

1 Reference and Administration Details

Charity Name: 1st Keyworth Scout Group

Charity Number: **1030336**

Principal Address: The Scout Hut, Elm Avenue, Keyworth NH12 5AN

Independent Scrutineer: Nigel Brookbanks: 17 Lilac Close. NG12 5DN

1.1 Trustees

Jennifer Kysela (JK) Group Treasurer – resigned Dec 1st 2023

Dr Graham Blakey (GB) Group Scout Leader – acting chair

James Radcliff (JR) Group Secretary

Mary Butler (MB)

Lorraine Irvine (LI) – group treasurer wef Dec 1st 2023

Andy Farrant (AF)

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.

The Group is a trust established under its rules which are common to all Scouts. The Group is registered as charity with the charity commission by virtue of the land and buildings they own, and their income is over £5,000.

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

2.2 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 Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 3 months.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

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

- Complying with the Policy, Organisation and Rules of The Scout Association
- Assisting in the recruitment of leaders and other adult support.
- Protect and maintain any property and equipment owned by and/or used by the Group.
- The raising of funds and the administration of Group finance.
- 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.
- Group public occasions.
- 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.
- Appointing Group Administrators and Advisors other than those who are elected.
- 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.

2.3 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)
- The District Commissioner and District Chair are ex-officio members of the Group Scout Council.

2.4 Trustee Selection

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

2.5 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.

There have been no adverse events during the year.

The main areas of concern that have been identified are:

2.5.1 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 the capitation fees to the scout association, the Group contributes to the Scout Association's national accident insurance policy.

2.5.2 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.

2.5.3 Reduced Income from Subscriptions and FundRaising

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.

2.5.4 Reduction or Loss of Leaders

The Group is totally reliant on 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. In the worst-case scenario, the complete closure of the Group. The group continued to operate in 2023 without the formal appointment of a chairperson. The role was covered by the GSL with a person identified to stand for the role from the 2024 AGM

2.5.5 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. The Village is undergoing a major house building programme with many new families and potential members moving to Keyworth.

2.5.6 Financial Controls

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 approval for all payments and comprehensive insurance policies to ensure that insurable risks are covered

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 6–18-year-old members

4 Achievements and Performance

4.1 Group

The Year represented both the 75th anniversary of the group and the 40th anniversary of the Turkey Trot the major fundraising activity of the group, with a number of activities marking the occasions.

The position of Group Chair remains vacant over the last year. The GSL and Executive Committee (EC) has actively managed the infrastructure around the Group. The safety and integrity of the hut has been maintained, finance has been managed and the operation of the Group within the Scouting framework has been monitored. As a registered charity the EC has ensured compliance

with the requisite rules this status incurs, including submission of an annual report to the Charities Commission.

The TT proved once again to be our biggest and thereby most important fundraiser of the year. The event is organised by a small team of volunteers overseen by the EC. Many of the people on this team no longer have young people in the Group. Although, this is testament to how enjoyable organising the event can be, we could really do with some fresh faces to join the team and 'learn the ropes' from existing members.

Storage capacity at the hut is a problem. Attempts to engage builders to construct a new store at the back of the hut have proven fruitless. This project is ongoing and local architects have been approached to draw-up plans. Concept plans have been created and we hope to make progress with construction in 2025

Changes to reflect The Scout Association wish to take a more team-based approach to the various adult volunteering roles within the movement are being enacted. An ethos that Keyworth has been using for as long as it can remember. The Group's Scout Executive Committee will become formally known as The Trustee Board and its overall function will be similar to that of the current EC.

For a team to work effectively it needs members. It is this aspect of team working where most of our challenges are found going forward. Regardless of the organisation of the EC/Trustee Board the reality is that we do not always have enough people for the body and its sub-groups to function most effectively. The majority of the people on the EC and the TT team no longer have young people at the Group. We understand that people have limited free time, but this is true for the volunteers on the EC too. We believe in a team approach, the more people available, the lesser the burden on each individual.

4.2 Graham Blakey Group Scout Leader

During the last year the young people of Keyworth Scout Group have once again excelled in their Scouting Endeavours. Bronze, silver, gold platinum and diamond Chief Scout's Award have all been awarded across the sections.

Our leaders have found success too. Sam Kaye (Beavers) and Bayan Mansour (A Pack) were both awarded a Chief Scout's Commendation for the contribution they have made to scouting.

Additionally, Becky Conquest (A Pack) received her 5-year service Award. Both Jeff Turnbull (B Pack) and Graham Blakey received a 15-year service Award.

Several Group events took place over the year. Our annual Group Gathering was held in June at Walesby Forest Campsite. Following a day full of activities the traditional BBQ was lit and burgers and sausages enjoyed by all.

In September we celebrated our 75th anniversary with an afternoon of activities at Hollygate campsite. Past and present members of the Group attended taking part in Bingo a treasure hunt and for the younger element inflatable fun. A highlight was the memorabilia (photos and badges) brought by past members of the Group.

We had a good turnout of young people for the Remembrance Day service at the Memorial Gates on the Rec. Our young people also did a great job selling poppies around Keyworth on the weekends leading up to Remembrance Sunday. Christmas saw our carol service, held at the methodist church. Here we awarded the annual Robin Foster Endeavour Award, which was won by Explorer, Zena Mansour.

The Big Weekend, a camp at Newark Showground, open to all Groups in Nottinghamshire, was held in May. Keyworth was well represented at the event, we had young people from cubs through to explorers attending, beavers also paid us a visit on the Sunday. Highlights included Warhammer, a driving experience, silent disco and dodgems.

Our Beaver colony continued to be split over 2 sites on a Monday night. This was made possible by the addition of Caroline Handley and Emma Rayson to the leadership team. Initially the programme was common across both sites. Going forward the colonies will split with both running their own respective programme of activities. Marcus Curtis also joined beavers as a team member.

In B Pack Cubs we succeeded in finding more volunteers to help existing leader Jeff. The Pack now has a viable leadership team and is able to run a full and active programme of scouting activities. Damon Taylor, Kara Majerus and Claire McConochie are now all part of the B Pack volunteer team.

Explorers continue to thrive. Dan Clifford has joined the team working alongside Dave Day and Chris Milne to provide the Explorers with traditional scouting challenges and expedition training.

Earlier this year, Richard Hill and Carina Gill stepped down from their roles in the Scout troop.

Whilst Sam Holleman continues to help with the troop, the departure of Richard and Carina left us significantly short of leaders for this section. Scouts have been able to continue thanks to the involvement of leaders from other sections, particularly Becky Conquest.

5 Finance End of year Report Year Ended 31 January 2024

5.1

Reserves at the end of the year were £47725, so £13000 lower than the £60670 last year.

We spent more than we earned this year, making a loss of £12945.

All Turkey Trot income and expenditure is now reported together to give a net income figure.

DofE costs are now grouped with Explorers costs, rather than being listed separately.

Income

Total income for the year was £25500. Our Turkey Trot is now accounted for on a Net Income Basis.

Turkey Trot receipts were £24,488, and expenses were £12632. This gives a net income figure of £11856 so slightly up on last year. Thanks go to the TT committee for organising this event that enables us to continue to support our young people.

Subs brought in £12930, a slight increase on the £12101 last year.

We received £877 in bank interest this year (compared to £81 last year) as most of our funds are now held in a separate higher interest bank account.

Expenditure

Costs were £39330 (excluding TT costs). This is up from last year but we have invested in equipment and the maintenance of our hut.

Significant costs included:

£2862 on group activities – this was mainly the costs of hosting our 75th Anniversary celebrations.

£2045 on equipment purchase – mainly our new purple gazebo.

£8358 on hut repair & maintenance – a large chunk of this was to replace the carpet in the hut.

£6386 Annual capitation (increased from £5555 last year). Insurance and utility costs have all increased again.

Donations

Again, we had a very kind donation from Mrs Karin Duckworth and raised some money serving teas at the Keyworth quiz. In total we took in £175 in donations.

Our Christmas Post collection made £290 which again went to Keyworth Community Foodbank.

Outlook for 2024/5

Our various sections are continuing to run exciting activities. Although there is usually a contribution towards costs, we are fortunate to be in a position to support these activities. There has already been a national camp near Newark (The Big Weekend) and our family camp (Group Gathering).

The Explorers section has increased in numbers significantly and we continue to support The Duke of Edinburgh Scheme.

We will continue to invest in activities and the maintenance of our hut.

Plans are underway for TT24 which will continue to support 1st Keyworth Scout Group.

Scrutineer of annual accounts

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

5.2 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.

6 Financial Review

6.1 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 £45,000 against this at year end. This is a reduction on the position last year but remains well above the level required for operating expenses. The committee continues to explore for extended / additional premises and storage that may be needed due to the current major expansion of the village that we are located in. They have implemented improvements to heating and are looking at insulation of the existing hut to assist with reducing greenhouse gasses.

6.2 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. The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

7 Declaration

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

Signed on behalf of the charity's trustees:

Signature:

Graham Blakey

Date: 29/11/2024

○ **Full Name: Dr Graham Blakey**

○ **Position: Group Scout Leader**

Signature:

[Signature]

Date: 29/11/2024

○ **Full Name: Mary Butler**

Position: Trustee

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 2024

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..... to2.....

Scrutineer's Statement

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

Name: NIGEL BROOKBANKS
Address: 17 WILKIE CLOSE
..... KEYNORTH
..... NOTTINGHAM
..... NG12 5DN
Date: 20th APRIL 2024

Balance Sheet

1st Keyworth Scouts

As at 31 January 2024

Account	31 Jan 2024
Current Assets	
Cash at bank and in hand	
CAF Current Account	3,777.79
CAF Reserve account	43,787.66
Cash	160.00
Total Cash at bank and in hand	47,725.45
Total Current Assets	47,725.45
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Net Current Assets (Liabilities)	47,725.45
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Total Assets less Current Liabilities	47,725.45
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Net Assets	47,725.45
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Capital and Reserves	
Current Year Earnings	(12,944.91)
Retained Earnings	60,670.36
Total Capital and Reserves	47,725.45

Profit and Loss

1st Keyworth Scouts

For the year ended 31 January 2024

Account	2024
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Turnover

Donations	175.00
Hire of Hut	375.00
Keyworth Show	21.85
Subs	12,930.00
TT22	150.00
TT23	11,856.24
Total Turnover	25,508.09

Gross Profit	25,508.09
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Administrative Costs

AGM	325.49
Allotment Costs	20.00
Annual Capitation Payment	6,386.00
badges	336.80
Bank Fees	60.00
Cleaning	1,448.59
Cost of Group activities	2,862.85
Cost of maintenance of equip	33.66
Costs Beavers	2,203.93
Costs Cubs A pack	1,543.66
Costs Cubs B Pack	537.20
Costs Explorers (inc DofE)	3,790.52
Costs Scouts	1,230.45
Equipment purchased	2,045.48
General Expenses	89.80
Group Gathering 23	1,055.01
Insurance	1,252.52
IT Software and Consumable	610.88
Leaders Gift	84.19
Leaders Subs Refund	1,662.00
Repairs & Maintenance on hu	8,358.80
TBW (The Big Weekend)	804.00
Telephone & Internet	308.25
TT22 Expense	10.50
Uniforms	50.00
Utilities	2,219.70
Total Administrative Costs	39,330.28

Operating Profit	(13,822.19)
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Other Income

Interest received	877.28
Total Other Income	877.28

Profit on Ordinary Activities (12,944.91)
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Profit after Taxation (12,944.91)
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Profit and Loss

1st Keyworth Scouts

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