

**MALLING DISTRICT SCOUT COUNCIL**

**REPORT AND ACCOUNTS**

**YEAR ENDED 31 MARCH 2021**

**CHARITY REG. NO. 308139**

**MALLING DISTRICT SCOUT COUNCIL**

**YEAR ENDED 31 MARCH 2021**

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## **MALLING DISTRICT SCOUT COUNCIL**

### **TRUSTEES' ANNUAL REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

##### **Section A : Reference and Administration Details**

<b>Charity Name</b>	Malling District Scout Council
<b>Registered Charity Number</b>	308139
<b>Charity's Principal Address</b>	45, Holtwood Avenue, Aylesford, Kent ME20 7QH
<b>President (Honorary)</b>	Martin Willgoss

##### **Names of Charity Officers**

###### **Trustees**

Denis Spiller	Chairman
Craig Worcester	District Commissioner
Matthew Paramor	District Explorer Scout Commissioner
Adam Ray	District Youth Commissioner
Mark Stamford	Deputy District Commissioner
Matthew Wood	District Scout Network Commissioner
Deborah Hadley	Secretary (appointed 25th November 2020)
Karen Carmillet	Secretary (resigned 14th September 2020)
David Silvester	Treasurer
Stephanie Avraamides	Trustee (appointed 17th November 2020)
Derek Carpenter	Trustee (resigned 26th March 2021)
Gary Mills	Trustee
Graham Pover	Trustee
Ken Sharp	Trustee

##### **Name of Custodian Trustee**

The Scout Association Trust Corporation

##### **Name and Address of Advisors**

Bankers : Barclays Bank PLC, North Kent Group, 40-46 High Street,  
Maidstone, Kent ME14 1SS

## **MALLING DISTRICT SCOUT COUNCIL**

### **TRUSTEES' ANNUAL REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

#### **Section B : Structure, Governance and Management**

##### **Description of the Charity's Trusts**

###### Type of Governing Document

The District'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.

###### How the Charity is constituted

The District is a trust established under its rules which are common to all Scouts. The District is registered with The Scout Association under number 12713.

###### Trustee selection methods

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

###### Additional Governance issues

The District is managed by the District Executive Committee, the members of which are the 'Charity Trustees' of the 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 records and making returns to the Charity Commission as appropriate.

The District Scout Council consists of the 'Charity Trustees' together with representatives from the individual Scout Groups within the Malling District. The District Executive Committee meets regularly during the year.

The District Executive Committee exists to support the individual Scout Groups and the Explorer Units within the Malling District and is mainly responsible for:

- The maintenance and upkeep of the land and buildings at Comp Wood;
- The raising of funds and the administration of the District's finance;
- The insurance of persons, property and equipment of the District;
- District public occasions;
- Assisting in the recruitment, training and monitoring of leaders and other adult support;
- Appointing any sub committees that may be required; and
- Appointing District Administrators and Advisors other than those who are elected.

## **MALLING DISTRICT SCOUT COUNCIL**

### **TRUSTEES' ANNUAL REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

##### **Section C : Objectives and Activities**

Summary of the objects of the charity set out in its governing document

The objectives of Malling District Scout Council are as a District of the Scout Association.

Summary of the main activities in relation to these objects

##### **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.

Cooperation - 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; and

make and live by their Promise

##### **Section D : Achievements and Performance**

See separate reports from the various sections of the District.

##### **Section E : Financial Review**

###### **Reserves Policy**

The District's policy on reserves is to hold sufficient resources to continue the charitable activities of the District should income activities fall short.

###### **Investment Policy**

The District has adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks, building societies and The Scout Association Short Term Investment Service.

###### **Financial Review**

See separate report from the Treasurer.

##### **Section F : Declaration**

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

Signed on behalf of the charity's trustees

Signature

Signature

Full Name

Full Name

Position

Position

Date

# Malling District Scout Council Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-20	To	31-Mar-21
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## Receipts and payments

	2020/21				2019/20	Note
	Unrestricted funds £	Designated Funds £	Restricted Funds £	Total funds £	Total funds £	
<b>Receipts</b>						
<b>Donations, legacies and similar income</b>						
Membership subscriptions (prior year)	39,036	-	-	39,036	27,351	
Membership subscriptions (current year)	38,765	-	-	38,765	-	
Less: Membership subscriptions paid on (National/County/Area/District)	43,578	-	-	43,578	41,041	
Net membership subscriptions retained	34,223	-	-	34,223	- 13,690	
Donations	-	5,600	-	5,600	4,710	
Legacies	-	10,000	-	10,000	10,000	
Gift Aid	2,402	-	-	2,402	-	
Other similar income	538	-	15,000	15,538	520	
<b>Sub total</b>	<b>37,163</b>	<b>15,600</b>	<b>15,000</b>	<b>67,763</b>	<b>1,540</b>	
<b>Grants</b>						
Maintenance grant	-	-	-	-	-	
Other grants	-	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Fundraising and other income(gross)</b>						
Explorers	6,627	-	-	6,627	16,353	
Scouts	-	-	-	-	-	
Cubs	-	-	-	-	6,820	
Beavers	-	-	-	-	410	
Quest	-	-	-	-	25,976	
Badge receipts	1,346	-	-	1,346	4,393	
The Duke of Edinburgh's Award Scheme	1,792	-	-	1,792	2,810	
UK and International Events (World Jamboree, KIJ etc.)	-	21,782	-	21,782	14,218	
Comp Wood Campsite fees	1,647	-	-	1,647	6,935	
Other fund raising	-	4,100	-	4,100	9,908	
Other income	-	-	-	-	5,552	
<b>Sub total</b>	<b>11,412</b>	<b>25,882</b>	<b>-</b>	<b>37,294</b>	<b>93,375</b>	
<b>Investment income</b>						
Building Society interest	-	-	-	-	-	
The Scout Association Charity Deposit Account (formerly the Scout Association Short Term Investment Service)	258	-	-	258	239	
<b>Sub total</b>	<b>258</b>	<b>-</b>	<b>-</b>	<b>258</b>	<b>239</b>	
<b>Total Gross Income</b>	<b>48,833</b>	<b>41,482</b>	<b>15,000</b>	<b>105,315</b>	<b>95,154</b>	
<b>VAT recovery</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total receipts</b>	<b>48,833</b>	<b>41,482</b>	<b>15,000</b>	<b>105,315</b>	<b>95,154</b>	

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# Malling District Scout Council Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-20	To	31-Mar-21
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## Receipts and payments

	2020/21			2019/20	Note	
	Unrestricted funds £	Designated Funds £	Restricted Funds £	Total funds £		Total funds £
Payments						
Charitable Payments						
Youth programme and activities - Explorers	10,144	-	-	10,144	17,933	
Youth programme and activities - Scouts	-	-	-	-	-	
Youth programme and activities - Cubs	-	-	-	-	7,221	
Youth programme and activities - Beavers	13	-	-	13	2,454	
Youth programme and activities - District/Growth	671	-	-	671	-	
UK and International Events (World Jamboree, KIJ, Quest etc.)	-	10,670	-	10,670	65,770	
Adult support and training	-	-	-	-	202	
Comp Wood Campsite Management						
Maintenance, repairs and renewals	3,003	-	-	3,003	9,791	
Utilities (Electricity, Sewerage, Water)	651	-	-	651	600	
Insurance	704	-	-	704	669	
Campsite Development	-	1,500	-	1,500	5,193	
Administration					-	
Administration (including Online Scout Manager)	2,685	-	-	2,685	2,117	
AGM and Trustee expenses	-	-	-	-	985	
Gift Aid (disbursement to Explorer Units)	1,524	-	-	1,524	-	
Meetings (Hall hire etc.)	-	-	-	-	-	
Sub total	19,395	12,170	-	31,565	112,934	
Fundraising and other expenses						
Badge purchases	515	-	-	515	4,034	
Shop stock purchases	-	-	-	-	-	
The Duke of Edinburgh's Award Scheme Support	-	-	-	-	2,648	
Other fundraising costs	-	3,000	-	3,000	6,787	
Sub total	515	3,000	-	3,515	13,469	
Total Gross Expenditure	19,910	15,170	-	35,080	126,403	
Asset changes and investment purchases, etc.	-	-	-	-	-	
Total payments	19,910	15,170	-	35,080	126,403	
Net of receipts/(payments)	28,924	26,312	15,000	70,235	- 31,250	
Transfers between funds	-	-	-	-	- 1,131	
Cash funds - last year end	26,282	53,579	-	79,861	114,236	
Cash funds this year end	55,206	79,891	15,000	150,096	81,855	

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# Malling District Scout Council Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-20	To	31-Mar-21
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## Statement of assets and liabilities at the end of the year

	31st March 2021				31st March 2020	
	Unrestricted funds £	Designated Funds £	Restricted Funds £	Total funds £	Total funds £	Note
<b>Cash funds</b>						
Bank current accounts	55,206	79,891	15,000	150,096	81,855	3,4
Bank deposit account	-	-	-	-	-	
Building society account	-	-	-	-	-	
The Scout Association Short Term Investment Service	5,725	32,025	-	37,750	37,750	3,4
<b>Total cash funds</b>	60,931	111,916	15,000	187,846	119,605	
<b>Other monetary assets</b>						
Tax claim	-	-	-	-	-	5
Capitation due from District Groups	38,640	-	-	38,640	39,032	
Insurance claim	-	-	-	-	-	
<b>Sub total</b>	38,640	-	-	38,640	39,032	
<b>Investment assets</b>						
Investment property - detail	-	-	-	-	-	
Quoted investments	-	-	-	-	-	
Other investments - detail	-	-	-	-	-	
<b>Sub total</b>	-	-	-	-	-	
<b>Non monetary assets for charity's own use</b>						
Badge stock	2,058	-	-	2,058	2,550	1(b)
Shop stock	-	-	-	-	-	
Buildings	81,301	-	-	81,301	81,301	
Scouting equipment, furniture etc	-	-	-	-	-	2
Campsite	19,000	-	-	19,000	19,000	
<b>Sub total</b>	102,359	-	-	102,359	102,851	
<b>Liabilities</b>						
Accounts not yet paid	-	-	-	-	-	6
Capitation not yet paid	-	-	-	-	-	
Loan - Campsite Development	-	1,000	-	1,000	4,000	
Other liabilities	-	-	-	-	428	
<b>Sub total</b>	-	1,000	-	1,000	4,428	

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees

Signature	Print Name
	Chair
	Treasurer



## MALLING DISTRICT SCOUT COUNCIL

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2021

##### 1. Accounting Policies

###### (a) Basis of Preparation

The accounts are prepared under the historical cost convention on a receipts and payments basis.

###### (b) Badge Stock

Badge stock is stated at the lower of cost and net realisable value.

##### 2. Asset and investment purchase

The Council, on behalf of the District, acquired the Comp Wood Campsite, Seven Mile Lane, Borough Green, Sevenoaks from Kent County Scout Council on 10th January 2014.

##### 3. Designated and Restricted Funds

Designated and Restricted Funds include donations, fund raising and payments received for a specific purpose.

During the period, a new Restricted Fund was established - the Charlie Girling Bursary.

The District received a bursary of £15,000 on behalf of the family of Charlie Girling. This bursary is available to any Member of the District in need of support.

During the period, the following events were included in the Designated Funds figures:

Longer term

Fund raising for Comp Wood Campsite

Shorter term (Event related)

Quest 7

##### 4. Cash Funds - Total cash funds

	31/03/21	31/03/20
General Funds	£	£
Scout Association Short Term Investment Service	37,750	37,750
Current Account MDSC (District Account)	137,810	63,837
Current Account - Youth Sections	11,879	15,360 *
Current Account - Campsite account	407	664 **
	<u>187,846</u>	<u>117,611</u>

\* Youth Section closing balance 2020 adjusted by -£1,994.46 which includes +£703.62 to reflect transactions not included in prior year and an adjustment of -£2,698.08 which was transferred to the MDSC (District Account)

\*\* Campsite Account closing balance 2020 adjusted by +£20 to reflect a transaction not included in prior year

## **MALLING DISTRICT SCOUT COUNCIL**

### **NOTES TO THE ACCOUNTS**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

##### **5. Capitation not yet paid**

Capitation for the calendar year is payable on or around year-end for the District. Where the payment has not cleared through the account by 31st March, the amount is reflected as a debt due.

##### **6. Loans**

Total Cash Funds - Designated Funds includes a number of interest-free loan payments. The terms of the loans provide for repayment no later than four years from the date of receipt. All loans are due to be repaid by 31st March 2021. Three loans were repaid during the year.



**MALLING DISTRICT SCOUT COUNCIL**  
**Annual General Meeting**  
**Online (Zoom) at 8pm on Tuesday 28<sup>th</sup> of September 2021**

**MINUTES**

**Present:** Denis Spiller, Craig Worcester, Deborah Hadley, David Silvester, Joanne Coombs, Sue Cubitt, Nirav Patel, Martin Willgoss, Adam Ray, Mark Stamford, Matt Wood, Kate Shuttleworth, Ken Sharp, Darren Palmer, Ian Marriott, Alasdair Mitchell, Steve Perry, Matt Paramor, Peter Nicholls, Karen McCloy, Sarah Makewell, Michael Canham, Georgina Edwards, James Reid.

**1. Welcome**

Denis welcomed attendees to the meeting.

**2. Apologies for absence:** Graham Pover, Marieke Zech and Sarah Harvey, Jane Roberts, Jen Neale

**3. Minutes of the last meeting**

- 14<sup>th</sup> of September 2020
- No corrections noted. Denis will sign these as reflecting a true record of the meeting held.

**4. Matters arising**

No matters noted.

**5. District Chair's Report**

Denis's report will be circulated with these minutes.

Denis commented on the move to a virtual world and said how pleased he was that face-to-face activities are now returning. He noted the reduction in membership numbers and looks forward to membership returning to normal. Groups and sections are recovering fast, with Squirrels in the near future. Plans are being made for group camps and international events.

Fund raising has been limited, but COVID grants have bought in new income.

Denis offered his thanks and best wishes to Derek Carpenter, who has stepped down, and his team for their contribution over the last 10 years to raise around £100,000 for the new buildings at the campsite.

Denis provided an update on the campsite developments and future fundraising activities.

Financially, we are in good shape despite the pandemic, as the treasurer's report will confirm.

Denis gave thanks to the adult volunteers throughout the District in providing opportunities to the young members.

Denis wishes everyone a successful 2021/22.



## MALLING DISTRICT SCOUT COUNCIL: Annual General Meeting - 28<sup>th</sup> September 2021

### 6. District Commissioner's Report

Craig's report will be circulated with these minutes.

Craig outlined some of the challenges that the ongoing COVID-19 situation has brought over the last year, commenting how delighted he was to now see things returning to more normal time, with activities such as camping beginning to resume. He stated how proud he was of the adult volunteers across the District who had risen to the challenges of virtual meetings, sharing best practice to continue to engage young people, albeit remotely.

Craig noted the decline in membership at the beginning of the year, but noted we are already seeing a bounce back in membership numbers, along with the creation of the new section for 4–5-year-olds, Squirrels, which will launch in our District in due course.

The process to select our young people for the next World Scout Jamboree in South Korea is starting, along with plans for Quest in 2023, and potentially a return trip to Kandersteg in 2024.

Craig noted upcoming re-appointments at District level, including the Youth Commissioner. Details on changes to other roles will be circulated once they are finalised. He said we would welcome new ideas, and new members to the Executive Committee.

Craig thanked his entire District Team and the District Executive Committee for their support during the challenging year, along with every adult volunteer, parent, young person who has continued to be involved in Scouting.

### 7. District Treasurer's Report

David shared slides covering the financial statements 2020-2021.

**Total income £148,893:** This looks higher than expected, because it includes outstanding membership subscriptions owed from 2019/20 which boosted the total income). David noted that fundraising and subscriptions were lower than normal, due to the pandemic situation. An exceptional item of £15,000 is included which is a restricted amount representing the Charlie Girling Fund.

**Total expenditure £78.658:** This figure is substantially lower than normal. The event fund looks lower in terms of expenditure than income, this is as some refunds went out after the accounting period so will appear in next year's report.

#### Bank Accounts and Assets:

District and youth section	£187,846
Campsite building	£81,301
Campsite	£19,000

#### Allocation

Payments due after FY end – Capitation	£36,421
Restricted Funds (Charlie Girling Fund)	£15,000



## MALLING DISTRICT SCOUT COUNCIL: Annual General Meeting - 28<sup>th</sup> September 2021

<b>Event</b>	£5,580
<b>Designated</b>	£100,764
<b>Loans</b>	£1,000
<b>Reserves</b>	£6,425
<b>Day to day running (6 accounts)</b>	£59,077
<b>Total</b>	£187,846

*Proposal to accept accounts:  
All in favour – Accounts approved.*

### 8. District Commissioner's Nominations to the District Executive Committee

Nomination of Chair of the District Executive Committee: Craig proposed Denis Spiller as Chair of the Executive Committee.

*Proposal to accept Nomination of Denis Spiller as Chair of Executive Committee:  
All in favour – Nominated.*

*Proposal to accept District Commissioner's Nomination to the Executive Committee: Mark Stamford (Deputy District Commissioner):  
All in favour – Nominated.*

### 9. Election of District Secretary

*Proposal to Elect Deborah Hadley as District Secretary:  
All in favour – Elected.*

### 10. Election of District Treasurer

*Proposal to Elect David Silvester as District Treasurer:  
All in favour – Elected.*

### 11. Election of Members to the District Executive Committee

*Ken Sharp, Graham Pover and Stephanie Avraamides stood for election as members of the Executive Committee:  
All in favour – Elected.*

### 12. Appointment of the Independent Examiner

*David proposed Richard Price as Independent Examiner  
All in favour – Appointed.*

### 13. County Representative's Comments

Nirav Patel represented Kent Scouts as County Youth Commissioner.



## **MALLING DISTRICT SCOUT COUNCIL: Annual General Meeting - 28<sup>th</sup> September 2021**

Nirav provided his thanks for the support given across the District over the last year, providing his best wishes for the upcoming year.

### **14. Presentations of Service Awards, Wood Badges or similar**

Craig had a large number of awards to present, recognising volunteers for everything they have done to support the District, and read through the names of the individuals.

Martin Willgoss also passed on his thanks for the hard work across the District in the last year.

### **15. Next meeting date - To be proposed at a future date.**



## MALLING DISTRICT SCOUT COUNCIL: Annual General Meeting - 28<sup>th</sup> September 2021

<b>Confirmed District Executive Committee members (Trustees) 2021/2022</b>	
Craig Worcester	<b>District Commissioner</b>
Denis Spiller	<b>Chair</b>
Mark Stamford	<b>Deputy District Commissioner</b>
Deborah Hadley	<b>District Secretary</b>
David Silvester	<b>District Treasurer</b>
Ken Sharp, Graham Pover Stephanie Avraamides	<b>Elected Members</b>
Adam Ray	<b>District Youth Commissioner</b>
Matt Paramor	<b>District Explorer Scout Commissioner</b>
Matt Wood	<b>District Scout Network Commissioner</b>

*(Note: Gary Mills, Karen Carmillet and Derek Carpenter have now stood down from the committee)*