



Arundel & Littlehampton District Scout Council Annual Report 2003/2004

Trustees of the Arundel & Littlehampton District Scout Council

Listed below are the Trustees of the Arundel & Littlehampton District Scout Council

Registered Charity No. 305868.

Simon Burgess	District Commissioner	ex-officio	f,p,c,a
Tony Squires	District Chairman	ex-officio	f,p,c,a
Prue Payne	District Secretary	ex-officio	f,p
Don Simmons	District Treasurer	ex-officio	f
Andy Jones	ESL/District Explorer Scout Commissioner	elected	p
Ian Buckman	ex District Explorer Scout Commissioner	ex-officio	p
Julie Dixon	Deputy District Commissioner	nominated	f,p,a
Peter Richards	Scout Fellowship	nominated	c
Simon Stuart	Scout Network	nominated	
David McCorquodale	CSL 1 st Yapton & Ford	elected	
Andy Spencer	ASL 1 st Rustington	elected	p
Jill Gladman	Appointments Sub Committee Chairman	co-opted	p,a
Peter Ingram	Awards Sub Committee Chairman	co-opted	

Executive Membership of Sub-committees: -

f – Finance & Fundraising p – Programme & Development c- Campsite a - Appointments

District President

It gives me great pleasure to be asked to introduce Annual Report of the Arundel & Littlehampton District Scout Council, as your District President.

I am glad to see that Scouting in the District is thriving and that numbers are increasing, this can only be testament to the marvellous programmes and activities that the Leaders in the Scout Groups around the area provide.

I would like to personally thank all those adults in the District who make Scouting in this District a reality, the Leaders, executive members and supporters you all play a valuable role that cannot be underestimated, particularly as you do it all for free.

Scouting today is as good, if not better than it ever was, so I hope we can give the opportunity for many more young people and adults to get involved, get off their sofas and do something worthwhile with their lives. Join Scouting.

His Grace, the Duke of Norfolk - District President

District Chairman

First my thanks to our president his grace the Duke of Norfolk for his input to scouting during this last scouting year. Also the district team for all their efforts and time given so freely over the past year.

However it is those who are at the grass roots of this great family of scouts who are the backbone of the District. We cannot thank you enough or turning out every week come rain or snow to give your time to the young people of our community. As more and more rules and regulations and restrictions are placed upon you, what dedication you all show.

In conclusion I would like to thank all the dads, mums and families who help to paint, repair, our halls and equipment, transport our young people and help out on many other occasions keep up the good work.

Tony Squires - District Chairman chairman@al-scouts.org.uk

District Commissioner

The District continues to provide Scouting for young people aged 6 to 25 in 10 Scout Groups with the help of around 120 leaders and even, more supporters. I am always amazed by the work and time that these adults put into to Scouting so that the young people they lead can be provided with the fun activities that then do.

Scouting in the Arundel & Littlehampton District has been boosted this year by the increase in membership numbers, even though the number was relative small, it indicates a trend that we hope will continue.

All the Groups are now settled into the new programme and I am pleased to say that the new District responsibility the Explorer Section aged 14 to 18 is now well established.

I cannot end my introduction to this year's annual report without mentioning the deaths this year of Wol Seddon and Bill James.

Wols contribution and dedication to the Scout Fellowship and to Scouting over many years is something that will ensure she will be always looked upon fondly by the members of this District.

Bill had been involved with 1st Rustington as Scout Leader for many years before taking up the posts of District and then County Commissioner, many Scouters and young people in this District owe Bill a debt of thanks for his support and inspiration over many years of service.

Finally I would like to thank my District and County Teams for their support over the last year, which for me personally has been quite a hard one. In particular I would like to thank Julie my Deputy and Prue my secretary who keep me on the straight and narrow and to Tony Squires our District Chairman for his Leadership this year.

Please try and find time to read this report and to find out about some of the things we have been up to and some of the issue we face as an organisation, if you want to know more about Scouting please do not hesitate to contact me or take a look at our District web site www.al-scouts.org.uk.

Simon Burgess - District Commissioner dc@al-scouts.org.uk

Community Involvement

Our Scout Groups and units get involved with the community of the area in a variety of ways, they take part on many of the local events that happen in and around the District such as the Littlehampton Carnival and Bonfire Celebrations where Groups take part on floats and have in the last year used these opportunities for recruitment.

Two of our Scout Groups organise Christmas Post Collections that assists local people distribute their Christmas cards, and raises a lot of money for their Groups, Ferring who take part annually in this event have run this event longer than any other Group in the Country.

During the year the District has touched base with the Chestnut Tree Hospice for Children in Angmering, not only did the Scout Fellowship visit to look over the wonderful new facilities that have been provided there, but it is hoped in the years to come that Scouting may be able to have a presence their to help the young people and their siblings to benefits from the fun of Scouting.

One of the largest events that happens in the District, has to be the Arundel 10 Kilometre Races that are organised

twice a year by the 1st Arundel Scout Group, that attracts runners from all over the country and raises thousands of pounds for the Group. This year the District Scout Fellowship was asked to help out in the marshalling.

Annually Scout Groups show their respect for those that gave their lives in times of conflict and attend the various Remembrance Day services and Parades around the District, this despite the rain the Scouts were out in force. Our duty Group 1st Yapton and Ford also attended on behalf of the District the Arun District Council Civic Service and the Littlehampton Civic Service.

The St. George's Day Appeal 2003 for a local charity went to the Royal Air Force Benevolent Fund and we raised a massive £750+ to help provide assistance to those of the extended Royal Air Force Family who need support as a consequence of poverty, sickness, disability, accident, infirmity or other adversity.

Environmental

Part of the Scout programme is geared to looking at the environment we live in and how we may help in minimising the impact we have on the world around us.

Scouting today recognises this action and has an award that all sections and even leaders can obtain, the Group Environment Award, we had the first of these awarded this year to the 1st Yapton and Ford Scout Group who undertook a variety of projects to obtain the award.

Also getting involved in the environment in practical terms the 1st Ferring Scout Group once again held their annual sponsored Beach clean along the sea front of Ferring and raised a good amount to help their Group.

Development and Growth

We are pleased to announce that the number of members on the District has risen for the first time in five years, showing the success of what Scouting has to offer and that has been helped by the new programme and uniform.

This rise needs to be continued not just for making the numbers to look good but to help enhance the programmes and activities that the young people in this District take part in. Key to this growth is the recruitment and retention of our leaders and other adult support, without these we cannot possibly grow. We have waiting lists in both Beavers and Cubs but due to lack of leaders we cannot expand these sections.

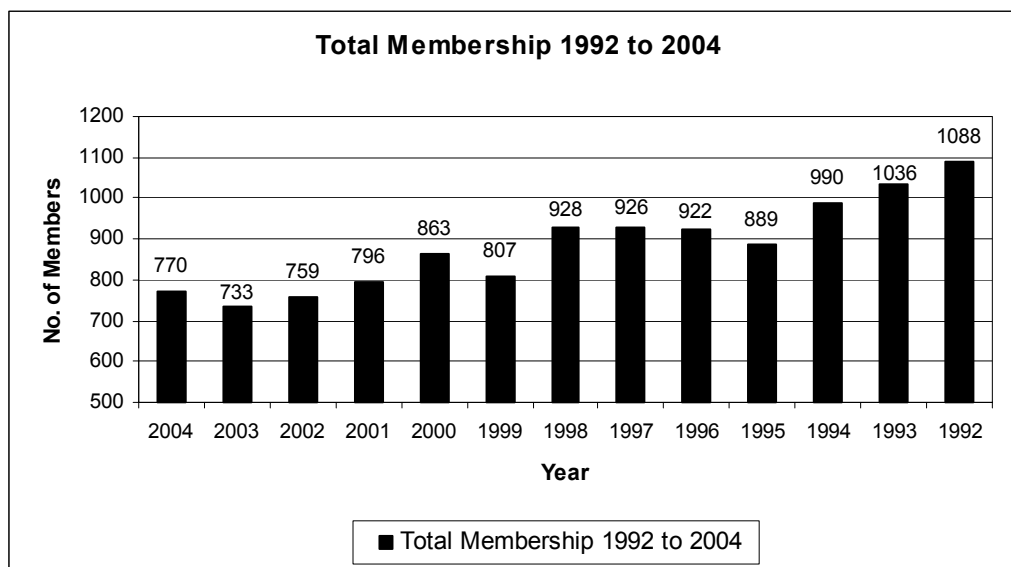
The District Team and the Programme and Development Sub Committee of the District has been looking at strategies on how to get around the leader shortage and are implementing strategies in 4th Littlehampton as a test to see if they could be done elsewhere.

In addition to looking specifically at 4th Littlehampton the District Team supported by the Scout Fellowship and Leaders from other Groups have been attending various School fetes and the Littlehampton Town Day to look at recruiting new members, which was reasonably successful with over 25 possible new members identified including possible new leadership. Now a winning formula has been developed it is hoped to use this in the year to come.

Retention of existing membership is all about exciting programmes and good leadership. Thanks this year must go to 1st Rustington (Matt Lecuyer/Andy Spencer) and 1st Yapton and Ford (Keith Busby and his leaders) for helping out in difficult circumstances to prevent two particular Scout Troop from closing. This inter-group co-operation is what we need to do more of to support each other when times are hard or in fact when Leaders just need short breaks.

The charts below show the census status at the 1st January 2004 and the Graph indicated total membership since 1992.

	Beaver Scouts	Cub Scouts	Explorer Scouts	Leaders	Instructors	Scout Fellowship	District	TOTALS	
1st Angmering	13	23	15		8	4	3	66	
1st Arundel	13	11	13		4	2		47	
1st Barnham	14	20	12		4	2		52	
1st East Preston	22	25	26		8			81	
1st Ferring	14	22			4	2		42	
1st Rustington	39	66	49		20	3		178	
1st Yapton & Ford	17	15	22		10			64	
4th Littlehampton	11	17	6		2	4	4	44	
5th Littlehampton	12	13	14		7			46	
7th Littlehampton	11	3	7		3	2		27	
District				72	19		22	10	123
2004	166	215	165	72	93	19	30	10	770
2003	189	208	140	55	75	26	19	16	733



Activities

All groups have been running programmes for their young people that provide a balance of the key areas of the new scheme, which includes Zones such as Outdoors, Community, Fitness, International, and Beliefs and Attitude. These have been planned and implemented by trained leaders to ensure that the young people get interesting activities whilst developing as young people. The District tries to support these programmes in a variety of ways.

We are very fortunate to have a District run Campsite that is available to the various sections within the District. Last year the usage from the District was slightly up on previous years but it is still a well underutilised asset. From outside the District however it is very popular, with the site being full most weeks during the summer period. Plans are underway to improve the facilities on site in particular replacing the toilet and washing facilities with something a little more up to date.

This year we held a very successful District Cub Camp at our Dapper Lane campsite. Although not all the Packs were represented the event was fun for all those involved, the Scout Fellowship laid on a wonderful array of activities for one of the days which took the burden of the Leaders for that time.

Most packs, troops and units managed to camp last year on a variety of sites up and down the country, camping continues to be amongst the top activities that draws young people into Scouting.

The Cubs held their annual Six a side football tournament and many of the packs came along to get involved, the 2003 event was won by 1st East Preston Cub Scouts.

We have held a variety of other competitions this year which include Cubs First Aid, Cubs Quiz and a Scout Shooting Competition.

Beavers have been busy in the last year with Sandcastle competition, days out to Drusilla's zoo last June and the

annual Christmas Christdingle Service.

One of our key outward facing activities in the District is our District Band, who has managed to attend a good variety of public events and have kept a consistent high standard of performance despite at times lower numbers. The older members of the band now fall under the banner of the Explorer Scout and are part of the District Band Explorer Unit.

Our other explorer units in the town have taken part on a variety of activities this year including the Counties Monopoly run and the Rustington Units Challenge where over 50 Explorers from the District came together to have an evening of games.

Training and Support

As from April 1st 2004 Training will go Modular and the first of the new-style modules will be run shortly. This new approach will hopefully mean far more flexibility in the way adults are trained in the future taking into account leaders busy lives and the past experience they have had outside Scouting.

Out of 114 adult leaders and supporters we have 53 fully trained Wood badge holders within Arundel & Littlehampton District. 61 are currently "in training" of which 4 only have 3 modules left to complete their Wood Badge and 6 are in the process of completing their Sectional Management Projects before obtaining their Wood Badge.

All leaders "in training" will be allocated a Training Adviser in due course to guide them through the new training scheme and ensure the standard of leadership is maintained throughout the Country.

The Adult Training Scheme is now not only available to leaders, a specially adapted version that counts towards the adult scheme is now available to the numerous Young Leaders aged 14 to 18 who help at Beavers, Cubs and Scout around the District. These young leaders gain a lot from their involvement in the sections and it is only right and proper that they get training to support them. 21 Young Leaders have now completed Module A – 20 more are booked for the courses later in 2004.

Groups and Districts are still supported ably by the work of their non uniform supporters such as the Group Executives and the other volunteers who do the fundraising, look after group minibuses or manage the Groups equipment.

Another group who also provide active support to Scouting as mentioned earlier is the Scout Fellowship who are in the main ex Scouters and Guiders who want to continue giving their time to supporting Scouting.

The Scout Fellowship also have an active social programme that includes visits and talks by local groups and individuals as well as competitions and skittles evenings. The Scout Fellowship is open to all over 18 years and would like to hear from you if you would like to join their 25 strong membership.

Administration

The District executive, District Appointments and District Finance and Fundraising Committees have met regularly and managed the administration of the District. It is hoped that improvements into their operation can be made in the coming financial year.

The District Team has had to embrace some major administrative changes in the year.

In Scouting we must ensure that all leaders who take our young people to camp are qualified to do so. A new permit scheme has been introduced to ensure that looks individually at leaders and ensures that they have the correct attributes for taking young people to camp or any nights away activities. The scheme which will be fully implemented by 1st September 2004, will also reduce the admin that leaders have to go through to take young people camping, but ensuring safety and quality.

Although not in this year the preparation for the new appointments process has been underway and the Districts Appointment Sub Committee has been on training and has been to meetings in preparation for the new management processes, that have been put in place to ensure that new leaders are introduced into Scouting in the best way possible offering key support and training up front on joining.

District Treasurer

The following accounts show a record of the level of income and expenditure for the year ending 31st March 2004.

With income levels decreasing and with last year membership levels down the District has needed to increase subscriptions to cover this loss. This should rectify the situation and put us financially in a stronger position for the next financial year. The campsite again appears to be self supporting and thanks must go to the efforts put in by the campsite warden and committee for bringing in additional income and aiding to reduce costs.

It has been a difficult year to administrate financially with the formation of Explorers but may I thank all the District Treasurers and Group Scout Leaders who have helped and supported me over the past year.

Finally may I also take this opportunity to thank my fellow committee members who have assisted me over the last year.

Don Simmons - District Treasurer treasurer@al-scouts.org.uk

**Arundel And Littlehampton District Scout Council
Payments And Receipts For The Year Ended 31st March 2004**

	This Year General Fund	Previous Year
	£	£
Total receipts for the year (page 12)	30312.18	27637.75
Total payments for the year (page 13)	(31,673.90)	(27,459.25)
Net receipts (payments) for the year	<u>-1361.72</u>	<u>178.50</u>
Cash, bank and similar funds brought forward	19478.32	19299.82
Cash, bank and similar funds carried forward	<u>£18,116.60</u>	<u>£19,478.32</u>

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

on 7th June 2004 and signed on their behalf by

Don Simmons - Treasurer

Tony Squires - Chairman

Andel and Littlehampton District Scout Council
Receipts for the year ended 31st March 2004

	This Year	Previous Year
	£	£
MEMBERSHIP SUBSCRIPTIONS		
Paid	20,263.05	19,095.80
	<u>20,263.05</u>	<u>19,095.80</u>
INVESTMENT INCOME RECEIVED		
Bank Interest	112.36	74.60
	<u>112.36</u>	<u>74.60</u>
DONATIONS / GRANTS		
Donations	104.89	21.03
Arun District Rate Relief	442.19	553.21
Memoria Collections	-	140.00
	<u>547.08</u>	<u>714.24</u>
ACTIVITIES		
Fellowship Account	988.03	743.51
Camp Warden Account	2,497.29	821.91
Band Account	825.14	1,676.39
West Sussex Area Training	-	268.74
Badge Account	2,215.70	1,823.15
	<u>6,526.16</u>	<u>5,333.70</u>
SUNDRY RECEIPTS		
Jamboree	-	1,065.00
District HQ Hire	-	90.00
Sale of District Outbuilding	-	200.00
Electricity Refund	-	1,029.51
Badge Account	-	34.90
St George's Day Collection	730.71	-
Training	100.00	-
Scout And Guide Trust Fund	941.01	-
Christmas Meal Deposit	59.90	-
Scout Activities	790.00	-
Development Fund	228.91	-
Sundries	13.00	-
	<u>2,863.53</u>	<u>2,419.41</u>
TOTAL RECEIPTS FOR THE YEAR	<u><u>£30,312.18</u></u>	<u><u>£27,637.75</u></u>

Payments for the year ended 31st March 2004

	This Year £	Previous Year £
MEMBERSHIP SUBSCRIPTIONS		
County and HQ	18,112.85	15180.00
	<u>18,112.85</u>	<u>15180.00</u>
PREMISES		
Camp Site Rent	545.00	545.00
Camp Site Rates	442.19	553.21
Camp Site Electricity	441.77	293.04
Camp Site Water	55.89	219.26
Campsite Maintenance	944.00	585.13
District HQ Water	-	29.77
District Insurance	1,006.17	1,020.82
	<u>3,435.02</u>	<u>3,246.23</u>
DONATIONS / GRANTS	<u>50.00</u>	<u>327.86</u>
ACTIVITIES		
Fellowship Account	718.31	788.05
Camp Warden Account	802.53	758.82
Band Account	2,579.98	1,152.68
West Sussex Area Training	-	268.73
Badge Account	2,220.02	2,169.17
	<u>6,320.84</u>	<u>5,137.45</u>
ADMIN/ESTABLISHMENT EXPENSES		
Stationary	194.55	307.65
Training	218.00	178.40
Copy Machine	654.34	600.02
Hall Hire	40.00	60.00
District Team Expenses	326.80	829.24
Printing	79.26	-
Promotional Material	103.34	-
	<u>1,616.29</u>	<u>1,975.31</u>
SUNDRY PAYMENTS		
Jamboree	-	1,315.00
District Meeting	-	50.00
Lottery Licence	17.50	17.50
Badge Account	11.50	34.90
St George's Day Parade	1,070.71	175.00
Scout Activities	815.50	-
Christmas Meal Deposit	59.90	-
Sundries	163.79	-
	<u>2,138.90</u>	<u>1,592.40</u>
TOTAL PAYMENTS FOR THE YEAR	<u>£31,673.90</u>	<u>£27,459.25</u>

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and

- (d) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under 544 of the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

CONSIDERATION OF RISKS

The District Scout Executive (as Charity Trustees) has always been mindful of its responsibilities in Risk Management and, in accordance with the revised requirements of The Statement of Recommended Practice (SORP 2000), is outlining the major risks and appropriate systems that are in place to mitigate those risks.

The Executive has specialist sub-committees to manage these risks and highly values the reputation of Scouting. It seeks to enhance this reputation through effective publicity; care in recruitment (including adoption of the Criminal Records Bureau screening procedures), financial control, management of adults; and by working closely with the District and County Teams to amicably resolve those few disputes which do arise.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE**ARUNDEL & LITTLEHAMPTON DISTRICT SCOUT COUNCIL**

I report on the accounts of the District for the year ended 31st March 2004 which are set out on pages 11 to 14.

Respective responsibilities of trustees and examiner

The District trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 43 (2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 43 (3) (a) of the Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43 (7) (b) of the 1993 Act); and
- To 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 Commissioners. An examination includes a review of the accounting records kept by the District 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 a audit, and consequently I do not express an audit opinion on the view given by the accounts.

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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Mr.Trevor Brookman – Independent Examiner

7 Fourth Avenue, Lancing, West Sussex, BN15 9PY

Awards

The following members of the District were awarded long service awards in the year up to 31st March 2004

	Name	Appointment
5 Year Service Certificate	Donald Simmons	District Treasurer
	Julie Dixon	Deputy District Commissioner
	Karen Silverson	GSL 5th Littlehampton
	Kevin Burgess	AESL District Explorers
	Sandra Hockett	ASL 5th Littlehampton
	Stuart Tait-Bower	ASL 5th Littlehampton
	Theresa Colgate	ASL 1st Yapton & Ford
10 Year Service Certificate	Anne Fuller	Supporter 1st Rustington
	Anthony Hylands	ACSL 1st Yapton & Ford
	Dawn Burgess	District Badge Secretary
	Deborah Deacon	BSL 1st Yapton & Ford
	Jo Lecuyer	BSL 1st Rustington
	Neville Colgate	ASL 1st Yapton & Ford
	Paul Jeacock	SL 5th Littlehampton
Long Service Award	David McCorquodale	CSL 1st Yapton & Ford
	Simon Burgess	District Commissioner
Bar to the Long Service Award	Clive Harvey	ASL 1st Arundel
	His Grace the Duke of Norfolk	District President/1st Arundel Group President
	Trevor Harvey	GSL 1st Rustington