

# Trustees Annual Report

## 01/04/2021 to 31/03/2022

### 1. Reference and Administration Details

Charity Name: **1st Whitwell (Open) Scout and Guide Group**

Charity Number: **1036062**

Scout registration: **10011981**

Principal Address: **The Scout Hut, Off Welbeck Street, Whitwell, Worksop, Notts. S80 4TP**

#### 1.1. Trustees

<b>Theo Patterson</b>	Group Chair
<b>Joanne Pollard</b>	Group Secretary
<b>Antony Goodwin</b>	Group Treasurer
<b>David Ellis</b>	Group Scout Leader
<b>Stephen Barnes</b>	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
- 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
- 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 .

### **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 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.

## **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**

### **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.

The Group is involved in most of our Communities activity, organising events such as Welldressing, Mayday Gala, Summer Gala, New Years Eve event and Burns Night event for example. These are all used to raise funds for our Group.

## **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 £3300.

The Group held reserves of approximately £53661.84 against this at year end. This is above the level required for operating expenses.

However this can be explained by our planned development of new facilities as mentioned below, plus Grants received towards the new build project, refurbishment of camping equipment and the installation of new IT equipment.

### **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. Optional section for any future significant activities or major projects

Due to a significant increase in youth membership, we have a project in hand for a substantial extension to our headquarters. Fundraising and Grant applications are being pursued to fund this project.

## 7. Declaration

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

Signed on behalf of the charity's trustees:

**Signature:**

**Date:**

Full Name: **David Michael Ellis**

Position: Group Scout Leader

**Signature:**

**Date:**

Full Name: **Theo Louise Patterson**

Position: Group Chair

**Signature:**

**Date:**



## Income &amp; Expenditure Report

12 months ending 31/03/22

	gross income £	less expenditure £	net income £
<b>Income – Events</b>			
Burns Night	1282.35	866.68	415.67
Well Dressing	273.22	56.22	217.00
Cake Stall	115.00		115.00
Gala	0.00		0.00
May Day	0.00		0.00
Coffee Mornings	350.74	15.67	335.07
Xmas Post – from 2015	0.00		0.00
Nov 5 event	1489.81	452.81	1037.00
<b>Sub - total</b>	<b>3511.12</b>	<b>1391.38</b>	<b>2119.74</b>
section contr HQ (uptoJan20)			
cub/scouts contr up to Mar19			
Adverts revenue (Well Dress)			
Donation - Whitwell Jnr Plyrs			1500.00
- Foo Fughters			145.00
- Lunch Club			500.00
- Various			100.00
Grant - Nominet Uk			9150.00
- Covid Support BolsDC			12001.00
- Derbys CC			500.00
- BBC cin			8072.00
Sundry inc			1214.57
Savers Bank Interest upto 2022			0.96
Sections Subs			39.50

<b>TOTAL - net income</b>	<b>£35,342.77</b>
---------------------------	-------------------

<b>less: expenditure</b>		<b>£</b>
Water rates	12 mnths	882.34
business rates	12 mnths	87.55
repairs/renewals		190.90
equipment purchase	ex grants	9112.03
building plans		494.20
kitchen refurb.		5512.18
cleaning plus materials		277.67
electrical work		2200.00
pps		14.00
Buildings insurance	12 mnths	790.91
Heat and light	12 mnths	806.56
PPE		54.77
Cubs/Scouts account		-2728.09
Badges		517.59
Cubs		75.00
Skip hire		460.00
World Scouts Jamboree		200.00
C Lawrence chq100883	no description	809.99
Sundry items		101.25
Poppy Appeal		37.00
fire maintenance		87.12

<b>Sub – total</b>	<b>19982.97</b>
--------------------	-----------------

<b>Surplus for 12 months to 31/03/22</b>	<b>15359.80</b>
--	-----------------

## WHITWELL SCOUT & GUIDE FUNDS

Certified Summary of Scout & Guide Fund Transactions relating to year ended 31.03.2022

Income – Current Account	£	Expenditure – Current Account	£
Total Income	40195.15	Total Payments Checked against receipts	25436.31
<b>RECEIPTS – Deposit Account</b>	<b>0.96</b>	<b>PAYMENTS – Deposit Account</b>	<b>0.00</b>
Balance as at beginning of year	29421.71	Balance as at end of year*	44180.55
Balance as at beginning of year D/A	<b>9480.33</b>	Balance as at end of year D/A	<b>9481.29</b>
<b>Total</b>	<b>79098.15</b>	<b>Total</b>	<b>79098.15</b>

CERTIFIED	STATEMENT OF BALANCES	£
I certify that the above is a complete summary of the transactions incorporated in the fund	Current Account at 31.03.2022*	44180.55
Signed <u>S Froggatt</u>	Banked not cleared	0.00
Sandra Froggatt	<b>Deposit Account at 31.03.22</b>	<b>9481.29</b>
School Business Officer	Total funds available at 31.03.2022**	53661.84
Whitwell Primary School		

\*equal same amount

AUDIT CERTIFICATE		
I Certify that the above summary of receipts and payments relating to the year are in accordance with the books and vouchers presented to me with information and explanations given by Mr A Goodwin, statement of the year-end balance has been verified.		
Name of Auditor <u>Sandra Froggatt</u>	Signed <u>S Froggatt</u>	Date <u>9-10-22</u>