

Trustees' Annual Report

For the period

From (start date)

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to end date

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Section A

Reference and administration details

Charity name

1st Lichfield (St Chads) Scout Group

Other names the charity is known by

1st Lichfield Scout Group

Registered charity number (if any)

1 0 3 0 2 7 2

HQ registration number

Charity's principal address

The Leasowe

Lichfield

Staffordshire

Postcode

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Charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

Trustee Name	Office (if any)	Dates acted if not for whole year
Martin Sadler	Chair	
Jonathan Staite	Board Member	
Paul Adams	Treasurer	

Audit & Examination of Annual Accounts

Type of Review	Undertaken By	Address
Independent Examiner	Connell Business Services	Lichfield, Staffordshire.

Advisers to the Charity

Type of advisor	Name	Address

Governing document

The Group's governing documents are those of the 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.

How the charity is constituted

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

Trustee selection methods

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

Policies & Procedures Adopted for the Induction & Training of Trustees

The Group is managed by the Group Trustee Board, 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 Trustee Board consists of the Chair, Treasurer and 2 Trustees and meets every 4 months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

Policies & procedures for trustee' consideration of major risks and the systems and procedures to manage them

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:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

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

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.

Reduction or loss of members. The Group provides activities for all young people aged 4 to 18. If there was a reduction in membership in a particular section or the group as 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.

Inappropriate Use of Funds. All expenditure is itemised on group accounts, and, with very few exceptions, all incoming funds go directly into the group bank account. This means that all income and expenditure flows through the group bank account and thus facilitates full scrutinisation of how funds are used. The group bank account also requires two signatories for all payments, including both cheque payments and online transactions; there are no card transactions.

Lease Renewal Fund . This fund serves two purposes; 1) to provide contingency funds in case of major unexpected and unavoidable expenses occurring and 2) to build a fund toward the eventual renewal of the lease for the Leasowe Hall. The Leasowe Scout Hall is on a fifty-year lease with St Chad Church signed on 28th November 1990. Upon completion of the fifty years the Scout Group will need to renegotiate the lease. Our best course of action is uncertain now however it is acknowledged that any chosen action will incur substantial costs and it is for this reason that a fund has been created to build reserves ready to take the necessary action when appropriate to do so.

Section C	Objectives and activities
Purpose of Scouting	<p>Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p>
Values of Scouting	<p>As Scouts we are guided by these values:</p> <p>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.</p>
Scout Method	<p>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> - 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.
Public benefit statement	<p>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.</p>

YEARLY REVIEW

Jonathan Staite
Group Lead Volunteer

What a enjoyable and active year all sections of the group have had since our last AGM. All three sections have provided in excess of the required programme elements including a very busy weekly programme of activities in line wit the training programme and also been able to offer every young person at least one overnight experience.



In fact, there has been a total offer across all three sections of 26 nights away. These include numerous camping weekends when the young people learn the necessary skills to 'survive' in tents, or some would say the even more challenging experience of indoor dormitory living. Locations have been in Staffordshire, Derbyshire and Leicestershire.



The activities offered by our small but very experienced leadership team have been varied to say the least. Ranging from arts and craft activities, both indoor and outdoor cookery to various levels of success, building bird boxes, abseiling and climbing in the Peak District, kayaking, environmental projects, reviewing local chip shops to cycling and taking part in numerous sporting challenges.



We have been successful in securing some financial support in the form of grants that has enabled us to purchase new essential camping equipment which have already been put to good use by all three sections.



Every year I am humbled by the support of our leadership team, not only to me personally but to all our young people. All of our team strive to make 'memories to last a lifetime'. They all do this with other reward than helping your son or daughter learn to grow and develop with the necessary skills to hopefully become fantastic young adults of the future. The programme and opportunities offered do not just happen and I would like to express my personal gratitude to every single one of them who volunteer. It also never goes un noticed that the time given is time given up with their own friends and families and I would again like to express all of our thanks to our leaders' partners and families for your support to allow our leaders to do what they do.



Behind the scenes but just as essential to the running of our scout group are our volunteer trustees. The Board of Trustees ensure that the group is run as safely as with the necessary insurance and maintenance. The board also reviews our finances and looks at strategic development and challenges ahead. It was so pleasing at the last AGM for four new volunteers to come forward and be accepted as trustees. Again I cannot thank the team enough for the background support and knowledge along with challenge when necessary.



The next 12 months will include challenges in securing further development of the building to make sure it meets required fire safety standards and the continuing battle to try and find the necessary finances and time to get the building decorated.

The leadership is knowledgeable , experienced and keen but another constant challenge is try to secure new leaders or those who wish to support the group. Please do consider if you could help in anyway be it helping to apply for funding, seeking grants form workplaces and charities, helping maintain the building, joining the board of trustees or being able to support the leadership team. We need some younger leaders and help to secure the future of the group.



Section E**Financial Review**

Policy on Reserves

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 6 months running costs, circa £10k.

Where funds fall short of the desired amount fundraising will be prioritised year-on-year until the desired reserve is reached.

Amounts held in reserves which are in excess of this desired amount are retained to support the Lease Renewal Fund.

Policy on Investments

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, building societies, & credit unions, or The Scout Association's Short Term Investment Service.

Audit of Accounts

Following Scout Association and Charity Commission guidelines the Group Executive commission the services of a qualified Independent Examiner to audit the annual accounts.

The report returned by the Independent Examiner provides assurance that the accounts of the Group meet the terms of the constitution outlined by The Scout Association. It also provides a confirmation that the Group accounts reconcile with the Group Bank Statements.

Estate Property

The Group has the rights to use of the Leasowe Scout Hall within the terms of a lease signed on 28th November 1990. The lease runs for a period of 50 years expiring on 27th November 2040 whereupon the ownership and control of both the property and the land are to be handed over to St Chad's Church. For the period of the lease the 1st Lichfield (St Chads) Scout Group are to pay rent of £1 on or before 31st December each year.

As responsible caretakers of the property and to meet the terms of the lease, the Group Executive will allow sufficient funding to maintain the land and the building structure and also the internal/external aesthetics.



Section F**Other Optional Information**

None

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

Signed on behalf of the charity's trustees

Signature

	
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Full name

Martin Sadler	Jonathan Staite
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Position

Chair	Group Lead Volunteer
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Date

07	07	25
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1st Lichfield (St Chads) Scout Group
ANNUAL ACCOUNTS SUMMARY

	2024-2025	2023-2024
Income		
Bank Interest	£ 71.59	£ 35.61
Donation	£ 575.00	£ 820.00
Events	£ 2,433.00	£ 2,357.60
Events - Beavers	£ 750.00	£ -
Events - Cubs	£ 1,050.00	£ 600.00
Events - Scouts	£ 1,616.00	£ 1,525.00
Gift Aid	£ -	£ 1,175.92
Grant	£ 3,044.72	£ -
Membership Fees	£ 8,734.88	£ 7,959.00
Merchandise	£ 213.00	£ 552.00
Rent	£ 9,830.00	£ 6,764.50
Expense		
Activity Equipment	£ 79.00	£ 93.28
Admin	£ 583.29	£ 737.74
Badges	£ 877.81	£ 1,393.02
Bank Fees	£ 616.81	£ 455.03
Camping Equipment	£ 2,389.87	£ 548.82
Events	£ 2,537.70	£ 1,919.73
Events - Beavers	£ 973.42	£ -
Events - Cubs	£ 1,194.85	£ 981.69
Events - Scouts	£ 1,383.07	£ 2,255.24
Insurance	£ 1,834.80	£ 2,083.96
Meetings - Beavers	£ 176.34	£ 389.50
Meetings - Cubs	£ 376.32	£ 267.64
Meetings - Scouts	£ 78.79	£ 202.35
Membership Costs	£ 4,176.00	£ 3,973.30
Merchandise	£ 355.60	£ 817.60
Rates	£ 1.00	£ 1.00
Rent	£ 130.63	£ -
Utilities	£ 3,196.67	£ 2,649.11
Venue Maintenance	£ 3,938.41	£ 3,090.28
Account balances		
Barclays Current	£ 11,783.71	£ 7,917.49
HSBC	£ -	£ 520.00
Fusion Reserve	£ 14,368.88	£ 14,297.29
Summary		
Account balance brought forward	£ 22,734.78	£ 22,804.44
Total income	£ 28,318.19	£ 21,789.63
Total expenditure	£ 24,900.38	£ 21,859.29
Net income	£ 3,417.81	-£ 69.66
Account balance carried forward	£ 26,152.59	£ 22,734.78

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES of 1ST LICHFIELD (ST CHADS) SCOUT GROUP

I report on the accounts of the Trust for the year ended **31st March 2025**.

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

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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

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

- to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act
- have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name : KAREN WILBY

Relevant professional qualification/body : AAT

Address : 25 DELL CLOSE
LICHFIELD WS13 7TW

Date : 5.10.2025

Signature : Karen Wilby