

Trustees Annual Report
From 01/02/2021 – 31/01/2022 for financial
year reported



1 Reference and Administration Details

Charity Name: **1st Keyworth Scout Group**
Charity Number: **1030336**
Principal Address: **The Scout Hut, Elm Avenue, Keyworth NH12 5AN**

1.1 Trustees

Jennifer Kysela (JK) Group Treasurer
Dr Graham Blakey (GB) Group Scout Leader
Mary Butler (MB)
Lorraine Irvine (LI) - Appointed Nov 2021
Andy Farrant (AF) - Appointed Nov 2021
Jennifer Turnbull (JT)

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
- Explorer Scout Leaders (if stated in a Partnership Agreement)

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- 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:

- 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 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 premise a hut on a small piece of land is held in trust under a deed of appointment and managed by 4 trustees on behalf of the group. It would request the use of buildings, property and equipment from neighbouring organisations were this to become unavailable. 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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There were no adverse events during the year.

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:

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- The provision of the Scouting programme for 6–18-year-old members

4 Achievements and Performance

The group is now back and running activities for you people after the difficulties imposed by COVID.

The position of Group Chair remains vacant but the executive committee and the GSL manage the organisation effectively with regular meetings through the year. We have continued to raise funds, connect with the community and care for the Hut and our young people.

Fund Raising:

Luckily, we do not have to rely on our fundraising at the Keyworth show to raise money for activities, due to the wonderful income generated by our main fund raiser the fantastic Turkey Trot half marathon. This is run by a sub-committee, a great team which chaired by Colin Brearley, with Neil Rabbits and Chris Milne, who work hard behind the scenes to ensure this event runs smoothly. The race finances our whole year and allows us to retain our own premises and make plans for future growth and activities. The race went ahead in December 2021 after last year's cancellation and although the entry field was kept lower than in the past years due to the distancing regulations of COVID it generated £21,000 in income against £10,000 in costs. The decision made last year to raise our subs for the first time in 17 years from £7 to £10 a month, an amount still below the national average payment and one we hope can remain in place for several years to come, has been implemented with new gift aid declarations and standing order mandates being obtained from parents. We have also been grateful to receive grants totalling £16,335.21 from Rushcliffe Borough council

Community events: At Christmas we managed a successful and much appreciated Christmas Post, it is a much appreciated by our older community in Keyworth.

We held a stall at the annual Keyworth Show, featuring a "camp kitchen" throwing game. The purposes of the stall being to both raise funds and awareness within the village which is in a period of major expansion with new families moving into the area.

Hut Management: To ensure the Hut will be safe to use and a healthy environment for activities we continued to carry out regular Risk Assessments, testing of the Fire Prevention equipment, PAT testing and Gas Safety Checks. We have renovated the toilets to make them more pleasant and more environmentally friendly. We have plans to replace the boiler and build additional external storage. Much of the hut maintenance is due to Robin who continues to support the group despite passing a significant age milestone last year.

Group Scout Leader:

Overview

The previous year has been affected by the ongoing the coronavirus pandemic. Nevertheless, we

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are now able to offer our usual range of Scouting activities. This return to normality has been a gradual process over the last 12 months, as the global roll out of the vaccination programme has taken affect. Numbers across the sections have remained reasonable static across the last 2 years, the exception being Beavers. The latest census numbers from January 2022 are given below in comparison to the corresponding figures for the last 3 years.

Section	2020	2021	2022
Beavers	24	19	33
Cubs	38	35	35
Scouts	28	37	28

The increase in the number of beavers in 2022 reflects the setting up of an additional colony. Both colonies run in parallel on a Monday evening. To accommodate the extra colony the Scout Group has hired the Parochial Hall for 2 h on a Monday evening.

Several of our leaders have left over the last 12 months. These include: Marieta Garcia-Bajo a Section Assistant with A Pack, Eddie Welham, a Section Assistant with Explorers; Jonny Bramley-Maye a section assistant with B Pack and Joel Scot, a Section Assistant with Beavers. We wish them all well and thank them for their contribution to the Group. Additionally due to work commitments Edie Snow is no longer available on a regular basis a Section Assistant in the Scout Troop.

We have though taken on 2 new recruits; both have come to Beavers. These are Melanie Ratcliffe and Doug Smith, welcome to the Group.

Achievements

Our young people have gained bronze and silver Chief Scout's Awards (CSA) in Beavers and Cubs respectively. Had our scouts been able to undertake an expedition we would have had Gold CSA achievement too. I know that this year the scouts are on track to achieve this award.

Our Explorers completed bronze and gold DofE expeditions over the summer last year.

The hard work of our leaders was also recognised. Bayan Mansour and Sam Kaye achieved their 5-year service awards. Phil Eddy, Sam Kaye and David Day achieved their wood badge. Graham Blakey was given an Award of Merit.

Activities

All sections have been busy

In September, we held a Group Activity Day at Hollygate. The weather was kind and our young people, and their families enjoyed a full-on day that ranged from designing a container to prevent eggs from breaking when dropped from a height to pioneering to wide games. Our infamous BBQ

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returned along with a campfire to send everyone home reeking of smoke.

All our sections helped at the Turkey Trot, manning water stations and the bag store. The weather was kind for December so not too many frozen fingers.

In February we went en masse to see the Panthers play at the Ice Stadium. The game had it all, plenty of goals, a win for the Panthers and the customary bust-ups between players. We all had a thoroughly good trip out.

The latest Group Activity was District Camp at Hollygate over the 1st May bank holiday weekend. All sections camped over. My abiding memory, apart from all the birthday cake, was how well our young people mixed and co-operated across the ages. The camp was also notable as Bayan Mansour was acting as camp leader for the 1st time. Bayan is hoping to obtain her Nights Away Permit and this camp formed part of the assessment.

Going forward

Whilst our leaders have exciting and challenging activities planned for the coming year, we are short in volunteer numbers in several areas. To continue to provide a diverse scouting programme to our young people this will need to be addressed. From a leadership perspective all sections will be introducing a parent rota system. For scouts unless we can get some consistent leadership help soon, the section will struggle to continue.

Finance Report Year Ended 31 January 2022:

Reserves at the end of the year were £67,800, up by just under £20,000 from £49,000 last year.

For the 2nd year running we were in a profit, and this year our profit was £18,600.

Income

Income was £45,000, over double that of the previous year. In both years we had a good level of government support, with this year earning £16.5k versus LY £11,400 from government grants related to Covid.

We were pleased to be able to run the TT this year in person. This brought in £21,600 income compared to LY's £861 this year. TT income was still down on 2020 (£29,000) but a great result for our first year post Covid.

Subs brought in £6,654. Up from last year, from £5,600.

We also had income from the Keyworth show, just over £400, and £160 on the xmas lights event, which if any of you were there, was a very wet affair.

At Xmas 2021 we raised £306 for the Xmas post, and this was donated to Woodland Trust this year.

Expenditure

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Costs were £26,600, a significant increase on LY but lower than 2020.

The largest cost was TT which was £10,000, although some of the costs of TT21 will fall into next year so inc these, TT costs were £11,300.

Annual capitation was £5,350 against income from subscriptions of £6,600. Annual capitation continues to grow each year and there is no expectation that this would reduce with Covid.

Other large expenditure items were insurance £1,000 (in line with last year), utilities £1,200, and IT costs £850 up from last year £110.

Cost of activities did increase on last year and all sections had fulfilling activities.

TT

TT 21 net profit was £10,200 inc the school hire that is falling into 2023 accounts. This is lower than pre Covid levels but a great return with reduced numbers (c£17k profit pre Covid).

In addition, we have also been buffered from the grant money.

Other activities

We have continued to develop the groups finances by moving the sections onto CAF and setting up online banking and applying for bank cards. This process continues.

We need to agree on a Subs level and are looking at re-engaging the parents to move them onto the CAF accounts and re-signing the forms for Gift Aid. Lorraine Irvine and Jenny Kysela will be leading a sign on event for this in June.

We have closed our old NatWest accounts and transferred money into CAF.

It is our intention to wind down any remaining use of NatWest and fully migrate to CAF bank in 2023.

Outlook for 2023

With renewed reserves we enter into 2023 with some optimism.

Scouting activities continue and our finances are robust.

We have more gift aid claims to make, (years 2022 to 2020) but we cannot proceed with these until we have more parents/ carers signatures for this.

The Keyworth Show is booked as it stands though we will be reducing our fundraising activity at this event.

We are in a good position to invest in activities for our young people and the infrastructure of the hut and our equipment.

Scrutineer of annual accounts

Our Accounts are examined by Nigel Brookbanks, 17 Lilac Close, Keyworth. NG12 5DN

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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 12 months running costs, circa £12,000.

The Group held reserves of approximately £67,000 against this at year end. This is above the level required for operating expenses. However, this can be explained by the accumulation of reserves from our major fundraising activity of the annual Turkey Trot half marathon, a decrease in expenditure during COVID and the generous support of Rushcliffe Borough Council. The committee

is actively considering the need for extended / additional premises that may be needed due to the current major expansion of the village that we are located in as well as improvements to heating and insulation of the existing hut to assist with reducing greenhouse gasses.

5.2 Investment Policy

The Group 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.

6 Declaration

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

Signed on behalf of the charity's trustees:

Signature:

Graham Blakey

Date: 30/11/2022

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Scouts
1st Keyworth



Full

Name: **Dr Graham Blakey**

Position: Group Scout Leader

Signature:

Date: 30/11/2022

Full Name: **Mary Butler**

Position: Trustee



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

The MBE for volunteerism

Template for the scrutineer's report to the trustees

Scrutineer's Report to the Trustees of the 1st Keyworth Scout Group

I report on the accounts of the Group/District for the year ended
.....31 January 2022.....

Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages1..... to3.....

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

N Brookbanks.

Name: *NIGEL BROOKBANKS*
Address: *17 LILAC CLOSE*
..... *KEYWORTH*
..... *NOTTINGHAM*
..... *NG12 5DN*
Date: *9th MAY 2022*

Jerry Kysela
03/05/22

Profit and Loss

1st Keyworth Scouts

For the year ended 31 January 2022

	2022	2021
Turnover		
Donations	16,505.21	11,434.00
Explorers Extra Income	-	77.20
Gift Aid Reclaim	-	4,057.93
Hire of Hut	-	190.00
Income for trips & activities	-	33.25
Keyworth Show	411.80	-
Subs	6,654.00	5,621.00
TT19	-	200.00
TT20	-	861.16
TT21	21,559.55	-
Xmas Lights	26.20	-
Xmas Post	-	345.00
Total Turnover	45,156.76	22,819.54
Gross Profit	45,156.76	22,819.54
Administrative Costs		
Accountants Fees	86.40	86.40
Allotment Costs	-	20.00
Alton Towers 2019	-	10.00
Annual Capitation Payment	5,356.00	4,825.00
badges	284.27	-
Bank Fees	96.00	63.00
Cost of activities	716.51	(300.00)
Cost of maintenance of equipment	-	117.48
D of E costs	432.15	-
Donations made	306.00	345.00
Equipment purchased	564.95	107.14
Expenses paid Beavers	588.38	-
Expenses paid Cubs A pack	458.09	190.91
Expenses paid Cubs B Pack	120.00	396.89
Expenses paid Explorers	393.30	372.13
Expenses paid Scouts	826.00	339.62
General Expenses	352.78	32.95
Group Gathering 2019 (4503)	-	(45.00)
Group Subs	-	45.00
Insurance	974.41	1,095.35
IT Software and Consumables	332.22	848.81
Keyworth Show Costs	123.23	-
Leaders Capitation Refund	-	600.00
Leaders Gift	187.74	15.53

	2022	2021
Legal Expenses	80.50	480.00
Repairs & Maintenance on hut	244.41	289.67
Telephone & Internet	252.64	247.74
Transfer to Beavers 4196	1,250.00	200.00
Transfer to Cubs A pack 1983	800.00	200.00
Transfer to Cubs B pack 4067	250.00	100.00
Transfer to Explorers 8963	400.00	-
Transfer to Scouts 0006	472.00	100.00
TT20 Costs	9.24	180.00
TT21 Costs	10,049.30	-
Uniforms	-	159.50
Utilities	559.63	1,199.56
Xmas Post Costs	9.24	-
Total Administrative Costs	26,575.39	12,322.68
Operating Profit	18,581.37	10,496.86
Other Income		
Interest received	0.68	0.08
Other Income	15.00	-
Total Other Income	15.68	0.08
Profit on Ordinary Activities Before Taxation	18,597.05	10,496.94
Profit after Taxation	18,597.05	10,496.94

Balance Sheet

1st Keyworth Scouts
As at 31 January 2022

Jerry Kysela
03/05/22

	31 JAN 2022	31 JAN 2021
Current Assets		
Cash at bank and in hand		
CAF Current Account	43,490.12	15,191.99
CAF Reserve account	-	12,000.08
Cash	100.00	-
Nat West Current Account	7,636.28	7,636.28
Nat West Subs Account	16,563.53	14,364.53
Total Cash at bank and in hand	67,789.93	49,192.88
Total Current Assets	67,789.93	49,192.88
Net Current Assets (Liabilities)	67,789.93	49,192.88
Total Assets less Current Liabilities	67,789.93	49,192.88
Net Assets	67,789.93	49,192.88
Capital and Reserves		
Current Year Earnings	18,597.05	10,496.94
Retained Earnings	49,192.88	38,695.94
Total Capital and Reserves	67,789.93	49,192.88