

SWANLEY SCOUT COUNCIL

Annual General Meeting

24th SEPTEMBER 2025 8PM

Horton Kirby HQ

AGENDA

1. **Introduction and welcome**
2. **Apologies for absence**
3. **Governance topics**
 - a. Approve the minutes of the Annual General Meeting held on 24th October 2025
 - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
 - c. Note the District's financial year
 - d. Approve appointed and community members of the District Scout Council
 - e. Agree the number of members that may be appointed to the Trustee Board
 - f. Agree the quorum for future meetings of the District Scout Council (excluding this AGM)
4. **Review of the previous year**
 - a. The District Lead Volunteer's review of Scouts during the past 12 months in the Swanley District
 - b. The County Lead Volunteer's remarks
 - c. Receive and consider the Annual Report of the District Trustee Board, including the annual Statement of the Accounts
5. **Making appointments**
 - a. Appoint the District Chair, following recommendation from the open selection process initiated by the District Trustee Board
 - b. Appoint the District Treasurer, following recommendation from the open selection process initiated by the District Trustee Board
 - c. Appoint members of the District Trustee Board, following recommendations from the open selection process initiated by the District Trustee Board
 - d. (Re-)appoint District President and/or Vice Presidents
 - e. Appoint the Scrutineer / Independent Examiner / Auditor [Delete as appropriate]
 - f. Nominate representatives of the District Scout Council to represent the District on the County Scout Council
6. **Closing remarks**



Swanley District Scouts

Trustees' Report

For the year ending 30 April 2025

The last year has been very busy with further changes to POR and the introduction of the Digital Tools and the closing down of Compass. These all helped to cause confusion along with the new Safety and Safeguarding training. However, I am pleased to report that Swanley District managed 100% compliance within the allotted time.

The District and Groups still need more Trustees to volunteer. As some of you know I am standing down as Chair as of this meeting, we do need someone to take over the position of Chair of the Trustee Board. I am also pleased to announce that Perry Cole has agreed to stand as a Trustee. Welcome Perry!

Probably the highlight of the year was the opening of a new group in Swanley District, namely the 7th Swanley, based at the Elim Church. This is an area that has been crying out for Scouting for several years. Already we have Squirrels, Beavers and Cubs. Would be very nice to get Scouts up and running this year.

All groups and sections have been busy with camps, it was nice to see some of our groups taking advantage of Kent International Jamboree. We also had leaders on the Kent International Support Team giving their time to build, support and takedown the small town that was KIJ.

A lot of work is going on regarding the building of a new HQ building in Swanley Park. A big thank you to Swanley Town Council, who are supporting us in this effort. Also, a big thank you to the team who are working very hard to get this initiative to fruition.

Finally, a massive thank you to all the leaders, helpers and volunteers who work so hard to provide an active, exciting and informative program for all the young people in Swanley District.

Clive Taylor,
Chairperson, Swanley Scouts Trustees' Board

Swanley District Scouts - Annual Review 2024- August 2025

We have ended the year with a number of areas of progress, compared to where we started, even if we were not aware at the outset just how much would be required from us.

If we thought that last year had been one of never-ending changes to rules and procedures, then this year has been the same – only on steroids. The introduction of the new Scouts' record system came, much later than promised, at the end of November, 2024 and the old order changed overnight. There had been a lot of preparation work adapting our records to make the transition smooth and Swanley District was way ahead of the other districts in Kent on achieving that. This stood us in very good stead.

The timescale allowed for the district and group leadership to make adjustments to roles, once the system was up and running, was unrealistic and the system was unable to cope with the huge numbers logging in and using it all at the same time. The Scouts fell short of delivering what was promised, needed and expected and there has been a lot of mission creep in what tasks were expected and the information required, leading to a lot more administration. We have had to do remedial work, such as getting references for people who have been on our teams for years in roles that did not need references, but for whom the rules have changed and references have had to be provided.

Our volunteers stepped up enormously and we are much better at using a system still very much in the development stage. It has taken hundreds, probably thousands, of extra hours between us and an enormous amount of adapting for everyone who volunteers in any way with Scouts, but some have borne much more of the brunt than others. My heartfelt thanks go to everyone, but particularly all those in management, who have trodden the long and winding road since last November and are still on the journey.

Every volunteer in Scouts has completed the new Safety learning since the introduction of the system. When the deadline was reached, we had 100% compliance. Compliance is a big issue, with HQ doubling down on those who don't complete it in a timely matter and my thanks go to everyone for doing the training and to those who have been managing the learning for others. HQ expects district to suspend anyone who is 4 weeks overdue with any of Safety or Safeguarding training and DBS checks. If district does not suspend them, county or HQ will.

Districts are now responsible for First Response training, another big change. We are getting the processes in place, but we could use more first response trainers. My thanks to those who set up and run courses for us.

The new way of working in teams is being consolidated and we are getting to grips with the flexibility that it offers. Non-members with particular skills are welcome to swell our ranks in non-leader support roles.

Our district has a full set of teams: Leadership, Programme, Support, Volunteering Development, 14-24 and a Trustee Board. We are continuing to work out the correct division of tasks. More members would mean that we could do the tasks better and provide improved activities for and support to everyone. Kent County is looking at changing the areas for districts and amalgamating some, so we await their deliberations with considerable interest. Earlier in the year, they asked for interested parties to submit their views, which we did.

Our leaders continue to gain impressive lengths of Long Service Awards and awards for Good Service. Peter Fancote was presented with his Silver Acorn award by the county chairman at the St George's Funday. Congratulations to everyone for gaining the awards. If you know someone who deserves a Good Service Award, you can nominate them via the online system. (Log in - Awards (left column) – Nominate someone.)

A new Scout group in the heart of Swanley, 7th Swanley, has commenced with Squirrels, Beavers and Cubs. It is very popular and the places were snapped up. The considerable challenge is to strengthen it and get a Scout section. It needs a dedicated GLV of its own, so we are on the look out. Keeping groups and sections going is as challenging as ever.

I am pleased that Squirrel dreys in the district are growing, with new dreys at Crockenhill and Eynsford and Farningham, bringing the district number to five – half of our groups. I would encourage all groups to aim to introduce a drey, as soon as possible. Squirrel sections have been proven to energise the rest of the group and provide a source of new leaders. At the other end of the age range, we are pleased that Speedwell Explorers re-opened.

We have held some successful district events, including the (now) annual St George's Fun Day, Cubs on the Water, Scouts Mechanics Badge Day, Beaver Mole Trophy competition, Beaver Sleepover and an all-section Camp Fire. Groups also attended county and national events, on top of their weekly activities.

Most young people have had the opportunity to spend at least one night away at events ranging from the week-long Explorer Peak District trip and the Winter Survival challenge, via Scout expedition hikes and camps and Cub camps to our very first Squirrel Sleepover. These all take hours and hours of organising by our dedicated leaders, about which the parents and young people have no comprehension. These are on top of planning weekly meetings and activities.

All the activities and experiences mean that we have top award achievers in all sections. Well done everyone.

Looking forwards, we have a district camp for all sections from Beavers upwards and with day visits for Squirrels, from 1-4 May, 2026, at Lower Grange Farm. We are about to choose our participants for the World Scout Jamboree in Poland in Summer 2027.

Service is fundamental to our Scouting ethics and most groups from the district enthusiastically joined the Porchlight Sleepout in October. Our young people and leaders, their friends and relatives took the cause to heart and we raised a fantastic £8,940.69, including some gift aid, which was almost a quarter of the Kent County total. Three groups were in the Porchlight top 4 earners for the whole event and another came in at 8th. Just a month later, the district camp fire raised £366.24 for Children in Need. Throughout the year, groups have held their own charity and community activities, which provide practical services, such as providing refreshments at events, litter-picking, etc. These support good community relationships and teach young people to value what they have, while thinking of others.

Swanley, unlike many other districts, does not have a district building and store, which is very disadvantageous to us. We have no suitable premises for a group to meet in the centre of Swanley and nowhere to put our property, which inevitably leads to things going missing as they get dispersed around the district. This lack is a barrier to applying for equipment, when grants etc could be available. We are now at the start of a process to remedy this and get a new Scout building and district HQ in Swanley Park. Heads of Terms are being agreed with Swanley Town Council for a long lease at a peppercorn rent. Once they are signed, we will need to get planning permission and then apply for funding and help from wherever we can get it. If anyone has any ideas or is willing to help in any way, we would love to have your suggestions and for you to join us. It is very exciting, but we will need to be realistic about how difficult it might be.

We have said a sad "Goodbye" to some of our long-standing, and more recent adult members, but we have said "Welcome" to a lot more.

The most important thing is for me, on behalf of all our young members, to say a HUGE THANK YOU to EVERYONE who has helped in any of our teams over the year, whether they have made enormous contributions of hours and skills or helped once. Every little bit adds up to a successful whole. Sometimes an adult giving up just one hour is critical and means that a memorable section meeting can go ahead without having to be cancelled, whilst the regular, dedicated devotion of our leaders produces fun, friendship and skills for life that equip our young people, in this ever more-frightening world, to face life with resilience and fortitude. THANK YOU.

Frances Wallace, District Lead Volunteer, September 2025.

Compliance & Volunteer Support Review – May 2024 to April 2025

Overall, some good progress has been made in respect of compliance matters and generally Swanley District Scouts is in a much better place than in previous years. The changes introduced by the Scout Association whereby Group Executive Committees became Group Trustee Boards put considerable emphasis on the 'proper management' of Scout Groups and with that came significant additional pressures and workload on our valued volunteers.

There are still challenges ahead – notably in the timely and accurate reporting to the Charity Commission of Group Trustee Annual Reports (TARs) and Accounts. This is of concern as proper reporting is a legal requirement for charities. There is no evidence to suggest that these issues are deliberate or intentional, but are rather as a result of a lack of clear understanding/appreciation of the role of Trustees in Groups. I am working to help clarify any misunderstandings of the Group Trustee Boards and I believe that there will be considerable improvements over the coming year.

Individually, our volunteers really 'pulled out the stops' and fully completed the new Safety Training requirements by the deadline, so we had a 100% Compliance on that aspect of individual training. Well done, everyone!

Across the District, compliance standards for individual learning/training is very good and there were only a very few volunteers who were not fully 'up to date' with their learning/training at the year end. Most were new volunteers who had very recently joined Groups and had yet to fully complete their mandatory training. Certainly, Swanley District Scouts is performing considerably better than most Districts and we should be proud of our success in this area.

Sadly, the same cannot be said for the Scout Association's new record system which, despite being released late (and without any clear evidence of testing by the volunteers who must use it!) it constantly fails to deliver the 'promised land' where access to information and records is presented in a logical and clear way. Changes are still being made to the new system, but it falls far short of expectation. To be fair, access by individuals to their training is quite good and many will find that the on-line learning is much more convenient than under the 'old system', but for managers (District and Group Lead Volunteers etc), obtaining any accurate and useful statistics and information is very much a long-winded battle, and is one which we are still losing!

As a District, we opened a new Group in Swanley – 7th Swanley – which has been a great success in an area where Scouting has been absent for quite some time. We continue to support 7th Swanley as much as we can during this exciting period of development for them and look forward to seeing them continue to grow.

We are also trying very hard to secure suitable development land for a new Scout premises which will also double-up as the District HQ. The Project Group for this is being led by Mark Price-Haworth and steady progress is being made. Once planning permission has been obtained we will need to source some major funding, and that will present its own challenges in the near future.

It now seems appropriate to inform everyone that I will be moving to Sussex in the next few months. Frances, District Lead Volunteer, is aware of my planned move, and I have agreed to continue supporting the District, albeit largely by remote means, for the time being. However, there is a need to find someone who can step into my role going forward, so if there is anyone who has an interest in compliance matters and in supporting our volunteer leaders, please let myself or Frances know!

Peter Lewis,
District Support Team Leader & Compliance Officer.



The Constitution for Swanley Scout District

5c.2.1.1 Preamble

This constitution describes the role, membership and operation of the Swanley District Scout Council, and the Swanley District Trustee Board. In the previous versions of POR, it was section 5.5.

Any references to 'District Scout Council' and 'District Trustee Board' throughout this document relate to **Swanley District Scout Council** and **Swanley District Trustee Board** respectively.

In the interest of openness, especially for new members of the District Scout Council, the District Scout Council should re-adopt the constitution at each Annual General Meeting (AGM).

The District constitution must always be used in the context of the rules in Chapter 5b of the Policy, Organisation & Rules of the Scout Association (P.O.R.) To maintain consistency with the P.O.R. the numbering of all sections on the following pages of this document corresponds to those in the current P.O.R. (Autmn 2024). For further clarification on any point please refer to the relevant section in P.O.R.

To facilitate possible future changes to the Swanley Scout District, some standard paragraphs have been included in this document – even though those paragraphs may not be relevant to Swanley Scout District at the date of this document.

5c.2.2.1 Charitable objects

[Rule 1.1 of The Scout Association Policy, Organisation and Rules]

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5c.2.3 The Swanley District Scout Council

5c.2.3.1 The District Scout Council has a governance role for the District Scout charity and makes District Trustee Board appointments other than ex-officio and co-opted appointments.

5c.2.3.2 The District Scout Council has no Trustee responsibilities.

5c.2.3.3 The Swanley District Scout Council - membership

The Members of the District Scout Council are

- a. The ex officio members of the District Scout Council are detailed in Rule 5b.3.2.5
- b. The District Scout Council may **appoint** some members as detailed in Rule 5b.3.2.8.
- c. The District Scout Council may appoint some **community** members. See Rule 5b.3.2.9
- d. The maximum number of appointed and community members of a District Scout Council is detailed in Rule 5b.3.2.10.

- 5c.2.3.4 District Trustee Board administration must ensure that appointed District Scout Council Members are recorded locally in the minutes of the District Scout Council meeting which appoints them (normally the AGM). District Scout Council members (whether ex officio or appointed or community) must not be recorded as such on the membership system

5c.2.4 The Swanley District Trustee Board

- 5c.2.4.1 The District Trustee Board is responsible for the governance of the charity. Although the District Trustee Board is responsible for the charity, it is accountable to the District Scout Council.

5c.2.4.2 Swanley District Trustee Board membership

The members of the District Trustee Board are:

- a. Ex officio
The ex officio roles are defined in Rule 5b.3.3.5(a).
- b. Appointed District Trustees (including Chair and Treasurer) are persons appointed by the District Scout Council as described in Rule 5b.3.3.5(b).
- c. The selection process for appointed District Trustees must follow Rules 5b.3.3.5(b) and 5b.3.3.6.
- d. Co-opted Trustees are persons co-opted by the District Trustee Board, see Rule 5b.3.3.5(c). Their term of appointment is a maximum of 12 months (though re-appointment is permitted).

The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by District Scout Council resolution at the AGM.

The selection process for co-opted Trustees must follow Rules 5b.3.3.5(c) and 5b.3.3.6.

5c.2.5 Swanley District Scout Council – Annual General Meeting

- 5c.2.5.1 *To support the planning and delivery of a District AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).*
- 5c.2.5.2 The District Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the District's financial year. The District should give four weeks' notice of the date of the AGM.
- 5c.2.5.3 The AGM must:
- a. Undertake governance oversight by
 - approving the minutes of the previous District AGM
 - adopting (or re-adopting) the constitution of the charity (see Rule 5b.3)
 - noting the dates of charity's financial year

- approving appointed and community members of the District Scout Council
 - agreeing the maximum total number of members of the District Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
 - agree the quorum for future meetings of the District Scout Council
- b. Review the previous financial year by
- receiving from the District Lead Volunteer an overview of the past 12 months of activity in the District.
 - receiving and considering the [District Trustees' Annual Report](#) and the annual statement of accounts which have been approved by the District Trustee Board.
- c. Make appointments
- appoint a Chair of the District Trustee Board, following recommendation from the selection process initiated by the District Trustee Board.
 - appoint a Treasurer of the District Trustee Board, following recommendation from the selection process initiated by the District Trustee Board.
 - appoint other members of the District Trustee Board, following recommendation from the selection process initiated by the District Trustee Board.
 - approve the appointment of any District Presidents or District Vice Presidents and note current appointees (if any).
 - appoint (or re-appoint) an auditor, independent examiner or scrutineer (see 5a.1.7)
 - nominate two representatives of the District Scout Council to represent the District on the County Scout Council.

5c.2.6 Swanley District Trustee Board – purpose

5c.2.6.1 The District Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the District is meeting The Scout Association's overall aims and strategic goals.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5c.2.6.2 Members of the District Trustee Board must act collectively as charity trustees of the District, and in the best interests of the District's members.

5c.2.6.3 The District Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

- a. The charity is:
 - well managed

- carrying out its purposes for the public benefit
- complying with the charity's governing document and the law
- managing the charity's resources responsibly
- b. The charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in POR Chapter 2.
- c. Young people are meaningfully involved in decision making at all levels
- d. The District has sufficient resources (funds, people, property and equipment) available to meet the planned work of the District including delivery of the high quality programme and resource requirements of the training programme (see Rule 4.3.7)

5c.2.6.4 The District Trustee Board members must themselves collectively:

- a. develop and maintain a risk register, including putting in place appropriate mitigations
- b. ensure that the District's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the District
- c. ensure that where one of the District's Explorer Units is partnered with a Group and the operational financing is undertaken by the Group, this arrangement is documented in the Partnership Agreement, and the finance arrangements must follow this guidance.
- d. maintain and manage:
 - a reserves policy for the charity. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the District, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts
 - an investment policy for the charity
 - a public benefit statement for the charity
- e. ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the District is properly protected and maintained
- f. ensure the appointment and management and operation of any sub-teams, including appointing a Chair to lead the sub-teams. This should normally be one of the District's Trustees. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in Chapter 16 of P.O.R.).
- g. ensure that effective administration is in place to support the work of the District Trustee Board
- h. appoint any co-opted members of the District Trustee Board
- i. ensure transparency of operation, including:
 - prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer as appropriate and as appointed by the District Scout Council at their AGM
 - prepare and approve the [District Trustees' Annual Report](#) which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer
 - present the approved Trustees' Annual Report and Annual Accounts to the District Scout Council for their consideration at the District's AGM
 - following the District AGM, ensure that a copy of the District Trustees' Annual Report and Accounts is filed as described in 5e.2.1.2

- j. take responsibility for the District's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor
- k. individually and collectively maintain confidentiality regarding appropriate District Trustee Board business
- l. put in place annually an open and transparent selection process to recommend to the District Scout Council appropriate persons to be appointed members of the District Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).
- m. where staff are employed:
 - o act as a responsible employer in accordance with Scouts' values and relevant legislation
 - o ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - o ensure that appropriate specific personnel insurance is in place

5c.2.6.5 A District Trustee Board may create sub-teams it deems necessary to support its governance function. The District Trustee Board must ensure that for any sub-team it appoints:

- a. its purpose is governance focused and not operational
- b. its members are agreed and approved by the District Trustee Board
- c. the District Chair has right of attendance
- d. the District Lead Volunteer has right of attendance

5c.2.6.6 Sub-team members are not District Trustees unless they are already members of the District Trustee Board.

5c.2.6.7 All sub-team members must be recorded on the membership system.

5c.2.6.8 To support effective governance and share good practice, the District Chair and Treasurer should create a support network amongst the Group Chairs and Group Treasurers of the District.

5c.2.7 Swanley District Scout Council - Conduct of meetings

5c.2.7.1 The District Scout Council meets at their AGM (see 5c.2.5).

5c.2.7.2 It would be unusual for there to be additional meetings of the District Scout Council. This is because the primary task of the District Scout Council is to appoint the District Trustee Board. If members resign from the District Trustee Board, Rule 16.9.2.2 must be followed, thus rendering an additional District Scout Council meeting unnecessary.

5c.2.7.3 A District Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the District Trustee Board.

5c.2.7.4 District Scout Council meetings are chaired by the District Chair. If the Chair is unable to be present, the Chair may appoint a delegate to chair a meeting of the District Scout Council subject to such appointment being approved at the start of the meeting by a majority of the District Scout Council members present.

5c.2.7.5 Only District Scout Council members, as defined in Rule 5c.2.4.2, may vote in District Scout Council meetings.

5c.2.7.6 The quorum for a District Scout Council meeting is agreed by the District Scout Council at their AGM (see 5c.2.5.3(a)).

If there is no quorum present at a meeting of the District Scout Council, the meeting must be closed and reconvened at the earliest opportunity.

5c.2.7.7 Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5c.2.7.8 To discharge their responsibilities, the District Scout Council may meet by video conference as well as (or instead of) face to face when agreed by the District Chair. The District Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

5c.2.7.9 All meetings of the District Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5c.2.8 Swanley District Trustee Board - Conduct of meetings

5c.2.8.1 Meetings of the District Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the District Trustee Board.

5c.2.8.2 District Trustee Board meetings are chaired by the District Chair. If the District Chair is unable to be present at a meeting, the District Trustee Board may choose a member to act as chair for the duration of the meeting of the District Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

5c.2.8.3 Only members of a District Trustee Board as defined in 5b.3.3 may vote in its meetings.

5c.2.8.4 The quorum for a meeting of a District Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one *[round down if necessary]*. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

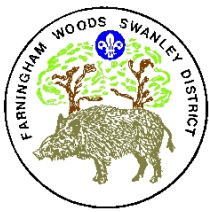
For any sub-teams of the District Trustee Board, the quorum for each sub-team must be set by the District Trustee Board, based on the size of the sub-team and the complexity of its task(s).

If there is no quorum present at a meeting of the District Trustee Board, or a sub-team, the meeting must be closed and reconvened at the earliest opportunity.

- 5c.2.8.5 Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote, and the matter is taken not to have been carried.
- 5c.2.8.6 To fulfil their responsibilities, the District Trustee Board may meet by video conference or in person, as determined by the District Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.
- 5c.2.8.7 Where urgent matters arise between scheduled meetings of the District Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the District Chair deems it appropriate. For such decisions, a minimum of 75% approval from the Trustees is required [the 'rounding' guidance from 5c.2.8.4 also applies in this case]. The results of the vote must be reported to, and recorded in, the minutes of, the next District Trustee Board meeting.

Signed on behalf of Swanley District Scouts

Full Name:	Full Name:
Signature:	Signature:
Position:	Position:
Date:	Date:



Farningham Woods Scout Campsite District AGM Report 2025

Finances

The Campsite currently has an unscrutinised surplus of £120.47 on a turnover of £620.50 for 2024/25. The main expenditure as usual being Unity Insurance and emptying the Cess Tank. Badge sales were £43.00. No cash is held by the Warden.

This compares to a £27.08 surplus on a turnover of £887.00 for 2023/24. There was additional expenditure of a new padlock & keys for the Button Street gate and emptying the Cess Tank twice (on average it is emptied every 8 months). Badge sales were £79.00.

Toilet Cabins

We have recently constructed a ramp for the Disabled WC and will be making the "Grey" WCs available for public use shortly.

Campsite Usage

A very disappointing year for camping, but Activity Evenings are still plentiful.

Fortunately, an Activity Provider to Schools started using the Campsite this year and passes on the £3.50 per night they charge, contributing 40% of this year's camping fees.

	Scouting / Youth Groups		Private Hires/ Other Groups	Totals
	District	Non-District		
Activity Days				
2023/2024	0	1	0	1
2024/2025	0	0	1	1
Activity Evenings				
2023/2024	44	0	0	44
2024/2025	39	4	0	43
Weekend Camps & No: Nights				
2023/2024	4 35	19 (2 x DofE) 7		23 (2 x DofE) 42
2024/2025	3 3	6 (3 x DofE) 8		9 (3 x DofE) 11

Woodland Management Plan

The Woodland Management Plan was approved by Forestry Commission last September and we are developing an implementation plan.



Farningham Woods Scout Campsite District AGM Report 2025

Unfortunately, because our plan was submitted late due to staff changes at Pryor & Ricket Silviculture, albeit in agreement with the Forestry Commission, a late submission penalty of 100% was charged. Meaning that we did not now receive the Woodland Management Grant of £1,500. We are speaking with our Solicitor about pursuing a claim against Pryor & Ricket Silviculture.

Other Matters

After receiving free hedge whips (saplings) for the last two autumns, we have finally started to plant them with the help of Speedwell Explorers. There are still well over a hundred to plant, all help appreciated.

Mark J Price Haworth
Campsite Warden

Volunteer Development Team Report, September 2025

Awards

Awards are now being sent to myself via HQ and then given out as appropriate, either locally, District or via Country representatives. If anyone requires awards, please let me know.

Training:

Welcome Conversation Training

We are pleased that many leaders have now undertaken their Welcome training. This means that we have a larger pool of accredited trainers when new leaders start. Please always ask me if you require details of those accredited to undertake the task. This information no longer comes in automatically to me.

First Response Training

We have run three weekend First Response Training sessions recently, which were run in house by David Fry and supported by Peter Fancote on one session. All dates involved around 8 – 10 leaders. Free spaces were used by Gravesham Scouts. We have been lucky enough to use the Longfield and Hartley Scout Group HQ to undertake the one-day course.

David has proposed new dates in November; these will be sent out at the end of this month. Please response to me ASAP if required,

First Response training is required by:

- Section Team Members and Section Team Leaders
- Group Lead Volunteers
- 14-24 Team Leaders
- First Response Trainers
- Or those who may be reasonably expected to work directly with young people on a regular basis

Personnel

I would like to thank David Fry for his help with the First Response training. The course is always run very professionally and enjoyed by all. Thank you for taking up your time at the weekends to volunteer. Thank you also to Peter Fancote for helping with training requirements around the District. I appreciate your time and efforts.

Recruitment

The new Scouts system makes recruitment straightforward, though we haven't received responses in recent months, possibly due to the busy summer season. This platform remains effective for advertising volunteer roles. We also publish monthly articles in Imago magazine, which supports communities in Kent, East Sussex, Medway, and London. Additional outreach can be done through local parent WhatsApp or school groups. For assistance, please contact me.

New Scouts System

We are continuing to experience occasional challenges with the new system and have encountered some limitations in areas that were previously straightforward to navigate. Although I receive acknowledgements within a week, responses to queries can still take two to three weeks at times, which can be frustrating.

Zoom

If anyone needs to use the District Zoom account for meetings, please let me know and I will arrange your meeting date and time.

Louise Wilson, Team Leader

Swanley District Scout Council Accounts 2024-5

INCOME

Membership incomes 2024/5	£31,780.00
Membership fees 2023/4	£250.00
Start up Funds from Closed Groups	£0.00
Miscellaneous - 7 th , wreaths & badges	£16.80
Grants	£850.00

EXPENDITURE

Section Event funds combined	-£464.63
Badges	-£328.35
Campsite	-£302.72
Campsite – Woodland Management Plan	-£3,006.00
2024 – St Georges Day – various	-£617.91
Online Scout Manager	-£2,322.00
Badge Secretary expenses	-£62.48
Meeting Expenses	-£155.88
2025 – St Georges Day	-£1,817.70
Website & emails	-£157.00
2024/5 membership County & National	-£29,995.00
Resuscitation Dummies	-£976.69

TOTAL INCOME £32,896.80

TOTAL EXPENSES -£40,206.36

Income less expenditure = -£7,309.56

Balance Sheet for the year ended 30/04/2025

Start of year = 01/05/2024

Cash in hand with treasurer	£25.66
NatWest Current	£827.92
NatWest Reserve	£0.00
Barclays Current	£51,709.55
Campsite Cash held by Warden	£0.00
Badge Secretary Barclays	£2,818.68

Total at year start £55,381.81

End Balance less Start balance -£7,309.56

End of year = 30/04/2025

Cash in hand with treasurer	£25.66
NatWest Current	£0.00
NatWest Reserve	£0.00
Barclays Current	£45,290.39
Campsite Cash held by Warden	£0.00
Badge Secretary Barclays	£2,756.20

Total at end of year £48,072.25

Summary of Explorer Finances

Total at year start	
Explorers Banked + Cash	£12,901.22
Total at year end	
Explorers Banked + Cash	£12,539.38