

Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 3

to end date

3 1 0 3 2 4

Section A

Reference and administration details

Charity name

1st Huntspill and Highbridge Scout Group

Other names the charity is known by

Registered charity number (if any)

1 0 3 3 9 4 2

HQ registration number

1 0 0 4 6 6 2 8

Charity's principal address

The Scout Hut

Coronation Road

Highbridge, Somerset

Postcode

T

A

9

3

J

E

Names of the 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 |
|----|----------------------|-----------------|-----------------------------------|
| 1 | Christine Tiley | Chair | |
| 2 | Anita Williams | Treasurer | |
| 3 | Ian Murley | | |
| 4 | Claudette Murley | | |
| 5 | Sue Hunter | | |
| 6 | Ian Tiley | | |
| 7 | Tina Hallsworth Lowe | | |
| 8 | Michael Lowe | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |

Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

| Type of advisor | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

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

(e.g. trust, association, company)

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

Trustee selection methods

(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the 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.

Policies and procedures adopted for:

a) the induction and training of trustees;
b) trustee' consideration of major risks and the systems and procedures to manage them

The Committee consists of 2 independent representatives, Chair and Treasurer together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every few months.

Members of the Trustee Board complete regular training modules as required by the Scout Association.

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

The maintenance of Group property;

The raising of funds and the administration of Group finance;

The insurance of 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.

Section B**Structure, governance and management (continued)**

Risk and Internal Control.

The 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:

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. Similar reciprocal arrangements exist with these organisations. 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 Committee 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.

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 policies to ensure that insurable risks are covered.

Summary of the objects of the charity set out in its governing document

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.

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 co-operate 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.

Summary of the main activities in relation to these objects

As a Group we enjoy camping and have replenished and updated items of our camping equipment. We held a party to celebrate the coronation of King Charles; attended Church Parade on Remembrance Sunday and met en-masse to renew our Promise on St. Georges Day.

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

1st Huntspill and Highbridge Scout Group is run entirely by volunteers, without whom, we would cease to exist. Their hard work and dedication is remarkable. The Trustees would like to take this opportunity to thank them all. Without them we would have no future.

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.

Section D

Achievements and performance

Summary of the main achievements of **We have opened up a second Beaver Colony and are about**

the charity during the year to open a second Cub pack for the beginning of the next academic year. We are delighted that our membership is growing and we are delivering Scouting in our local area to more young people than we have done in recent years.

| Section E | Financial Review |
|---|---|
| Brief statement of the charity's policy on reserves | <p>Reserves Policy</p> <p>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 Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £8,000.00 .</p> |
| Quantify and explain any designations | |
| Details of any funds materially in deficit (circumstances plus steps to eliminate) | |
| Further financial review details (optional information) | |
| <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • the charity's principal sources of funds (including any fundraising); • how expenditure has supported the key objectives of the charity; • investment policy and objectives; | <p>Investment Policy.</p> <p>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 or building societies.</p> |

| Section F | Other Optional Information |
|-----------|----------------------------|
|-----------|----------------------------|

Plans for future periods (details of any significant activities planned to achieve them)

Our current projects of works are mostly on-going maintenance, painting etc.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

| | |
|--|--|
| | |
|--|--|

Full name(s)

| | |
|--|--|
| | |
|--|--|

Position (eg : Chair, Trustee)

| | |
|--|--|
| | |
|--|--|

Date

| | | | | | |
|--|--|--|--|---|---|
| | | | | 2 | 4 |
|--|--|--|--|---|---|

1st Huntspill and Highbridge Scout Group

Receipts and Payments Account

| | | | |
|-------------------|----------|----|-----------|
| For the year from | 4/1/2023 | To | 3/31/2024 |
|-------------------|----------|----|-----------|

Receipts and payments

| | Unrestricted funds £ | Restricted funds £ |
|---|-------------------------|-----------------------|
| <u>Receipts</u> | | |
| Donations, legacies and similar income | | |
| Contributions from Sections : running the hut/census etc. | 10,270 | - |
| Membership Subscriptions | 8,784 | - |
| | 19,054 | - |
| Donations | 307 | - |
| Camps | 6,792 | - |
| Programme | 889 | - |
| Other similar income - Gas/Electricity refunds | 96 | - |
| Sub total | 27,138 | - |
| From Savings account | 1,000 | |
| Expenses repaid | 1,098 | - |
| MADL Grant | 500 | |
| Sub total | 2,598 | |
| Fundraising (gross) | | |
| Tombolas/Quizzes/Bingo/Easy Fundraising | 992 | - |
| Kings Coronation afternoon tea party/Xmas Fair | 739 | |
| Community Events: Xmas post, Carnival, water stations | 1,889 | - |
| Sub total | 3,620 | - |
| Investment income | | |
| Bank interest | 73 | - |
| Building Society interest | - | - |
| The Scout Association Short Term Investment Service | - | - |
| Property Rent income | - | - |
| Other investment income | - | - |
| Sub total | 73 | - |
| Total Gross Income | 33,429 | - |
| Asset and investment sales, etc. | - | - |
| Total receipts | 33,429 | - |

1st Huntspill and Highbridge Scout Group

Receipts and Payments Account

| | | | |
|-------------------|----------|----|-----------|
| For the year from | 1-Apr-23 | To | 31-Mar-24 |
|-------------------|----------|----|-----------|

Receipts and payments

Payments

| | Unrestricted funds £ | Unrestricted funds £ |
|---|-------------------------|-------------------------|
| Charitable Payments | | |
| Youth programme and activities | 3,704 | - |
| Land Lease | 415 | - |
| Census | 9,728 | - |
| Water and Sewerage | 197 | - |
| Electricity and Gas | 2,120 | - |
| Insurance | 877 | - |
| Repairs and Renewals | 3,163 | - |
| Materials and equipment | 3,062 | - |
| Donation:Somerset County Kenya Trip | 77 | - |
| Camping costs | 4,770 | - |
| Uniforms/Badges | 1,049 | - |
| OSM | 29 | - |
| Sections Census to Group | 6,318 | - |
| Sections Rent to Group | 2,669 | - |
| To Savings | 9,118 | - |
| Sub total | 47,296 | - |
| Fundraising expenses | | |
| Carnival costumes | 44 | - |
| New Christmas Post Boxes materials | 243 | - |
| Kings Coronation afternoon tea | 184 | - |
| Other fundraising costs | - | - |
| Sub total | 471 | - |
| Total Gross Expenditure | 47,767 | - |
| Asset and investment purchases, etc. | - | - |
| Total payments | 47,767 | - |
| Net of receipts/(payments) | - 14,338 | - |
| Cash funds last year end | 26,256 | - |
| Cash funds this year end | 11,918 | - |

Statement of assets and liabilities at the end of the year

| | 31/03/ Unrestricted funds £ | 31st March Unrestricted funds £ |
|---|-----------------------------------|---------------------------------------|
| Cash funds | | |
| Bank current account | - | - |
| Bank deposit account | - | - |
| Building society account | - | - |
| The Scout Association Short Term Investment Service | - | - |
| Cash/Floats | - | - |
| Total cash funds | - | - |
| 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 | - | - |
| Other | - | - |
| Sub total | - | - |
| Liabilities | | |
| Accounts not yet paid | - | - |
| Expenses incurred but not invoiced | - | - |
| Subscriptions not yet paid | - | - |
| Loan - detail | - | - |
| Other liabilities | - | - |
| Sub total | - | - |

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on **Xth X 202X** (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

| |
|--|
| |
|--|

Print Name

| |
|-------|
| Chair |
|-------|

| |
|-----------|
| Treasurer |
|-----------|

Independent examiner's report for 1st Huntspill and Highbridge Scout Group

Unqualified report for a non-company charity preparing accruals accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of 1st Huntspill and Highbridge Scout Group

I report to the trustees on my examination of the accounts of the 1st Huntspill and Highbridge Scout Group for the year ended 31.03.2024

Responsibilities and basis of report

As the charity trustees of the 1st Huntspill and Highbridge Scout Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 1st Huntspill and Highbridge Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 1st Huntspill and Highbridge Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Melissa Read

Relevant professional qualification or membership of professional bodies (if any):
Association of Accounting Technicians – Level 4 qualified MAAT

Address: 63 Bluebell Road, Wick st Lawrence, Weston-Super-Mare, BS22 9BX

Date: 23/07/2024