

17TH COLCHESTER SEA SCOUT GROUP

England & Wales · Charity number 1042864

Details

Other names XVII COLCHESTER SEA SCOUTS

Status Registered

Legal form Other

Registered 1994-12-19

Register [View on the Charity Commission register](#)

Contact

Address 16 Memnon Court
Colchester
CO2 7QW

Phone 07940203803

Email ianedgar2@hotmail.co.uk

Website <https://www.facebook.com/17thColchesterSeaScouts>

Activities

Objects: TO PROMOTE THE DEVELOPMENT OF YOUNG PEOPLE IN ACHIEVING THEIR FULL POTENTIALS AS INDIVIDUALS AS RESPONSIBLE CITIZENS AND AS MEMBERS OF THEIR LOCAL NATIONAL AND INTERNATIONAL COMMUNITIES

Activities: Scouting for boys and girls aged 6 to 14

Classification

- **How:** Other Charitable Activities
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** NOT DEFINED IN PRACTICE COLCHESTER
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£57,400	£66,413	-	-
2024-03-31	£65,346	£59,782	-	-
2023-03-31	£71,932	£70,931	-	-
2022-03-31	£51,331	£55,434	-	-
2021-03-31	£56,642	£41,311	-	-

Trustees

Name	Role	Appointed
Ben Green		2023-07-03
Danielle McClean		2026-01-19
Hannah Traynor		2026-01-19
IAN EDGAR		2011-09-01
JONATHAN HAY		
Maria Helena Batchelor		2018-04-01
STEPHEN DEIGHTON		

17TH COLCHESTER SEA SCOUT GROUP

England & Wales - Charity number 1042864

Accounts

XVII Colchester Sea Scout Group



Annual Report and Financial Statement, 2024-2025

17th Colchester Sea Scout Group
Royal Navy Recognised Group No. 52
Registered Charity No. 1042864



Group Lead Volunteer's AGM Report 2024-2025

It is impossible to write a Group Lead Volunteer's report without acknowledging each and every volunteer who gives up untold hours to provide fantastic opportunities for the young people in our care.

Scouting has undergone one of its largest reorganisations in recent times, through the "Transformation" process. The term "Scout Leader" is now a thing of the past with the titles of Team Member or Team Leader being adopted instead. The Group's Executive Committee has been replaced by a Trustee Board (although largely consisting of the same people!) which has been introduced to bring Scouting more in line with the Charities Commission requirements.

The year started with a celebration of the Group's 90th year of Scouting with a Group camp at Gilwell Park, the home of UK Scouting. All sections were represented with 70 people in attendance. Lots of activities were undertaken, with a Group meal and birthday cake on the Saturday evening. Yours truly was fortunate enough to be presented with my Silver Acorn to celebrate and acknowledge more than 20 years of exceptional service to Scouting, something of which I am incredibly proud. We were also delighted to present Steve Deighton with his Silver Wolf, which is the unrestricted gift of the Chief Scout, awarded for service of the most exceptional nature, rarely given for less than 30 years of commitment.

We once again held a Group Christmas Meal day at Thorington, with the Beavers and Cubs having a craft session and a visit to the assault course and 3D maze, followed by a hot brunch. The Scouts and Explorers took part in various activities including the Crystal Maze and slacklining, followed by a 3-course Christmas meal.

The Cub Pack visited Mega Camp 2025, with over 1600 Cubs from around the county, held every 3 years (Covid allowing!). We were also pleased to be able to offer catering to the 26th Colchester Cub Pack and the 17th staple of fajitas and cornflake tart was well received.

As well as our own Group activities, the Group was represented at The Trinity School's annual Year 7 camp at Thorington, with 2 adults and 2 Explorers running the kitchen for the second year running.

Once again, we have had a good year of fundraising. Our main source of funds comes from the annual Plant Sale and huge thanks must go to Ben Green, Marleen Batchelor and Colin Batchelor and their team for organising, ordering, sorting and delivering the plants. Sara Cheeld and family also need thanks for their efforts with the Christmas pudding sale. If you are able to help with either of these events, we would very much welcome your help. Also, please help to support the events by buying even more plants and puddings!

Our water programme will be detailed later in the report, but we had our largest turnout ever at the Group Sail Day who were given a taster session on the water and served some excellent food. We also renamed two boats – "Lydia" became "Guillemot" and our Colvic 20 was renamed to become "Puffin". Of course, renaming boats is considered to be incredibly unlucky, unless libations are made to the God of the Sea and several adult volunteers stoically took it upon themselves to appease Poseidon in the time-honoured tradition during the renaming ceremony (no young people were present!)

One of the main highlights this year must have been the launch of Puffin, our Colvic 20. Puffin will enable for longer water sessions to be run, as she is fitted with a sea toilet and a stove...but we are yet to see the promised tea and cake being delivered on board! The purchase and refurbishment of Puffin would not have been possible without the support of the following organisations and we thank them for their contributions: Royal Navy (Scouts RN Recognised Scheme), The HDH Wills 1965 Charitable Trust, Trinity House Maritime Charity and The Hedley Foundation. We were also fortunate enough to benefit from a grant from Keltbray LTD which was used to replace our lifejackets for our smallest sailors as well as other safety equipment such as first aid kits and fire extinguishers. A huge amount of time has gone into refurbishing Puffin and getting her ready for the water, and “thank you” almost doesn’t seem enough to recognise the efforts of these volunteers.

Before



After



Summer Camp this year was the (many times) postponed trip to Veere in the Netherlands. Our site was at the Scout Centrum Zeeland, a desintation we last visited in 2018. We had planned to visit here again in 2021 but Covid had other ideas! Veere is one of our favourite destinations for Summer Camp, and a fantastic time was had by all. Lots of time was spent on the water and the Explorers did us proud during their visit to be the colour party for the Last Post at the Menin Gate and thanks must go to Aaronm Traynor for arranging this once in a lifetime experience. Lots of food was consumed throughout the week, with the young people experiencing the delights of having sprinkles (Hagelslag) on their bread and butter for breakfast! An awful lot of Dutch apple pie with whipped cream (appeltaart mit slagroom) was consumed by the adults too! We are already looking forward to visiting Veere again in the near future, hopefully without any pandemic restrictions this time.

The Group still meets in the Army Pavilion and we are grateful for our continued relationship with the Army and Sodexo who manage the Gymnasium and Pavilion. We are always looking out for a bigger venue and will keep you informed if we are able to find anywhere as a more permanent home. Our water base on Mersea continues to provide a home for our boating activities and we are always looking to improve and develop this amazing resource.

This report started with acknowledging the volunteers in the Group. They are an incredibly dedicated team of people, constantly striving to provide outstanding activities and experiences for young people. Their commitment to the Group and its young people cannot be underestimated. It is also worth noting that we are fortunate to have a fantastic group of young people who push, stretch, challenge and entertain us in equal measure. It has been a privilege to be the Group Lead Volunteer this year and I look forward to reporting to you next year of our continued success!

Ian Edgar
Group Lead Volunteer

Group Chair's AGM Report 2024-2025

As I reflect on this past year, I'm struck by the sheer scale of what our volunteers have accomplished; from refurbishing a boat to running our sailing weekends, from delivering a full programme of activities to coordinating a summer camp in the Netherlands – the dedication within this Group is extraordinary.

This has been a landmark year for our Group, celebrating our 90th anniversary with a memorable camp at Gilwell Park. Seventy people attended, representing all sections, and it was a privilege to witness Ian Edgar receive his Silver Acorn and Steve Deighton presented with his Silver Wolf – recognitions that reflect the extraordinary commitment within our volunteer team.

One of my highlights of our year was undoubtedly the launch of Puffin, our refurbished Colvic 20. This wouldn't have been possible without generous grants from the Royal Navy, The HDH Wills 1965 Charitable Trust, Trinity House Maritime Charity, and The Hedley Foundation. Keltbray Ltd also provided crucial funding for lifejackets and safety equipment.

Summer Camp in Veere, Netherlands was outstanding. Originally planned for 2021, this long-awaited trip delivered exceptional experiences, with the Explorers proudly serving as the colour party for the Last Post at the Menin Gate – a once-in-a-lifetime honour arranged by Aaron Traynor.

Our water programme at Mersea continues to excel. We held our largest-ever Group Sail Day, ran four fully-subscribed sailing weekends, and provided taster sessions for 181 young people from other Scout and Guide Groups. Our RYA Centre passed inspection with flying colours, and we've added paddleboards including a MegaSUP to our fleet. The facility is now financially viable whilst keeping costs affordable for our members. Fundraising remained strong, with our annual Plant Sale, Christmas pudding sale, Santa Sleigh run and Annual Calendars continuing as vital income sources.

We continue to meet at the Army Pavilion and remain grateful to the Army and Sodexo for this arrangement whilst we actively explore options for a more permanent base in Colchester. Our Mersea headquarters remains the heart of our water activities.

The financial year shows expenditure exceeding income by £12,813, primarily due to advance payments for Summer Camp 2025 and insurance, plus Puffin's purchase and refurbishment. We maintain a positive combined cash balance of £32,525, well above our £10,000 minimum reserves.

Looking ahead, we continue to seek additional fundraising opportunities and grant applications. If you have ideas or can support these efforts, please speak with our Treasurer, Marleen Batchelor.

In closing, I want to acknowledge the incredible dedication of every volunteer. You consistently deliver outstanding experiences for our young people, who continue to push, stretch, challenge and entertain us in equal measure. It has been an honour to serve as Group Chair again this year.

Ben Green
Group Chair

Treasurer's Report Financial Year Ending 31st March 2025

The Group's accounts for financial year ending 31st March 2025 have been prepared on a receipts and payments basis in accordance with the guidance from both The Scout Association and the Charity Commission.

Income

This year, our expenditure has exceeded our income showing a deficit of £12,813. This is due mainly to the advance payments for 2025 Veere summer camp and 2025/26 Insurance as well as the purchase and refurbishment of our new asset, a boat called Puffin.

At year end the Group shows a healthy bank balance of £32,525.

The Group's main sources of income are subscriptions and the plant sale. Other vital sources of income are grants, gift aid and fundraisers such as Christmas Puddings and Bridge Club Tea.

The Group decided to sell one of their underused assets, a Vibe dinghy, for £1,518.

Grants to support the refurbishment of Puffin have been secured totalling £6,155, of which £2,155 is included in this year's accounts and £4,000 in next year's accounts.

Expenditure

Our biggest annual expense is the insurance which rose to £8,167 this year, an increase of just over £1,700 from previous year. Other main ongoing expenditure includes Scout membership fee covering the Group's Public Liability Insurance and building & boat maintenance which for the majority is carried out by the Group leaders and volunteers.

It has been another successful year because of the continuous efforts and work from our volunteer leaders, helpers and parents which allows the Group to run a varied programme of events, invest in new equipment and keep up with increase in running costs.

It would be enormously helpful if this could be enhanced by any sponsorship or additional fundraising ideas from parents, including helping apply for grant funding.

Marleen Batchelor
Group Treasurer

Beaver Scout Colony AGM Report 2024-2025

Beaver Scout Team Leader: Jacqui Victory

Beaver Scout Members: Gill Murgia, Heidi Sale, Aidan Burrell-Saward, Will Cleminson

The Beaver Colony has seen a number of team member changes as a result of our two team leaders (George Cheeld and Ellie Pavey) taking some time out to travel and explore Australia – at the time of writing, George is still in Australia, although he has promised to return at some point!

The Beaver team is now ably led by Jacqui Victory, who has been a supporter of the Group for many years, primarily on the water side.

The Beavers started the year attending the Group's 90th Birthday Camp at Gilwell Park with 6 Beavers and 3 adult volunteers spending the night and taking part in a variety of activities including aeroball.

The Beavers have enjoyed a varied programme this year, with the Beavers learning how to use their bicycles safely and learning about emergency aid. They have undertaken scientific experiments and learned about money skills. They have looked at different air activities as part of this badge and used their gardening skills. They had a night on the water, sailing with the Explorers which was thoroughly enjoyed by all. The Colony finished the year with the usual family rounders and picnic night.

The Beavers had a sleepover at Mersea in June with a carnival theme. The Beavers had a great time making lots of carnival crafts, went on a hike and went crabbing on the jetty at Mersea. Thank you to all of the adult team who were able to attend and ensure the sleepover could run, and especially to Paula for cooking for us on Saturday night.

In total this year the Beavers have earned 163 badges, which includes 6 Chief Scout Bronze Awards, the highest award that a Beaver can attain. We have also awarded 12 Nautical Skills badges and 12 Nights Away badges.

The Colony is currently sitting at 16 members, but we are regularly taking new members off the waiting list and aiming to keep our numbers between 20-24

A huge thank you to everyone who has helped to run the Beaver Colony this year.

Jacqui Victory
Beaver Team Leader

Cub Scout Pack AGM Report 2024-2025

Cub Scout Team Leader: Jonathan Hay

Cub Scout Team Members: Emma Hopkins, Simon Hurley, Danielle McClean, Aaron Traynor

We started the year with 29 Cubs in the Pack and ended it with 34. 1 went on to the troop as the Pack was young & 2 left Scouting.

The leadership team now comprises 5 warranted leaders. Due to external commitments, we do not enjoy a full quota of leaders every week, but we plan for this and have managed with the valued help over the year of the Explorer Scouts Martha Simpkins, Oscar Parker & Benedict Batchelor.

Attendance is excellent and the Cubs participate in all the activities with great enthusiasm.

We reinstated a points system, with points being awarded for badges earned, kindness, good behaviour, games won and anything deemed 'point worthy' by the leadership team. Aaron Traynor (Shere Khan) has been the drive behind this with the winning Six being awarded the golden woggle at the end of term to wear for the following term. These are 3D printed (by Aaron) as a keepsake with the term and six engraved on them.

This year two Chief Scout Silver Awards were presented; the highest award achievable in the Cub section and are to be congratulated and many are well on their way to doing the same. We have also awarded a further 134 other badges over the year plus 26 joining in badges.

We were also pleased to 'promote' Linton Whittaker to the role of Senior Sixer, a job that he did with great enthusiasm. This is a discretionary position awarded purely on merit.

In September 17 members of the Pack joined the Beavers, Scouts & Explorers for our Group 90th anniversary camp at Gilwell Park, the home of Scouting. The Cubs took part in various activities including fire lighting, circus skills, archery, high ropes & grass sledging.

The Autumn term saw the Cubs covered various activities both individually or as part of a team in their Sixes: fire station visit, Halloween mask making, remembrance wreaths, problem solving challenges to name but a few. We also covered some knot tying and made Christmas tree decorations

The Pack was well represented at the Christmas craft/activity /brunch day down at Thorrington.

The new year saw us cover healthy eating, the Communicator badge, Chinese New Year, pancake night and teamwork challenge evenings. We went to see Bagheera's (Emma Hopkins) production of Sister Act Jr. at Thomas Lord Audley School where she is Head of Drama. The Explorers also ran a couple of evenings based around water safety. The St George's Day parade was well supported by the Pack and they all looked very smart.

Emma Hopkins (Bagheera) went on maternity leave towards the end of March and we congratulated her and husband James after the birth of baby Rupert.

Further congratulations went to Aaron Taynor (Shere Khan) who married Hannah Smith our Explorer leader at the end of May.

During the Summer term taken out on the water in various boats by Explorer Scouts & Scouts. There are too many to name but BIG thanks go to all involved as the Cubs had a great time igniting their enthusiasm for sailing and giving them a taste of things to come.

We got ready for the County Mega Camp which had a dinosaur theme by making masks which ticked off further challenge badge requirements as well as some of the Artist badge. Mega Camp was held at Skreens Park where we had 21 Cubs stay all weekend plus 4x day visitors on the Saturday; a great turnout along with the other 1600 Cubs on site that weekend! There were three activity zones open over the weekend with the Cubs spending time in each one. They had so many activities on offer and had a fantastic time. For some Cubs this was their first night away which was a great achievement.

At the end of term, we said goodbye to Explorer Scout Martha Simpkins. Martha has helped us over the last 2+ years and has been a great asset to the Pack. Martha will be off to University in September and we all wish her well.

Although we finished at the tail end of July, 5 of the older Cubs joined the Scouts and Explorers and attended Summer camp in Veere, Netherlands. They took part in a huge array of activities ranging from Kayaking to glow-in-the-dark crazy golf! All concerned had a great week and once again were a credit to themselves and a pleasure to spend a week with.

My thanks once again for the last year go to the leadership team in no particular order for their friendship & support:

- Emma Hopkins
- Danielle McClean
- Ellie Pavey
- Simon Hurley
- Aaron Traynor
- Ian Edgar (Scouts)
- Steve & Paula Deighton

.....and a big 'thank you' to the Cub Scouts and their parents for their continued enthusiasm.

Jonathan Hay
Cub Scout Team Leader

Scout Troop AGM Report 2024-2025

Scout Team Leader: Ian Edgar

Scout Team Members: Paula Deighton, Sarah Gibson, Adam Skull, Jasper Smith, Cameron Whyte, Chris Dorrian, Jack Kellett, Arrielle Jeffery, Dan Smith

This year has been another successful and enjoyable time for the Scout section and we were delighted to be able to present 7 Chief Scout's Gold awards, the highest award that a member of the Scout Troop can attain. The Scouts had a varied programme in the autumn term with Pavilion nights linked to World activities such as World Clean Up Day, World Mental Health Day and World Space Week. They also learned about social media awareness and commemorated Remembrance Day.

In addition to the usual Wednesday night activities, Scouts attended other Group events. A number of Scouts attended the 90th Birthday camp at Gilwell as well as the Christmas meal and activity day held at Thorrington. The Scout section helped raise money through selling Christmas puddings. The Scouts helped serve tea, sandwiches and cakes at a Bridge Club Tea.

The spring term 2025 saw the Scouts complete their Emergency Aid Level 3 badge, complete with learning the CPR technique on Resusci-Anne dummies. We had a pancake night and a Zoom cooking night where we celebrated St David's Day by making Welsh cakes. We held a number of "bring a friend nights" and gained 2 new members as a result. The Scouts also attended the St George's day parade. Several Scouts completed their RYA Level 1 Powerboat qualification.

The summer term 2025 saw our usual Mersea sailing nights and this year the tides let us achieve 4 nights. A large number of Scouts attended the sailing weekends. We also pitched tents ready for summer camp and hosted the Royal Navy Youth Engagement team in a joint meeting with the Explorers. We visited Thorrington and made fires to cook 'smores.

Summer Camp this year was held at the Scout Centrum Zeeland in Veere, The Netherlands.

There are currently 27 Scouts in the troop. The leadership team for this year will be Ian Edgar, Paula Deighton, Adam Skull, Jasper Smith, Chris Dorrian, Dan Smith, Arrielle Jeffery and Jack Kellett. There are currently 2 Explorer Scout young leaders working with the section.

Ian Edgar
Scout Team Leader

Tsunami Explorer Scout Unit AGM Report 2024-2025

Explorer Scout Team Leader: Hannah Smith

Explorer Scout Team Members: Steve Deighton, Pete Bartholomew, Phil Bartholomew, Clare Hurley, Roland Victory, Richard Nunn

We are a District based Explorer Scout Unit and also, importantly, in partnership with the 17th Colchester Sea Scout Group. We place a strong emphasis on water-based activities, as well as enjoying many shore-based events. We meet at the Colchester Garrison Pavilion and at the 17th Colchester's HQ at Mersea on Tuesday nights between 7.30 and 9.30pm.

We wear the Sea Scout uniform with ties, although we still wear the scarf of the 17th Colchester for other less formal activities.

Autumn 2024

This term we worked on a Values project which contributes towards the young people's ongoing award work. We also carved pumpkins, surveyed the chip shops in Colchester town centre and went on a night hike. We visited the Foodbank at Tollgate and helped pack items ready for distribution.

Spring 2025

This term focused on young leader training, in order to be prepared for future volunteering with the younger sections. We also made picnic benches for squirrels and completed a Diamond award expedition in the South Downs.

Summer 2025

The paddleboards were used alongside sailing and kayaking opportunities throughout the summer term. We also completed a very long walk from Gosbecks archaeological park back to the pavilion. The RN engagement team attended and this has provided the young people with further insights into what they may wish to do in the future. The term was concluded by a water fight and BBQ. During the holiday, the majority of the explorer unit attended summer camp in Veere, where our highlight was parading for the last post at the Menin Gate.

Young Leaders

Members of the Unit regularly assist with all the other sections within the 17th Group. This secures the relationship with younger members of the Group, providing them with an insight into the opportunities offered in joining the ESU – the best type of promotion for future recruitment.

Awards

Badges awarded this year include 7 Diamond awards, 6 Platinum Awards, 18 young leader modules, 7 young leader missions, Hikes, Musician, Nautical Skills, Physical Recreation, Swimming and Water Activities badges. 146 badges were awarded in total during the year.

Currently we have a large leadership team however last year was tricky with lots of leaders being unavailable due to work or personal reasons. Numbers remained steady with 18 on the books at the end of the Summer term.

Hannah Smith

Explorer Scout Team Leader

Mersea HQ AGM Report 2024-2025

RYA Centre

A very busy year for our volunteer instructors and the support from the often-needed logistics team. The newly qualified powerboat instructors have been operating on courses.

Owing to the Group's 90th birthday weekend the 2023-2024 season was cut slightly short.

We had a late RYA Inspection which saw the centre pass with flying colours. Maintenance was undertaken and a good number of parents attended Sunday sessions to lend a hand with sanding, cleaning & painting.

Into 2025 & we started the season with a Level 1 Powerboat Course and held our annual Whitsun courses (these were slightly hampered by the wind). Sail Day was fantastically supported and the weather really pulled through for us.

We have seen a lot of interest for powerboat courses throughout the summer period and into the autumn.

Kayaking, canoeing & paddleboarding

These have both been used extensively this season both on evening sessions and sailing weekends. With thanks to Groundworks UK and Tesco, we have been able to add to the paddleboard fleet with a MegaSUP that can take up to 8 people. The paddleboards also made the pilgrimage to Holland for Summer Camp.

7 members of the group undertook their King Scout Expedition, 4 days & 3 nights in canoes down the river Wye in September 2024

Fleet

A huge effort over the winter with many challenges saw the fleet looking amazing as always, our new motor launch (Puffin) was finally finished and ready for launching in May, she is now proudly sitting on the water, still some teething issues but we have now made several outings with her, we also managed to complete the work on the donated Wayfarer (Guillemot) and she has also been out on several occasions.

Headquarters

The headquarters whilst quite old is in good condition, the grounds outside are maintained by John. We have had a number of residential weekends for other groups and our Beavers held an overnight residential.

Group sailing

We ran four sailing weekends over the summer period, all of which were fully subscribed. We also took a large number on day sail basis each time; it is so good to see everyone fully back to normal. There have been taster sessions for the Beavers & Cubs, and both the Scouts and Explorers have managed evenings in the summer term.

Community

To help assist with the financing of the Mersea facility we offer on the water experience sessions to other Scout Groups, from Beavers through to Explorers. They can also rent the accommodation for residential stays. Since the last report we have offered a lot of sessions - made a lot of young people smile, a few even managed a scream(!!) and, importantly, only a couple did not enjoy the experience. We have taken out 181 people for these experience sessions from other Scout & Guide Groups over the review period.

We have assisted with a number of impromptu rescues of 3rd party people while out and about doing our own thing. We are also building quite a reputation for being a centre of excellence, we have had some fantastic feedback and our now being recommend to other RN Groups to get themselves qualified.

Teamwork

None of the above just happens - the level of programme we are offering requires serious support. Over the year we have welcomed new faces to assist with the running of these sessions - some are from the Group and others are from out of the Group who just like to be on the water and are prepared to work whilst doing it. We are also seeing the dividends paying off in the young people we have been training who, in turn, are now all able to offer instruction to others. We continue to wear the water team clothing with some pride!

Costing

The more the equipment is used, the more it requires upkeep. A few volunteers work round the clock to ensure boats are available for every session and this all-costs large sums of money, our basic running costs now sit at £7,500.00 a year. Thanks to the commitment from the youngsters and the volunteering to take others out (instructors, safety boat, etc) we have seen Mersea HQ become a financially viable asset, whilst keeping costs to our Group at, what I believe to be, a very affordable rate when compared to all other centres offering this type of activity.

Now to the "Thank You's" ...

To name everyone would take forever - so to all the people who have assisted myself with the successful running of the Mersea facility, I thank you on behalf of every person you have made smile this year. It should be also noted that this is all done by volunteers.

To the Adults that ensure the residential weekends happen and run smoothly, I offer special thanks (we can't even guarantee you a bed now). And finally to John, who diligently attends the HQ, often to remove rubbish and sort 'odd jobs', cut the grass (which looks superb), sort out the fire alarm when trips on, and get sails repaired at very short notice, the Group offers their sincere thanks and gratitude.

Steve Deighton
Team Leader Mersea Water Team
Principal 17th Colchester Sea Scouts RYA Centre
Mersea Activity Co-ordinator



Independent examiner's report to the trustees of XVII Colchester Sea Scout Group

I report to the trustees on my examination of the accounts of the XVII Colchester Sea Scout Group for the year ended 31st March 2025.

Responsibilities and basis of report:-

As the charity trustees of the Trust 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 Trust's 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 Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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 in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Claire Gray

Professional qualification: FCA

Address: Unit 3, Upp Hall Farm, Salmons Lane, Colchester, Essex CO6 1RY

Date: 31st Jan 2026

17th Colchester Sea Scouts

Income and Expenditure

for the year from 1 April 2024 to 31 March 2025

	2025	2024
	£	£
Total income	57,400	65,341
Direct expenditure	(32,031)	(36,877)
Other Expenditure	(34,382)	(22,901)
Net income/(expenditure) for the year	<u>(9,013)</u>	<u>5,563</u>

17th Colchester Sea Scouts
Statement of assets and liabilities as at
31 March 2025

	2025	2024
	£	£
Assets		
Non-monetary assets	335,028	336,987
Monetary assets	<u>32,525</u>	<u>45,338</u>
	367,553	382,325
Monetary liabilities	<u>-</u>	<u>-</u>
	<u>367,553</u>	<u>382,325</u>
Total Reserves		
Reserves	<u>367,553</u>	<u>382,325</u>
	<u>367,553</u>	<u>382,325</u>

17th Colchester Sea Scouts

Income and expenditure breakdown for the year from 1 April 2024 to 31 March 2025

	2025 £	2024 £
Income		
Activities - other	10,992	3,033
Clothing and Badges	714	343
Courses	3,310	15,878
Donations	1,260	2,330
Explorers rent	1,104	1,071
Fundraising - other	5,011	-
Fundraising - plant sale	7,036	5,578
Fundraising - xmas puddings	1,363	1,546
Gift aid	700	-
Grant income	5,155	10,355
Interest Received	214	97
Refunds	(402)	(45)
Sailing at Mersea	5,663	2,816
Subscriptions income	7,325	7,079
Summer Camp 2023	-	9,667
Summer Camp 2024	4,206	5,593
Summer Camp 2025	3,749	-
	<hr/>	<hr/>
	57,400	65,341
Direct expenditure		
Activities costs - other	8,031	3,405
Clothing and badges costs	2,080	262
Cost of xmas puddings	1,207	1,385
Courses costs	1,622	7,692
Donation costs	-	191
Fundraising costs - other	742	134
Membership fees	3,472	5,544
Plant sale costs	2,234	1,853
Sailing at Mersea costs	1,306	3,484
Summer Camp 2023 costs	-	7,903
Summer Camp 2024 costs	5,928	5,024
Summer Camp 2025 costs	5,409	-
	<hr/>	<hr/>
	32,031	36,877
Other expenditure		
Buildings maintenance	1,641	1,572
Equipment purchases expensed	3,075	3,269

17th Colchester Sea Scouts

Income and expenditure breakdown (continued)

for the year from 1 April 2024 to 31 March 2025

	2025 £	2024 £
Insurance	16,488	5,745
Maintenance Equipment	6,690	6,833
Miscellaneous	344	-
Motor Expense	678	-
Rent	2,281	1,925
Storage costs	1,404	1,404
Utilities	1,781	2,153
	<hr/>	<hr/>
	34,382	22,901
	<hr/>	<hr/>
Net income/(expenditure) for the year	(9,013)	5,563

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Scouts

**17th Colchester
Sea Scouts**

Annual Report and Financial Statement, 2023-2024

Group Scout Leader's AGM Report 2023-2024

It is impossible to write a Group Scout Leader's report (as we are waiting on the final date for Transformation when my title will become Lead Group Volunteer) without acknowledging each and every volunteer who gives up untold hours to provide fantastic opportunities for the young people in our care.

The year started with the Cub section having their September Camp at Mersea. The Cubs undertook their DIY badge and went on a hike, as well as indulging in some great food! They also practiced their fire lighting skills and made their own pizzas. The beavers also held a sleepover at Mersea.

We held a Group Christmas Meal day at Thorrington, with the Beavers and Cubs having a craft session and a visit to the assault course and 3D maze, followed by a hot brunch. The Scouts and Explorers took part in various activities including the 3D maze and bouldering, followed by a 3-course Christmas meal.

As we moved into 2024, the Group celebrated its 90th year of delivering Scouting in Colchester. We held a badge competition which was won by Martha Simpkins and the badge now adorns everyone's uniform. We took a group photograph where all sections were represented, and thanks must go to the staff at the Corporal Budd VC Army Gymnasium for allowing us free use of the raked seating in the sports hall for this. In next year's report, we will have held a Group Camp at Gilwell Park, the home of UK Scouting as part of our 90th year celebrations.

Once again, we have had a good year of fundraising. Our main source of funds comes from the annual Plant Sale and huge thanks must go to Ben Green, Marleen Batchelor and Colin Batchelor and their team for organising, ordering, sorting and delivering the plants. Sara Cheeld and family also need thanks for their efforts with the Christmas pudding sale. If you are able to help with either of these events, we would very much welcome your help. Also, please help to support the events by buying even more plants and puddings!

In the spring, we sadly lost a longtime stalwart of the Group, Mary Francis. Mary was Akela at the 17th for 28 years before Jon Hay and remained as a Group Supporter and Vice President. Her memorial service was held at Layer-de-la-Haye Church and the Group arranged for a guard of honour to show our genuine appreciation for Mary's support over many years. She will be sadly missed.

This year we have added to our fleet with the purchase of a secondhand Colvic 20, to be renamed "Puffin" (whilst of course following the correct procedure to appease Poseidon and the 4 wind gods!). She is currently undergoing significant maintenance and rejuvenation, and we expect her to be in use for the 2025 season. Puffin will enable for longer water sessions to be run, as she is fitted with a sea toilet and a stove...lots of tea and cake please!

Our water programme will be detailed later in the report, but we had our largest turn out ever at the Group Sail Day who were given a taster session on the water and served some excellent food. At this event, we were able to present a number of awards. We also hosted a number of former 17th members in the evening as a reunion as part of our 90th year of Scouting.

Summer Camp this year was at the Essex International Jamboree, joining with approximately 8000 young people, leaders and staff in a field outside Chelmsford. The Cubs, Scouts and Explorers who attended took part in a plethora of activities throughout the week, ranging from using a TV green screen to present the weather forecast to setting up a sweet making business and everything in between! Lots of the group and unit were present as staff members too, with some impressive titles

such as Director of Safety. We played host to 2nd Fairview Scouts, a group from Nova Scotia in Canada. It's fair to say that they were blown away by then quality of food we have on 17th camps! After the previous Jamboree was cancelled in 2020 due to Covid, it was fantastic that an event like this was able to take place again.

At the end of the summer, we were able to support the Mersea Week dinghy races with 3 ribs and the launch, with the role of Safety Officer taken on by myself for the second year running. We have supported this activity for many years now and once again we were praised for our readiness, skills and professionalism. We were unable to support Mersea's Round the Island race by providing safety cover this year, due to running a sailing session for Lexden Guides. However, a team of leaders (George, Jasper, Danielle, Adam) took part in the race in the Group's Xenon and Wayfarer and came in a respectable 19th and 20th place out of 44. James Simpkins (Explorers) and his dad came in 28th place in their Mirror, improving their time from last year by an hour!

The Group still meets in the Army Pavilion and we are grateful for our continued relationship with the Army and Sodexo who manage the Gymnasium and Pavilion. We are always looking out for a bigger venue and will keep you informed if we are able to find anywhere as a more permanent home. Our water base on Mersea continues to provide a home for our boating activities and we are always looking to improve and develop this amazing resource.

This report started with acknowledging the volunteers in the Group. They are an incredibly dedicated team of people, constantly striving to provide outstanding activities and experiences for young people. Their commitment to the Group and its young people cannot be underestimated. It is also worth noting that we are fortunate to have a fantastic group of young people who push, stretch, challenge and entertain us in equal measure. It has been a privilege to be the Group Scout Leader this year and I look forward to reporting to you next year of our continued success!

Ian Edgar
Group Scout Leader

Group Chair's AGM Report 2022-2023

I would like to begin by expressing my gratitude to all our team members, volunteers, and supporters who have dedicated countless hours to provide exceptional opportunities for the young people in our care. Your commitment and passion have once again played a crucial role in another successful 12 months for the Colchester 17th Sea Scouts Group.

This year has been one of celebration and achievement, as we started our 90th year of delivering scouting in Colchester. The enthusiasm from all sections was incredible, and we commemorated this milestone with a badge competition, a group photo, and our group camp at Gilwell Park.

Across the sections, our young members engaged in a wide range of activities, from camps and hikes to community projects. The Cubs kicked off the year with their September Camp at Mersea, earning badges and developing skills in fire lighting and cooking. Our Beavers participated in various district and group events and enjoyed sleepovers that offered them memorable experiences. The Scouts had a fantastic year, highlighted by their attendance at the Essex International Jamboree, where they immersed themselves in a variety of exciting activities alongside Scouts from around the world. The Explorers, as always, excelled with their focus on water-based activities and continued to support the group in many ways, including their young leaders assisting with the younger sections.

We expanded our fleet this year, adding the Colvic 20, which we've named "Puffin." This new addition will allow us to run longer sessions, enhancing the water-based experiences.

Our summer camp was at the Essex International Jamboree, which brought together over 8,000 participants, and we were honoured to host a group from Canada. It was a great reminder of how international scouting creates opportunities for building friendships and cultural exchange.

Our annual Group Sail Day was hugely successful, with many young people trying sailing for the first time, and we're proud of our ongoing water program, which forms the backbone of what makes our group unique.

I would like to acknowledge the significant work of the team that supported our fundraising activities. The Plant Sale and Christmas pudding sale were once again key contributors to our funds. These events require immense effort, and I cannot thank enough all who helped organise, sell, and support us.

This year, we also celebrated the life and contributions of Mary Francis, a stalwart of our group for over 28 years. Her impact and legacy within our group will be felt for many years to come, and she will be greatly missed.

Finally, I want to recognise the dedication of our entire leadership team and volunteers. From weekly meetings to camps, and everything in between, it is their passion and energy that makes our program possible.

As I conclude, I want to reiterate how proud I am to serve as the Group Chair. The young people in our group inspire us all with their enthusiasm and resilience, and I am excited for what lies ahead as we continue our journey together. Thank you all for your contributions, big and small, in making this another successful year for the 17th Colchester Sea Scouts.

Ben Green
Group Chair

Treasurer's report financial year ending 31st March 2024

The financial year for 17th Colchester Sea Scouts runs from 1st April until 31st March. Our financial statements and accounts for the year 2023/2024 have been produced on a receipts and payments basis in accordance with the guidance from both The Scout Association and the Charity Commission.

The 2023/24 accounts show a healthy position at year end, being able to carry forward a surplus of £5,564 into the new financial year.

Income

Our income for the year to March 31st 2024 amounted to £65,346 in comparison to £71,734 in 2023, which was down to a reduction in grants and completion of the RYA courses in 2023.

Expenditure

Our expenditure was down by £10,949 compared to last year £70,731 in 2023-£59,782 in 2024. The higher expenditure in 2023 resulted from the purchase of a new trailer and the additional maintenance cost for Mersea HQ.

The continuous efforts and work from our volunteer leaders, helpers and parents is greatly appreciated and as a result the Group manages to secure additional funds through the running of sailing events, courses, supporting with Mersea Regatta, plant sale and other fundraiser events & gift aid etc.

The support from parents is of great importance to allow the Group to run a varied programme of events, invest in new equipment and keep up with increase in running costs.

It would be enormously helpful if this could be enhanced by any sponsorship or additional fundraising ideas from parents, including applying for grant.

17th Colchester Sea Scout Group

Income and Expenditure for the year ending 31st March 2024

	2024 £	2023 £
Total Receipts	65,346	71,734
Total Payments	(59,782)	(70,731)
Net Income / (expenditure) for the year	<u>5,564</u>	<u>1,003</u>
Cash, bank and invested funds b/fwd	39,774	38,772
Cash, bank and invested funds c/fwd	<u><u>45,338</u></u>	<u><u>39,774</u></u>

Statement of Monetary Assets and Liabilities @ 31st March 2024

	2024 £	2023 £
Barclays Group Account	14,974	23,582
Barclays Mersea Hut Account	16,519	10,431
Summer Camp Savings Account	13,010	4,933
Capitation Savings Account	647	628
	<u>45,150</u>	<u>39,573</u>
Petty Cash (Beavers)	43	43
Petty Cash (Cubs)	68	98
Petty Cash (Scouts)	77	60
Petty Cash (Total)	<u>188</u>	<u>201</u>
Total	<u><u>45,338</u></u>	<u><u>39,774</u></u>
	0.00	0.00

17th Colchester Sea Scout Group

Income and expenditure breakdown for year ended 31st March 2024

Income	£	Expenditure	£
Subscriptions	7,079	Membership fees	(5,544)
Explorers Rent	1,071		
Gift Aid	-		
Activities		Cost Activities	
Summer Camp 2024 & 2025	5,593	Summer Camp 2024 & 2025	(5,024)
Summer Camp 2023	9,667	Summer Camp 2023	(7,903)
Courses	15,878	Courses	(7,692)
Sailing at Mersea	2,816	Sailing at Mersea	(3,484)
Clothing and Badges	343	Clothing and Badges	(262)
Other Activities (float)	3,033	Other Activities	(3,392)
Negative receipts (refunds)	(45)	Petty Cash	(13)
Equipment / Assets		Purchase Equipment / Asset	
Equipment		Equipment	(3,269)
Fundraising		Cost Fundraising	
Plant Sale	5,578	Plant Sale	(1,853)
Xmas Puddings	1,546	Xmas Puddings	(1,385)
Other/TBD	0	Other/TBD	(134)
Donations (incl Bridge Club Tea & Amazon	2,330	Donations	(191)
Grants	10,355	Grants	0
Interest			
Bank Interest	97		
		Running Costs	
		Meeting Venue (Pavilion)	(1,925)
		Storage	(1,404)
		Utility Bills	(2,153)
		Insurance	(5,745)
Maintenance Buildings	7	Maintenance Buildings	(1,577.01)
Maintenance Equipment	-	Maintenance Equipment	(6,833.00)
Total Income	65,346	Total Expenditure	(59,782.4)
Net Income/Expenditure			5,563.56

Statement of Assets & Liabilities

	£ 01/04/2023 Balance	£ In-year Movement	£ 31/03/2024 Balance
Monetary Assets			
Barclays Group Account	23,582	(8,608)	14,974
Barclays Mersea Hut Account	10,431	6,088	16,519
Petty cash	201	(13)	188
Summer Camp Savings Account	4,933	8,077	13,010
Capitation Savings Account	628	20	647
Monetary Assets	39,774	5,564	45,338

Non-Monetary Assets	Estimated Value 1/4/23	Additions/Disposals/Change in value	Estimated Value 31/3/24
Mersea HQ	250,000	0	250,000
Mersea HQ - Contents	5,832	(583)	5,249
Zodiac 4.7m RIB with 40HP outboard	4,287	(214)	4,073
XS 5m RIB with 50HP outboard	8,574	(429)	8,145
Topaz Xenon x 2 c/with launching trolleys	4,287	(214)	4,073
Dagger Kayaks x 10	4,021	(201)	3,820
Topaz Uno Sailing Dinghies x 7	7,716	(386)	7,331
18ft Oyster Sailing Dinghes x 3	1,617	(81)	1,537
Canadian Canoes x 2	857	(43)	815
Trailers and misc boat equipment	2,572	(129)	2,444
Motor Launch and 10HP Inboard Engine	5,787	(289)	5,498
XS RIB with 70HP outboard	17,148	(857)	16,290
XS RIB with 40HP outboard	12,861	(643)	12,218
Topaz Vibe Sailing Dinghies x 1	2,143	(107)	2,036
Kyoti 4WD ATV	8,110	(1,622)	6,488
Wayfairer Dinghyx1	475	(24)	451
Taz Trolley	878	(22)	856
GB856 Black Trailer	4,816	(963)	3,852
Xeonon Launch Trolley	1,844	(31)	1,813
Non-Monetary Assets	343,825	-6,808	335,173

Vehicles - 20% depreciation

Mersea HQ - Contents - 10% depreciation

Mersea HQ - 0% depreciation

Boats - 5% depreciation

Reserves policy:

It has been agreed at Executive Committee level that the Group will maintain minimum cash reserves of £10,000. This was historically the figure needed to replace an outboard engine allowing the Group to continue functioning if an outboard was lost or stolen. It is also the estimated figure needed to refund payments for a summer camp if this event had to be cancelled at short notice. This figure will be reviewed by the Executive Committee on an annual basis, taking into consideration current pricing and likely impacts of inflation.

Bank account details:

The Group currently operates 4 bank accounts (deposits at 31/03/24)

- Group current account (£14,974)
- Mersea HQ current account (£16,519) – restricted fund, to be used for Mersea income and expenses only
- Capitation savings account (£647) – restricted fund, to be used for payment of the Scouting HQ membership fee for all youth members
- Summer Camp savings account (£13010) – restricted fund, to be used for payments for the purpose of the Group's Summer Camp each year

Beaver Scout AGM Report 2023-2024

Beaver Scout Leaders: Ellie Pavey, George Cheeld

Assistant Beaver Scout Leader: Gill Murgia

Section Sssistants: Aidan Burrell-Saward, Will Cleminson

The colony has been low on numbers since April. We are steadily climbing back up, our current number being 16. We are aiming to get back up to around 20-24 by the end of the year.

We currently have quite a few names on the waiting list, both boys and girls, and at the moment are able to take in all those who are old enough to join.

We have put a lot of effort into increasing the number of badges achieved and all those who have moved up to cubs recently have been achieving their bronze awards. We have been attending district and group events and have even attended and organised sleepovers as well. This includes the next district beaver sleepover in October.

We have presented all sorts of badges the past few terms including sports, nautical skills, hobbies, space, and quite a few challenge awards as well.

We have done a good range of indoor and outdoor activities over the summer, and plan to continue this throughout the winter.

George and I want to thank all of our leaders and helpers, including our young leaders and those who have now gone off to university. Also, those who helped at various points throughout the year and those not even in our group. We would not have been able to run the section without you.

Ellie Pavey and George Cheeld
Beaver Scout Leaders

Cub Scout AGM Report 2023-2024

Cub Scout Leader: Jonathan Hay

Assistant Cub Scout Leader: Emma Hopkins, Simon Hurley, Danielle McClean, Aaron Traynor

We started the year with 25 Cubs in the Pack and ended it with 26. 8 went on to the troop, 1 left Scouting and we have had 11 Beavers join us over the year and 2 from the waiting list.

The leadership team now comprises 5 warranted leaders. Due to external commitments, we do not enjoy a full quota of leaders every week, but we plan for this and have managed with the valued help over the year of the Explorer Scouts Martha Simpkins, Oscar Parker & Declan Capp.

Attendance is excellent and the Cubs participate in all the activities with great enthusiasm. This year three Chief Scout Silver Awards were presented; the highest award achievable in the Cub section and are to be congratulated and many are well on their way to doing the same. We have also awarded a further 102 other badges over the year plus 20 joining in badges. We were also pleased to 'promote' Holly McDermott to the role of Senior Sixer, a job that she did with great enthusiasm.

In September 16 members of the Pack attended our annual Pack camp down at our HQ at Mersea. The Cubs took part in various activities towards their Chef's badge, as well as hiking into camp along the sea wall, pitching tents, building shelters, fire lighting, cooking on rockets stoves and teamwork skills.

In the Autumn term the Cubs covered various activities both individually or as part of a team in their Sixes:

Mini pioneering / teamwork

Emergency aid

Air activities badge

Skills challenge badge including ironing scarves, brushing shoes, changing light bulbs.

We also covered some knot tying and made Christmas tree decorations

The Pack was well represented at the Christmas craft/brunch day down at Mersea.

The new year saw us cover the Local Knowledge badge, the Skills challenge badge and we also enjoyed a pancake night and teamwork challenge evenings. The Explorers ran a couple of evenings including honey tasting and the Cubs got involved in running games too!

The Pack was represented at the annual St. Georges Day parade and they all looked very smart.

May camp down at Mersea traditionally for the youngest Pack members was a success covering DIY, beach art, crabbing and a visit to the Lifeboat station given to us by Simon Hurley (Baloo), himself a member of the Lifeboat crew. We welcomed the previous Baloo, Michael Francis and he presented a cheque to Mersea Lifeboat station in memory of his late wife Mary who was Akela for 28 years.

During the Summer term we were taken out on the water in various boats by Explorer Scouts & Scouts. There are too many to name, but BIG thanks go to all involved as the Cubs had a great time igniting their enthusiasm for sailing and giving them a taste of things to come.

Although we finished at the tail end of July, 1 of the older Cubs joined the Scouts and Explorers and attended Jamboree in Chelmsford. They had a great week taking part in a huge array of activities

ranging from Abseiling to presenting the weather on TV! All concerned had a great week and once again were a credit to themselves and a pleasure to spend a week with.

My thanks once again over the last year go to the leadership team in no particular order for their friendship & support:

Emma Hopkins

Simon Hurley

Aaron Traynor

Ian Edgar (Scouts)

Steve & Paula Deighton

George Cheeld

Ellie Pavey

Adam Skull

Jasper Smith

.....and a big 'thank you' to the Cub Scouts and their parents for their continued enthusiasm.

Jonathan Hay

Cub Scout Leader

Scout AGM Report 2023-2024

Scout Leader: Ian Edgar

Assistant Scout Leader: Paula Deighton, Sarah Gibson, Adam Skull, Jasper Smith, Cameron Whyte

Scout Section Assistant: Chris Dorrian

Group Skills Instructor: Jack Kellett

This year has been another successful and enjoyable time for the Scout section. The Scouts had a varied programme in the autumn term with Pavilion nights including completing their Hobbies badge. They also completed their Model Maker badge, support by the free Warhammer resources provided by Games Workshop. Unfortunately we had to cancel our planned backwoods weekend due to the weather forecast. We rounded off the term with a trip to Go Bananas.

In addition to the usual Wednesday night activities, Scouts attended other group events. A number of Scouts attended the Christmas meal and activity day held at Thorrington. The Scout section helped raise money through selling Christmas puddings. The Scouts helped serve tea, sandwiches and cakes at a Bridge Club Tea.

The spring term 2024 saw the Scout programme host Royal Navy Youth Engagement team in a joint meeting with the Explorers. We also hosted the Essex Therapy Dogs as we learned about their charity and the services they provide. We had a pancake night and a Zoom pizza cooking night. The Scouts also attended the St George's day parade. Several Scouts completed their RYA Level 1 Powerboat qualification.

The summer term 2024 saw our usual Mersea sailing nights. We completed the Forester badge with planting at Mersea and visiting Thorrington to learn about coppicing and forest management. A large number of Scouts attended the sailing weekends. We also pitched tents ready for summer camp. The Scouts completed their Athletics badge at the Pavilion.

Summer Camp this year was held at the Essex International Jamboree in Chelmsford which 15 Scouts attended – see report above.

There are currently 25 Scouts in the troop. The leadership team for this year will be Ian Edgar, Paula Deighton, Adam Skull, Jasper Smith, Chris Dorrian, Dan Smith and Jack Kellett. There are currently 4 Explorer Scout young leaders working with the section.

Ian Edgar

Scout Leader

Explorer Scout AGM Report 2022-2023

Explorer Scout Leader: Hannah Smith

Assistant Explorer Scout Leaders: Steve Deighton, Pete Bartholomew, Phil Bartholomew, Clare Hurley, Roland Victory, Richard Nunn

We are a District based Explorer Scout Unit and also, importantly, in partnership with the 17th Colchester Sea Scout Group. We place a strong emphasis on water-based activities, as well as enjoying many shore-based events. We meet at the Colchester Garrison Pavilion and at the 17th Colchester's HQ at Mersea on Tuesday nights between 7.30 and 9.30pm.

We wear the Sea Scout uniform with ties, although we still wear the scarf of the 17th Colchester for other less formal activities. The 17th Colchester Sea Scout Group is Royal Navy Recognised, and the Explorer Unit shares that recognition. It is one of the few Explorer Scout Units to carry this prestigious recognition with such numbers as we have.

Membership of the Unit is available to both boys and girls aged between 14 and 18 years old.

Autumn 2023

This term we worked on an International project which contributes towards the young people's ongoing award work. We also carved pumpkins, made Diya lamps to celebrate Diwali and painted glasses to reflect on Remembrance day. We joined the district for a Christmas bowling outing.

Spring 2024

This term focused on expedition training, in order to be prepared for future Platinum, Diamond and King's Scout award expedition opportunities. A group completed their Diamond expedition in the South Downs at the end of March.

Summer 2024

The paddleboards were used alongside sailing and kayaking opportunities throughout the summer term. We also completed a lot of crafting and general preparing of EIJ. The term was concluded by a water fight and BBQ. During the holiday, the majority of the explorer unit attended EIJ, either as participants or staff.

Young Leaders

Members of the Unit regularly assist with all the other sections within the 17th Group. This secures the relationship with younger members of the Group, providing them with an insight into the opportunities offered in joining the ESU – the best type of promotion for future recruitment.

Awards

Badges awarded this year include 6 Platinum Awards, Hikes, Musician, Nautical Skills, Physical Recreation, Racquet Sports and Water Activities badges.

Currently we have a large leadership team however last year was tricky with lots of leaders being unavailable due to work or personal reasons. Numbers remained steady with 15 on the books at the end of the Summer term.

Hannah Smith
Explorer Scout Leader

Mersea HQ AGM Report 2022-2023

RYA Centre

A very busy year for our volunteer instructors and the support from the often-needed logistics team. The new Powerboat Instructors have been operating on Courses. We held Level 2 Powerboat Courses in September and finished off 2023 with a RN Sea Scout Explorer Course Weekend, this saw Explorer Scouts from all over the UK attending to undertake sailing & powerboat courses. We held a further RYA First Aid Course making sure our explorers keep their training up to date.

Into 2024 & we held two more RN RYA sessions, the first one was for adult Leaders to gain powerboating qualifications; the second in June was for safety boat courses. We held a RYA Powerboat Level 1 course for the Scouts, further Level 2 Courses in May and finished up with our annual Whitsun Course week for the Scouts & Explorers. Members of the Group also achieved their VHF Qualifications

Kayak & paddleboarding

Following the acquisition of the paddleboards, we have now managed to get 9 adults qualified across both kayaking & paddleboarding. We have been able to offer these activities when tides and conditions do not always allow the access for sailing.

Fleet

As always, the fleet is kept in tip top shape, this takes many hours of work and effort and a fair bit of money! We have decided to sell the *vibe*, the boat was not used as much as it should be. We have purchased a cabin motor boat, she is a Colvic 20. She is currently undergoing an extensive re-paint and general update, she will be called Puffin, look out for her next season!

Headquarters

The headquarters whilst quite old is in good condition, the grounds outside are maintained by John. We have had a number of residential weekends for other groups and also 3rd party agencies. We have also had a number of daytime hires during the period.

Group sailing

We ran four sailing weekends over the summer period, all of which were fully subscribed. We also took a large number on day sail basis each time; it is so good to see everyone fully back to normal. There have been taster sessions for the Beavers & Cubs, and both the Scouts and Explorers have managed evenings in the summer term.

Community

To help assist with the financing of the Mersea facility we offer on the water experience sessions to other Scout Groups, from Beavers through to Explorers. They can also rent the accommodation for residential stays. Since the last report we have offered a lot of sessions - made a lot of young people smile, a few even managed a scream(!!) and, importantly, only a couple did not enjoy the experience. We have taken out 188 people for these experience sessions from other Scout & Guide Groups over the review period.

The team have offered support to Mersea Island Rowing club for their annual Gig meet with launching and safety boat support. We have worked closely with Dabchicks Sailing club in use of facilities and other joint ventures.

Ian Edgar has led the team for safety boat support for Mersea Week as Safety Officer, with some amazing reviews and thankyou's.

Kayaking

7 members of the group undertook their King Scout Expedition, 4 days & 3 nights in canoes down the river Wye

Teamwork

None of the above just happens - the level of programme we are offering requires serious support. Over the year we have welcomed new faces to assist with the running of these sessions - some are from the Group and others are from out of the Group who just like to be on the water and are prepared to work whilst doing it. We are also seeing the dividends paying off in the young people we have been training who, in turn, are now all able to offer instruction to others. We continue to wear the water team clothing with some pride!

Costing

The more the equipment is used, the more it requires upkeep. A few volunteers work round the clock to ensure boats are available for every session and this costs large sums of money. But thanks to the commitment from the youngsters and the volunteering to take others out (instructors, safety boat, etc) we have seen Mersea HQ become a financially viable asset, whilst keeping costs to our Group at, what I believe to be, a very affordable rate when compared to all other centres offering this type of activity. It should be noted that the RN Scheme sessions brought in a lot of revenue; these have now ceased as the Scheme finds some re-direction.

Now to the "Thank You's" ...

To name everyone would take forever - so to all the people who have assisted myself with the successful running of the Mersea facility, I thank you on behalf of every person you have made smile this year. It should be also noted that this is all done by volunteers.

To the Adults that ensure the residential weekends happen and run smoothly, I offer special thanks (we can't even guarantee you a bed now). And finally to John, who diligently attends the HQ, often to remove rubbish and sort 'odd jobs', cut the grass (which looks superb), sort out the fire alarm when trips on, and get sails repaired at very short notice, the Group offers their sincere thanks and gratitude.

Steve Deighton

Assistant Group Scout Leader

Principal 17th Colchester Sea Scouts RYA Centre

Mersea Activity Co-ordinator

Independent examiner's report to the trustees of XVII Colchester Sea Scout Group

I report to the trustees on my examination of the accounts of the XVII Colchester Sea Scout Group for the year ended 31st March 2024.

Responsibilities and basis of report:-

As the charity trustees of the Trust 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 Trust's 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 Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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 in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Claire Gray

Professional qualification: FCA

Address: Unit 3, Upp Hall Farm, Salmons Lane, Colchester, Essex CO6 1RY

Date: 31st Jan 2025

17TH COLCHESTER SEA SCOUT GROUP

England & Wales - Charity number 1042864

Accounts

XVII Colchester Sea Scout Group



Annual Report and Financial Statement, 2022-2023

Group Scout Leader's AGM Report 2022-2023

It is impossible to write a Group Scout Leader's report (for the last time, as next year it will be a Lead Volunteer Group's report!) without acknowledging each and every volunteer who gives up untold hours to provide fantastic opportunities for the young people in our care.

The year started with the Cub section having their September Camp at Mersea. The Cubs undertook their DIY badge and went on a hike, as well as indulging in some great food! They also completed a litter pick as part of the 'Keep Mersea Tidy' campaign.

We again held a Group Christmas Meal day at Mersea, with the Beavers and Cubs having a craft session followed by a hot brunch. The Scouts watched a film followed by a 3-course Christmas meal, and the Explorers watched an important football match, also followed by a 3-course Christmas meal.

In March, 4 teams of Scouts took part in the County's BackPack event. This was a 2-day incident hike which around 500 Scouts from across the County took part in based around Brentwood. Although the teams performed excellently during the first day, we decided to abandon the event on Sunday morning due to the poor weather – this is only the second event I have abandoned in more than 20 years as a leader, but even the conditions at Glastonbury were better than we were enduring!

Once again, we have had a good year of fundraising. Our main source of funds comes from the annual Plant Sale and huge thanks must go to Marlene Batchelor, Sarah Mason and their team for organising, ordering, sorting and delivering the plants. Sara Cheeld and family also need thanks for their efforts with the Christmas pudding sale. If you are able to help with either of these events, we would very much welcome your help. Also, please help to support the events by buying even more plants and puddings! We also secured funding from Tesco Groundworks and the Colchester Centurion Rotary Club to replace all the mattresses at Mersea with new environmentally responsible memory foam mattresses. The old mattresses were donated to a charity which sends furniture to Africa. We were also able to secure funding from Essex County Scouts Hardship Fund to support a Scout to attend summer camp.

Following a successful grant application to the Essex Community Foundation, we have been able to add to our fleet of boats with 9 paddleboards, associated equipment and storage trailer which have been used to great success by the young people. This has increased our capacity for boating when the wind is in abeyance. There has been another successful season on the water with sailing weekends, taster sessions and powerboat, sailing and kayak courses.

Our water programme will be detailed later in the report, but we had around 150 people at the Group Sail Day who were given a taster session on the water and served some excellent food. At this event, we were able to present a number of awards, including the Group Seamanship Award to the young person who has contributed most to the water season – this year the award went to Dan S. We also presented two Silver Acorns to adult volunteers. These are "awarded after at least 20 years' service, which should be specially distinguished and appreciably better than outstanding". Roland Victory was presented his award by Stephen Deighton as a recognition of his contribution to Scouting in general but more specifically to Mersea HQ and our boating programme. I had the genuine privilege of presenting the same award to Jonathan Hay, Cub Leader for his dedication service to the Cub section and the wider group, often going above and beyond in his service to the group. Hannah Smith was also presented with a Chief Scout's Commendation for her service to Scouting.

Summer Camp this year was held in Swansea, initially at Silver Cross Scout Campsite and then relocating to 1st Swansea Valley HQ, via 1st Barry. Unfortunately, on our arrival at Silver Cross Scout

Campsite, it was clear that the accommodation was not up to standard and we could not stay there. Members of the Group immediately began a marathon of communication and after many phone calls and web searches, we were able to relocate to 1st Barry Sea Scouts HQ in Barry near Cardiff. 1st Barry went above and beyond expectations, providing us with not only accommodation, but also a full meal and a day of water activities the following day. We were then able to find a more permanent home for the week at 1st Swansea Valley HQ. A huge thank you must go to all members of Scouts Cymru who spring into action on our behalf and managed to rehome us. A special mention must go to the 17th & Tsunami leaders who handled the situation with stoicism and aplomb; particularly Jon and Hannah who took over the running of the camp when I was incapacitated. The young people also all deserve a mention and thank you for their positive attitude, despite having to load and unload the equipment numerous times and having to sleep on the floor of several Scout HQs!

5 Explorers and one leader headed off the World Scout Jamboree in South Korea and many of their adventures were reported in the international press, including the mass relocation from the Jamboree site to Seoul and an alternative programme put together at very short notice! One Explorer and one leader also attended the Essex Scouts North American Adventure which included a trip to New York and a canoe expedition. All of these participants were supported financially by the group including a donation as well as a percentage of their individual profit from the Plant Sale.

At the end of the summer, we were able to support the Mersea Week dinghy races with 3 ribs and the launch, with the role of Safety Officer taken on by myself. We have supported this activity for many years now and once again we were praised for our readiness, skills and professionalism. We were also asked to support the Round the Island race by providing safety cover for which we put out 2 ribs.

The Group still meets in the Army Pavilion and we are grateful for our continued relationship with the Army and Sodexo who manage the Gymnasium and Pavilion. We are always looking out for a bigger venue and will keep you informed if we are able to find anywhere as a more permanent home. Our water base on Mersea continues to provide a home for our boating activities and we are always looking to improve and develop this amazing resource.

This report started with acknowledging the volunteers in the Group. They are an incredibly dedicated team of people, constantly striving to provide outstanding activities and experiences for young people. Their commitment to the Group and its young people cannot be underestimated. It is also worth noting that we are fortunate to have a fantastic group of young people who push, stretch, challenge and entertain us in equal measure. It has been a privilege to be the Group Scout Leader this year and I look forward to reporting to you next year of our continued success!

Ian Edgar
Group Scout Leader

Executive Committee Chair's AGM Report 2022-2023

I would like to begin by expressing my heartfelt gratitude to all our team members, volunteers and supporters, who have dedicated countless hours to provide exceptional opportunities for the young people under our care. Your commitment and passion have made a significant impact on the Colchester 17h Sea Scouts Group success.

The year has been filled with memorable experiences and achievements across all sections of our group. Our Beaver Colony engaged in a variety of activities and badge work that kept them entertained and helped them acquire valuable life skills. Our Cubs started the year with a memorable September Camp at Mersea, earning their DIY badge and participating in a fulfilling hike. They also contributed to the community by taking part in the 'Proud of Mersea' campaign. Our Scouts embarked on exciting adventures, including participating in the County's BackPack event, a 2-day hike that tested their skills. Despite challenging weather conditions, they exhibited resilience and teamwork. Our Explorers continued to thrive, with a focus on water-based activities.

This year's summer camp in Swansea was an adventure filled with both challenges and remarkable experiences. A big thank you to everyone who adapted quickly to the change in accommodation, and special mention to 1st Barry Sea Scouts for their incredible support. Several members of our group had the opportunity to participate in international scouting events, including the World Scout Jamboree in South Korea and the Essex Scouts North American Adventure. We achieved considerable success in fundraising through our annual Plant Sale and Christmas pudding sale, special thanks to those who supported these events.

Our annual Group Christmas day brought joy and creativity, with Beavers and Cubs engaging in a craft session, Scouts enjoying a movie and a delightful Christmas meal, and Explorers watching a crucial football match followed by a feast. We also hosted our hugely popular annual Group Family Sail Day where we presented awards and recognised the outstanding contributions of our volunteers. We expanded our fleet with paddleboards, providing our young members with an even wider range of experiences and opportunities.

We appreciate our ongoing partnership with the Army and Sodexo for the use of the Pavilion whilst we actively explore options for a permanent base in Colchester. Our headquarters at Mersea has continued to serve as the hub of our activities. With generous funding from Tesco Groundworks, the Colchester Centurion Rotary Club and Essex Community Foundation, we were able to make significant improvements, including the replacement of mattresses at Mersea with environmentally responsible memory foam ones.

In closing, I want to acknowledge and thank everyone for their contributions and support, both big and small, as you have shaped the success of our group. It has been an honour to serve as Group Chair this year, thank you.

Ben Green
Group Chair

Treasurer's Report Financial Year Ending 31st March 2023

The financial year for 17th Colchester Sea Scouts runs from 1st April until 31st March. The attached supporting accounts, presented for the financial year 2022/2023 have been prepared on a receipt and payments basis.

The opening balance of the total of all bank accounts was £38,771.35 on the 1st April 2022. The closing balance was £39,773.20 on the 31st March 2023. A detailed breakdown of the accounts is contained at the end of the document.

This year the income and cost recorded in the Mersea account have been split across the various income streams and cost centres to allow for a more detailed financial breakdown.

Income

Due to the excellent work and input from the team and volunteers our total income increased this year to £71,932.67 in comparison to £51,331.09 the previous year.

Total grant income of £12,903 was mainly made up of the cost-of- living grant £500, Arnold Clark £1000, Rotary grant £550, and Essex Community Foundation £7500. These funds were partly used to buy additional equipment such as tables, paddle boards, buoyancy aids and a trailer.

Fundraising events have again been successful and are broadly in line with the previous year.

Expenses

Our total expenditure this year has been £70,930.87 versus £55,433.54 last year. With the additional breakdown of the Mersea account it provides a better understanding of all cost, including maintenance cost for the building £5,343.93 and equipment/boats £4,778.48.

Overall Profit & Loss

There was an overall net surplus of £1,001.80 compared to a net loss of £4,102.45 last year. This was mainly due to an increase of various grants/donations.

17th Colchester Sea Scout Group

Income and Expenditure for the year ending 31st March 2023

	2023 £	2022 £
Total Receipts	71,932	51,331
Total Payments	(70,931)	(55,433)
Net Income / (expenditure) for the year	<u>1,001</u>	<u>(4,102)</u>
Cash, bank and invested funds b/fwd	38,772	42,874
Cash, bank and invested funds c/fwd	<u>39,773</u>	<u>38,772</u>

Statement of Monetary Assets and Liabilities @ 31st March 2022

	2023 £	2022 £
Barclays Group Account	23,582	25,878
Barclays Mersea Hut Account	10,431	7,760
Summer Camp Savings Account	4,933	3,889
Capitation Savings Account	627	1,072
	<u>39,573</u>	<u>38,599</u>
Petty Cash (Beavers)	42	107
Petty Cash (Cubs)	98	40
Petty Cash (Scouts)	60	25
Petty Cash (Total)	<u>200</u>	<u>172</u>
Total	<u>39,773</u>	<u>38,771</u>

17th Colchester Sea Scout Group

Income and expenditure breakdown for year ended 31st March 2023

Income	£	Expenditure	£
Subscriptions	6,511	Membership fees	(3,450)
Explorers Rent	1,272		
Gift Aid	1,146		
Activities		Cost Activities	
Summer Camp 2022(Incl Veere Refund)	9,389	Summer Camp 2022	(10,983)
Summer Camp 2023	2,503	Summer Camp 2023	(733)
Courses	14,309	Courses	(4,526)
Sailing at Mersea	6,036	Sailing at Mersea	(3,083)
Clothing and Badges	2,570	Clothing and Badges	(4,276)
Other Activities (float)	3,006	Other Activities	(3,028)
Petty Cash payback (previously expensed)	29	Petty Cash (previously not expensed)	(200)
Negative receipts (refunds)	-		
Equipment / Assets		Purchase Equipment / Asset	
Equipment	1,850	Equipment	(14,069)
Fundraising		Cost Fundraising	
Plant Sale	7,174	Plant Sale	(2,291)
Xmas Puddings	1,473	Xmas Puddings	(1,208)
Other/TBD	0	Other/TBD	(48)
Donations (incl Bridge Club Tea & Amazon Smile Donation)	1,387	Donations	(1,957)
Grants	12,903	Grants	0
Interest			
Bank Interest	16		
		Running Costs	
		Meeting Venue (Pavilion)	(1,395)
		Storage	(1,496)
		Utility Bills	(1,583)
		Insurance	(6,482)
Maintenance Buildings	361	Maintenance Buildings	(5,343.93)
Maintenance Equipment	-	Maintenance Equipment	(4,778.48)
Total Income	71,934	Total Expenditure	(70,931.0)
Net Income/Expenditure			1,002.66

Statement of Assets & Liabilities

	£	£	£
	01/04/2022	In-year	31/03/2023
	Balance	Movement	Balance
Monetary Assets			
Barclays Group Account	25,878	(2,296)	23,582
Barclays Mersea Hut Account	7,760	2,670	10,430
Petty cash	172	28	200
Summer Camp Savings Account	3,889	1,044	4,933
Capitation Savings Account	1,072	(444)	628
Monetary Assets	38,771	1,002	39,773
	01/04/2022	In-year	31/03/2023
	Balance	Movement	Balance
Monetary Liabilities			
Petty Cash reimbursement outstanding	0	0	0
Monetary Liabilities	0	0	0
Non-Monetary Assets			
	Estimated	Additions/Disposals/Change in value	Estimated
	Value 1/4/21		Value 31/3/22
Mersea HQ	250,000	0	250,000
Mersea HQ - Contents	6,480	(648)	5,832
Zodiac 4.7m RIB with 40HP outboard	4,513	(226)	4,287
XS 5m RIB with 50HP outboard	9,025	(451)	8,574
Topaz Xenon x 2 c/with launching trolleys	4,513	(226)	4,287
Dagger Kayaks x 10	4,233	(212)	4,021
Topaz Uno Sailing Dinghies x 7	8,123	(406)	7,717
18ft Oyster Sailing Dinghies x 3	1,703	(85)	1,618
Canadian Canoes x 2	903	(45)	858
Trailers and misc boat equipment	2,708	(135)	2,573
Motor Launch and 10HP Inboard Engine	6,092	(305)	5,787
XS RIB with 70HP outboard	18,050	(903)	17,147
XS RIB with 40HP outboard	13,538	(677)	12,861
Topaz Vibe Sailing Dinghies x 1	2,256	(113)	2,143
Kyoti 4WD ATV	10,138	(2,028)	8,110
Wayfairer Dinghyx1	500	(25)	475
Taz Trolley	900	(23)	877
GB856 Black Trailer	4,939	(123)	4,816
Non-Monetary Assets	348,614	-6,631	341,983

Vehicles - 20% depreciation
Mersea HQ - Contents - 10% depreciation
Mersea HQ - 0% depreciation
Boats - 5% depreciation

Reserves policy:

It has been agreed at Executive Committee level that the Group will maintain minimum cash reserves of £10,000. This was historically the figure needed to replace an outboard engine allowing the Group to continue functioning if an outboard was lost or stolen. It is also the estimated figure needed to refund payments for a summer camp if this event had to be cancelled at short notice. This figure will be reviewed by the Executive Committee on an annual basis, taking into consideration current pricing and likely impacts of inflation.

Bank account details:

The Group currently operates 5 bank accounts

- Group current account (£23,582)
- Mersea HQ current account (£10,431) – restricted fund, to be used for Mersea income and expenses only
- Capitation savings account (£627) – restricted fund, to be used for payment of the Scouting HQ membership fee for all youth members
- Summer Camp savings account (£4933) – restricted fund, to be used for payments for the purpose of the Group's Summer Camp each year

Independent examiner's report to the trustees of XVII Colchester Sea Scout Group

I report to the trustees on my examination of the accounts of the XVII Colchester Sea Scout Group for the year ended 31st March 2023.

Responsibilities and basis of report:-

As the charity trustees of the Trust 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 Trust's 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 Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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 in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Claire Gray

Professional qualification: FCA

Address: Unit 3, Upp Hall Farm, Salmons Lane, Colchester, Essex CO6 1RY

Date: 31st Jan 2024

Beaver Scout AGM Report 2022-2023

Beaver Scout Leader: Elizabeth Mullender

Assistant Beaver Scout Leader: Gill Murgia, George Cheeld, Ellie Pavey

The Colony has maintained around 20 - 24 Beaver Scouts over the past year. We have held weekly meetings and outings and events.

At present we have a number of names on the waiting list, both boys and girls, and at present we have almost been able to take in all those who are old enough to join.

I am pleased to report that the Beaver Colony is back to normality – we have done a number of activities which during Covid we were not able to do.

We continue to do badge work with the Beavers which keeps them entertained and learning skills for life.

We have presented a number of badges, gardeners, cyclist and air activities to name a few. Beavers attended the group sail day with their families and we also had a successful sailing evening just for the Beavers.

In December a number of Beavers joined the leaders to attend the Group Christmas day and we made Christmas crafts.

Being back at the Pavilion has been good for the Beavers as we have been able to get them out and about instead of being stuck at home in front of a screen.

My thanks to Gill, Ellie, George and the 2 Explorer Scout young leaders without whose help I could not run the Colony each week and it is greatly appreciated. I would also like to thank the leaders of the group who have helped us over the last year when we need assistance.

Liz Mullender

Beaver Scout Leader

Cub Scout AGM Report 2022-2023

Cub Scout Leader: Jonathan Hay

Assistant Cub Scout Leader: Emma Hopkins, Simon Hurley, Aaron Traynor

We started the year with 25 Cubs in the Pack and ended it with 28. 7 went on to the troop, 1 left Scouting and we have had 5 Beavers join us over the year and 1 from the waiting list.

The leadership team now comprises 4 warranted leaders. Due to external commitments, we do not enjoy a full quota of leaders every week but we plan for this and have managed with the valued help over the year of the Explorer Scouts Josh W, Hector C & Martha S.

Attendance is excellent and the Cubs participate in all the activities with great enthusiasm. This year 1 Cub gained the Chief Scout Silver Award; the highest award achievable in the Cub section and are to be congratulated and many are well on their way to doing the same. We have also awarded a further 110 other badges over the year plus 19 joining in badges.

In September 16 members of the Pack attended our annual Pack camp down at our HQ at Mersea. The Cubs took part in various activities towards their DIY badge, as well as hiking in to camp along the sea wall, pitching tents and teamwork skills.

In the Autumn term we had a couple of trading post evenings involving various tasks earning points to ultimately 'buy' enough equipment to build a flagpole and fly a flag. We had a hobbies night which proved interesting. Essex libraries paid us a visit which was a great success culminating in the Cubs acting out various stories in front of the Pack.

November saw the Pack involved in senses night as part of the disability awareness badge and we had an evening all about Divali including lighting over 80 tealights set out in a lovely pattern. We also covered some knot tying as well as the Scientist badge and made a Christmas tree containing the Cubs hopes and wishes for the year ahead.

The Pack was well represented at the Christmas craft/brunch day down at Mersea.

The new year saw us cover the Navigator badge and First Aid and physical activities as part of their Skills challenge badge. We also enjoyed a pancake night and teamwork challenge evenings. Easter biscuits were made and some made it home to friends and family! The Pack was represented at the annual St. Georges Day parade and they all looked very smart.

May camp down at Mersea traditionally for the youngest Pack members was a success covering DIY, beach art, crabbing and a visit to the Lifeboat station given to us by Simon Hurley (Baloo), himself a member of the Lifeboat crew.

The term finished with us being taken out on the water in various boats by Explorer Scouts & Scouts. There are too many to name, but BIG thanks go to all involved as the Cubs had a great time igniting their enthusiasm for sailing and giving them a taste of things to come.

Although we finished at the tail end of July, 3 of the older Cubs attended the Group Summer camp in Wales. They had a great week taking part in activities including clip & climb, a visit to an indoor tropical rain forest, Margham park, swimming in Cardiff, kayaking in Barry, a visit to Tenby Lifeboat station and a boat trip out to see the seal off Caldey Island. They had a great week and once again were a credit to themselves and a pleasure to spend a week with.

My thanks once again over the last year go to the leadership team in no particular order for their friendship & support:

Emma Hopkins

Simon Hurley

Aaron Traynor

Ian Edgar (Scouts)

Steve & Paula Deighton

George Cheeld

Adam Skull

.....and a big 'thank you' to the Cub Scouts and their parents for their continued enthusiasm.

Jonathan Hay

Cub Scout Leader

Scout AGM Report 2022-2023

Scout Leader: Ian Edgar

Assistant Scout Leaders: Paula Deighton, Adam Skull, Jasper Smith

Scout Section Assistants: Chris Dorrian, Glen Foster

Group Skills Instructors: Jack Kellett

This year has been another successful and enjoyable time for the Scout section. The Scouts had a varied programme in the autumn term with Pavilion nights including completing their meteorologist and fire safety badges, including a visit to Colchester Fire Station. We rounded off the term with our famed, "Board Games and Pudding" night!

In addition to the usual Wednesday night activities, Scouts attended other group events. A number of Scouts attended the Christmas meal at Mersea. The Scout section helped raise money through selling Christmas puddings. The Scouts helped serve tea, sandwiches and cakes at a Bridge Club Tea.

The spring term 2023 saw the Scout programme take on an international theme with nights dedicated to Holi, St David's Day, National Pizza Day, Burns night and an international debate night. We had a pancake night and did a litter pick in the area local to the Pavilion, complete with a torrential downpour. The Scouts also attended the St George's day parade. Several Scouts completed their RYA Level 1 Powerboat qualification.

In March, 4 teams of Scouts took part in the County Backpack held around Thriftwood Scout Campsite in Brentwood. The Scouts took part in a 2-day incident hike, and unlike some other teams had to cook their own food! Unfortunately the weather was so poor that we decided to abandon the event on the Sunday morning and return home – then spent the next few weeks removing all of the mud from the camping equipment and trying to get everything dry again!

The summer term 2023 saw our usual Mersea sailing nights. At the Pavilion, we hosted the Royal Navy Youth Engagement team in a joint meeting with the Explorers. We held a Coronation tea party for parents which was prepared and served by the Scouts and completed the Environmental Conservation badge. A large number of Scouts attended the sailing weekends. We also pitched tents ready for summer camp and had an evening of fire lighting and s'mores at Thorrrington. The final night before the summer involved playing outdoor games as well as a BBQ.

Summer Camp this year was held in Swansea, initially at Silver Cross campsite and then relocating to 1st Swansea Valley HQ, via 1st Barry (see GSL report above). 52 members of the Group from Cubs upwards attended – this included 23 Scouts. Activities included Clip and Climb, kayaking, sailing, an indoor rainforest, seal watching boat trip from Tenby, swimming and the week was rounded off with the usual awards and entertainment.

There are currently 30 Scouts in the troop. The leadership team for this year will be Ian Edgar, Paula Deighton, Adam Skull, Jasper Smith, Chris Dorrian, Glen Foster and Jack Kellett and Jules Smith. There are currently 4 Explorer Scout young leaders working with the section.

Ian Edgar
Scout Leader

Explorer Scout AGM Report 2022-2023

Explorer Scout Leader: Hannah Smith

Assistant Explorer Scout Leaders: Steve Deighton, Pete Bartholomew, Phil Bartholomew, Clare Hurley, Roland Victory, Richard Nunn

We are a District based Explorer Scout Unit and also, importantly, in partnership with the 17th Colchester Sea Scout Group. We place a strong emphasis on water-based activities, as well as enjoying many shore-based events. We meet at the Colchester Garrison Pavilion and at the 17th Colchester's HQ at Mersea on Tuesday nights between 7.30 and 9.30pm.

We wear the Sea Scout uniform with ties, although we still wear the scarf of the 17th Colchester for other less formal activities. The 17th Colchester Sea Scout Group is Royal Navy Recognised, and the Explorer Unit shares that recognition. It is one of the few Explorer Scout Units to carry this prestigious recognition with such numbers as we have.

Membership of the Unit is available to both boys and girls aged between 14 and 18 years old.

Autumn 2022

This term we worked to create a vlog about mental health and spent a lot of time discussing the various issues that arose. We also worked on a Buddhism project creating Mandala art using threading patterns. The young people also completed Module A in order to be able to assist as young leaders in the younger sections.

Spring 2023

A chip shop survey was the highlight of the term. The unit assisted with maintaining the boats. Some of the group also worked towards their Platinum award by planning and conducting their expedition.

Summer 2023

The paddleboards were used alongside sailing and kayaking opportunities throughout the summer term. We visited Thorrington where we built fires. The term was concluded by a water fight and BBQ (in the rain). During the holiday, 6 explorers attended international activities. 8 also attended the group camp in Wales.

Young Leaders

Members of the Unit regularly assist with all the other sections within the 17th Group. This secures the relationship with younger members of the Group, providing them with an insight into the opportunities offered in joining the ESU – the best type of promotion for future recruitment. This has continued where other sections have offered online scouting throughout the pandemic.

Awards

Badges awarded this year include 3 Platinum Awards, Creative Arts, Hikes, Musician, Nautical Skills, Physical Recreation and Water Activities badges.

Currently we have a large leadership team which has enabled greater flexibility in terms of attendance, so a big thank you is due to all of the team for their dedication and hard work. Numbers remained steady with 20 on the books.

Hannah Smith
Explorer Scout Leader

Mersea HQ AGM Report 2022-2023

RYA Centre

A very busy year for our Volunteer Instructors and the Support from the often-needed logistics team. Level 2 Powerboat Courses were run in September, March & two in August, the March course being for members of the RSPB and the centre is now an approved supplier.

We were asked by the Royal Navy Scout Scheme to put on an Explorer RYA Weekend, this occurred in October 22 and was fully booked with Explorers from all over the country! This brought in much needed revenue. We were then further offered the chance to run an Adult Leaders weekend focusing on Level 2 Powerboat and RYA Safety Boat Courses, again this was fully booked.

A Level 1 Powerboat Course was offered in April to Scouts and younger Explorers and the team also put on another water bonanza during Whitsun Week with a lot of young people improving their skills and gaining new certificates, this phenomenal effort has seen just about everyone that attended has now caught up with their levels post the pandemic.

12 members of the team undertook their RYA First aid renewal which was also funded by the Royal Navy Scheme.

Over August Bank Holiday weekend, the Centre has gained 5 new Powerboat Instructors who will greatly bolster and assist the current team.

Fleet

We have said goodbye to both the Omega Sailing Dinghies, these boats have not really worked as we had intended so they have gone to good homes.

The Fleet has been bolstered by the addition of a fleet of paddleboards which Hannah has now become a qualified instructor, again funded by the RN Scheme.

Albatross and Cormorant, our two oldest boats have been completely refurbished internally by the very dedicated Sunday morning crew (we are open to assistance from any parents that are free from 9.30 to 12.30 on a Sunday morning November through to March).

The Launch has been completely stripped back and re-varnished.

Throughout the year, the boats have been kept serviceable by the team often being turned around within 48 hours to allow the next session to go ahead, juggling our working and family lives to ensure that the young people have the craft available.

Headquarters

Whilst quite old, the headquarters is in good condition with the grounds outside maintained by John Woollard. The addition of new mattresses has made for better sleeping and kept everything fresh.

The team have made a new workbench, fitted in a new sink in the workshop, all the lighting has been replaced with LEDs and we have obtained a metal store for all the loose Topaz items.

The HQ is now fitted with broadband to bring us into the 21st Century.

The Group Christmas meal was held at Mersea along with the Summer Sail Day & BBQ which was a huge success.

We have even had two birthday parties in the HQ!

Group Sailing

We ran four sailing weekends over the summer period, all of which were fully subscribed and we also took a large number on day sail basis each time; it is so good to see everyone fully back to normal, There have been taster sessions for the Beavers & Cubs, and both the Scouts and Explorers have managed evenings in the Summer Term.

The Kayaks and Paddleboards made the pilgrimage to Summer Camp in Wales.

Community

To help assist with the financing of the Mersea facility we offer on the water experience sessions to other Scout Groups, from Beavers through to Explorers. They can also rent the accommodation for residential stays.

Since the last report we have offered a lot of sessions - made a lot of young people smile, a few even managed a scream(!!) and importantly only a couple did not enjoy the experience.

We have taken out 205 people for these experience sessions from other Scout & Guide Groups over the review period.

The team have offered support to Mersea Island Rowing club for their annual gig meet with launching and safety boat support.

Ian Edgar has led the team for safety boat support for Mersea Week with some amazing reviews and thankyou's and we have also provided safety cover for the Round the Island Race

Kayaking

Members of the summer camp party did some kayaking in Wales.

Teamwork

None of the above just happens - the level of programme we are offering requires serious support. Over the year we have welcomed new faces to assist with the running of these sessions - some are from the Group and others are from out of the Group who just like to be on the water and are prepared to work whilst doing it.

We are also seeing the dividends paying off in the young people we have been training who, in turn, are now all able to offer instruction to others.

We continue to wear the water team clothing with some pride!

Costing

The more the equipment is used, the more it requires upkeep. A few volunteers work round the clock to ensure boats are available for every session and this costs large sums of money. But thanks to the commitment from the youngsters and the volunteering to take others out (instructors, safety boat, etc), we have seen Mersea HQ become a financially viable asset whilst keeping costs to our Group at what I believe to be a very affordable rate when compared to all other centres offering this type of activity.

Now to the "Thank You's" ...

To name everyone would take forever - so to all the people who have assisted myself with the successful running of the Mersea facility, I thank you on behalf of every person you have made smile this year.

It should be also noted that this is all done by volunteers.

To the Adults that ensure the residential weekends happen and run smoothly, I offer special thanks (we can't even guarantee you a bed now). And finally to John Woollard who diligently attends the HQ, often to remove rubbish and sort 'odd jobs', cuts the grass (which looks superb), sorts out the fire alarm when it trips on, and gets sails repaired at very short notice, the Group offers their sincere thanks and gratitude.

Steve Deighton
Assistant Group Scout Leader
Principal 17th Colchester Sea Scouts RYA Centre
Mersea Activity Co-ordinator

17TH COLCHESTER SEA SCOUT GROUP

England & Wales - Charity number 1042864

Accounts

17th Colchester Sea Scout Group

Income and Expenditure for the year ending 31st March 2022

	2022	2021
	£	£
Total Receipts	51,331	56,206
Total Payments	(55,434)	(41,311)
Net Income / (expenditure) for the year	<u>(4,102)</u>	<u>14,895</u>
Cash, bank and invested funds b/fwd	42,874	27,979
Cash, bank and invested funds c/fwd	<u><u>38,772</u></u>	<u><u>42,874</u></u>

Statement of Monetary Assets and Liabilities @ 31st March 2021

	2022	2021
	£	£
Barclays Group Account -(40490229)	25,878	22,130
Barclays Mersea Hut Account - (10275360)	7,760	7,360
Investment Account (Scouts Association) - CLOSED		5,489
Summer Camp Savings Account - (40944696)	3,889	6,015
Capitation Savings Account - (70578398)	1,072	1,716
	<u>38,599</u>	<u>42,710</u>
Petty Cash (Beavers)	107	81
Petty Cash (Cubs)	40	0
Petty Cash (Scouts)	24	83.0
Petty Cash (Total)	<u>172</u>	<u>164</u>
Total	<u><u>38,771</u></u>	<u><u>42,874</u></u>

(0.19)

17th Colchester Sea Scout Group

Income and expenditure breakdown for year ended 31st March 2022

Income	£	Expenditure	£
Subscriptions	7,524	Membership fees	(3,504)
Explorers Rent	672		
Gift Aid	1,267		
Activities		Activities	
Summer Camp 2021	4,054	Summer Camp 2020	(4,580)
Summer Camp 2022	1,550	Summer Camp 2021	0
Xmas Camp	891	Xmas Camp	(359)
Sailing at Mersea	22,966	Sailing at Mersea	(22,600)
Clothing and Badges	319	Clothing and Badges	(784)
Other Activities (float)	1,829	Other Activities (float)	(2,983)
Petty Cash payback (previously expensed)	8		
Negative receipts (refunds)	(1,872)		
Equipment / Assets		Equipment / Assets	
		Tents	(1,847)
Fundraising		Fundraising	
Plant Sale	9,655	Plant Sale	(5,945)
Xmas Puddings	2,006	Xmas Puddings	(1,450)
Other/TBD	5	Other/TBD	(950)
Facemasks	0	Facemasks	0
Donations	158	Donations	(2,750)
Grants	300	Grants	0
Interest			
Bank Interest	1		
Running Costs		Running Costs	
Meeting Venue	0	Meeting Venue	(2,019)
Insurance		Insurance	(5,665)
Total Income	51,331	Total Expenditure	(55,434)
Net Income/Expenditure			(4,102.45)

Statement of Assets & Liabilities

	£ 01/04/2021 Balance	£ In-year Movement	£ 31/03/2022 Balance	
Monetary Assets				
Barclays Group Account	22,130	3,748	25,878	
Barclays Mersea Hut Account	7,360	399	7,760	
Petty cash	164	8	172	
Investment Account (Scouts Association)	5,489	(5,489)	0	
Summer Camp Savings Account	6,015	(2,126)	3,889	
Capitation Savings Account	1,716	(644)	1,072	
Monetary Assets	42,874	(4,103)	38,771	
	01/04/2021 Balance	In-year Movement	31/03/2022 Balance	In-year
Monetary Liabilities				
Petty Cash reimbursement outstanding	0	0	0	
Monetary Liabilities	0	0	0	
Non-Monetary Assets				
	Estimated Value 1/4/21	Additions/Disposals/Ch ange in value	Estimated Value 31/3/22	
Mersea HQ	250,000	0	250,000	
Mersea HQ - Contents	7,200	(720)	6,480	
Zodiac 4.7m RIB with 40HP outboard	4,750	(238)	4,513	
XS 5m RIB with 50HP outboard	9,500	(475)	9,025	
Topaz Xenon x 2 c/with launching trolleys	4,750	(238)	4,513	
Dagger Kayaks x 10	4,456	(223)	4,233	
Topaz Uno Sailing Dinghies x 7	8,550	(428)	8,123	
18ft Oyster Sailing Dinghes x 3	950	753	1,703	
Canadian Canoes x 2	950	(48)	903	
Trailers and misc boat equipment	2,850	(143)	2,708	
Motor Launch and 10HP Inboard Engine	6,413	(321)	6,092	
XS RIB with 70HP outboard	19,000	(950)	18,050	
Topaz Omega Sailing Dinghies x 1	4,750	(2,537.50)	2,213	
XS RIB with 40HP outboard	14,250	(713)	13,538	
Topaz Vibe Sailing Dinghies x 1	2,375	(119)	2,256	
Kyoti 4WD ATV	12,672	(2,534)	10,138	
Wayfairer Dinghyx1		500	500	
Non-Monetary Assets	353,415	(8,432)	344,983	

Vehicles - 20% depreciation

Mersea HQ - Contents - 10% depreciation

Mersea HQ - 0% depreciation

Boats - 5% depreciation

Interim Exec meeting XVII Colchester Sea Scout Group

Date: 30th January 2022

Location: online Teams

Present:

Ian Edgar, Jonathan Hay, Steve Deighton, Liz Mullender, Hannah Smith, Colin Batchelor, Marleen Batchelor

Apologies: John Woollard, George Cheeld

Treasurer's report

Ian ran through the accounts for the financial year ending March 2022 and the group made a loss of £4102.45. This financial year included 2 plant sale invoices. Various grants were received in the previous financial year for which costs have been included in this financial year.

All present agreed with the accounts

AOB

- Ian to arrange for bank mandate to be changed and include Marleen Batchelor.
- Access to the Charity Commission to be amended to remove previous treasurer and to include Liz Mullender and Hannah Smith.
- Based on a request from a parent Ian asked the committee to consider providing financial support for an active scout to participate in sailing and summer camp. Committee agreed to support by 25% and Ian confirmed that he will also apply for funding through County.
- Accounts to be uploaded to Charity Commission and presented at next AGM

Independent examiner's report to the trustees of XVII Colchester Sea Scout Group

I report to the trustees on my examination of the accounts of the XVII Colchester Sea Scout Group for the year ended 31st March 2022.

Responsibilities and basis of report:-

As the charity trustees of the Trust 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 Trust's 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 Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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 in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Michael Stokes

Professional qualification: FCCA

Address: 7 Queens Road, Colchester, CO3 3PD

Date: 31st Jan 2023

17TH COLCHESTER SEA SCOUT GROUP

England & Wales - Charity number 1042864

Accounts

XVII Colchester Sea Scout Group

Group Scout Leader's AGM Report 2020-2021

The year of 2020-21 continued with the unprecedented nature of the pandemic affecting Scouting. We again had to return to lockdown Scouting, following a term of socially distanced face-to-face meetings using both Mersea and the Pavilion. There are a number of notable successes mentioned later in this report, but it is important to take the time to acknowledge the efforts of all of the volunteers, both leaders and all other supporters who give up hundreds of hours of their time to help in our successes.

All sections this year have provided a varied and balanced programme despite further lockdowns and more can be read about these later in this report. Although we were required to cancel meeting face-to-face meetings again, a small social support bubble continued to undertake important maintenance and improvement at Mersea, focusing on the troop room. Anyone who has seen the renovated troop and leaders' room at Mersea will appreciate the amount of time and effort that has gone into improving these facilities and ensuring the continuation of our Mersea HQ as a first-class water base.

We were awarded a number of Covid grants as a result of the business rates we pay for Mersea, from the Retail, Leisure and Hospitality Grants which have meant that we have continued to be able to repair and improve our equipment and HQ, despite not having the usual level of income from our sailing programme.

Our normal main source of funds comes from the annual Plant Sale and huge thanks must go to Colin and Marleen Batchelor, Sarah Mason and their team for organising, ordering, sorting and delivering the plants. Sara Cheeld and family also need thanks for their efforts with the Christmas pudding sale. If you are able to help with either of these events, we would very much welcome your help. Also, please help to support the events by buying even more plants and puddings.

We were able to undertake a number of sailing sessions this year when allowed to meet face-to-face and even managed to offer some sailing and powerboat courses. Once again, we were able to provide support boats for Mersea Week and we also celebrated the wedding of two of our leaders during the summer, Claire from Explorers and Simon from Cubs.

Summer camps were also held, with the Scouts camping at Gosfield School and the Explorers staying at Mersea, with joint activities on some days. We were also able to have a socially-distanced Christmas weekend, with all sections meeting separately at Mersea and having either a Christmas dinner or a Christmas brunch – 20 uninterrupted years of holding a Christmas Camp.

The Group still meets in the Army pavilion and we are grateful for our continued relationship with the Army and Sodexo who manage the Gymnasium and Pavilion. We are always looking out for a bigger venue and will keep you informed if we are able to find anywhere as a more permanent home. Our water base on Mersea continues to provide a home for our boating activities and our ongoing improvement plans include replacing the roof, new rear guttering, decorating and installing new lighting in the boat shed, as well as redesigning and replacing the kitchen.

This report started with thanking the volunteers in the Group. They are an incredibly dedicated team of people, constantly striving to provide outstanding activities and experiences for young people, especially this year despite the limitations and restrictions caused by Covid-19. Their

commitment to the Group and its young people cannot be underestimated. It is also worth noting that we are fortunate to have a fantastic group of young people who push, stretch, challenge and entertain us in equal measure. It has been a privilege to be the Group Scout Leader this year and I look forward to reporting to you next year of our continued success!

Ian Edgar
Group Scout Leader

Joint Chairs' AGM Report 2020-2021

We started last year's report with 'What a year!' and concluded 'Let's hope the coming year is a little more 'normal'.'

How little did we realise that it would all come round again!

The great news is...we are still here and thriving. Despite all the setbacks and lockdown restrictions scouting in 17th Colchester has marched on apace and it has become routine to move in and out of lockdown without breaking step. The usual activities have managed to continue, mostly, although perhaps in a different format. The plant sale continued unabated with some excellent trading. The Essex Scout Jamboree 2020 was called off earlier in the year and despite best efforts it was not possible to arrange any scout camp that summer. Activities were socially distanced and hygienically operated with double sessions being run to enable everyone to participate.

Another casualty of the year was the group sale day which has traditionally offered an opportunity for all the parents and helpers to gather at Mersea for a day of sailing and feasting, hopefully this can be resurrected in 2022.

Once again throughout the year the leadership team have strived to offer a meaningful program of activities for the young people of the group across the age ranges, something that has been appreciated by many parents particularly through the difficult times of lockdown. Trashing the kitchen at home turned out to be a whole lot more acceptable when it was done in the name of Scouting!

Christmas camp 2020 was not a camp, but amazingly Christmas dinner was served to each of the sections in an acceptable but distanced manner so that at least the young people could appreciate being together once more.

Work at Mersea continued in bubbles and enabled some serious work to be done on the boats to bring them to a better condition, and work has persevered on the building to ensure that there is a suitable place to return to when sailing is able to start again and that it can be hired out safely once more.

We stand in awe of the leadership team that commit so much to ensuring that the scouting continues so robustly at 17th throughout the difficult times, not just on the evening of the unit meeting but almost every weekend of the year when work is being carried out to keep the wheels of the 17th Colchester juggernaut turning smoothly. From the parents to all the leaders, a huge thank you.

Colin & Marleen Batchelor
Joint Group Chairman

Beaver Scout AGM Report 2020-2021

Beaver Scout Leader: Elizabeth Mullender

Assistant Beaver Scout Leader: Gill Murgia

Beaver Section Assistants: Jacki Gardener, George Cheeld

The Colony has maintained around 20 - 24 Beaver Scouts over the past year.

At present we have a number of names on the waiting list, both boys and girls, and at present we have almost been able to take in all those who are old enough to join.

During the start of the year when we ran zoom meetings, these were only for 30 minutes. We had approximately 5/6 Beaver Scouts attend. We sent out activities through the post as well as email. For those who did not attend this meant that they could join in and send over photos of the having fun too.

In April 2021 we were able to meet up face to face outside, so we ran a fun programme.

Throughout the year we worked on the following badges:

Experiment, Gardner, Health and Fitness, Explore, Hikes, Navigation, Creative, Cyclist, Cook, Safety and the Challenge Badges.

My thanks to Gill, Jacki and George without whose help I could not run the Colony each week and it is greatly appreciated. I would also like to thank the leaders of the group who have helped us over the last year when we need assistance.

Liz Mullender

Beaver Scout Leader

Cub Scout AGM Report 2020-2021

Cub Scout Leader: Jonathan Hay

Assistant Cub Scout Leaders: Emma Parker, Simon Hurley, Aaron Traynor

We started the year with 30 Cubs in the Pack and ended it with 31.

The leadership team now comprises 2 warranted leaders & 2 Section assistants. We said goodbye to Kaz (King Louie) at the start of term. Our thanks go out to her for all her help over the last 7 years; we wish her well for the future. We also enjoyed the help of Explorer Scout Josh West.

The past year has been a challenge due to the continued uncertainty of the pandemic, but the leadership team has risen to the challenge.

The start of term saw us able to meet face to face with social distancing in place. Due to the size of the Pavilion, we split the Pack in half, running two shorter sessions with a break for cleaning down. Despite lower attendance during our lockdown Zoom sessions, all the Cubs returned to us which was great to see.

Autumn term saw us doing firelighting down at Mersea outside. When back at the Pavilion we made a start of the Astronomy badge which worked well despite the shorter session times. All was well until Covid restrictions re-emerged and we went back to Zoom sessions at the start of November doing baking, cooking, poppy making and a survival adventure to name but a few activities.

Christmas saw 7x Cubs attend a socially distanced Christmas dinner and film down at Mersea, very different from the usual format – big thanks to all involved making this a success.

2021 started back on Zoom. January saw us making burgers with Bagheera and covering the photography badge with Shere Khan. February had us taking part in fitness sessions with Shere Khan and tin can pancakes with Bagheera and origami with Akela.

March saw the launch of Essex Scouts Spring in to Scouting challenge involving various activities over a series of weeks and we also made bird cakes and chocolate nests for Easter.

Finally, after Easter, we were able to meet face to face again. Once again, all the Pack returned which was lovely to see and we were able to invest our newest recruits in person at a distance including a sibling of one of the Cubs who joined over Zoom!

We enjoyed a trading post activity over a number of weeks as well as covering the countryside code. We walked the Wivenhoe trail in May and enjoyed some pioneering challenges interspersed with games / fun nights - a real tonic for the Cubs and leaders after months of being constrained by the pandemic.

The term finished in July and Baloo (Simon) got married to Claire one of our Explorer Scout leaders. The ceremony took place down at the RNLI training college in Poole, Dorset where Simon has trained as part of his other volunteering role as a Lifeboat man on Mersea island. We send them our congratulations and wish them all the best for the future.

Although the term had ended, 4x of the outgoing Cubs attended the Scouts Summer camp at Gosfield School. Ian the Scout leader works there and managed to pull together a camp and full programme with all activities in less than a month. Huge thanks to him and the rest of the team who

made this a success. The Cubs had a great time; their first time away in close to 18 months. They enjoyed a host of activities including, sailing, a trip to the theatre, high ropes, a visit to a nuclear bunker, firelighting to name but a few.

My thanks once again over the last year go to the leadership team for their friendship & support in what has been a challenging period. In no particular order:

Emma Parker (Bagheera)

Simon Hurley (Baloo)

Aaron Traynor (Shere Khan)

Ian Edgar (Scouts)

.....and a big 'thank you' to the Cub Scouts and their parents & guardians for their continued enthusiasm.

Jonathan Hay

Cub Scout Leader

Scout AGM Report 2020-2021

Scout Leader: Ian Edgar

Assistant Scout Leaders: Glen Foster, Adam Skull, Sarah Gibson

Scout Section Assistants: Chris Dorrian, Matthew Johnson

Covid Support Leaders: Paula Deighton, Jon Hay

Autumn Term 2020

We were able to return to face-to-face Scouting, albeit socially distanced. To be able to meet the Government rules and Scouting HQ rules, we had to make use of both Mersea and the Pavilion on Wednesday nights. The only way this was able to work was by splitting the troop in two and thanks to having a number of people stepping up to take on running meetings for alternate halves of the troop. The programme included healthy lifestyles, debate and hobbies nights as well as some street orienteering.

In November, we had to return to online Scouting via the medium of Zoom. We held a number of very successful cooking evenings including soda bread, gingerbread men and cheese straws. We also held an online Christmas quiz.

Ensuring we closely followed the rules, we were able to hold 2 sittings for a Christmas meal at Mersea, where nearly all of the Scouts attended.

Spring Term 2021

This term was delivered entirely on Zoom. We continued with our Zoom cookery programme, becoming more adventurous, making pancakes, spring rolls, Scottish shortbread and rumbledethump pies for Burns Nights (led by one of the Scouts), as well as making profiteroles. We also held a bingo night, origami night and involved the Scouts in running online games, magic tricks and other activities. To ensure the continuity of the programme, key items were delivered to the Scouts, including the items to make a signalling torch as part of the communicator badge, an iron-bro bar as well as delivering their badges to their homes. Scouts also completed their personal challenge badge at home. As soon as we were allowed to restart face-to-face Scouting, we held a hike on Mersea over Easter.

Summer Term 2021

The summer term saw us return to face-to-face Scouting, initially still with the troop split in half. We completed our model maker badge using free resources from Warhammer, painting and building Warhammer characters and playing a conflict game. Scouts also learned about St George and why he is the patron saint of England and Scouting.

After half term, we were able to meet in full again, and had several sessions of off-road biking in Friday Woods, as well as a night at Thorrington. We complete some beach art and practiced tent-pitching ready for summer camp.

Also, this term we were able to hold the first nights away event since the start of the pandemic, having a week-long summer camp at Gosfield School. We visited Great Notley Discovery Park, went to the theatre in Chelmsford, sailed at Mersea, visited the Secret Nuclear Bunker and Nuclear High Ropes at Kelvedon Hatch, as well as having 2 campfires, sleeping in hammocks and playing sports in the school's sports hall. The low point of the week was the Covid testing of everyone in attendance in the middle of the week. However, it was fantastic to be able to run a summer camp again and we were so pleased to be able to do this.

At the time of writing, there are currently 33 Scouts in the troop. The leadership team for this year will be Ian Edgar, Adam Skull, Chris Dorrian, Glen Foster and Matthew Johnson, ably assisted by Jon Hay, Paula Deighton and Steve Deighton. We have also had Jasper Smith and Callum Bryce (former Scouts) return to help us run Scout nights and events whenever work allows.

Ian Edgar
Scout Leader

Tsunami Explorer Scout Unit AGM Report 2020-2021

Explorer Scout Leader: Hannah Smith

Assistant Explorer Scout Leaders: Steve Deighton, Pete Bartholomew, Phil Bartholomew, Clare Hurley, Roland Victory, Richard Nunn

We are a District based Explorer Scout Unit and, importantly, in partnership with the 17th Colchester Sea Scout Group. We place a strong emphasis on water-based activities, as well as enjoying many shore-based events. We meet at the Colchester Garrison Pavilion and at the 17th Colchester's HQ at Mersea on Tuesday nights between 7.30 and 9.30pm.

We wear the Sea Scout uniform with ties, although we still wear the scarf of the 17th Colchester for other less formal activities. The 17th Colchester Sea Scout Group is Royal Navy Recognised, and the Explorer Unit shares that recognition. It is one of the few Explorer Scout Units to carry this prestigious recognition with such numbers as we have.

Membership of the Unit is available to both boys and girls aged between 14 and 18 years old.

Autumn 2020

Tuesday night activities were once again full and varied throughout the first half term. Activities included glass painting, soap carving and wide games. Unfortunately, the second half term was mostly virtual sessions, which involved Dragons Den activities, baking and international evenings. Fortunately, we were able to meet in person to enjoy our annual Christmas meal and quiz.

Spring 2021

Our Tuesday evening meetings this term remained online. We focused on the International badge, which included presentations from the young people and cooking using tofu. We also spent time practising our rope skills and baked Easter brownies.

Summer 2021

This term, we were back to face-to-face sessions. This enabled us to conduct a range of practical activities, including making planters, sailing, hiking, cooking and beach bonfires, which is definitely our new favourite activity. We were also able to have a fantastic summer camp, which we held at Mersea HQ. We were able to take part in different activities such as paddle boarding, high ropes and sailing.

Young Leaders

Members of the Unit regularly assist with all the other sections within the 17th Group. This secures the relationship with younger members of the Group, providing them with an insight into the opportunities offered in joining the ESU – the best type of promotion for future recruitment. This has continued where other sections have offered online scouting throughout the pandemic.

Awards

Badges awarded this year include International, Global Issues, Survival Skills, Emergency Aid, Nautical Skills and Sailing. Once again, we have been unable to conduct expeditions so cannot progress the young people through their Platinum, Diamond or Queen's Scout awards. We are really hoping we can develop this next year.

Currently we have a leadership team consisting of Hannah, Steve, Claire, Roland, Phil, Richard, and

Pete, with other leaders joining us for sessions when available. This has enabled greater flexibility in terms of attendance, so a big thank you is due to all of the team for their dedication and hard work. Numbers remain steady with 17 on the books.

Hannah Smith
Explorer Scout Leader

Mersea HQ AGM Report 2020-2021

Foreword:

COVID Continues to put a dent into our plans once again.

RYA Centre:

With COVID upon us not much was able to happen early on. We did manage to squeeze a Level 2 Start Sailing course in before further restrictions occurred. This year we have managed several Powerboat courses, end of summer into the Autumn.

Fleet:

Our large RIB Trinity is now off for a major overhaul on her tubes and significant service of engine and ancillaries. The Wayfarer was completed and has been sailed this season, we have also invested in a brand-new mainsail for her as well. Throughout the year, the boats have been kept serviceable by the team often being turned around within 48hrs to allow the next session to go ahead, juggling our working and family lives to ensure that the YP have the craft available.

Headquarters:

With further lockdowns and restrictions, you might think that not much has occurred, you could not be further from the reality.

The whole troop room has been cleaned, made good and re-painted, the floor sanded and oiled, additional furniture, double doors insulated to reduce the drafts, masonry wall painted, flat roof re-felted, overhanging trees cut back, roof cleaned, gutters cleaned & the flagpole has had some TLC to boot. The toilets have been decorated. The downstairs bedroom decorated, re-designed and new storage lockers added.

The Workshop floor has been re-screeded and the whole workshop cleared and then re-organised. We dealt with an invasion of wood ants which saw some structural damage to the roof, this was all fixed and most of it has now been finished and re-decorated.

Outside John has maintained the field to its high standards and we have also on a larger level had the car park re-laid, with fresh stone, having been scraped back first.

Group Sailing:

Well, sailing this year has been a very different model, with the restrictions in place and then the further rules from HQ scouting we were very limited in what we could do, none the less we still managed to put on 16 sessions with 150 plus young people getting on the water as well as the Explorer Summer Camp and also a visit from the Scouts during their summer camp.

As ever I cannot thank all my staff enough for the efforts that they have put in during very trying and at times quite stressful circumstances, we will never really know the true cost of the pandemic, but I do believe that it would have been a lot worse had it not been for the team continuing to strive through to offer the activities that we do.

I sincerely hope that 2022 will see many things returning to normal

Steve Deighton

Assistant Group Scout Leader

Principal 17th Colchester Sea Scouts RYA Centre

Mersea Activity Co-ordinator

Treasurer's Report 2020-2021

Foreword:

2020-21 has been one of the most challenging years for the Group, as result of the impact of the pandemic effectively obliterating all of our income. However, despite the challenges presented by the pandemic, the Group continues to have a strong financial position and thanks go to everyone involved in the Group's finances in any capacity.

Highlights:

- Opening of a separate savings account to identify all monies for Summer Camp – can only be spent on this purpose
- Opening of a separate savings account to identify all monies for the capitation/census fee (the Scout Association HQ membership fees) – can only be spent on this purpose
- Socially distanced plant sale with sales of £10,674 (expenses for this will be reported in 2021-22 due to timing issues)
- Socially distanced pudding sale with profits of £745
- Sales of facemask made £875 for the Group
- Covid-19 Sport England grant received totalling £6500
- Scouting HQ grant of £50 received from a national sponsored fundraising drive
- Government Covid-19 grants received totalling £19,955 based on the rateable value of our Mersea HQ building
- Economic write-off of our original ATV "Dave" with £1000 rebate
- Purchase of new ATV "Dave 2" for a fee of £15,840

Total income: £56,206

Total expenditure: -£41,311

Net income/expenditure: £14,895

In order to improve our financial reporting, we have appointed a new accounts verifier, Mike Stokes. This had led to an improved cashbook and balance sheet, as well as an improved assets and liabilities sheet too, which includes any physical asset over £500 in value.

Reserves policy:

It has been agreed at Executive Committee level that the Group will maintain minimum cash reserves of £10,000. This was historically the figure needed to replace an outboard engine allowing the Group to continue functioning if an outboard was lost or stolen. It is also the estimated figure needed to refund payments for a summer camp if this event had to be cancelled at short notice. This figure will be reviewed by the Executive Committee on an annual basis, taking into consideration current pricing and likely impacts of inflation.

Bank account details:

The Group currently operates 5 bank accounts

- Group current account (£22,130)
- Mersea HQ current account (£7,360) – restricted fund, to be used for Mersea income and expenses only
- Capitation savings account (£1,716) – restricted fund, to be used for payment of the Scouting HQ membership fee for all youth members
- Summer Camp savings account (£6,015) – restricted fund, to be used for payments for the purpose of the Group's Summer Camp each year
- Scout Association investment account (£5,489)

17th Colchester Sea Scout Group

Income and Expenditure for the year ending 31st March 2021

	2021	2020
	£	£
Total Receipts	56,206	63,931
Total Payments	(41,311)	(60,928)
Net Income / (expenditure) for the year	<u>14,895</u>	<u>3,003</u>
Cash, bank and invested funds b/fwd	27,979	24,958
Cash, bank and invested funds c/fwd	<u><u>42,874</u></u>	<u><u>27,961</u></u>

Statement of Monetary Assets and Liabilities @ 31st March 2021

	2021	2020
	£	£
Barclays Group Account	22,130	19,658
Barclays Mersea Hut Account	7,360	2,875
Investment Account (Scouts Association)	5,489	5,446
Summer Camp Savings Account	6,015	
Capitation Savings Account	1,716	
	<u>42,710</u>	<u>27,979</u>
Petty Cash (Beavers)	81	
Petty Cash (Cubs)	0	
Petty Cash (Scouts)	83	
Petty Cash (Total)	<u>164</u>	
Total	<u><u>42,874</u></u>	<u><u>27,979</u></u>

Statement of Assets & Liabilities

	£ 01/04/2020 Balance	£ In-year Movement	£ 31/03/2021 Balance
Monetary Assets			
Barclays Group Account	19,658	2,472	22,130
Barclays Mersea Hut Account	2,875	4,486	7,360
Petty cash	0	164	164
Investment Account (Scouts Association)	5,446	43	5,489
Summer Camp Savings Account	0	6,015	6,015
Capitation Savings Account	0	1,716	1,716
Monetary Assets	27,979	14,895	42,874
	01/04/2020 Balance	In-year Movement	31/03/2021 Balance
Monetary Liabilities			
Petty Cash reimbursement outstanding	0	0	0
Monetary Liabilities	0	0	0
	Estimated Value 1/4/20	Additions/Disposals/ Change in value	Estimated Value 31/3/21
Mersea HQ	250,000	0	250,000
Mersea HQ - Contents	8,000	(800)	7,200
Zodiac 4.7m RIB with 40HP outboard	5,000	(250)	4,750
XS 5m RIB with 50HP outboard	10,000	(500)	9,500
Topaz Xenon x 2 c/with launching trolleys	5,000	(250)	4,750
Dagger Kayaks x 10	4,690	(235)	4,456
Topaz Uno Sailing Dinghies x 7	9,000	(450)	8,550
18ft Oyster Sailing Dinghies x 2	1,000	(50)	950
Canadian Canoes x 2	1,000	(50)	950
Trailers and misc boat equipment	3,000	(150)	2,850
Motor Launch and 10HP Inboard Engine	6,750	(338)	6,413
XS RIB with 70HP outboard	20,000	(1,000)	19,000
Topaz Omega Sailing Dinghies x 1	5,000	(250)	4,750
XS RIB with 40HP outboard	15,000	(750)	14,250
Topaz Vibe Sailing Dinghies x 1	2,500	(125)	2,375
Kyoti 4WD ATV		15,840	12,672
Non-Monetary Assets	345,940	10,643	353,415

Vehicles - 20% depreciation

Mersea HQ - Contents - 10% depreciation

Mersea HQ - 0% depreciation

Boats - 5% depreciation

17th Colchester Sea Scout Group

Income and expenditure breakdown for year ended 31st March 2021

Income	£	Expenditure	£
Subscriptions	4,815	Membership fees	(3,285)
Explorers Rent	472		
Gift Aid	2,355		
Activities		Activities	
Summer Camp 2020	1,088	Summer Camp 2020	(1,197)
Summer Camp 2021	1,223	Summer Camp 2021	(1,807)
Xmas Camp	418	Xmas Camp	(342)
Sailing at Mersea	24,904	Sailing at Mersea	(26,281)
Clothing and Badges	33	Clothing and Badges	(88)
Other Activities (float)	200	Other Activities (float)	(322)
Petty Cash payback (previously expensed)	164		
Negative receipts (refunds)	(600)		
Equipment / Assets		Equipment / Assets	
		Tents	(1,045)
Fundraising		Fundraising	
Plant Sale	10,674	Plant Sale	0
Xmas Puddings	2,262	Xmas Puddings	(1,517)
Other/TBD	552	Other/TBD	(61)
Facemasks	940	Facemasks	(65)
Donations	10	Donations	(100)
Grants	6,550	Grants	
Interest			
Bank Interest	46		
Running Costs		Running Costs	
Meeting Venue	100	Meeting Venue	(688)
Insurance		Insurance	(4,514)
Total Income	56,206	Total Expenditure	(41,311)
Net Income/Expenditure			14,895



Internal financial controls for charities

Checklist

Contents

1. Self-assessment checklist
2. Some key issues, monitoring arrangements and risk of fraud
3. Income
4. Purchases and payments
5. Assets and investments

1. Self-assessment checklist

The questions in this checklist are designed to help charity trustees and their advisers evaluate the charity's performance against the legal requirements and good practice recommendations set out in the commission's guidance on internal financial controls for charities. Trustees should review their charity's performance at least once a year.

Each of the questions on the checklist links to a paragraph of the guidance, where further details can be found. Not all the controls listed will be appropriate for all charities, for example, where a section of the checklist deals with an area of activity that the charity does not undertake then that section of the checklist will not apply.

Charities must always comply with legal requirements and these requirements are identified in the checklist. A 'yes' answer for good practice recommendations does not mean there is no scope for further improvement. A 'no' answer does not always indicate a problem. It may be that the charity has not put in place a particular control because the risk involved is small and the potential loss is acceptable, given the cost that would be involved in putting in place stronger internal controls.

Finally, the answers in the checklist should be based on the trustees' knowledge of what actually happens in the charity and not what they expect to happen. Having an internal control in place is only part of the picture. It must operate in practice to be effective.

2. Some key issues, monitoring arrangements and risk of fraud

2.1 Financial controls throughout the charity	Yes	No
Is the segregation of duties to provide 'double check'?		
Do the trustees carry out an annual review of the internal financial controls?		
2.2 Monitoring activities	Yes	No
Are the budgets of income and expenditure prepared, and approved by the trustees?		
Is performance measured against budgets at regular intervals and explanations sought for variances?		
2.3 Internal audit and audit committee	Yes	No
Have the trustees considered the need to appoint an internal auditor or set up an audit committee?		
2.4 Information and communication	Yes	No
Are the trustees provided with regular information about the financial performance of the charity?		
Do the trustees discuss the financial performance of the charity at each of their meetings?		
Are terms of reference in place for any finance sub-committee, or similar sub-groups of the trustee board?		
Does any finance sub-committee report to the full board of trustees for final decision making?		
2.5 Trustees' responsibilities	Yes	No
Are sufficient accounting records kept of all transactions? (legal requirement)		
Have the trustees considered the need for a reserves policy and put in place a reserves policy if one is needed? (legal requirement)		
Do the accounts comply with legal requirements? (legal requirement)		
Are the accounts formally approved by trustees at an annual meeting?		
Have the trustees appointed an auditor or independent examiner? (legal requirement)		
Are newly appointed trustees given a copy of the latest accounts?		
Do the trustees file the annual report and accounts and annual return on time? (legal requirement)		
2.6 and 2.7 Managing the risks of financial crime and abuse	Yes	No
Are trustees and staff made aware of why the charity is at risk from financial crime and abuse and of typical examples of potential fraudulent activities?		
Does the charity have an anti-bribery policy, policies on the acceptance of hospitality, the acceptance of donations and a register of interests in place?		
Does the charity have policies and controls over access to and storage of electronic information?		
Does the charity have computer programmes to protect its data and systems from external interference?		
Does the charity have procedures for reporting suspicions internally, and to the commission and the police?		

3. Income

3.1 Income received in the post	Yes	No
Is the incoming post opened in the presence of two unrelated people?		
Are all incoming cheques and cash recorded immediately?		

Does the charity keep unopened mail secure?		
3.2 Income from public collections and fundraising events	Yes	No
If the charity undertakes public collections or fundraising events:		
• are public collections undertaken within legal requirements? (legal requirement)		
• are collection boxes numbered and their allocation and return recorded?		
• are all collection boxes sealed?		
• are all collection boxes regularly opened and counted by the charity and a record kept of their locations and history of takings?		
• are collections counted in the presence of the collector and a receipt given to them?		
• are two unrelated people involved in counting and recording the income?		
• is cash banked as soon as possible and without deduction of expenses?		
• are records maintained for each fundraising event?		
For ticket incomes are:		
• tickets pre-numbered?		
• records kept of all persons issued with tickets to sell, and which ticket numbers they have been allocated?		
• records kept of which tickets sold?		
• reconciliations made of money received against tickets sold?		
Has the charity complied with Part II of the Charities Act 1992 where professional fundraisers are engaged? (legal requirement)		
3.3 Gift Aid donations	Yes	No
Does the charity maximise the lawful take-up by its donors of Gift Aid?		
Are regular checks made to ensure all eligible tax repayments are obtained?		
Does the charity keep the records required by HMRC for Gift Aid claims?		
3.4 Legacies	Yes	No
Does the charity identify and monitor the receipt of large legacies and ensure that they are correctly included in the accounts?		
3.5 Tainted charity donations and substantial donors	Yes	No
Has the charity kept the necessary records to identify transactions with 'substantial donors' for donations received up to April 2011? (legal requirement)		
From April 2011, have the trustees put in place procedures to identify 'tainted charity donations'?		
3.6 Trading income	Yes	No
If the charity undertakes trading activities (either trading in furtherance of its objects or non-charitable trading):		
• if the level of non-charitable trading is significant is it carried out in a trading subsidiary?		
• does the charity have a pricing policy for the goods and services supplied?		
• does the charity have invoicing procedures for goods and services supplied?		
• does the charity review outstanding debts and collection procedures?		
• are there procedures to reconcile amounts invoiced and cash received to outstanding invoices?		
3.7 Banking and custody procedures	Yes	No
Are incoming receipts banked promptly?		
Is insurance held to cover the contents of the safe or cash box and cash in transit?		
Are funds banked without deduction of expenses?		
3.8 Checks on income records	Yes	No
Are regular checks made to ensure income records agree with the bank paying-in books and statements?		
Are checks made by someone other than the person who made the entry in the accounting records?		

4. Purchases and payments

4.1 Controls and authorisation of expenditure on goods and services	Yes	No
Is there a written policy on the authorisation of expenditure?		
Are invoices received checked against orders confirming pricing and the receipt of the goods or services ordered?		
4.2 Controls and authorisation of expenditure on grants	Yes	No
If the charity makes grants, does it have a grant-making policy?		
Does the charity make and monitor grants in accordance with the grant-making policy?		
4.3 Payment by cheque	Yes	No
Does the charity follow any stipulation in the governing document about who can sign cheques?		
Does the bank mandate require at least two signatories?		
Is there a practice of not signing of blank cheques?		
Are cheque books etc kept in a secure place with access only by nominated persons?		
Are any monetary limits placed on an individual's signing recorded in writing?		
Is all cheque expenditure recorded in the cash book and noted with the relevant cheque number, nature of payment and payee?		
Are cheques signed only with documentary evidence of the nature of the payment, eg invoice?		
4.4 Payments by debit/credit/charge card	Yes	No
Does the charity have a policy for the use of payment cards, including the criteria for their issue, spending limits and security?		
Does the charity communicate the policy for the use of cards to all trustees and staff using them?		
Are cards cancelled when the holder ceases to work for the charity?		
Is all card expenditure supported by vouchers and invoices and recorded in the accounting records each time the card is used?		
Are card statements sent to the charity finance team and checked to supporting records and invoices?		
Is the cardholder's use of the card independently reviewed periodically to confirm its use is consistent with the policy?		
4.5 Payments by direct debits, standing orders and BACS direct credit	Yes	No
Are only named individuals authorised to set up direct debits, standing orders and direct credits?		
Does the charity use a dual authorisation system for BACS payments?		
Does the charity monitor the arrangements to ensure that automatic payment arrangements are cancelled when the goods and services are no longer being supplied to the charity?		
4.6 Payment in cash	Yes	No
Is every effort made to minimise cash payments?		
Are all payments by cash made from a cash float and not from incoming cash?		
Is supporting documentation authorised by someone other than the person maintaining the petty cash or the person making the claim?		
Are details of all payments entered in a petty cash book?		
Are regular independent checks made of the petty cash float and records?		
4.7 Wages and salaries	Yes	No
Are statutory deductions (tax and NIC) made from employees' wages and salaries and regularly forwarded to HMRC? (legal requirement)		
Does the charity comply with minimum wage legislation? (legal requirement)		

Are any other deductions from salaries made only where they are required or authorised? (legal requirement)		
Are the end-of-year returns (P60 and P11Ds) completed and filed with HMRC by the deadline? (legal requirement)		
If the charity employs staff are the required pension arrangements in place? (legal requirement)		
Do all employees have contracts of employment?		
Are personnel records kept and held separately from wages records?		
Are salary levels properly authorised and recorded?		
Is there a system of authorisation for recording and notifying starters and leavers, changes of hours and other payroll changes?		
Are payments made by BACS?		
4.8 The payment of expenses and reimbursements	Yes	No
Does the charity have a written policy to cover the payment and reimbursement of expenses?		
Is the policy communicated to all trustees, staff and volunteers?		
Are expenses reimbursed only where the individual incurred the expense in the course of carrying out the charity's business?		
Does the expense claim include a self-declaration that the claim is accurate and incurred on the business of the charity?		
Are reimbursements made by BACS transfer or cheque?		
If the charity pays mileage rates for travel are the rates in accordance with HMRC approved rates?		
4.9 Loans	Yes	No
Are the terms of the loan documented?		
Does the charity have a repayment plan in place to repay the principal and any interest due?		
4.10 Checks on expenditure records	Yes	No
Are regular checks made to ensure expenditure records are accurate and agree with the bank statements?		
Are regular checks made to ensure no discrepancies between the payments made and the original invoice or payment records?		
Are checks made by someone other than the person who made the entry in the accounting records?		

5. Assets and investments

5.1 Controls over fixed assets	Yes	No
Is a comprehensive fixed asset list held and updated regularly?		
Are assets checked regularly to ensure they are still in good repair and are of use to the charity?		
Has insurance cover been considered?		
Is the use of fixed assets reviewed annually (to ensure put to best use and serving the charity's interests)?		
5.2 Investments	Yes	No
Does the charity have an investment policy?		
Does this policy include the need to consider diversification of investments, including bank accounts?		
Is the performance of investments regularly reviewed?		
Is professional advice taken, where appropriate, on the selection or disposal of investments?		
Does the charity inspect investment properties to ensure tenant covenants are adhered to?		
Are there controls to ensure that all investment income due is received?		

5.3 Money held as a current asset	Ye s	No
Are secure records held of all bank and building society accounts?		
Are bank statements regularly received and regular bank reconciliations carried out?		
Are instructions to open or close accounts properly authorised and reported to trustees?		
Are checks made to ensure that there are no dormant accounts?		
Are the accounts monitored to ensure there is no third party use?		
Do the trustees regularly review the costs, benefits and risks of their current and deposit accounts?		
5.4 Electronic banking	Ye s	No
If the charity uses electronic banking to make payments does the system used require authorisation of transactions by two individuals?		
Are PCs kept secure with up-to-date anti-virus and spyware software and a personal firewall?		
Are trustees and staff made aware of the need to ensure that the charity's security details (including the password and PIN) are not compromised?		
Is the PIN and password regularly changed, for example to mitigate the risks of compromising security when individuals leave the charity?		
Does the charity maintain a list of persons (trustees and staff) who are approved to have access to the PIN and password?		
Does the charity keep an audit trail of electronic banking transactions?		
Have those using online banking facilities been trained in their use?		
5.5 Non-traditional banking	Ye s	No
If the charity uses non-traditional banking methods:		
• are policies set and approved by trustees defining the circumstances when non-traditional banking methods may be used?		
• is the use of such methods limited to essential transfers where traditional banking methods cannot be used?		
• does the charity keep an audit trail of non-traditional banking transactions?		
• does the charity ensure that the controls that are in place for its traditional bank transactions also operate with non-traditional banking transactions?		
5.6 Restricted funds and endowment funds	Ye s	No
Are procedures in place to ensure that any restrictions put on the use of funds, by the donor or through an appeal, are observed?		
Does the charity ensure that the conditions attached to permanent endowments are observed?		