

# ST MARY GILLINGHAM SCOUT GROUP

England & Wales - Charity number 1023375

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1993-07-01

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** The Cedars  
Bay Lane  
Gillingham  
SP8 4ER

**Phone** 07531213671

**Email** [colin@westbrookfamily.co.uk](mailto:colin@westbrookfamily.co.uk)

**Website** [www.stmarygillinghamscoutgroup.co.uk](http://www.stmarygillinghamscoutgroup.co.uk)

## Activities

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**Objects:** 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.

**Activities:** To help young people achieve their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as Members of their local, national and international communities.

## Classification

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- **How:** Provides Services
- **What:** General Charitable Purposes
- **Who:** Children/young People, People With Disabilities

## Geography

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- Dorset

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£49,880	£55,081	-	-
2024-03-31	£43,158	£27,719	-	-
2023-03-31	£34,759	£33,375	-	-
2022-03-31	£59,779	£27,642	-	-
2021-03-31	£49,898	£32,366	-	-

## Trustees

Name	Role	Appointed
Antony David Weaver		2019-11-01
COLIN WESTBROOK		
FIONA POTTER		
JACQUELINE FRANCES WESTBROOK		
Sarah Louise Stevens		2016-10-01

**ST MARY GILLINGHAM SCOUT GROUP**

England & Wales - Charity number 1023375

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# Accounts

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**St Mary Gillingham Scout Group  
Annual Report and Accounts  
For the period  
1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**



**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*

# Trustees Annual Report

## 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025

### 1 Reference and Administration Details

Charity Name:	St Mary Gillingham Scout Group
Charity Number:	1023375
Scout registration:	15281
Charity Principal Contact:	Mr C. Westbrook
Charity Principal Address:	The Cedars, Bay Lane Gillingham, Dorset SP8 4ER

#### 1.1 Trustees

Vacant	Group Chair
Fiona Potter	Group Secretary
Sarah Stevens	Group Treasurer
Colin Westbrook	Group Lead Volunteer
Jackie Westbrook	Section Leader Sioux Beavers
Jo Taylor	Section Leader Chippewa Beavers / Parent
Lee Charlton	Section Leader Scouts
Paul Lampard	Section Leader Cubs Mowgli Pack
James (Jim) Harwood	Scouts
Keith Fleming	
Sandra Trowbridge	
James Meadows	Parent

#### 1.2 Name and Address of advisers

TS Accounting	20 Kingsmead Business Park Gillingham SP8 5JG
Bank	Lloyds Bank High Street Gillingham Dorset SP8 4AQ
Solicitors	Harris + Harris 11 Stony Street Frome Somerset BA11 1BU

#### 1.3 Property

The Scout Community Hall, Centenary Field, Milton on Stour, Gillingham, Dorset, SP8 5QD

### 2 Structure, Governance and Management

#### 2.1 Governing Document

The Group'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 (POR) of the Scout Association.

#### 2.2 Constitution

The Group is a trust established under its rules which are common to all Scouts.

#### 2.3 Trustee Selection

The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

#### 2.4 Group Trustee Board

The Group Scout Council is the electoral body to which the Group Trustee Board is accountable. Membership of the Group Scout Council is open to:

- Scouters
- Group Active Support Managers and members
- Colony Pack and Troop Assistants

# **Trustees Annual Report**

## **1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025**

- Skills Instructors
- Administrators
- Advisers
- Patrol Leaders
- All Parents of Beavers, Cubs and Scouts
- Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Trustee Board or the Group Scout Council
- The District Lead Volunteer and District Chair are ex-officio members of the Group Scout Council.

### **2.5 Group Trustee Board**

The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' excluding the Secretary. The Scout Group 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 committee consists of, Chair, Treasurer and Secretary together with the Group Lead Volunteer and parent representation and meets once a term.

Members of the Trustee Board complete five training modules; Essential Information, Trustee Introduction, Safety, Safeguarding and GDPR, within the first five months of joining the committee.

The Group Trustee Board exists to support the Group Lead Volunteer in meeting the responsibilities of the appointment and is responsible for:

- The maintenance of Group property.
- Administration of the Group finance.
- The insurance for persons, property and equipment.
- Group public occasions.
- Assisting in the recruitment of leaders and other adult support.
- Appointing Group Administrators and Advisors other than those who are elected.

### **2.6 Risk and Internal Control**

The Group Trustee Board has identified the major risks to which they believe the Group is exposed these have been reviewed and systems have been established to mitigate against them.

The main areas of concern that have been identified are: None currently identified.

#### **2.6.1 Damage to Buildings, Property or Equipment**

The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

#### **2.6.2 Injury to Leaders, Helpers, Supporters and Members**

The Group through the capitation fees contributes to the Scout Association national accident insurance policy. Risk Assessments are undertaken before all activities.

#### **2.6.3 Reduced Income from Subscriptions and Fund Raising**

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

#### **2.6.4 Reduction or Loss of Leaders**

The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, the complete closure of the Group.

# **Trustees Annual Report**

## **1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025**

### **2.6.5 Reduction or Loss of Members**

The Group provides activities for all young people aged 6 to 14. If there was a reduction in membership in a particular section or the Group as a whole, then there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, the complete closure of the Group.

### **2.6.6 Financial**

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policy to ensure that insurance risks are covered.

## **3 Objectives and Activities**

### **3.1 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.

### **3.2 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 cooperate with others and make friends.

### **3.3 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.

### **3.4 Public benefit statement**

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

# Trustees Annual Report

## 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025

### 4 Achievements and performance

At the Scout Census on 31st January 2025, the Group had 90 youth members split between 5 sections supported by 16 adult leaders, section assistants and committee members. In total there were 116 members.

We thank all our volunteers for their hard work, dedication and support during the past year, another challenging year given the number of changes needed, following the introduction of the new Scout Association Membership system and the preventing future deaths report published after the inquest, following the death of a scout at the Great Orme, near Llandudno. All sections rely on adults volunteering their time to lead activities, camps, undertake administrative tasks etc. Additional leaders for all sections would be very much welcomed, would you like to help, even on an occasional basis?

#### Chippewa Beaver Colony

Jo, Sue and Sam started the year supported by parents on a rota, during the year Sue and Sam stepped back with two parents Adrian and Mark coming forward to help Jo who continued to offer a varied and interesting programme. With Jo's son moving to cubs see also decided to step down, following letters to all Chippewa Beaver parents and to parents on the waiting list requesting help, the decision was taken to suspend the colony with the majority of members moving up to Cubs, transferring to Sioux Beavers or unfortunately leaving.

During the year the beavers achieved over 160 badges, which included 1 **Chief Scout Bronze Awards**.

#### Sioux Beaver Colony

Jackie (Red Bear) continues to lead this section, with support from Bea, Cat, Hanna, Steve, parents and Sophia a young leader. During the year the beavers achieved over 240 badges, which included 7 Chief Scout Bronze Awards.

#### Mowgli Cub Pack

Paul (Akela) is supported by Sarah together with Sam a young leader. Following the restart of the section the cubs achieved over 13 badges. Which included 1 Chief Scout Silver Award.

#### Kim Cub Pack

The leadership team comprises of Melissa (Akela), together with Lou, Nicola, and two young leaders Callum and Maisey. During the year the cubs achieved over 220 badges. Which included 4 Chief Scout Silver Awards.

#### Scouts

Lee, Jim, Emma and Tom have been joined by Adam leading this section. Four Scouts and two leaders joined the 1<sup>st</sup> Templecombe Scout Group on the Friendship Tour to Australia in December 2024/January 2025 for 16 days, a trip which they thoroughly enjoyed. During the year the scouts achieved over 170 badges, which included 1 Chief Scout Gold Awards.

### 5 Financial Review

#### 5.1 Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £15,000.00 which has been placed in a 32-day notice account.

The Group held reserves of £242,790.47 against this at year end. This is above the level required for operating expenses. However, this can be explained as it includes the property asset of £194,682.30.

#### 5.2 Investment Policy

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks.

#### 5.3 Annual Accounts

The groups income was £49,880.00 with an expenditure of £55,080.63 giving a deficit for the year of £5,200.63. this was due to the new fence and external alterations. The year end bank balance was £47,608.15.

**Trustees Annual Report**  
**1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025**

## **6 Future significant activities or major projects**

The sections plan to support a full range of normal scouting activities together with the following.

### **Scouts.**

**July** Stand up paddle boarding at Silton lake, Expedition hike Gillingham to Sedghill Village Hall.

**August** Summer camp with Shaftesbury and Templecombe Scouts at Buddens activity centre.

**September** Stand up paddle boarding at Silton lake.

**March 26** activity weekend at Butchers Coppice.

### **Cubs.**

**July** Stand up paddle boarding at Silton lake.

August Summer camp.

**September** Stand up paddle boarding at Silton lake.

### **Beavers.**

July Sleepover at the Scout Community Hall.

### **Trustee Board.**

The solicitor is continuing to complete the transfer and registration of the land from the original 4 trustees over to the Official Custodian for Charities.

Quotations for aluminium replacement doors have been obtained from Pitman Windows and Valecraft a final decision is awaited.

The group are in discussions with David Wilson Homes for support from their Community Fund Programme to replace the fence to the church and repaint the hall walls.

The damp wall in the meeting room continues to be monitored, a meeting with Burfitt & Garrett and QJ Hull is to be held to produce an action plan.

The building of an external store has not progressed; this project is to be revitalised and Planning and Building regulation approval requested.

The construction of a pioneering pole storage.

## **7 Declaration**

The trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees:

**Signature:** 

**Date:** 

**Full Name:** Colin Westbrook

**Position:**

Group Lead Volunteer 

Independent Examiners Report

Report of the Independent Examiners to the Trustees on the Financial  
Statements of St Mary Scout Group for the year ended  
31st March 2025 Charity number 1023375


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

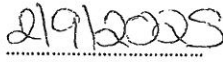
(1) which gives me reasonable cause to believe that in any material respect the  
requirements  
to keep accounting records in accordance with section 130 of the 2011 Act and

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.

Signed  .....

Dated  .....

Miss B Kemp  
TS Accounting SouthWest Limited  
20 Kingsmead Business Park  
Gillingham  
Dorset  
SP8 5JG

St Marys Scout Group

Charity number 1023375

FINANCIAL STATEMENT FOR THE YEAR ENDED 31ST MARCH 2025

	31.03.25		31.03.24	
<b>Treasurer</b>				
<b>Income</b>				
Beavers		20.00		123.60
Cubs		552.89		2,735.00
Scouts		10,178.25		9,448.33
Subs		18,098.00		12,280.00
HMRC Gift Aid (Scouts fundraising)		3,097.17		2,322.80
Uniform		19.50		30.25
Africa trip refund		-		-
Grants		-		-
Donations		2,577.49		1,669.36
Hall hire		11,732.25		7,351.30
Fundraising		3,562.89		7,197.74
Bank interest		41.56		
<b>Expenses</b>				
Other expenses		-		594.21
Maintenance	161.48		6,212.31	
Equipment	13,973.60		280.91	
Insurance	2,769.04		2,107.50	
Helper ins	52.00		52.00	
Accountancy	216.00		216.00	
Sundry	554.01		88.28	
Rates	87.89		82.76	
Heat and light	2,357.67		1,708.34	
Water	288.21		102.55	
Beavers	857.21		313.06	
Cubs	654.50		591.14	
Scouts	10,969.63		6,038.12	
Fund raising	2,057.13		1,000.44	
Badges	640.89		1,282.34	
Supplies	1,269.70		1760	
Census payment	-		-	
Community hall	7,591.67		397.41	
Capitation	10,580.00		4,891.80	
<b>Scouts</b>				
Beavers				
Cubs				
Scouts				
Subs				
HMRC charities				
Scouts - expenses				
	55,080.63	49,880.00	27,719.17	43,158.38
Excess income for the year	-	5,200.63		15,439.21

**BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2025**

Assets and liabilities	31.03.25	31.03.24
Bank 1	14,580.30	27,341.89
Bank 2	17,986.29	25,966.91
Savings	15,041.56	
Loan	-	-
Float	500.00	-
Property asset	194,682.30	194,682.30
Total net assets	<u>242,790.45</u>	<u>247,991.10</u>
Financed by		
Reserves b/fwd	247,991.10	232,551.89
Income less expenses for the year	- 5,200.63	15,439.21
Reserves c/fwd	<u>242,790.47</u>	<u>247,991.10</u>

## 1. Accounting policies

## Basis of preparation

Receipts are recognised in the period that revenue is received, except that if revenue relates to or is refunded at a future date, it is treated as an accounts payable and expenditure is recognised when payments are made, except where it relates to a significant future event, No account is taken of any inventories or on hand items held for resale. FRS102 has been applied in relation to the building asset



**ST MARY GILLINGHAM SCOUT GROUP**

England & Wales - Charity number 1023375

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# Accounts

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The European Agricultural Fund  
for Rural Development: Europe  
investing in rural areas



**Scouts**  
St Mary Gillingham

# St Mary Gillingham Scout Group Annual Report and Accounts For the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024



**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*

# Trustees Annual Report

## 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024

### 1 Reference and Administration Details

Charity Name: St Mary Gillingham Scout Group  
Charity Number: 1023375  
Scout registration: 15281  
Charity Principal Contact: Mr C. Westbrook  
Charity Principal Address: The Cedars, Bay Lane Gillingham, Dorset SP8 4ER

#### 1.1 Trustees

Vacant	Group Chair
Fiona Potter	Group Secretary
Sarah Stevens	Group Treasurer
Colin Westbrook	Group Lead Volunteer (Group Scout Leader)
Jackie Westbrook	Section Leader Sioux Beavers
Jo Taylor	Section Leader Chippewa Beavers / Parent
Lee Charlton	Section Leader Scouts
Paul Lampard	Section Leader Cubs Mowgli Pack
James (Jim) Harwood	Scouts
Keith Fleming	
Sandra Trowbridge	
James Meadows	Parent

#### 1.2 Name and Address of advisers

TS Accounting 20 Kingsmead Business Park Gillingham SP8 5JG  
Bank Lloyds Bank High Street Gillingham Dorset SP8 4AQ

#### 1.3 Property

The Scout Community Hall, Centenary Field, Milton on Stour, Gillingham, Dorset, SP8 5QD

### 2 Structure, Governance and Management

#### 2.1 Governing Document

The Group'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 (POR) of the Scout Association.

#### 2.2 Constitution

The Group is a trust established under its rules which are common to all Scouts.

#### 2.3 Trustee Selection

The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

#### 2.4 Group Trustee Board

The Group Scout Council is the electoral body to which the Group Trustee Board is accountable. Membership of the Group Scout Council is open to:

- Scouters
- Group Active Support Managers and members
- Colony Pack and Troop Assistants
- Skills Instructors
- Administrators

# **Trustees Annual Report**

## **1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024**

- Advisers
- Patrol Leaders
- All Parents of Beavers, Cubs and Scouts
- Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Trustee Board or the Group Scout Council
- The District Lead Volunteer and District Chair are ex-officio members of the Group Scout Council.

### **2.5 Group Trustee Board**

The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' excluding the Secretary. The Scout Group 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 committee consists of, Chair, Treasurer and Secretary together with the Group Scout Leader and parent representation and meets once a term.

Members of the Trustee Board complete five training modules; Essential Information, Trustee Introduction, Safety, Safeguarding and GDPR, within the first five months of joining the committee.

The Group Trustee Board exists to support the Group Lead Volunteer in meeting the responsibilities of the appointment and is responsible for:

- The maintenance of Group property;
- Administration of the Group finance;
- The insurance for persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing Group Administrators and Advisors other than those who are elected.

### **2.6 Risk and Internal Control**

The Group Trustee Board has identified the major risks to which they believe the Group is exposed these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

#### **2.6.1 Damage to Buildings, Property or Equipment**

The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

#### **2.6.2 Injury to Leaders, Helpers, Supporters and Members**

The Group through the capitation fees contributes to the Scout Association national accident insurance policy. Risk Assessments are undertaken before all activities.

#### **2.6.3 Reduced Income from Subscriptions and Fund Raising**

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

#### **2.6.4 Reduction or Loss of Leaders**

The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, the complete closure of the Group.

# **Trustees Annual Report**

## **1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024**

### **2.6.5 Reduction or Loss of Members**

The Group provides activities for all young people aged 6 to 14. If there was a reduction in membership in a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, the complete closure of the Group.

### **2.6.6 Financial**

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policy to ensure that insurance risks are covered.

## **3 Objectives and Activities**

### **3.1 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.

### **3.2 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 cooperate with others and make friends.

### **3.3 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.

### **3.4 Public benefit statement**

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

# Trustees Annual Report

## 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024

### 4 Achievements and performance

At the Scout Census on 31st January 2024, the Group had 105 youth members split between 5 sections supported by 25 adult leaders, section assistants and committee members. In total there were 130 members.

The Group has two Beaver Colonies, one Cub Packs and a Scout Troop. Due to having to combine the two Cub packs through a shortage of leaders, the Beaver sections have not been running at full capacity.

We thank all our volunteers for their hard work, dedication and support during the past year, another challenging year given the number of changes needed. All sections rely on adults volunteering their time to lead activities, camps, undertake administrative tasks etc. Additional leaders for all sections would be very much welcomed, would you like to help, even on an occasional basis?

#### Chippewa Beaver Colony

Jo, Sue and Sam supported by parents on a rota have continued to offer a varied and interesting programme. During the year the beavers achieved over 140 badges, which included 1 **Chief Scout** Bronze Awards.

#### Sioux Beaver Colony

Jackie (Red Bear) continues to lead this section, with support from Bea, parents and a young leader. During the year the beavers achieved over 250 badges, which included 3 Chief Scout Bronze Awards.

#### Mowgli Cub Pack

Vicki (Akela) left part way through the year, we thank her and wish her well in her new endeavours. She was supported by one assistant section leader and two section assistants together with a young leader and a DofE student. During the year the cubs achieved over 120 badges. Which included 3 Chief Scout Silver Award.

#### Kim Cub Pack

Paul Lampard (Akela) leads this section, with support from one assistant section leader two section assistants. During the year the cubs achieved over 200 badges. Which included 3 Chief Scout Silver Awards.

#### Scouts

Lee, Jim, Emma and Tom lead this section. During the year the scouts achieved over 130 badges. Which included 4 Chief Scout Gold Awards.

## 5 Financial Review

### 5.1 Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £15,000.00.

The Group held reserves of £247,991.10 against this at year end. This is above the level required for operating expenses. However, this can be explained as it includes the property asset of £194,682.30.

### 5.2 Investment Policy

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks.

### 5.3 Annual Accounts

The groups income was £43,158.38 with an expenditure of £27,719.17 giving an excess income for the year of £15,439.21. The year end bank balance was £53,308.80.

**Trustees Annual Report**  
**1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024**

**6 Future significant activities or major projects**

The group plans to support a full range of scouting activities across all sections next year including, a Scout weekend camp in March, Cub and Scout week camps in August, Paddle Boarding and Kayaking activities on the Silton Lake.

Four Scouts and two leaders are fund raising as they are joining 1<sup>st</sup> Templecombe Scout Group on the Friendship Tour to Australia in December 2024/January 2025.

The group are looking to build an external store subject to Planning and Building regulation approval.

**7 Declaration**

The trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees:

**Signature:**



**Date: September 2024**

**Full Name:**

Colin Westbrook

**Position:**

Group Lead Volunteer

**St Marys Gillingham Scout Group**  
**FINANCIAL STATEMENT FOR THE YEAR ENDED 31ST MARCH 2024**

Charity number 1023375

	31.03.24	31.03.23		31.03.24	31.03.23
<b><u>Treasurer</u></b>					
<b>Income</b>					
Beavers	123.60			559.07	
Cubs	2,735.00			374.21	
Scouts	9,448.33			6,043.37	
Subs	12,280.00			12,063.00	
Scouts fundraising	2,322.80			-	
Uniform	30.25			2,876.66	
Africa trip refund	-			500.00	
Grants	-			749.99	
Donations	1,669.36			1,610.00	
Hall hire	7,351.30			4,479.25	
Fundraising	7,197.74			5,503.95	
<b>Expenses</b>					
Various Fundraising costs					
Other expenses	594.21			308.72	
Maintenance	6,212.31			4,831.72	
Equipment	280.91			1,539.63	
Insurance	2,107.50			2,056.70	
Helper ins	52.00			42.00	
Accountancy	216.00			210.00	
Sundry	88.28			199.84	
Rates	82.76			156.16	
Heat and light	1,708.34			1,163.24	
Water	102.55			64.10	
Beavers	313.06			483.18	
Cubs	591.14			62.52	
Scouts	6,038.12			5,540.53	
Fund raising	1,000.44			2,206.68	
Badges	1,282.34			1,667.45	
Supplies	1760			1,000.00	
Census payment	-			-	
Community hall	397.41			2,013.10	
Capitation	4,891.80			9,829.75	
<b><u>Scouts</u></b>					
Beavers					
Cubs					
Scouts					
Subs					
HMRC charities					
Scouts - expenses					
	27,719.17	43,158.38		33,375.32	34,759.50
Excess income for the year		15,439.21			1,384.18

**BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2024**

Assets and liabilities	31.03.24	31.03.23
Bank 1	27,341.89	23,271.57
Bank 2	25,966.91	14,598.02
Savings		
Loan	-	-
	-	-
Property asset	194,682.30	194,682.30
Total net assets	<u>247,991.10</u>	<u>232,551.89</u>
Financed by		
Reserves b/fwd	232,551.89	231,167.71
Income less expenses for the year	<u>15,439.21</u>	<u>1,384.18</u>
Reserves c/fwd	<u>247,991.10</u>	<u>232,551.89</u>

## 1. Accounting policies

## Basis of preparation

Receipts are recognised in the period that revenue is received, except that if revenue relates to or is refunded at a future date, it is treated as an accounts payable and expenditure is recognised when payments are made, except where it relates to a significant future event, No account is taken of any inventories or on hand items held for resale. FRS102 has been applied in relation to the building asset

Independent Examiners Report

Report of the Independent Examiners to the Trustees on the Financial  
Statements of St Mary Gillingham Scout Group for the year ended  
31st March 2024 Charity number 1023375

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.

Signed  .....

Dated 12.7.2024 .....

Miss B Kemp  
TS Accounting SouthWest Limited  
20 Kingsmead Business Park  
Gillingham  
Dorset  
SP8 5JG

**ST MARY GILLINGHAM SCOUT GROUP**

England & Wales - Charity number 1023375

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# Accounts

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The European Agricultural Fund  
for Rural Development: Europe  
investing in rural areas



**Scouts**  
St Mary Gillingham

# St Mary Gillingham Scout Group Annual Report and Accounts For the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023



**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*

# Trustees Annual Report

## 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

### 1 Reference and Administration Details

Charity Name: St Mary Gillingham Scout Group  
Charity Number: 1023375  
Scout registration: 15281  
Charity Principal Contact: Mr C. Westbrook  
Charity Principal Address: The Cedars, Bay Lane Gillingham, Dorset SP8 4ER

#### 1.1 Trustees

Antony (Tony) Weaver	Group Chair	
Fiona Potter	Group Secretary	
Sarah Stevens	Group Treasurer	
Colin Westbrook	Group Scout Leader	
Vicki Smith	Section Leader Cubs / Parent	
Lucy Williams	Section Leader Cubs	
Jackie Westbrook	Section Leader Beavers	
Sarah Farquhar	Section Leader Beavers / Parent	Resigned November 22
Jo Taylor	Section Leader Beavers / Parent	
Lee Charlton	Scouts	
Paul Lampard	Assistant Cub Leader	
James (Jim) Harwood	Scouts	
Karen Penny	Scouter / Parent	Resigned November 22
Charlene Warwick	Scouter / Parent	
Keith Fleming		
Sandra Trowbridge		
Steve Butler		
James Meadows	Parent	

#### 1.2 Name and Address of advisers

TS Accounting 20 Kingsmead Business Park Gillingham SP8 5JG  
Bank Lloyds Bank High Street Gillingham Dorset SP8 4AQ

#### 1.3 Property

The Scout Community Hall, Centenary Field, Milton on Stour, Gillingham, Dorset, SP8 5QD

### 2 Structure, Governance and Management

#### 2.1 Governing Document

The Group'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 (POR) of the Scout Association.

#### 2.2 Constitution

The Group is a trust established under its rules which are common to all Scouts.

#### 2.3 Trustee Selection

The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

# **Trustees Annual Report**

## **1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023**

### **2.4 Group Scout Council**

The Group Scout Council is the electoral body to which the Group Executive Committee is accountable. Membership of the Group Scout Council is open to:

- Scouters
- Group Active Support Managers and members
- Colony Pack and Troop Assistants
- Skills Instructors
- Administrators
- Advisers
- Patrol Leaders
- All Parents of Beavers, Cubs and Scouts
- Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Executive Committee or the Group Scout Council
- the District Commissioner and District Chair are ex-officio members of the Group Scout Council.

### **2.5 Group Executive Committee**

The Group is managed by the group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group 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 committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets once a term.

Members of the committee complete five training modules; Essential Information, Trustee Introduction, Safety, Safeguarding and GDPR, within the first five months of joining the committee.

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment and is responsible for:

- The maintenance of Group property;
- The raising of funds and administration of the Group finance;
- The insurance for persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

### **2.6 Risk and Internal Control**

The Group Executive Committee has identified the major risks to which they believe the Group is exposed these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

#### **2.6.1 Damage to Buildings, Property or Equipment**

The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

#### **2.6.2 Injury to Leaders, Helpers, Supporters and Members**

The Group through the capitation fees contributes to the Scout Association national accident insurance policy. Risk Assessments are undertaken before all activities.

#### **2.6.3 Reduced Income from Subscriptions and Fund Raising**

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise

# **Trustees Annual Report**

## **1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023**

the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

### **2.6.4 Reduction or Loss of Leaders**

The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, the complete closure of the Group.

### **2.6.5 Reduction or Loss of Members**

The Group provides activities for all young people aged 6 to 14. If there was a reduction in membership in a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, the complete closure of the Group.

### **2.6.6 Financial**

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policy to ensure that insurance risks are covered.

## **3 Objectives and Activities**

### **3.1 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.

### **3.2 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 cooperate with others and make friends.

### **3.3 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.

### **3.4 Public benefit statement**

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

# Trustees Annual Report

## 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

### 4 Achievements and performance

At the Scout Census on 31st January 2023, the Group had 105 youth members and 26 adult leaders, section assistants and committee members. In total there were 133 members.

The Group has two Beaver Colonies, two Cub Packs and a Scout Troop. All sections run at or near maximum capacity.

We thank all our volunteers for their hard work, dedication and support during the past year, another challenging year given the number of changes needed. All sections rely on adults volunteering their time to lead activities, camps, undertake administrative tasks etc. Additional leaders for all sections would be very much welcomed, would you like to help, even on an occasional basis?

#### Chippewa Beaver Colony

Sarah (Rainbow) and Karen who have run the section for the last few years resigned in November. We thank them for all they have done for the members and wish them well for the future. We have to thank three parents that have stepped forward Jo, Sue, and Sam to take over the running of the section. During the year the beavers achieved over 286 badges, which included 7 **Chief Scout** Bronze Awards.

#### Sioux Beaver Colony

Jackie (Red Bear) continues to lead this section, with support from Bee, parents and a young leaders. During the year the beavers achieved over 329 badges, which included 6 Chief Scout Bronze Awards.

#### Mowgli Cub Pack

Vicki (Akela) leads this section, with support from one assistant section leader and two section assistants together with a young leader and a DofE student. During the year the cubs achieved over 133 badges. Which included 1 Chief Scout Silver Award.

#### Kim Cub Pack

Lucy Williams (Akela) leads this section, with support from one assistant section leader two section assistants. During the year the cubs achieved over 202 badges. Which included 3 Chief Scout Silver Awards.

#### Scouts

Lee and Jim, lead this section, with support from Emma and Tom. During the year the scouts achieved over 183 badges. Which included 3 Chief Scout Gold Awards.

### 5 Financial Review

#### 5.1 Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, circa £10,000.00.

The Group held reserves of £232,551.89 against this at year end. This is above the level required for operating expenses. However, this can be explained as it includes the property asset of £194,682.30.

#### 5.2 Investment Policy

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks.

#### 5.3 Annual Accounts

The annual accounts for the period show income less expenditure for the year of £1,384.18.

**Trustees Annual Report**  
**1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023**

**6 Future significant activities or major projects**


The group plans to support a full range of scouting activities across all sections next year including a camp in August.


The group are looking to build an external store subject to Planning and Building regulation approval.

**7 Declaration**

The trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees:

**Signature:**  **Date:** 17<sup>th</sup> July 2023  
**Full Name:** Colin Westbrook **Position:** Group Scout Leader

**Signature:**  **Date:** 17<sup>th</sup> July 2023.  
**Full Name:** Antony Weaver **Position:** Group Chair

**St Marys Gillingham Scout Group**

Charity number 1023375

**FINANCIAL STATEMENT FOR THE YEAR ENDED 31ST MARCH 2023**

	31.03.23	31.03.22
<b><u>Treasurer</u></b>		
<b>Income</b>		
Beavers	559.07	16.87
Cubs	374.21	10.00
Scouts	6,043.37	227.36
Subs	12,063.00	10,320.25
Scouts fundraising	-	2,682.45
Uniform	2,876.66	55.50
Africa trip refund	500.00	
Donations		
Grants	749.99	14,597.00
Donations	1,610.00	21,839.05
Hall hire	4,479.25	3,286.64
Fundraising	5,503.95	6,744.00
<b>Expenses</b>		
Various Fundraising costs		
Other expenses	308.72	439.02
Maintenance	4,831.72	281.98
Equipment	1,539.63	10,661.04
Insurance	2,056.70	1,838.81
Helper ins	42.00	67.20
Accountancy	210.00	210.00
Sundry	199.84	48.24
Rates	156.16	99.71
Heat and light	1,163.24	1,082.65
Water	64.10	67.62
Beavers	483.18	296.31
Cubs	62.52	59.16
Scouts	5,540.53	208.12
Fund raising	2,206.68	1,198.13
Badges	1,667.45	609.32
Supplies	1000	-
Census payment	-	51.39
Community hall	2,013.10	10,424.29
Capitation	9,829.75	
<b><u>Scouts</u></b>		
Beavers		
Cubs	-	
Scouts	-	
Subs		
HMRC charities		
Scouts - expenses		
	33,375.32	34,759.50
		27,642.99
		59,779.12

Excess income for the year

1,384.18

32,136.13

**St Marys Gillingham Scout Group**

Charity number 1023375

**BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2023**

Assets and liabilities	31.03.23	31.03.22
Bank 1	23,271.57	25,064.27
Bank 2	14,598.02	11,421.14
Savings		
Loan	-	-
	-	-
Property asset	194,682.30	194,682.30
Total net assets	<u>232,551.89</u>	<u>231,167.71</u>
Financed by		
Reserves b/fwd	231,167.71	199,031.58
Income less expenses for the year	<u>1,384.18</u>	<u>32,136.13</u>
Reserves c/fwd	<u>232,551.89</u>	<u>231,167.71</u>

1. Accounting policies

Basis of preparation

Receipts are recognised in the period that revenue is received, except that if revenue relates to or is refunded at a future date, it is treated as an accounts payable and expenditure is recognised when payments are made, except where it relates to a significant future event, No account is taken of any inventories or on hand items held for resale. FRS102 has been applied in relation to the building asset

Independent Examiners Report

Report of the Independent Examiners to the Trustees on the Financial  
Statements of St Mary Gillingham Scout Group for the year ended  
31st March 2023 Charity number 1023375

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

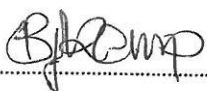
(1) which gives me reasonable cause to believe that in any material respect the  
requirements

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.

Signed  .....

Dated 31/3/2023 .....

Miss B Kemp  
TS Accounting SouthWest Limited  
20 Kingsmead Business Park  
Gillingham  
Dorset  
SP8 5JG

**ST MARY GILLINGHAM SCOUT GROUP**

England & Wales - Charity number 1023375

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# Accounts

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The European Agricultural Fund  
for Rural Development: Europe  
investing in rural areas



# St Mary Gillingham Scout Group Annual Report and Accounts For the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022



**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*

# **Trustees Annual Report**

## **1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**

### **1 Reference and Administration Details**

Charity Name:	St Mary Gillingham Scout Group
Charity Number:	1023375
Scout registration:	15281
Charity Principal Contact:	Mr C. Westbrook
Charity Principal Address:	The Cedars, Bay Lane Gillingham, Dorset SP8 4ER

#### **1.1 Trustees**

Antony (Tony) Weaver	Group Chair
Fiona Potter	Group Secretary
Sarah Stevens	Group Treasurer
Colin Westbrook	Group Scout Leader
Vicki Smith	Section Leader Cubs / Parent
Lucy Williams	Section Leader Cubs
Jackie Westbrook	Section Leader Beavers
Sarah Farquhar	Section Leader Beavers / Parent
Lee Charlton	Scouts
Paul Lampard	Assistant Cub Leader
James (Jim) Harwood	Scouts
Karen Penny	Scouter / Parent
Charlene Warwick	Scouter / Parent
Keith Fleming	
Sandra Trowbridge	
Steve Butler	
James Meadows	Parent
Sue Jenkins	(resigned 31 <sup>st</sup> March 2022)

#### **1.2 Name and Address of advisers**

Rutters Solicitors

TS Accounting                    20 Kingsmead Business Park Gillingham SP8 5JG

Bank                                Lloyds Bank High Street Gillingham Dorset SP8

#### **1.3 Property**

The Scout Community Hall, Milton on Stour, Gillingham, Dorset, SP8 5QD

### **2 Structure, Governance and Management**

#### **2.1 Governing Document**

The Group'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 (POR) of the Scout Association.

#### **2.2 Constitution**

The Group is a trust established under its rules which are common to all Scouts.

#### **2.3 Trustee Selection**

The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

# **Trustees Annual Report**

## **1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**

### **2.4 Group Scout Council**

The Group Scout Council is the electoral body to which the Group Executive Committee is accountable. Membership of the Group Scout Council is open to:

- Scouters
- Group Active Support Managers and members
- Colony Pack and Troop Assistants
- Skills Instructors
- Administrators
- Advisers
- Patrol Leaders
- All Parents of Beavers, Cubs and Scouts
- Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Executive Committee or the Group Scout Council
- the District Commissioner and District Chair are ex-officio members of the Group Scout Council.

### **2.5 Group Executive Committee**

The Group is managed by the group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group 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 committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets once a term.

Members of the committee complete five training modules; Essential Information, Trustee Introduction, Safety, Safeguarding and GDPR, within the first five months of joining the committee.

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment and is responsible for:

- The maintenance of Group property;
- The raising of funds and administration of the Group finance;
- The insurance for persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

### **2.6 Risk and Internal Control**

The Group Executive Committee has identified the major risks to which they believe the Group is exposed these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

#### **2.6.1 Damage to Buildings, Property or Equipment**

The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

#### **2.6.2 Injury to Leaders, Helpers, Supporters and Members**

The Group through the capitation fees contributes to the Scout Association national accident insurance policy. Risk Assessments are undertaken before all activities.

#### **2.6.3 Reduced Income from Subscriptions and Fund Raising**

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise

## **Trustees Annual Report**

### **1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**

the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

#### **2.6.4 Reduction or Loss of Leaders**

The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, the complete closure of the Group.

#### **2.6.5 Reduction or Loss of Members**

The Group provides activities for all young people aged 6 to 14. If there was a reduction in membership in a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, the complete closure of the Group.

#### **2.6.6 Financial**

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policy to ensure that insurance risks are covered.

### **3 Objectives and Activities**

#### **3.1 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.

#### **3.2 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 cooperate with others and make friends.

#### **3.3 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.

#### **3.4 Public benefit statement**

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

## **Trustees Annual Report**

### **1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**

#### **4 Achievements and performance**

At the Scout Census on 31st January 2022, the Group had 90 youth members and 28 adult leaders, section assistants and committee members. In total there were 118 members, an increase of 35.6% compared with the 2021 census.

The Group has two Beaver Colonies, two Cub Packs and a Scout Troop. All sections run at or near maximum capacity.

In line with Government Covid-19 restrictions all sections were able to resume face-to-face meetings outdoors from April 2021 and indoor meeting from September 2021. With the addition of extra cleaning, hand hygiene and ventilation, all sections embraced being able to meet together and found creative solutions to ensure a level of normality for our members whilst continuing to juggle last minute changes in guidance and absence due to self-isolation.

During the year the group executive committee held one meeting online. The AGM was also held online in Dec 2021. At the AGM Keith Fleming joined the Group Executive Committee. Sue Jenkins resigned from the committee in March 2022. We thank all our volunteers for their hard work, dedication and support during the past year, another challenging year given the number of changes needed in reaction to the pandemic. All sections rely on adults volunteering their time to lead activities, camps, undertake administrative tasks etc. Additional leaders for all sections would be very much welcomed, would you like to help, even on an occasional basis?

##### **Chippewa Beaver Colony**

Sarah (Rainbow) continues to lead this section, with support from a section assistant, parents and two DofE students. During the year the beavers achieved over 150 badges, which included a Bronze Award.

##### **Sioux Beaver Colony**

Jackie (Red Bear) continues to lead this section, with support from parents and a young leader. During the year the beavers achieved over 150 badges, which included 5 Bronze Awards.

##### **Mowgli Cub Pack**

Vicki (Akela) leads this section, with support from one assistant section leader and two section assistants together with a young leader and a DofE student. During the year the cubs achieved over 60 badges.

##### **Kim Cub Pack**

Lucy Williams (Akela) leads this section, with support from one assistant section leader two section assistants. During the year the cubs achieved over 90 badges. which included 2 silver Awards.

##### **Scouts**

Lee, Jim, Mick lead this section, with support from Emma a section assistant. During the year the scouts achieved over 50 badges.

#### **5 Financial Review**

##### **5.1 Reserves Policy**

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, circa £10,000.00.

The Group held reserves of approximately £231,167.00 against this at year end. This is above the level required for operating expenses. However, this can be explained as it includes the property asset of £197,682.00.

##### **5.2 Investment Policy**

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks.

**Trustees Annual Report**  
**1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**

**5.3 Annual Accounts**

The annual accounts for the period include the following:

Income

£2,682.00 HMRC Gift Aid.  
£20,000.00 Private donation for equipment.  
£8,000.00 Dorset restart grant.  
£3,576.00 Open Spaces Landscaping grant.  
£2,021.00 Sport England tentage grant.  
£1,000.00 Wessex Water Hedgerow grant

Expenditure

£10,000.00 Loan repayment Parent 1.  
£20,000.00 Loan repayment C & J Westbrook.  
£10,898.80 Scouting Equipment.  
£2,820.00 Tarmac entrance and repair sets.  
£5,629.75 Landscaping field.  
£1,935.00 Insurance for years 2022/2023.

**6 Future significant activities or major projects**

The group plans to support a full range of scouting activities across all sections next year with the cancelled camp in August.

**7 Declaration**

The trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees:

**Signature:** 

**Date:** 1<sup>st</sup> October 2022

Full Name: Colin Westbrook      Position: Group Scout Leader

**Signature:** 

**Date:** 1<sup>st</sup> October 2022

Full Name: Antony Weaver      Position: Group Chair



31.05.22

Dear Colin

Please find enclosed 2 sets of signed financial statements for St Marys Gillingham Scout Group  
Happy to send a PDF also.

If you need to go through anything let me know

Many thanks, have a lovely long weekend and speak soon

Bev

**TS Accounting South West Ltd**

Tel. 01747 835516 E-mail: [info@tsaccounting.co.uk](mailto:info@tsaccounting.co.uk) Web: [www.tsaccounting.co.uk](http://www.tsaccounting.co.uk)

Office: 20 Kingsmead Business Park, Gillingham Dorset SP8 5JG

Registered Office: 1 Barleyfields, Gillingham, Dorset, SP8 4UN Company Registration No: 06404452



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**St Marys Gillingham Scout Group**

Charity number 1023375

**FINANCIAL STATEMENT FOR THE YEAR ENDED 31ST MARCH 2022**

		31.03.22	31.03.21
<b><u>Treasurer</u></b>	<b>Income</b>		
	Beavers	16.87	20.00
	Cubs	10.00	-
	Scouts	227.36	341.50
	Subs	10,320.25	6,683.00
	Scouts fundraising	2,682.45	3,190.81
	Uniform	55.50	
	Donations		15,129.66
	Misc		0.57
	Grants	14,597.00	20,681.00
	Donations	21,839.05	
	Hall hire	3,286.64	1,000.50
	Fundraising	6,744.00	2,851.33
	<b>Expenses</b>		
	Various Fundraising costs		
	Other expenses	439.02	333.68
	Maintenance	281.98	7,003.98
	Equipment	10,661.04	887.99
	Insurance	1,838.81	3,023.53
	Helper ins	67.20	
	Accountancy	210.00	
	Sundry	48.24	
	Rates	99.71	
	Heat and light	1,082.65	682.76
	Water	67.62	227.77
	Beavers	296.31	25.13
	Cubs	59.16	4.00
	Scouts	208.12	2.00
	Fund raising	1,198.13	456.86
	Badges	609.32	537.04
	Supplies		152.51
	Census payment	51.39	3,264.00
	Community hall	10,424.29	15,765.24
<b><u>Scouts</u></b>			
	Beavers		
	Cubs	-	
	Scouts	-	
	Subs		
	HMRC charities		
	Scouts - expenses		
		<hr/>	<hr/>
		27,642.99	32,366.49
		59,779.12	49,898.37
Excess income for the year		32,136.13	17,531.88

**BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2022**

Assets and liabilities	31.03.22	31.03.21
Bank 1	25,064.27	23,318.65
Bank 2	11,421.14	11,030.63
Savings		
Loan	-	- 30,000.00
	-	-
Property asset	194,682.30	194,682.30
Total net assets	<u>231,167.71</u>	<u>199,031.58</u>
Financed by		
Reserves b/fwd	199,031.58	181,499.70
Income less expenses for the year	<u>32,136.13</u>	<u>17,531.88</u>
Reserves c/fwd	<u>231,167.71</u>	<u>199,031.58</u>

1. Accounting policies

Basis of preparation

Receipts are recognised in the period that revenue is received, except that if revenue relates to or is refunded at a future date, it is treated as an accounts payable and expenditure is recognised when payments are made, except where it relates to a significant future event, No account is taken of any inventories or on hand items held for resale. FRS102 has been applied in relation to the building asset

Independent Examiners Report

Report of the Independent Examiners to the Trustees on the Financial  
Statements of St Mary Gillingham Scout Group for the year ended  
31st March 2022 Charity number 1023375

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.

Signed  .....

Dated  .....

Miss B Kemp  
TS Accounting SouthWest Limited  
20 Kingsmead Business Park  
Gillingham  
Dorset  
SP8 5JG



31.05.22

Dear Colin

Please find enclosed 2 sets of signed financial statements for St Marys Gillingham Scout Group  
Happy to send a PDF also.

If you need to go through anything let me know

Many thanks, have a lovely long weekend and speak soon

Bev

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**St Marys Gillingham Scout Group**

Charity number 1023375

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	Scouts	227.36	341.50
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Signed  .....

Dated  .....

Miss B Kemp  
TS Accounting SouthWest Limited  
20 Kingsmead Business Park  
Gillingham  
Dorset  
SP8 5JG

**ST MARY GILLINGHAM SCOUT GROUP**

England & Wales - Charity number 1023375

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# Accounts

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The European Agricultural Fund  
for Rural Development: Europe  
investing in rural areas



**Scouts**  
St Mary Gillingham

# St Mary Gillingham Scout Group Annual Report and Accounts For the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021



**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*

**Trustees Annual Report**  
**1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021**

## **1 Reference and Administration Details**

Charity Name: St Mary Gillingham Scout Group  
Charity Number: 1023375  
Scout registration: 15281  
Principal Address: The Cedars, Bay Lane Gillingham, Dorset SP8 4ER

### **1.1 Trustees**

Antony (Tony) Weaver	Group Chair
Fiona Potter	Group Secretary
Sarah Stevens	Group Treasurer
Colin Westbrook	Group Scout Leader
Vicki Smith	Section Leader Cubs
Lucy Williams	Section Leader Cubs
Jackie Westbrook	Section Leader Beavers
Sarah Farquhar	Section Leader Beavers
Paul Lampard	Section Leader Scouts
Lee Charlton	
James (Jim) Harwood	
Sue Jenkins	
Sandra Trowbridge	
Steve Butler	
Karen Penny	
James Meadows	
Charlene Warwick	

Names and addresses of advisers

TS Accounting      20 Kingsmead Business Park Gillingham SP8 5JG

**Trustees Annual Report**  
**1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021**

## **2 Structure, Governance and Management**

### **2.1 Governing Document**

The Group'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 (POR) of the Scout Association.

### **2.2 Group Scout Council**

The Group Scout Council is the electoral body to which the Group Executive Committee is accountable. Membership of the Group Scout Council is open to:

- Scouters
  - Group Active Support Managers and members
  - Colony Pack and Troop Assistants
  - Skills Instructors
  - Administrators
  - Advisers
  - Patrol Leaders
  - All Parents of Beavers, Cubs and Scouts
  - Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Executive Committee or the Group Scout Council
- the District Commissioner and District Chair are ex-officio members of the Group Scout Council.

### **2.3 Constitution**

The Group is a trust established under the Policy, Organisation and Rules of the Scout Association.

### **2.4 Trustee Selection**

The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

### **2.5 Group Executive Committee**

The Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

Members of the Executive Committee must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to:

## **Trustees Annual Report**

### **1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021**

- Comply with the Policy, Organisation and Rules of The Scout Association
- Protect and maintain any property and equipment owned by and/or used by the Group
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fund-raising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group
- The opening, closure and amalgamation of sections as necessary.
- And all other duties as set out in Policy, Organisation and Rules.

## **2.6 Risk and Internal Control**

The Group Executive Committee has identified the major risks to which they believe the Group is exposed which are:

### **2.6.1 Financial**

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policy to ensure that insurance risks are covered.

### **2.6.2 Injury to Leaders, Helpers, Supporters or Members**

The Group supports compliance with the Safety Policy and ensures appropriate risk assessment; elimination, reduction and control measures are taken to reduce the likelihood of any injuries.

In addition, through membership fees, the Group contributes to the Scout Association's national accident insurance policy.

### **2.6.3 Damage to Buildings, Property or Equipment**

The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

## **Trustees Annual Report**

### **1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021**

#### **2.6.4 Reduced Income from Subscriptions and Fund Raising**

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group holds adequate reserves to ensure the continuity of activities should there be a major reduction in income. The committee could also raise the value of subscriptions to increase the Group income either temporarily or permanently.

#### **2.6.5 Reduction or Loss of Leaders**

The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there were a reduction in the number of volunteers to an unacceptable level, then there would have to be a contraction, consolidation or closure of activities or sections.

#### **2.6.6 Reduction or Loss of Members**

If there were a reduction in membership of a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section.

### **3 Objectives and Activities**

The primary objective of the Group is that of the Scout Association generally, namely:

'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 cooperate with others and make friends.

#### The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing

## **Trustees Annual Report**

### **1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021**

- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

The activities of the Group are:

- The provision of the Scouting programme for 6 to 14 year old members.

## **4 Achievements and Performance**

Section activities

Each section continues to run a wide and varied programme of activities within the current pandemic restrictions with Zoom meetings and when allowed socially distanced outside meetings.

Fundraising

With the majority of fundraising activities being cancelled and to maintain an income towards paying off the £30,000 loan, a group exec member started selling donated items on the internet which was very successful.

The group received grants from Post Code Local Trust for landscaping, the Government Covid grants and 100% rate relief for the year.

### **4.1 Public benefit statement**

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

## **5 Financial Review**

### **5.1 Reserves Policy**

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to £10,000.00.

The Group held reserves of approximately £199,000.00 against this at year end. This is above the level required for operating expenses. However, this can be explained as it includes the property asset.

**Trustees Annual Report**  
**1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021**

## 5.2 Investment Policy

The Group's Income and Expenditure is very small and as a consequence, does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low-risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.

## 5.3 Annual Accounts

The annual accounts for the period include the following:

£3,144.00 HMRC Gift Aid refund.

£12,000.00 Post Code Local Trust grant.

£5,431.00 Lock down grant.

Loan repayment Dorset Scouts £10,000.00

Loan repayment North Dorset Scout Council £10,000.00

Patio and parking expenditure £6,710.00

Landscaping deposit £5,629.00

Insurance for years 2020/2021 £1,475.00 and 2021/2022 £1,548.00

## 6 Optional section for any future significant activities or major projects

The group plans to support a full range of scouting activities for all sections next year. At the time of writing, this is subject to Covid-19 social distancing restrictions during the current pandemic. The group are keen to see a return to face-to-face scouting, but only once it is safe to do so and within government and Scout Association guidelines.

## 7 Declaration

The trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees:

Signature: 

Date: 15/12/2021

Full Name: Colin Westbrook      Position: Group Scout Leader

Signature: 

Date: 15/12/2021

Full Name: Antony Weaver      Position: Group Chair

FINANCIAL STATEMENT FOR THE YEAR ENDED 31ST MARCH 2021

	31.03.21	30.03.20
<b><u>Treasurer</u></b>		
Income		
Beavers	20.00	945.24
Cubs	-	712.07
Scouts	341.50	3,999.19
Subs	6,683.00	-
Scouts fundraising	3,190.81	221.00
Marquee hire		400.00
Donations	15,129.66	5,417.34
RPA		27,077.93
Lottery grant		10,000.00
Electric refund		204.13
Misc	0.57	30.00
Grants	20,681.00	
Donations		2,813.85
Hall hire	1,000.50	2,725.33
Fundraising	2,851.33	10,299.11
Expenses		
Various Fundraising costs		38.07
Other expenses	333.68	11,348.71
Maintenance	7,003.98	121.68
Equipment	887.99	10.00
Insurance	3,023.53	138.04
Accountancy		210.00
Sundry		
Rates		307.44
Heat and light	682.76	1,319.31
Water	227.77	64.00
Beavers	25.13	957.68
Cubs	4.00	263.72
Scouts	2.00	5,285.62
Fund raising	456.86	1,651.06
Badges	537.04	492.55
Supplies	152.51	210.50
Census payment	3,264.00	4,635.00
Community hall	15,765.24	5,917.88
<b><u>Scouts</u></b>		
Beavers		214.00
Cubs		30.00
Scouts		1,930.00
Subs		10,712.07
HMRC charities		
Scouts - expenses		1,777.90
	32,366.49	49,898.37
		34,749.16
Excess income for the year		77,731.26
		42,982.10

**BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2021**

Assets and liabilities	31.03.21	31.03.20
Bank 1	23,318.65	27,870.86
Bank 2	11,030.63	8,946.54
Savings		
Loan	- 30,000.00	- 50,000.00
Opening balance	-	-
Property asset	194,682.30	194,682.30
Total net assets	<u>199,031.58</u>	<u>181,499.70</u>
Financed by		
Reserves b/fwd	181,499.70	138,517.60
Income less expenses for the year	<u>17,531.88</u>	<u>42,982.10</u>
Reserves c/fwd	<u>199,031.58</u>	<u>181,499.70</u>

1. Accounting policies

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Signed B Kemp

Dated 13.5.2021

Miss B Kemp  
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