3,600 in a designated fund to support international opportunities, with this last item under active review. Given the current financial situation surrounding the Covid-19 pandemic, these levels remain under continual review.



The District held uncommitted reserves, not including the Explorers' funds, of £6,449 at the year end.

### Investment Policy

The District's net Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in long-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 main stream banks or building societies or The Scout Association Short Terms Investment Service.

### Future plans

The Trustees plan to continue to support the development of the delivery of Scouting throughout the District to the benefit of all the current and future members of the Scouting Movement.

### Independent Examiner

Suzanne Murphy FCCA has been appointed by the Trustees as an Independent Examiner

### Declaration

The Trustees declare that they have approved the Trustees Report above.  
Signed on behalf of the charity's trustees

Full name                      Mr P Jeffreys

Signature                      \_\_\_\_\_

Position:                      Acting Chairman

Date:                            9<sup>th</sup> June 2020

Full name                      Mr B Soulby

Signature                      \_\_\_\_\_

Position:                      Treasurer

Date:                            9<sup>th</sup> June 2020



**Receipts and payments**

	2019/20		2018/19	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	35,526	-	35,526	32,271
Less: Membership subscriptions paid on (National/County/District)	32,250	-	32,250	30,050
Net membership subscriptions retained	3,276	-	3,276	2,221
Subscription - Explorers	6,808	-	6,808	5,045
		-	-	
Donations - Angels Corner	1,500	-	1,500	4,900
Gift Aid	5,238	-	5,238	-
Equipment Hire	200		200	-
Other income and Angels Corner	1,599	-	1,599	1,574
<b>Sub total</b>	<b>18,621</b>	<b>-</b>	<b>18,621</b>	<b>13,740</b>
<b>Youth activities</b>				
Explorers	13,607	-	13,607	9,579
District	2,128	-	2,128	3,610
<b>Sub total</b>	<b>15,735</b>	<b>-</b>	<b>15,735</b>	<b>26,929</b>
<b>Fundraising (gross)</b>				

Explorer fundraising	-	-	-	-
Clothing and other income	-	-	-	-
Loan	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Investment income</b>				
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total Gross Income</b>	<b>34,356</b>	-	<b>34,356</b>	<b>26,929</b>
<b>Asset and investment sales, etc.</b>	-	-	-	-
<b>Total receipts</b>	<b>34,356</b>	-	<b>34,356</b>	<b>26,929</b>

## Receipts and payments

	2019/20		2018/19	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
<b>Payments</b>				
Charitable Payments	-	-	-	-
Activities - District	1,328	-	1,328	-
Activities - Explorers	20,505	-	20,505	24,484
Purchase of badges, uniform, books and training	-	-	-	-
Insurance	694	-	694	677
Administration expenses	323	-	323	59
AGM & Trustees expenses	-	-	-	-
Independent Examiners Fees	150	-	150	150
Mini Bus expenses net	1,000	-	1,000	162
Sundries	553	-	553	367
Angels Corner	2,001	-	2,001	7,233
Rent	400	-	400	400
<b>Sub total</b>	<b>26,955</b>	<b>-</b>	<b>26,955</b>	<b>33,209</b>
<b>Donations and Grants</b>				
Donations	-	-	-	3,200

Sub total	-	-	-	3,200
Total Gross Expenditure	26,955	-	26,955	36,409
Asset and investment purchases, etc.	-	-	-	1,120
Total payments	26,955	-	26,955	37,529
Net of receipts/(payments)	7,401	-	7,401	-
Transfers between funds	-	-	-	-
Cash funds last year end	15,749	-	15,749	26,349
Cash funds this year end	23,150	-	23,150	15,749

Statement of assets and liabilities at the end of the year

	31st March 2020			31st March 2019
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
<b>Cash funds</b>				
Bank current account - KDSC	14,044	-	14,044	11,779
Bank current account - KDE	8,663	-	8,663	3,528
Building society account	123	-	123	122
Cash/Floats	320	-	320	320
<b>Total cash funds</b>	<b>23,150</b>	<b>-</b>	<b>23,150</b>	<b>15,749</b>
<b>Other monetary assets</b>				
Tax claim		-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>				
Land & Buildings	30,000	-	30,000	30,000
Scouting equipment, furniture etc	16,420	-	16,420	16,420
<b>Sub total</b>	<b>46,420</b>	<b>-</b>	<b>46,420</b>	<b>46,420</b>
<b>Liabilities</b>				
Greenham Scouts funds		-	-	-



Expenses incurred but not paid		-		-	-
Loan - Angels Corner 10 year loan	-	12,500		12,500	15,000
<b>Sub total</b>	-	12,500	-	12,500	15,000

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 9th June 2020 and signed on their behalf by

Signature


Print Name

P Jeffreys Acting Chair
B C Soulby Treasurer

# Independent Examiner's Report to the Trustees of the Kennet District Scout Council



I report to the trustees on my examination of the accounts of the Kennet District Scout Council for the year ended 31 March 2020.

## *Responsibilities and basis of report*

As the charity trustees of the Kennet 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 Kennet 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 Districts 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 Kennet 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.

Name: Suzanne Murphy  
Qualification: FCCA  
Address: 4 Leverton, Hungerford, Berkshire, RG17 0TA  
Date: 20<sup>th</sup> June 2020