

Trustees Annual Report

From 1st April 2022– 31st March 2023



1 Reference and Administration Details

Charity Name: 5th Rayleigh Scout Group
Charity Number: 1023573
Principal Address: The Birches Scout Hut, Priory Chase, Rayleigh, Essex, SS6 9NF

1.1 Trustees

Kyla Tosh	Group Scout Leader (Beaver Leader)
Joe Locke	Group Chair
Lesley Turley	Group Secretary
Sarah Balkwill	Group Treasurer

Jo Garnett	Section Leader
Mike Turley	Section Leader
Brian Tosh	Assistance Section Leader
Gary Smith	Assistant Section Leader
Helen Olly	Assistant Section Leader
Natasha Hughes	Assistant Section Leader
Steve Jacobs	Assistant Section Leader

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

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- 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.

It has a constitution agreed by the Group Scout Council, but which is subservient to its governing documents.

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:

- 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.

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- 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 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.

2.6.2 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.

2.6.3 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.

2.6.4 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.

2.6.5 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.

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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
- 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 6–14 year old members

4 Achievements and Performance

Brief summary of key activities of the Group – All sections (Beavers, Cub, Scouts) have delivered full programmes of activities for each term within the year which consisted of numerous meetings at our scout group site and other venues. All sections have also held overnight events/camps, in addition to our annual family camp (which is open to all section members and their families).

Fundraising – Included a sweets stall on meeting nights, bake off competition, curry night.

Building projects – Improving the exterior landscape of our site (Priory Chase). Two large containers have been purchased and delivered to increase storage, we have increased our car park area and

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have undertaken further landscaping of the site in preparation for creating a natural trail and other projects over the next couple of years.

Community engagement – Litter collection at Swayne Park.

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 minimum sum of £3,000 which would sufficiently cover a period of 6-12 months.

The Group held reserves of approximately £6,000 against this at year end. This is above the level required for operating expenses. This additional surplus can be explained by the fact the group is planning additional expenditure on the hall and outside landscaping.

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.

6 Declaration

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

Signed on behalf of the charity's trustees:

Signature:

Date:

31/1/2024

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Full Name: Joe Locke

Position: Group Chair

Signature:

A handwritten signature in black ink, appearing to be "J. Locke", written over a horizontal line.

Date: 31/1/2024

5th Rayleigh Scout Group (Charity no. 1023573)

Receipts and payments account

Year start date

Year end date

For the year from	1st April 2022	To	31st March 2023
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Receipts and payments

	2022/23	2021/22
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	7,306	7,229
Income from Activities	1,125	585
Income from Camps	8,381	5,460
Donations (Company and individual)	878	814
Legacies	-	-
Gift Aid	1,569	5,147
Other similar income	343	78
Sub total	19,602	19,312
Grants		
Maintenance grant	2,747	-
Other grants	-	-
Sub total	2,747	-
Fundraising events (gross)		
Scouting Fundraising	1,943	663
DEC Ukrainian Appeal	55	329
Vision School Sponsored Walk	-	756
Other Fundraising	-	-
Sub total	1,998	1,747
Scout hut income		
Hire of building	21,564	16,900
Hire of equipment	-	-
Other Scout hut income	-	-
Sub total	21,564	16,900
Investment income		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
Sub total	-	-
Total Gross Income	45,912	37,959
Asset and investment sales, etc.	-	-
Total receipts	45,912	37,959

5th Rayleigh Scout Group (Charity no. 1023573)

Receipts and payments account

Year start date

Year end date

For the year from	1st April 2022	To	31st March 2023
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Receipts and payments

	2022/23	2021/22
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Membership subscriptions paid on (Capitation)	3,204	3,103
Youth programme and activities	2,846	1,964
Adult support and training	-	-
Contribution to camp costs	7,972	2,239
AGM and trustee expenses	-	-
Scouting Equipment Costs	1,355	170
Badges and Uniform	1,398	1,160
OSM Subscription	164	86
Sundries	163	181
Sub total	17,102	8,903
The Birches Costs		
New Hut Building Costs	-	4,100
Broadband	213	234
Cleaning	976	742
Consumables	65	75
Electricity	2,669	721
Grounds	8	38
Insurance	1,062	1,030
Music Licence	579	68
Rates	80	454
Rent	1,500	4,500
Development Costs	11,322	17,978
Equipment Costs	792	16
Maintenance	218	-
Adjustment	-	9
Hall Hire	-	125
Payment to District	2,000	-
Sub total	21,484	30,071
Fundraising and Donations		
DEC Ukrainian Appeal	55	329
Vision School	144	144
Rayleigh Town Council Hanging Basket Sponsorship	-	30
Fundraising Expenses	479	15
Other fundraising costs	-	-
Sub total	678	518
Total Gross Expenditure	39,264	39,492
Asset and investment purchases, etc.	-	-
Total payments	39,264	39,492
Net of receipts/(payments)	6,648	- 1,533
Cash funds last year end	19,682	21,215
Cash funds this year end	26,330	19,682

5th Rayleigh Scout Group (Charity no. 1023573)

Receipts and payments account

Year start date

Year end date

For the year from	1st April 2022	To	31st March 2023
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Statement of assets and liabilities at the end of the year

	31/03/2023 Unrestricted funds £	31/03/2022 Unrestricted funds £
Cash funds		
Bank current account	26,330	19,521
Cash received but not banked	-	162
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	26,330	19,682
(agree balances with receipts and payments account)	ok	ok
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	6,235	7,794
Other	-	-
Sub total	6,235	7,794
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-
Total net assets	32,565	27,476

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

S Balkwill

Print Name

Joe Locke Chair
Sarah Balkwill Treasurer