

# 1<sup>st</sup> Ashtead (Pelham) Scout Group

## Annual Report and Accounts 2021-2022



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# **1. Agenda for the Annual General Meeting**

## **Monday 26th September 2022 at 7.30 pm**

<https://zoom.us/j/3070343063>

Password: 12345

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1. Welcome and Introductions by the Chairman
2. Apologies for Absence
3. Approval of the Minutes of last year's AGM
4. Group Scout Leader's Report
5. Chairman's Report
6. Treasurer's Report and Accounts for 2021 – 2022
7. Adoption of the Accounts for the financial year 2021 – 2022
8. Election of Members to serve on the Group Executive Committee
9. Election of Mr John Ashurst as Independent Examiner
10. Any Other Business

## **2. Minutes of the Annual General Meeting of the 1<sup>st</sup> Ashtead (Pelham) Scout Group Monday 20 September 2021 (via Zoom)**

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### **1. Welcome and Introductions by the Chairman:**

The Chairman, Mr Peter Leonard, formally opened the meeting and welcomed everyone to the AGM.

### **2. Apologies for Absence:**

Aubrey Fox  
Jo Williams  
Rob Marlow.

### **3. Approval of the Minutes of last year's AGM:**

The minutes of the 2020 Annual General Meeting were tabled.  
Adoption of the minutes proposed by: Ms Julie Bird  
Seconded by: Mr Malcolm McKee  
The minutes were approved, with no dissenters.

### **4. Group Scout Leader's Report**

This can be found in the Annual Report and Accounts document 2020-2021.

Mr Malcolm McKee outlined the plan from New Year 2022 he will be joined as 'Co-GSL' by Mr Andy Marlow with a medium/long-term plan for Mr Marlow to become GSL and Mr McKee to focus on his District role.

Mr Malcolm McKee nominated Mr Peter Leonard as Chairman of the Group. There were no dissenters.

### **5. Chairman's Report**

This can be found in the Annual Report and Accounts document 2020-2021.

### **6. Treasurer's Report and Accounts for 2020-2021**

The Treasurer, Mr Bryan Bailey presented the Treasurer's Report and Accounts. These can be found in the Annual Report and Accounts 2020-2021 document.

Mr Bailey thanked Mr John Ashurst for examining the Accounts.

## **7. Adoption of the Accounts for the financial year 2020 - 2021**

Adoption of the Accounts was proposed by: Mr Martin Riddle  
Seconded by Mr Malcolm McKee .  
The Accounts were approved. There were no dissenters.

## **8. Approval of nominated members of the Group Executive Committee**

Mr Julian Hagley, Mr Aubrey Fox, Mrs Jo Williams  
Proposed by Ms Julie Bird  
Seconded by Mr Steve Biglin

## **9. Election of Group Secretary**

Mr Steve Biglin was proposed by: Mr Bryan Bailey  
Seconded by Mr Chris Townsend

## **3. Election of Bryan Bailey as Group Treasurer**

Mr Bryan Bailey was proposed by: Mr Chris Townsend  
Seconded by Mr Martin Riddle

## **11. Election of Members to serve on the Group Executive Committee.**

Mr Leonard read out the list of proposed elected members. There were no dissenters.  
Mr Martin Riddle  
Mr Andy Marlow

## **12. Election of Mr John Ashurst as Independent Examiner.**

There were no other nominations.  
Mr Ashurst was proposed by: Mr Martin Riddle  
Seconded by Mr Bryan Bailey

## **13. Any Other Business**

Mr Martin Riddle outlined plans to research the viability of the installation of solar panels. An initial assessment has been arranged. The GEC will discuss further at the next stage. Mr Chris Townsend urged caution around the selection of the supplier and offered support as required.

Mr Stephen Moss invited everyone to attend the District AGM on September 21st.

Ms Benita Middleton thanked the Group for their success through the difficult year and was pleased to report that other groups in the district have been similarly proactive through the Covid situation.

Mr Peter Leonard thanked everyone for joining the call and closed the meeting

### **3. GSL'S Report**

It gives me great pleasure to submit my report for the 2022 AGM as Group Scout Leader of 1st Ashtead Scout Group, my eleventh annual report in this role.

This report covers the period April 2021 to March 2022 and in this time we restarted face to face scouting and, under increased controls, delivered a number of camps, expeditions, day activities and regular term programmes. From a personal perspective, it was fantastic to return to a proper summer season of kayaking and canoeing in the summer term and summer holiday and run a full (but local) summer camp. We were unable to avoid a very small decrease in group numbers (the first decrease in over a decade) but like the rest of the district and county, our reduction in numbers was much lower than the national trend.

I must pay tribute to the leaders of 1st Ashtead who managed to fully transition within this year from totally virtual scouting, to in person scouting but with restrictions, to fully normal in person scouting. This took considerable dedication and effort and I know that those efforts have not gone unnoticed by our young people and the parent base who are always quick to voice their support and gratitude.

The 1st Ashtead Executive Committee has continued to support active scouting in Ashtead by maintaining the headquarters and equipment to a fantastic level, this includes a winter-season refresh of climbing ropes, additional airguns, replacement kayaks for some that have worn out and two new canoes. The group has also invested in solar panels that over the summer have been generating more electricity than we can use and saving the group money as well as contributing to lowering our environmental impact.

This is likely to be the final report that I write as sole GSL of 1st Ashtead as from now on I will be sharing the role with Andy Marlow. I'm very much looking forward to sharing the duties with him and am also looking forward to another year of fantastic scouting with 1st Ashtead.

**Malcolm McKee – 1st Ashtead GSL**

## **4. Trustees of the Group – 2021-2022**

### **Executive Committee of the Group Council**

Chairman – Mr Peter Leonard  
Group Scout Leader – Mr Malcolm McKee  
Secretary – Mr Steve Biglin  
Treasurer – Mr Bryan Bailey

### **Section Leaders:**

Mrs Julie Bird – Explorers  
Mr Alan Minister – Douglas Troop  
Mr Paul Brown – Gardiner Troop  
Mr Joe Bird – Clarke Troop  
Mr Richard Holmes – Red Pack  
Mr John Wright – Brown Pack  
Mrs Alice Davis – Grey Pack  
Mrs Felicity Hewitt – Jubilee Beavers  
Mrs Sarah Minister – Black Beavers  
Mrs Melanie Dunn – Yellow Beavers

### **Nominated:**

Mr Aubrey Fox  
Mrs Jo Williams

### **Elected:**

Mr Martin Riddle

Group Registration Number with the Scout Association – 5904

Group Registered Charity Number – 305770

Bankers: Lloyds Banking Group, Ashtead, Surrey.

Contact Name and Address: Mr Malcolm McKee, 26 Moat Court, Ashtead, Surrey KT21 2BL.

Headquarters Address: Woodfield, Ashtead, Surrey KT21 2RL. Tel: 01372-278810

## 5. Group Chairman's Report

In this, my 17<sup>th</sup> and penultimate report as Chairman of the Group Executive Committee, I would like to take this opportunity to thank ALL those, who freely volunteer their time and expertise to the Group in adult leadership and support roles, for their amazing and enthusiastic work in enabling our young people to receive, learn from, and have fun with a wide range of activities throughout a pretty packed calendar.

This year, the size of the Group membership stands at 300 young people and adults which continues to drive a list of financial needs and long-term planning objectives which the Group Executive Committee attempts to manage in a number of ways.

Just a year ago, I talked about the benefit we now have from the new boat store and storeroom facilities and its upgraded minibuss transport. Since then, our focus and investment have shifted to the main building, with the main hall floor resurfaced, the Kitchen refurbished, a new staircase to the rooms above and a new security lock system. I am pleased to be able to report that these projects have all been carried out and full funded. The Committee has also been in a position to strengthen the Group's water sports assets with the purchase of new Kayaks and canoes, as well as the more usual bushcraft and camping equipment.

However, the project that has been most impressive and inspiring to those involved has been the, very timely, decision to install solar panels to the roof of the main building and to store our own energy in our own two batteries. This project came out of discussions by the committee to futureproof the Group with one eye on being more sustainable. Helped by grants, the project was run by Martin Riddle, and we hope that the heating, lighting and electricity that we use throughout the winter months will come from our own store with far less cost to the normal utility suppliers. It is also our intention to sell our surplus energy back to the grid.

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Income generation is always important to us and we receive annual revenues from the hire of the hall to external groups and from our annual community events – the Xmas Fair, Epsom Fireworks, Ashted Village Day etc.

During the next two years, a number of the Committee members will be standing down. This will leave vacancies for the roles of Chairman, Treasurer, Secretary and Buildings Manager. Hence, we are extremely interested in any parents who feel that they can help the Group, not only with 'fund-matching' opportunities for events and Gift aid tax refunds on subscriptions but also with some of their time and talent in the above voluntary job roles or even through job-sharing them.

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I would like to thank all my colleagues on the Executive Committee for their time, organisation, commitment and their friendship. Behind the scenes, a lot of work is done week after week, to administer hall rentals, manage the group's revenue and expenditure,

maintain and clean the buildings and the buses, update our website and social media and so on. We are always keen to invite new parents onto the Group Executive committee should they want to get involved.

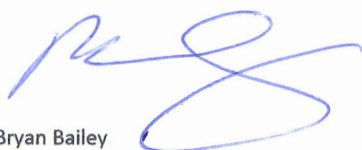
**Peter Leonard**  
**Group Chairman**

**Published Accounts (Receipts & Payments / Assets & Liabilities)**

**For the year ended 31st March 2022**

	2021/2022 THIS YEAR £	2020/2021 LAST YEAR £
Total Receipts for the year (see page 2)	59,400.85	44,249.70
Total Payments for the year (see page 3)	(46,660.02)	(30,542.05)
<b>Net Receipts / (Payments) for the year</b>	<b>12,740.83</b>	<b>13,707.65</b>
Cash, bank and similar funds brought forward	74,334.73	60,627.08
<b>Cash, bank and similar funds carried forward</b> (see page 4)	<b>87,075.56</b>	<b>74,334.73</b>

The above account and accompanying Statement of Assets and Liabilities were approved by the trustees on and signed on their behalf by:



Bryan Bailey  
Group Treasurer



Peter Leonard  
Group Chairman

I have examined the above accounts together with the records of the Group and certify that they are in accordance therewith.



John Ashurst  
Hon Auditor

## Receipts

For the year ended 31st March 2022

		2021/2022 THIS YEAR £	2020/2021 LAST YEAR £
Subscriptions	Scout Group: Received from Members (current year) Less Affiliation Fee	39,910.00 (17,545.00) <u>22,365.00</u>	36,275.00 (17,468.50) <u>18,806.50</u>
Investment Income	All Accounts	- <u>-</u>	230.63 <u>230.63</u>
Donations and Grants	General Covid related Use of Hall	326.02 12,667.00 4,767.50 <u>17,760.52</u>	4,367.46 10,000.00 503.75 <u>14,871.21</u>
Activities	Sections Camp Receipts	1,522.00 5,180.00 <u>6,702.00</u>	- - <u>-</u>
Fundraising	Christmas Fair Epsom Scouts (Fireworks Display) Other	1,970.78 1,300.00 - <u>3,270.78</u>	771.04 - (433.00) <u>338.04</u>
Other Income	Tax Refund (Gift Aid Subs)	8,941.05 <u>8,941.05</u>	9,578.71 <u>9,578.71</u>
Sundry Receipts	Miscellaneous Minibus Funding	273.00 88.50 <u>361.50</u>	297.36 127.25 <u>424.61</u>
<b>Total Receipts</b>		<b><u>59,400.85</u></b>	<b><u>44,249.70</u></b>

## Payments

For the year ended 31st March 2022

		2021/2022 THIS YEAR £	2020/2021 LAST YEAR £
Premises	Utilities (Water/Gas /Electricity)	(1,765.73)	(2,201.45)
	Phone/Internet	(241.64)	(487.20)
	Insurance / Fire Protection	(6,094.55)	(6,397.96)
	General Maintenance	-	(302.57)
	Monthly cleaning of HQ	(1,744.64)	(2,079.48)
	Covid specific cleaning	(720.00)	(1,720.00)
	Floor sanding and roof repairs	-	(6,785.60)
	Other	(70.00)	(1,800.00)
		<u>(10,636.56)</u>	<u>(21,774.26)</u>
Activities	Section Activities	(4,705.35)	(1,562.75)
	Camp	(5,843.80)	(230.40)
		<u>(10,549.15)</u>	<u>(1,793.15)</u>
Capital Equipment	Kitchen	(4,243.40)	-
	New Security Locks	(945.00)	-
	Solar Panels Project	(1,150.00)	-
	Other building work	(1,180.80)	(2,090.13)
	Watersports equipment	(10,464.70)	-
	Other	(150.39)	-
		<u>(18,134.29)</u>	<u>(2,090.13)</u>
Administration	OSM	(262.65)	(55.00)
	Transaction fees	(1,359.14)	(883.70)
	Training	-	(40.00)
	Miscellaneous	(995.31)	(191.90)
		<u>(2,617.10)</u>	<u>(1,170.60)</u>
Uniforms / Badges	Regular Badges	(1,696.16)	(1,934.47)
	Uniforms	(821.71)	(157.74)
		<u>(2,517.87)</u>	<u>(2,092.21)</u>
Other	Minibus	(2,205.05)	(1,621.70)
		<u>(2,205.05)</u>	<u>(1,621.70)</u>
<b>Total Payments</b>		<b><u>(46,660.02)</u></b>	<b><u>(30,542.05)</u></b>
<b>Net Receipts / (Payments)</b>		<b><u>12,740.83</u></b>	<b><u>13,707.65</u></b>

## Statement of Assets and Liabilities

At 31st March 2022

	2021/2022 THIS YEAR £	2020/2021 LAST YEAR £
<b>Non Monetary Assets</b>		
HQ Building (at valuation for Insurance)	671,295.00	648,594.00
Garage (at valuation for Insurance)	15,558.00	15,031.00
Concrete Store (at valuation for Insurance)	13,572.00	13,112.00
All Equipment (at valuation for Insurance)	51,306.00	49,571.00
Climbing Wall (at valuation for Insurance)	22,068.00	21,321.00
Gas Cage	955.00	922.00
Other equipment	7,480.00	672.00
Solar Panels	14,250.00	-
Canoes (at valuation for Insurance)	16,921.00	11,562.00
Trailer & other water sports equipment	7,554.00	4,280.00
<b>Total Non Monetary Assets</b>	<b>820,959.00</b>	<b>765,065.00</b>
<b>Monetary Assets</b>		
[50] Lloyds TSB Current Account	88,498.78	69,808.14
[56] Subscription account	-	3,630.00
CAF Gold Account	(0.00)	(0.00)
Petty cash	-	-
Cash Floats	426.44	1,187.31
	<b>88,925.22</b>	<b>74,625.45</b>
<b>Total Group Monetary Assets</b>	<b>88,925.22</b>	<b>74,625.45</b>
<b>Liabilities due within one year</b>		
Cash Float creditors	(1,849.66)	(290.72)
<b>Net Monetary Assets</b>	<b>87,075.56</b>	<b>74,334.73</b>
<b>Total Assets</b>	<b>908,035</b>	<b>839,400</b>

## Monetary Assets

2021/2022  
THIS YEAR  
£

2020/2021  
LAST YEAR  
£

<u>Lloyds Bank Current Account</u>		2021/2022 THIS YEAR £	2020/2021 LAST YEAR £
<b>Fund b/fwd</b>		<b>69,808.14</b>	<b>40,239.20</b>
	Net receipts / payments	13,058.64	9,338.31
	Interest on time deposit	-	230.63
	Deposit Maturing		20,000.00
	Transfer from Subs Account	5,632.00	-
<b>Fund c/fwd</b>		<b>88,498.78</b>	<b>69,808.14</b>

<u>Lloyds Bank High Interest Deposit Accounts</u>		2021/2022 THIS YEAR £	2020/2021 LAST YEAR £
<b>Fund b/fwd</b>		-	<b>20,000.00</b>
	Deposit Maturing	-	(20,000.00)
<b>Fund c/fwd</b>		-	-

<u>Lloyds Bank Subs account</u>		2021/2022 THIS YEAR £	2020/2021 LAST YEAR £
<b>Fund b/fwd</b>		<b>3,630.00</b>	-
	New deposit	2,002.00	3,630.00
	Transfer to Current Account	(5,632.00)	-
<b>Fund c/fwd</b>		-	<b>3,630.00</b>

# Independent Examiner's Report to the Trustees of the

## 1st Ashtead (Pelham) Scout Group

I report on the accounts of the Group for the year ended 31<sup>st</sup> March 2022 which are set out in the annual report for 2021/2022.

### Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an Independent Examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to the matters set out in the statement below.

### Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act, have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John Ashurst  
Independent Examiner  
29 Broadhurst  
Ashtead  
Surrey  
KT21 1QB

## **8. Annual Report of the Trustees for year ending 31<sup>st</sup> March 2022**

The objectives of the Group are as a unit of the Scout Association. The aim of the Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens, and as members of their local, national and international communities. The method of achieving this aim is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law, guided by adult leadership.

Subscriptions are charged for membership to cover the immediate running costs of the Group and these do not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions or fees charged for camps and outings. The Group endeavours to obtain bursaries and/or grants for those who could not otherwise afford to take part.

Two key principles demonstrate that Scouting's aims are for the public benefit and that, through the Scout method, young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously and the benefits that Scouting provides, far outweigh the risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary.

The membership of the Group at this year's census on 31<sup>st</sup> January 2021 was 300. Scout numbers stand at 86, Cub Scouts currently number 82 and Beaver Scouts are 73. This totals 241. Our waiting list for Beaver Scouts remains significant. Overall, the adult leadership numbers 59 with a young person/adult leader ratio of 4. The Group is yet to open a Squirrel Scout section.

1<sup>st</sup> Ashtead (Pelham) Scout Group continues to be the largest of the six Groups in the District.

The Group Executive Committee comprises 6 'non-uniform' members, 5 male and 1 female. The following functions are managed by the committee: finance, insurance, subscriptions, building maintenance, stores and inventory, transport procurement and management, PR and communications, long-term planning, building hire and fund-raising.

All Scouting sections have held regular weekly meetings and have been involved in arranged trips and camping expeditions. All young people have been encouraged to gain badges across the programme range. Our specialism in the provision of water sports training has continued to develop at a fast pace. We continue to have a strong leadership team including leaders, section assistants and skills instructors. However, the situation is constantly changing and additional adult help and support – regular or occasional, is always welcomed.

The Annual General Meeting of the Group Council was held in September 2021 via an online Zoom call. At the end of the 2021-2022 financial year, the Group had reserves amounting to

£90,969. The Group's policy on financial reserves is to hold a sufficient amount to meet its present and future liabilities and thus, enable it to carry out its objectives. The Trustees have identified the major risks to which they believe the Group is exposed. They have reviewed these and established systems to mitigate them.

The key objectives of the Group are to be an effective, functional unit through which the design and delivery of the Scout "6-25 programme" can be achieved subject to the policy, organisation and rules of the Scout Association. The financial accounts have been drawn up on a receipts and payments basis, consistent with the previous year.

Approved by the Trustees on 26<sup>th</sup> September 2022 and signed on their behalf by

**Peter Leonard**  
**Group Chairman**

## 9. Census of Group Membership in 1st Ashtead (Pelham) for year ending 31st January 2022

	Male	Female	Self-identify	Prefer not to say	Total
<b>YOUTH MEMBERSHIP</b>					
Squirrel Scouts	0	0	0	0	0
Beaver Scouts	59	14	0	0	73
Cub Scouts	67	15	0	0	82
Scouts	69	17	0	0	86
<b>TOTAL YOUTH MEMBERSHIP</b>	<b>195</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>241</b>
<b>PROGRAMME DELIVERY ROLES</b>					
Section Leaders	4	1	0	0	5
Assistant Section Leaders	13	12	0	0	25
Section Assistants	5	16	0	0	21
<b>TOTAL ADULT PROGRAMME DELIVERY ROLES</b>	<b>22</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>51</b>
Young Leaders <sup>+</sup>	16	9	0	0	25
<b>TOTAL PROGRAMME DELIVERY ROLES</b>	<b>38</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>76</b>
<b>LINE MANAGER ROLES</b>					
Group Scout Leaders	0	0	0	0	0
<b>TOTAL LINE MANAGER ROLES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GOVERNANCE ROLES</b>					
Group Chair	1	0	0	0	1
Group Secretary	1	0	0	0	1
Group Treasurer	1	0	0	0	1
Group Executive members	3	0	0	0	3
<b>TOTAL GROUP GOVERNANCE ROLES</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>SUPPORT ROLES</b>					
Deputy Group Scout Leaders	1	1	0	0	2
Group Administrators/Supporters	0	0	0	0	0
Group Skills Instructors	0	0	0	0	0
Other Group Adults	0	0	0	0	0
<b>TOTAL GROUP SUPPORT ROLES</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>
Active Support	0	0	0	0	0
<b>TOTAL SUPPORT ROLES</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>TOTALS</b>					
<b>TOTAL YOUTH MEMBERSHIP</b>	<b>195</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>241</b>
<b>TOTAL ADULT MEMBERSHIP</b>	<b>29</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>59</b>
<b>TOTAL MEMBERSHIP</b>	<b>224</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>300</b>