

Arundel & Littlehampton District Scout Council

Annual Review for the period from 1st April 2025 to 31st March 2026

District Charity No. 30586

Scout HQ No. 306101 [England and Wales]



To all our volunteers...

**Remember,
what you do for
Scouts isn't
normal.
It's amazing.**

(So thank you!)

ARUNDEL & LITTLEHAMPTON DISTRICT SCOUT COUNCIL

111th Annual General Meeting
Thursday 17th September 2026 in the Barons' Hall, Arundel Castle
The District Scout Band will play prior to the start of the Annual General Meeting.
Guests are requested to be seated by 7.30pm
District Standards Enter

AGENDA

1. Welcome, Introduction & Opening Prayer

2. Apologies for Absence

3. Governance Topics

- a. Approve the minutes of the Annual General Meeting held on Thursday 25th September 2025
- b. Re-Adopt the model Constitution from Policy, Organisation and Rules (POR 5.4)
- c. Note Arundel & Littlehampton Scout 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 Scouting in the Arundel & Littlehampton District
- b. To receive and consider the Annual Report of the District Trustee Board including the Annual Statement of 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 Vice Presidents.
- e. Appoint the Independent Examiner
- f. Nominate representatives of the District Scout Council to represent the District on the County Scout Council.

6. Closing Remarks

7. Closure of the Annual General Meeting

8. Presentations and Addresses

- a. Presentation from our World Scout Jamboree Contingent
- b. County Lead Volunteer – Joe Rogerson - will briefly address the meeting
- c. Presentations and Awards
- d. The District Lead Volunteer will address the meeting

Duty Group Handover – collection of the District Standards

Music will be played by the District Scout Band as the District Standards leave, followed by the Members and Guests of the District Scout Council

Refreshments will be served in the Castle Café where there will also be various displays

TRUSTEES' ANNUAL REVIEW
FOR THE PERIOD 1ST APRIL 2025 – 31st MARCH 2026

Charity Name: Arundel & Littlehampton District Scout Association
Charity Number: 305686
Scouts HQ Number: 306101 [England and Wales]

STRUCTURE GOVERNANCE & MANAGEMENT

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.

The District is a Trust established under its rules which are common to all Scouts. The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

The District is made up of 10 Groups, 3 Explorer Units, our District Band and our District Campsite.

The District is managed by the District Trustee Board, the members of which are the 'Charity Trustees' of the Scout 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 accounts and making returns to the Charity Commission as appropriate.

The District Trustee Board exists to support the District Lead Volunteer in meeting the responsibilities of their appointment and is responsible for the maintenance of District property, the raising of funds and the administration of District finance; the insurance of persons, property and equipment as appropriate within the District. District public occasions, assisting in the recruitment of leaders and other adult support, appointing any sub-committees that may be required appointing District administrators and advisers other than those who are elected.

Members of the Trustee Board must act as charity trustees of the Scout District and in the best interests of its members.

Listed below are the Trustees of Arundel & Littlehampton District Scout Council as at 31st March 2026 and during the Financial Year 2025/2026

Julie Dixon	Interim District Chairman	Elected 19.09.2024
Ian Buckman	District Lead Volunteer	Ex-Officio appointed 1.12.22
Julie Dixon	District Treasurer	Ex-Officio app'd 17.08.2023
Gill Hart	Committee Member	Elected 26.06.2014
Bob Purcell	Committee Member	Elected 17.08.2023
John Hodges	Committee Member	Elected 19.09.2024
Jill Gladman	Committee Member	Co-Opted 23.07.2020
Sally Holmes	Committee Member	Co-Opted 28.03.2021

Risk & Internal Control

The District Board of Trustees has identified the major risks to which they believe the District is exposed and these have been reviewed and systems established to mitigate against them. The District has in place systems of internal controls that are designed to provide reasonable assurance against material management or loss. These include two signatories for all payments and a comprehensive insurance policy to ensure all insurable risks are covered.

Objective & Activities

A summary of the objects of the charity set out in its governing document.

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
Co-operation	– we make a positive difference, we co-operate 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
- Make and live by their Promise

Achievements & Performance

This information is contained within the reports from the individual Commissioners.

Public Benefit Statement

The District meets the Charity Commissioner's public health benefits criteria under both the advancement of education and the advancement of citizenship or community development headings.

District Lead Volunteer report – April 2025 to March 2026

What another busy year for Arundel and Littlehampton filled with success and achievement. The year started off with our very own Scout Band being presented with a Littlehampton Town Council Merit Award in recognition of over 35 years supporting events within the town. This is such a well-deserved achievement and shows how well regarded our band is within the wider community. My huge thanks and congratulations to all current and past band members.

May saw the start of the regeneration of the toilet facilities at the campsite that I mentioned last year. I am so proud of what the team have achieved. New toilet facilities have been built from scratch and have been up and running now for some time. The next project is to transform the former female toilets into a shower block. Funding has been secured for this, and work should start in the coming weeks. The campsite has seen increased use and is a popular base for D of E groups as well as Scouts and the resident Forest School.

Last year I set the challenge of more Squirrel Dreys being opened. I am so excited to be able to report that by September 2026 we will have 6 Dreys. That is amazing news. I look forward to hearing about all their adventures over the coming year.

January 2026 saw the arrival of a new County Lead and his Deputy. As usual, we showed that we are willing to engage and invited them to one of our All-Leaders meetings where the vision for the County was presented. The focus of this was 'the 4 P's – People, Places, Programme, Perception'. These are things that all our groups already do and do well, so I knew we were on track with this before we had even heard about it! This is down to the dedication, hard work and commitment of all our leaders, trustees, helpers and supporters who continue to provide amazing opportunities for all our young people. I thank every one of you for all you do.

We are still on the hunt for more District Trustees, a Chair and an administrator. If you feel you are up for the challenge, or know someone who is, please let me know.

Finally, I just need to thank the District Team, Programme Leads, Trustees and advisors. Without their support I would not be able to do my role. Each and every one of these people gives their absolute best and for that I am extremely humbled and grateful.

I look forward to another exciting and fruitful year ahead.

Ian Buckman

District Lead Volunteer

Beaver Section Report

As usual the year started with an amazing number of beavers taking part in the annual St George's Day parade and service in Arundel. They all looked so smart and were well behaved which is a credit to their leaders.

In June some colonies attended Go Beavers at Blackland Farm. They all arrived very excited with leaders in tow. It was amusing to see them later in the day with roles reversed and the leaders excited to be going home with exhausted beavers in tow after a brilliant day.

Unfortunately, the September Sandcastle Competition was cancelled due to weather warnings. However, in true scouting spirit, the beavers were asked to submit their sandcastle designs (which were judged by an independent panel), and prizes were given to the winning entries.

The start of 2026 opened with a bang for the beavers as they celebrate their 40th Birthday this year.

The first event was in February with their annual trip to the Flying Fortress. They had a fantastic time but I'm beginning to think we should start giving ear defenders to the adults who attend - or is it just me who thinks beavers are getting louder?

The next event is in July which will be the Beavers' 40th Birthday Bash at the campsite.

My thanks go to all the leaders and helpers who help make these events happen and who also run the colony meetings week in, week out throughout the year.

They are truly amazing!

Jill Gladman

District Programme Lead

Scout Section Report

Over the past year, Jo and I have been working to create more opportunities for Scouts across the district to come together, have fun and experience something a little different.

One of our first initiatives was organising the district's inaugural trip to Scarefest at Gilwell Park, inviting Scouts and Explorers from across the district to join us. In total, 27 young people and leaders took part in what was a fantastic evening. Highlights included the spectacular firework display and, of course, the scary mazes! Photos and highlights from the event were shared on social media at the time.

Following the success of Scarefest, we organised a Patrol Leaders (PL) Pizza Evening, hosted by 1st Angmering. We were delighted to see such a great turnout of PLs, who enjoyed plenty of pizza while having the opportunity to meet, socialise and share ideas with other young leaders from across the district. The evening was such a success that we are now looking to build on this by organising a PL Camp later in the summer.

As leaders of a Scout group ourselves, our time available to dedicate to the district Scout section has unfortunately been limited. Jo has now stepped away from her district role to focus on her group

commitments. I would like to take this opportunity to thank Jo for all her time, enthusiasm and support during her time in the role. It has been fantastic working alongside her, and I look forward to continuing to work with her in the future in other capacities.

I am now pleased to be joined by Stuart from 4th Littlehampton, who brings a wealth of fresh ideas, energy and enthusiasm. Together, we are looking forward to developing an exciting programme of events and opportunities that will bring Scouts and leaders from across the district together.

There is lots more to come, and we are excited about building on what we have started and creating even more opportunities for our Scouts to meet, explore, challenge themselves and have fun together but ultimately give the young people of Arundel and Littlehampton a place to belong.

Yours In Scouting

Karl Woodfield

Scout Programme Lead

Peregrine Explorer Scout Unit Report

We have had another fantastic year at Peregrine Explorer Scouts. The Monopoly Run in London in March, and the West Sussex International Jamboree back in August are some of the highlights of the big events we've been involved in, along with our usual survival camp, expeditions, and regular nights in the hut. We hosted the selection weekend in October for the 2027 World Jamboree in Poland, and three Explorers from the District were selected to represent West Sussex and the UK in Gdansk. In addition, one of our Explorers, Evie, was selected to take part in a County Explorer Belt expedition which will see her and her team of Explorers travel across Europe for 10 days this summer.

Looking ahead to 2027(!) we are heading to Switzerland! We will be holding fundraising events over the coming year so watch this space.

Rustington Explorer Scout Unit Report

Rustington Explorers has continued to operate a dynamic programme throughout the last 12 months.

Activities in the summer term included campsite wide games, beach nights, challenges at the rec, sports day, mini golf and foot golf, tent pitching, volley ball, and orienteering .

Summer Camp was at Buddens Scout Activity Centre in Dorset where Explorers undertook there DofE expeditions around the Purbeck Hills of Swanage. Canoeing in dragon boats to Brownsea Island where we invested several Explorers. Other activities included High Ropes Course with the Leap of Faith, an afternoon at Avon Beach as well as a Water Obstacle Course and Mud run at Corfe Castle.

Winter months again provided a twist on many of our usual winter programme activities but once again a full programme operated during this time.

One of our best nights this year was called Splash & Chat where a former Explorer of some 20 years, provided each Explorer with an easel, a canvas, various paints and brushes and showed them all how to paint a mountain scene. The results were fantastic!

Other nights this year have included Taskmaster, a night hike, first aid training, a visit to Flying Fortress, backwards cooking at the campsite and much more.

As well as the Tuesday night programme a number of Explorers help out at the various sections of Rustington Scout Group as part of their awards providing a valuable resource and support to these units.

The Explorer Unit continues to be a success and a fundamental part of Scouting in Rustington. This is down to the excellent leadership team of Daniel, Cobby, James, Jon and Chelsea who make the unit so popular and appealing. Never more so has their spirit and commitment shone through. Our sustained numbers are testament to all their hard work. Thanks, must also go to the continual support received from the Group and Committee, the Unit would not be what it is without you

Vikings Explorer Scout Report

During the last year we have continued to see growth with the majority of our members joining from Scout Troops within the District. We are proud to be able to provide ongoing Scouting for so many young people. We have continued with a varied programme which has also included the Monopoly Run in London, weekend camps and survival camp. Our Summer Camp was the West Sussex International Jamboree where we joined forces with Peregrines ESU for a great week of fun and adventure.

A major achievement for the Unit was seeing one of our own receive his Kings Scout Award at last year's District AGM. Well done, Bradley. We are extremely proud of you.

As we move into the next year, we look forward to a joint camp in the New Forest with East Preston Scouts. Looking further ahead we are really excited to have the opportunity to go to Kandersteg in Switzerland, along with Peregrines and Worthing District Explorers.

Campsite Report

The last year has been an extremely busy one for the campsite. We have replaced the toilets with a brand new self-built facility, enlarged the car park, planted over 200 saplings as well as the usual work to keep the site well maintained. We have been extremely fortunate to receive some donations of funding, materials and trees to that have enabled this work to take place.

As always, there is lots to do to ensure the campsite remains a safe and enjoyable place for all our members and visitors. We welcome any help that can be provided on our published work days.



Statement of Trustee's Responsibilities

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year that 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 with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under the Charities Act 2011. 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 requirements of The Statement of Recommended Practice (SORP 2005), is outlining the major risks and appropriate systems that are in place to mitigate those risks.

The Board 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 Disclosure & Barring Service 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.



Minutes of the 110th Arundel & Littlehampton Scout District A.G.M. held on Thursday 25th September 2025 in the Barons' Hall, Arundel Castle, Arundel [by kind permission of His Grace, The Duke of Norfolk].

A fanfare was played while District members took their places at the top table.

Julie Dixon, Interim District Chairman requested those assembled to stand for a 1-minute silence to remember those District Members who have "Gone Home" during the past 12 months.

The National Anthem was then played by the District Scout Band during which the District Standards were paraded and accepted by Ian Buckman, District Lead Volunteer.

Julie Dixon, Interim District Chairman welcomed all those present which included civic and other distinguished guests together with members of the West Sussex County Scout Council, District Leaders and members of the Arundel & Littlehampton District Scout Council, parents and other guests.

Julie Dixon, Interim District Chairman then gave safety advice.

Charlie Knox, a Viking Explorer Scout, then read the prayers.

Apologies were given by Prue Payne – including those of His Grace, The Duke of Norfolk; 32 members of the Arundel & Littlehampton District Scout Council and 3 District Vice Presidents.

GOVERNANCE

1. [a] The minutes of the previous year's Annual General Meeting had been reviewed by the District Board of Trustees and were proposed as read, the District Scout Council were asked to agree that they were a true record of that meeting. Seconder: Richard Marshall. All present voted in favour. None against. The minutes were thus approved

[b] Julie Dixon, Interim District Chairman, explained that for Governance purposes the District Scout Council has to Adopt the model Constitution from Policy, Organisation and Rules [P.O.R.] of the Scout Association. She proposed that the District Scout Council adopt the model Constitution from Chapter 5 Rule 4 of P.O.R [as outlined in the annual report] Prue Payne, seconded the adoption and all those present approved the Adoption.

[c] The members of the Arundel & Littlehampton District Scout Council were asked to note the Scout District's financial year as 1st April to 31st March.

[d] The members of the Arundel & Littlehampton District Scout Council were asked to approve appointed and community members of the District Scout Council – this they did.

[e] The members of the Arundel & Littlehampton District Scout Council were asked to agree the number of members elected to the Arundel & Littlehampton Scout District Board of Trustees as 4 members and Sue Richards seconded this recommendation. All those present approved the recommendation. None against

[f] The members of the Arundel & Littlehampton District Scout Council agreed the quorum for each District Scout Council meetings (including the A.G.M.) and meetings of any sub-committees as per

item 5[a] on the A.G.M. Agenda. Gill Hart seconded this agreement and all those present were in agreement. None against

REVIEW

2. [a] Ian Buckman, District Lead Volunteer, gave his review of Scouting in the Arundel & Littlehampton Scout District for the past year.

[b] The Annual Report and audited accounts the year ending 31st March 2025 had been approved by the Trustees at their meeting.

MAKING APPOINTMENTS

Julie Dixon, Interim Chairman explained that the District Scout Council must ensure the charity is correctly set up during the period until the next A.G.M. particularly in appointing the Board of Trustees to ensure good Governance for the Charity over the next year.

3. a. Ian Buckman, District Lead Volunteer, nominated Julie Dixon as interim District Chair. This she accepted.

b. Julie Dixon was appointed District Treasurer, following recommendation from the open selection process initiated by the District Trustee Board. This was proposed by Ian Buckman, District Lead Volunteer and seconded by Prue Payne. All those present approved and no objections.

c. Following recommendations from the open selection process initiated by the District Trustee Board the following 4 members were elected: Gill Hart; Jill Gladman; John Hodges; Bob Purcell

d. To nominate 2 members of the Arundel & Littlehampton District Scout Council – Prue Payne was nominated and approved, no objections.

e. Confirmation of ex-officio members of the Arundel & Littlehampton District Scout Council are Sally Holmes, DDLV Communication. Ian Buckman, District Lead Volunteer and Julie Dixon, District Treasurer are also ex-officio members of the Arundel & Littlehampton District Scout Council.

f. Ian Buckman, District Lead Volunteer nominated His Grace, The Duke of Norfolk, as District President. His Grace kindly agreed and sent a few words.

g. District Vice Presidents of the Arundel & Littlehampton Scout District were acknowledged as Angus Attle; Mrs Ruth Fraser; Mrs Wendy Squires

h. It was noted that other supporters may be admitted to the Arundel & Littlehampton District Scout Council.

i. Steve Johnson was appointed the Independent Examiner.

j. Tash Spencer, Beaver Scout Leader @ 7th Littlehampton and Katie Frost, District Campsite Admin. were proposed and seconded to represent the Arundel & Littlehampton Scout District on the County Scout Council. A show of hands approved the nominations. None against.

4. Julie Dixon, Interim Chairman declared the Business part of the Annual General meeting

Closed.

5. Ian Buckman, District Lead Volunteer, then introduced Matt Pike, Interim County Lead Volunteer, who addressed the meeting and presented Ian Buckman, District Lead Volunteer with a Silver Acorn award. Phoebe Woolard, County Youth Volunteer addressed the meeting.

6. Ian Buckman, District Lead Volunteer then made presentations –

Service Awards to Jo Smith, ASL Angmering; Paula Cooke, SL Ferring; “Chewy” Lincoln

D.C. Commendations were given to Jason Cooke, Ferring & Matt Spurling, AGLV for their work at the District Campsite refurbishment

Wood Badges were presented to Kim, 4th Littlehampton; Matt Spurling AGLV Yapton; Debbie Deacon, GLV Yapton

Thanks Badges were presented to Kelly Buckman; Steve Johnson & Ian Morgan

Jason Cooke, Ferring, received a Chief Scout Award for Good Services

Awards of Merit were presented to Karen Keen & Duncan Inch both of Ferring Group

Bradley received his King Scout Award from Matt Pike, acting County Lead Volunteer

7. Ian Buckman, District Lead Volunteer, then thanked His Grace for continuing as District President and the use of the Barons’ Hall for this Scout District’s Annual General Meeting. The District Team for their work over the past 12 months. To everyone present this evening; to the District Scout Band for their musical accompaniment this evening and to all volunteers across the District who provide fantastic opportunities for all the young people.

8. There followed the ‘handing over’ of the District Standards from Angmering Scout Group to Arundel Scout Group.

9. Ian Buckman, District Lead Volunteer, thanked Angmering for their work as ‘Duty Group’ and look forward to greeting Arundel as ‘Duty Group’ for the next 12 months.

He then invited those present to join him in the Castle Restaurant for refreshments provided.