



MALLING DISTRICT SCOUT COUNCIL
Annual General Meeting
Online - Teams - Wednesday 27th of September 2023

MEETING MINUTES

Present: Denis Spiller, Craig Worcester, Deborah Hadley, Adam Ray, Des Harris – County Chair, Ken Sharp, James Reid, Jo Coombes, Paul Gladwell, Ian Marriott, Marieke Zech, Mark Price, Isobel Warrington, Michelle Brennan, Jo Thompson, Rob Price, Tom Llewellyn, Bob Mallett, Georgina and Andy Edwards, Freya Johns.

Apologies: Sally Metcalf (Secretary, St. Mary's Platt), Mark Heritage (West Malling), Tim Coppard, Linda Harrison, Alan McGill, Karen McCloy, Sue Cubitt, Emily Bulford, Matt Wood, Kathryn Frankling, Elaine Greenwood, Kate Shuttleworth, Josh Barkaway

1. Introduction and Welcome

Denis welcomed attendees to the meeting.

2. Apologies for absence: as above

3. Minutes of the last meeting

- Minutes for the meeting held on the 24th of September 2022
- No questions raised or corrections noted. All in favour. Denis will sign these as reflecting a true record of the meeting held.

4. Governance Topics

a. Adopt the model constitution from Policy, Organisation and Rules:

The Council provided their approval: Adopted.

b. Note the District's financial year:

Noted, the District's financial year is from the April 1st, 2022, to 31st of March 2023.

c. Agree the number of members that may be elected to the Trustee Board:

Denis explained we are currently working on what was the District Executive to adopt the Transformation requirements in the change to Trustee Board. At this point we are not sure how many this may be, but the guidelines indicate around 5-12 people, so that the Trustee Board does not become a repeat of all the committees put together. The final number of members will be agreed for the next AGM.



MALLING DISTRICT SCOUT COUNCIL: Annual General Meeting - 27th September 2023

- d.** Agree the quorum for each of the District Scout Council (including this AGM), meetings of the District Trustee Board, meetings of any sub-committees:
The quorum of the Council was agreed as 10 people last year. Following the Transformation approach going forward the quorum will be 50% +1 for the Trustee Board and subcommittees going forwards. No changes recommended.

5. Review of the previous year

- a. The District Lead Volunteer's review of Scouting in Malling District:**

Craig provided his report which will be circulated with these minutes.

- b. To receive and consider the Annual Report of the District Trustee Board including the annual Statement of the Accounts**

District Chair's Report

Denis provided his report which will be circulated with these minutes.

District Treasurer's Report

Adam talked through the District Financial Report for 2022-2023, which has been published on our website and will be circulated with these minutes.

James Reid questioned the use of headings between income and expenditure which does not necessarily make it easy to track between money coming in and going out. Adam explained this has occurred as we have simplified and consolidated accounts over the course of the year.

James also asked if Explorer income was reflected, and asked if it was possible to confirm that all Explorer funds have been spent on Explorers. Adam stated that Explorer income and expenditure is included in the District Accounts, and that he was confident that Explorer income had been spent on Explorer activity.

James's final question was to ask if all funds sat with one bank, and if any funds were in interest earning accounts. Denis explained we are looking at quick access accounts at present as we will need to potentially access funds quite fast as the campsite development progressed. James passed information on to Deborah during the meeting which has been shared with David. James also offered to discuss further with David, if David would like to make contact with him.

Denis asked for approval of accounts:

The Council provided their approval: Accounts adopted.



MALLING DISTRICT SCOUT COUNCIL: Annual General Meeting - 27th September 2023

6. Appointments

- a. To re-appoint District President:** Martin Willgoss, has been reappointed into this Honorary role for the next year. Denis explained Martin has held this role for a number of years now and is pleased to continue his appointment.

- b. To note any other supporters who may be admitted to membership of the Group Scout Council, including former Scouts and parents, by the District Lead Volunteer, the District Trustee Board or the Group Scout Council:**

No additional requests noted.

- c. To approve the District Lead Volunteer's nomination of the District Chair**

Craig nominated Denis Spiller as District Chair.
The Council provided their approval: Appointed.

- d. Election of the District Secretary**

Denis proposed Deborah as Secretary for the following year.
Elected

- e. Election of the District Treasurer**

Proposal to Elect David Silvester as District Treasurer: David Silvester has agreed to continue in office but has indicated he would wish to stand down once a replacement has been identified as he has now moved away from the District. We have identified one or two potential replacements.

Denis proposed David Silvester as Treasurer for the following year.
The Council provided their approval: Appointed.

- f. Elections of members to the District Trustee Board**

Paul Gladwell, Joanne Coombs, Mark Price, Ken Sharp and Graham Pover stood for election as members of the Trustee Board: All in Favour: Elected. Denis explained that their roles may change under Transformation which will be decided over the coming year.

- g. To approve the District Lead Volunteer's nominations to the District Trustee Board**

Craig nominated Adam Ray to the Trustee Board for the following year.
The Council provided their approval: Appointed.



MALLING DISTRICT SCOUT COUNCIL: Annual General Meeting - 27th September 2023

h. To appoint the Scrutineer:

Denis stated our current scrutineer Graham Longton has indicated he will be happy to continue in role for the following year, proposed by David Silvester.

The Council provided their approval: Appointed.

i. To appoint representatives to the County Scout Council:

Craig proposed Kathryn Frankling and Tom Llewelyn as County Scout Council Representatives:

The Council provided their approval: Appointed.

7. County Representative

Des passed on his thanks on behalf of the County Commissioner and himself for the work undertaken by volunteers across the District. He also commented on the World Scout Jamboree which is the biggest gathering in the entire world in terms of an event. He commented that this represented peace and understanding with the young people coming together for the event. Des also spoke of KIJ in 2025, commenting he hoped to see many representatives from the District at that event.

Des also talked about the need to give thanks, reminding people of the ability to nominate individuals for thanks badges and other accolades which can be used to provide thanks for our Volunteers.

Des also spoke of 'The County Team Met Me' badges, suggesting that the County team would welcome the opportunity to meet with Sections and Groups, and that they will provide badges to the young people they meet.

Following the successful transformation event at the beginning of September, Des said more information would be provided by County in early October. He asked that people went with the transformation programme and embraced the opportunities this brings.

Finally he recognised the work that has been completed across the District including the new Squirrel Dreys that have opened. He commented that County will not be charging for increases in members over the year, and also will not be increasing their subscription costs next year.

He stated that as a District, County are really, really pleased with the work that is being done across the District and thanked us for inviting him this evening.

8. Close

Denis thanked everyone for attending and closed the meeting.



MALLING DISTRICT SCOUT COUNCIL: Annual General Meeting - 27th September 2023

9. Next meeting date - To be proposed at a future date.

Confirmed District Trustee Board members (Trustees) 2023/2024	
Craig Worcester	District Lead Volunteer
Denis Spiller	Chair
Adam Ray	District Leadership Team Member
Deborah Hadley	District Secretary
David Silvester	District Treasurer
Ken Sharp	Elected Members
Graham Pover	
Jo Coombs	
Mark Price	
Paul Gladwell	
Josh Barkaway	District Youth Lead
Matt Paramor	District Explorer Scout Commissioner
Matt Wood	District Scout Network Commissioner

MALLING DISTRICT SCOUT COUNCIL

REPORT AND ACCOUNTS

YEAR ENDED 31 MARCH 2023

CHARITY REG. NO. 308139

MALLING DISTRICT SCOUT COUNCIL

YEAR ENDED 31 MARCH 2023

CONTENTS

	PAGE
Trustees' Annual Report	A1
Statement of Financial Activities	A4
Balance Sheet	A6
Notes to the Accounts	A7
Independent Examiner's Report to the Trustees	A9

MALLING DISTRICT SCOUT COUNCIL

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Section A : Reference and Administration Details

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

Names of Charity Officers

Trustee Board

Denis Spiller	Chairman
Craig Worcester	District Commissioner
Matthew Paramor	District Explorer Scout Commissioner
Adam Ray	Deputy District Commissioner
Matthew Wood	District Scout Network Commissioner
Joshua Barkaway	District Youth Commissioner
Deborah Hadley	Secretary
David Silvester	Treasurer
Stephanie Avraamides	Trustee
Joanne Coombs	Trustee
Paul Gladwell	Trustee (appointed 1 April 2022)
Graham Pover	Trustee
Mark Price	Trustee (appointed 13 September 2022)
Ken Sharp	Trustee
Mark Stamford	Deputy District Commissioner (resigned 11 June 2022)

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 2023

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 2023

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



Full Name CRAIG WORCESTER

Position DISTRICT LEAD VOLUNTEER

Date #####

Signature



Full Name DAVID SILVESTER

Position TREASURER

Malling District Scout Council Receipts and Payments Account

Year start date

Year end date

For the year from	1-Apr-22	To	31-Mar-23
----------------------	----------	----	-----------

Receipts and payments

	2022/23				2021/22	Note
	Unrestricted funds	Designated Funds	Restricted Funds	Total funds	Total funds	
	£	£	£	£	£	
Receipts						
Donations, legacies and similar income						
Membership subscriptions (prior year)	-	-	-	-	2,219	
Membership subscriptions (current year)	55,842	-	-	55,842	52,978	
Less: Membership subscriptions paid on (National/County/Area/District)	93,900	-	-	93,900	36,514	
Net membership subscriptions retained	- 38,058	-	-	- 38,058	18,683	
Donations	525	-	-	525	14,054	
Legacies	-	-	-	-	-	
Gift Aid	527	4,136	-	4,663	-	
Other similar income	484	-	-	484	424	
Sub total	- 36,522	4,136	-	- 32,386	33,161	
Grants						
Maintenance grant	-	-	-	-	-	
Other grants	-	-	-	-	65,627	3
Sub total	-	-	-	-	65,627	
Fundraising and other income(gross)						
Explorers	36,596	-	-	36,596	16,317	4
Scouts	-	-	-	-	-	
Cubs	-	-	-	-	-	
Beavers	-	-	-	-	-	
Quest	-	26,170	-	26,170	-	
Badge receipts	3,672	-	-	3,672	3,881	
The Duke of Edinburgh's Award Scheme	3,983	-	-	3,983	1,721	4
UK and International Events (World Jamboree, KIJ etc.)	-	58,897	-	58,897	3,560	5
Comp Wood Campsite fees	8,552	-	-	8,552	7,842	
Other fund raising	-	75	-	75	480	
Other income	100	-	-	100	2,560	
Sub total	52,903	85,142	-	138,045	36,361	
Investment income						
Building Society interest	106	-	-	106	-	
The Scout Association Charity Deposit Account (formerly the Scout Association Short Term Investment Service)	-	-	-	-	39	
Sub total	106	-	-	106	39	
Total Gross Income	16,487	89,278	-	105,765	135,187	
VAT recovery	-	-	-	-	-	
Total receipts	16,487	89,278	-	105,765	135,187	

Malling District Scout Council Receipts and Payments Account

Year start date

Year end date

For the year from	1-Apr-22	To	31-Mar-23
-------------------	----------	----	-----------

Receipts and payments

	2022/23				2021/22	Note
	Unrestricted funds	Designated Funds	Restricted Funds	Total funds	Total funds	
	£	£	£	£	£	
Payments						
Charitable Payments						
Youth programme and activities - Explorers	39,740	-	-	39,740	14,275	4
Youth programme and activities - Scouts	-	-	-	-	1,450	
Youth programme and activities - Cubs	-	-	-	-	-	
Youth programme and activities - Beavers	-	-	-	-	-	
Youth programme and activities - District/Growth	250	-	-	250	-	
UK and International Events (World Jamboree, KIJ, Quest etc.)	-	22,031	350	22,381	6,442	
Adult support and training	48	-	-	48	41	
Comp Wood Campsite Management						
Maintenance, repairs and renewals	4,142	-	-	4,142	4,351	
Utilities (Electricity, Sewerage, Water)	301	-	-	301	401	
Insurance	725	-	-	725	1,568	
Campsite Development	1,634	10,782	-	12,416	8,436	
Administration						
Administration (including Online Scout Manager)	3,063	-	-	3,063	2,377	
AGM and Trustee expenses	-	-	-	-	166	
Gift Aid (disbursement to Explorer Units)	-	-	-	-	-	
Meetings (Hall hire etc.)	257	-	-	257	-	
Sub total	50,159	32,813	350	83,322	39,506	
Fundraising and other expenses						
Badge purchases	3,536	-	-	3,536	2,891	
The Duke of Edinburgh's Award Scheme Support	2,525	-	-	2,525	914	
Other fundraising costs	-	1,000	-	1,000	1,330	
Sub total	6,060	1,000	-	7,060	5,135	
Total Gross Expenditure	56,219	33,813	350	90,383	44,642	
Asset changes and investment purchases, etc.	-	-	-	-	-	
Total payments	56,219	33,813	350	90,383	44,642	
Net of receipts/(payments)	- 39,733	55,465	- 350	15,382	89,463	
Transfers between funds	-	-	-	-	-	
Cash funds - last year end	94,471	131,647	15,000	241,118	150,573	4
Cash funds this year end	54,739	187,112	14,650	256,501	241,118	

Malling District Scout Council Receipts and Payments Account

Year start date



Year end date

For the year from	1-Apr-22	To	31-Mar-23
-------------------	----------	----	-----------

Statement of assets and liabilities at the end of the year

	31st March 2023				31st March 2022	Note
	Unrestricted funds £	Designated Funds £	Restricted Funds £	Total funds £	Total funds £	
Cash funds						
Bank current accounts	54,739	187,112	14,650	256,501	241,118	
Bank deposit account	-	-	-	-	-	
Building society account	-	-	-	-	-	
The Scout Association Short Term Investment Service	5,725	32,025	-	37,750	37,750	
Total cash funds	60,464	219,137	14,650	294,251	278,868	3,4
Other monetary assets						
Tax claim	-	-	-	-	-	
Capitation due from District Groups	-	-	-	-	-	
Insurance claim	-	-	-	-	-	
Sub total	-	-	-	-	-	
Investment assets						
Investment property - detail	-	-	-	-	-	
Quoted investments	-	-	-	-	-	
Other investments - detail	-	-	-	-	-	
Sub total	-	-	-	-	-	
Non monetary assets for charity's own use						
Badge stock	1,629	-	-	1,629	2,058	1(b)
Shop stock	-	-	-	-	-	
Buildings	81,301	-	-	81,301	81,301	
Scouting equipment, furniture etc	-	-	-	-	-	
Campsite	19,000	-	-	19,000	19,000	2
Sub total	101,930	-	-	101,930	102,359	
Liabilities						
Accounts not yet paid	-	-	-	-	-	
Capitation not yet paid	-	-	-	-	-	
Loan - Campsite Development	-	-	-	-	1,000	5
Other liabilities	-	2,136	-	2,136	-	
Sub total	-	2,136	-	2,136	1,000	

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

Signature	Print Name
	Craig Worcester, District Lead Volunteer
	David Silvester, Treasurer

MALLING DISTRICT SCOUT COUNCIL

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

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.

Restricted Fund

The District received a bursary of £15,000 on behalf of the family of Charlie Girling in 2020. 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 8

WSJ 2023 South Korea

Kandersteg 2024

4. Cash Funds - Total cash funds

	3/31/2023	3/31/2022
General Funds	£	£
Scout Association Short Term Investment Service	37,750	37,750
Current Account MDSC (District Account)	201,327	222,903
Current Account - Youth Sections	49,458 ¹	18,038 ¹
Current Account - Campsite account	5,716	3,966
	<u>294,251</u>	<u>278,868</u>

¹ An adjustment of +£1,089.52 has been made to the cash funds for the Youth Sections for the previous period due to income being missed in preparation of these accounts following the amalgamation of various Youth Section Bank accounts. The account covering Youth Sections now includes receipts and payments for certain Events and the Duke of Edinburgh Award scheme.

5. Loans

The final loan was repaid during the year. There are no loan repayments outstanding as at the period end.

MALLING DISTRICT SCOUT COUNCIL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

Independent examiner's report to the trustees of Malling District Scout Council

I report to the trustees on my examination of the accounts of the Malling District for the year ended 31st March 2023.

Responsibilities and basis of report

As the charity trustees of the Malling District 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 Malling District 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.

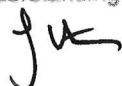
Independent examiner's statement

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 Malling District as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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:

GRAHAM RICHARD LONGTON

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

Retired Chartered Accountant [Ex FCMA]

Address:

April Cottage, Park Farm Road,

Date:

Ryals, West Malling ME19 5JX

12 Sept 2023