

# **Trustees Annual Report**

For the period:

1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024

For

## **2<sup>nd</sup> Malvern Scout Group**



Registered Charity Number:

**1044413**

Address: 2<sup>nd</sup> Malvern Scout Group.  
Spring Lane,  
Malvern,  
Worcestershire.  
WR14 1AJ.

Website: [www.2ndmalvernscouts.org](http://www.2ndmalvernscouts.org)

Trustees: As detailed with the Charity Commission

Chair:	Peter Reeve
Treasurer:	Shaylene Kitchener (Apr – Sept 23), Verena Steventon (Sept – Mar 24)
Secretary:	Joanna Reeve
Group Lead Volunteer:	Ben Johnstone
Property Member:	Mike Wood
HQ Bookings:	Marilyn Wood

Ex Officio Trustees: Section Leaders

Scouts (Scott Troop):	Luke Bransfield (June 23 – Mar 24)
Scouts (Shackleton Troop):	Andy Mitchell
Cubs (Raleigh Pack):	Ryan Heath
Cubs (Drake Pack):	Jean Allen
Beavers:	Rachel Smith
Explorers:	Graham Smith (Sept 23 – Mar 24)

The Annual General Meeting (AGM) for the previous year was conducted on 16<sup>th</sup> September 2023 which detailed the election of Trustees (above) to the Trustees Board of 2<sup>nd</sup> Malvern Scout Group. The constitution of the Scout Association was adopted by the Group and quorums voted on. No other trust deed or articles of association were discussed or voted on.

A copy of the AGM minutes is attached to this document.

The AGM for the current year shall proceed on the 10<sup>th</sup> July 2024. During this AGM all Trustees shall be elected, the constitution for the charity shall be re-adopted and the quorum details verified and voted on. The Annual Financial Report shall also be considered, and an independent accounts examiner appointed for the coming year.

2<sup>nd</sup> Malvern Scout Group is part of the UK Scout Association but is a charity in its own right. We adopt the constitution of the Scout Association and follow the rules of the Association. We have the same aims and principles as those detailed in the Associations "Policy, Organisation & Rules" documentation.

Our main **purpose** is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Our **method** of development of young people takes place when the young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun.
- take part in activities indoors and outdoors.
- learn by doing.
- share in spiritual reflection.
- take responsibility and make choices.
- undertake new and challenging activities.
- make and live by their Promise.

As Scouts we are guided by these **values**:

- **Integrity** - We act with integrity; we are honest, trustworthy and loyal.
- **Respect** - We have self-respect and respect for others.
- **Care** - We support others and take care of the world in which we live.
- **Belief** - We explore our faiths, beliefs and attitudes.
- **Co-operation** - We make a positive difference; we co-operate with others and make friends.

The 2<sup>nd</sup> Malvern Scout Group is a well-established Scout Group within "The Malverns" District.

The Group is situated in a purpose-built headquarters building within the town of Malvern.

There are currently over 80 young members varying in ages from 6 to 14. The Group also has a partnership agreement with Beacon Explorer unit, who share our premises, who have young people from 14 to 18 years of age.

There are over 30 volunteer leaders and helpers varying in age from 18 to early 70's.

The Group currently has one Beaver Colony (6 to 8 years), one Cub Pack (8 to 10½ years), two Scout Troops (10½ to 14½ years) and is partnered with Beacon Explorer Unit. For most of the reporting year the Group had two cub packs but due to the lack of adult helpers in this section the two packs had to amalgamate to only one pack.

All the scouting sections are overseen by the Group Lead Volunteer (GLV) who has the responsibility for ensuring that all operational activities (scouting activities) that the adult volunteers deliver are safe and comply with the Scout Association policies and rules.

The Trustee Board oversee the governance of the Scout Group ensuring that the volunteers and young people have the resources that they require, that the facilities that they use are safe and that adequate funding is in place to run the Scout Group.

They also assist the Group Lead Volunteer in ensuring that adequate training in Safety, Safeguarding, GDPR and 1<sup>st</sup> Aid is received by adult volunteers, to ensure all activities undertaken by the young people are done in a safe environment.

All members of the Trustees Board must also undertake adequate training to ensure they understand the role of the board and the roles of the individual members.

All the training received is documented by the Scout Association.

During this reporting period the Scout Association made further recommendations for changes to the structure of the Scout Group which have begun to be incorporated into the Group. The Trustee Board are now operating under the new rules and guidelines.

During the next year changes to the Group structure will be implemented as we proceed to the new Scout Association digital system.

In the past one of the roles of the Executive Committee (now Trustees Board) had been to identify ways that the facilities available to the adult volunteers and young people can be improved or enhanced. The committee had been discussing a project to erect a metal structure in the grounds to act as an outdoor activity area. The project was initially costed during the Covid crisis and then planning permission was requested and received, however in the time between the initial planning and the updated quotations, costs had increased significantly. The Group has unfortunately been unsuccessful when applying for grants and has had to take the difficult decision to shelve the project until such time as funds become available. The decision was not taken lightly but the financial stability of the Group is paramount.

The Trustee Board monitor the finances of the Group throughout the year with the Treasurer delivering a financial report at each quarterly meeting. The finances of the group are still in a strong position, even with the substantial increases in energy costs. The Board has ensured that adequate funds are maintained and are available as an “emergency fund” to ensure the Group can function in extreme events.

The Annual Financial Report may be viewed in a separate document and will also be available in hard copy at the AGM.

The scouting activities are planned and implemented by the dedicated team of adult volunteers, led by the Group Lead Volunteer (GLV). Their professionalism and enthusiasm continue to deliver a fantastic, educational and fun program for the young people of the Group.

The scouting activities undertaken by the Beaver, Cub & Scout sections were many and varied and included summer camps & weekend camps at various locations, sleep overs at the HQ, hikes on the Malvern Hills and surrounding areas, water activities, Jamboree of the Internet, pioneering and many, many more exiting and fun activities. The young people also work hard on scouting and other activities to gain badges and have made their leaders proud by achieving many badges and awards. As a Group we have also got together at our annual campfire and firework display and with other members of the District at the County camp “ShireJam” and the St George’s day parade in Ledbury.

The dedicated team of adult volunteers is also backed up by parents offering to assist with certain outdoor and off-site activities. All occasional helpers must agree to undertake a Scout Association DBS check and going forward will also agree to Safety and Safeguarding training. This help is gratefully received and greatly appreciated by the adult leaders and the Group and a huge thank you goes out to all those who have helped during the past year.

There is, however, always a need for more adult leaders and helpers within the sections and I would encourage any parent, relative or friend to get involved in any way that they can. This also applies to the Trustee Board, and we would welcome new members to apply to the board. By spreading the organisational tasks amongst more adult leaders, we could deliver even bigger and better activities for the young people of the Group. If you feel you would like to get involved in any role just speak to your section leader or contact the Group Lead Volunteer or Chair for more information. Contact details may be found on our website ([www.2ndmalvernscouts.org](http://www.2ndmalvernscouts.org)).

As Chair I would like to take this opportunity to thank all the volunteers within the Group, who have given so much of their time and talents to assist in our aim to engage with and support young people in their personal development, empowering them to make a positive contribution to society. Looking at the young members of 2<sup>nd</sup> Malvern Scout Group I feel we are continuing to make a large contribution to this aim.

## 2<sup>nd</sup> Malvern Scout Group

### Annual General Meeting Minutes.

Saturday 16<sup>th</sup> September 2023, 6.30pm at 2<sup>nd</sup> Malvern HQ.

Item		Action
1.	<p><b><u>Welcome &amp; introductions.</u></b></p> <ul style="list-style-type: none"><li>The Chair welcomed all to the meeting and thanked them for their attendance, He then went on to introduce the members of the Committee.</li></ul>	
2.	<p><b><u>Attendees:</u></b> Graham Smith (GS), Peter Reeve (PR) Chair, Ryan Heath (RH), Ben Johnstone (BJ) GLV, Dave Barnes (DB), Rachel Smith (RS), Christine Warner (CW), Derek Barnes (DeB) District Chair, Jean Allen (JA), Peter Allen (PA), Joanna Reeve (JR) Secretary, Marilyn Wood (MaW) AGLV, Mike Wood (MiW), Luke Branfield (LB).</p> <p><b><u>Apologies:</u></b> Andy Mitchell (AM), Shaylene Kitchener (SK), Graeme Barclay (GB), Alison Oliver, Lorna Davies.</p>	
3.	<p><b><u>To approve the minutes of the previous AGM.</u></b></p> <ul style="list-style-type: none"><li>The minutes of the previous meeting were approved as a true record and signed by the Chair.</li></ul>	
4.	<p><b><u>To adopt the constitution for the Group.</u></b></p> <ul style="list-style-type: none"><li>The 2<sup>nd</sup> Malvern Group Scout Council resolved to adopt the standard Group Constitution found in The Scout Association's Policy, Organisation and Rules (POR) with immediate effect. This resolution takes precedence over any previous constitution.</li><li>Proposed by MaW.</li><li>Seconded by DaB.</li><li>Proposal passed.</li></ul>	
5.	<p><b><u>To agree the number of members that may be elected to the Trustee Board.</u></b></p> <ul style="list-style-type: none"><li>A figure of up to 4 was agreed.</li><li>Proposed by RH.</li><li>Seconded by DaB.</li><li>Proposal passed.</li></ul>	
6.	<p><b><u>To agree a quorum for the following:</u></b></p> <p><b><u>Meetings of the Group Scout Council.</u></b></p> <ul style="list-style-type: none"><li>8, to include Group Chair.</li><li>Proposed by MaW.</li><li>Seconded by JA.</li><li>Proposal passed.</li></ul> <p><b><u>Meetings of the Trustee Board.</u></b></p> <ul style="list-style-type: none"><li>Half of members, to include Chair or GLV.</li><li>Proposed by DaB.</li><li>Seconded by GS.</li></ul>	

	<ul style="list-style-type: none"> <li>• Proposal passed.</li> </ul> <p><u>Meetings of any sub-committees or support teams.</u></p> <ul style="list-style-type: none"> <li>• Half of members, to include Chair of sub-committee or GLV.</li> <li>• Proposed by CW.</li> <li>• Seconded by DaB.</li> <li>• Proposal passed.</li> </ul>	
7.	<p><b><u>To receive and consider the Trustees Annual Report.</u></b></p> <ul style="list-style-type: none"> <li>• PR asked that the meeting approve the report, adding that Trustees had already done so at their last meeting and that it would be added to the Charity Commission's website shortly.</li> <li>• Proposed by MiW.</li> <li>• Seconded by CW.</li> <li>• Proposal passed.</li> </ul>	
8.	<p><b><u>To receive and consider the Financial Report.</u></b></p> <ul style="list-style-type: none"> <li>• PR explained that the accounts had been prepared by SK and examined by Richard Colbourne, who had indicated he would not continue in this role going forward.</li> <li>• PR explained an anomaly regarding the payment of subscriptions to the Scout Association in the past two years. This had resulted in no payment in the accounting period 2021/22 and consequently two payments in the period 2022/23.</li> <li>• He added that subscription payments to the Group were now up to their previous level, following the Covid payment holiday.</li> <li>• Proposed by MaW.</li> <li>• Seconded by PR.</li> <li>• Proposal passed.</li> <li>• PR then handed the meeting over to BJ ahead of Item 9.</li> </ul>	
9.	<p><b><u>To approve the Group Scout Leader's nomination for Group Chair.</u></b></p> <ul style="list-style-type: none"> <li>• BJ nominated PR for the role.</li> <li>• PR agreed to the role for the coming year.</li> <li>• BJ handed back the meeting to PR.</li> </ul>	
10.	<p><b><u>To elect the other Group Officers.</u></b></p> <p><u>Secretary</u></p> <ul style="list-style-type: none"> <li>• JR agreed to continue in the role for the coming year.</li> <li>• Proposed by PR.</li> <li>• Seconded by BJ.</li> <li>• JR was re-elected unanimously.</li> </ul> <p><u>Treasurer</u></p> <ul style="list-style-type: none"> <li>• SK has informed the Board that she will be standing down, but would continue in the role until a replacement could be found.</li> <li>• PR requested that he be informed if a suitable candidate was identified.</li> </ul>	
11.	<p><b><u>To elect members to the Trustee Board.</u></b></p> <ul style="list-style-type: none"> <li>• There were no nominations prior to the meeting.</li> </ul>	

12.	<p><b><u>Group Scout Leader to announce their nominations for the Trustee Board.</u></b></p> <ul style="list-style-type: none"> <li>• BJ nominated MiW with regard to liaison with Mencap and maintenance at the HQ.</li> <li>• DeB informed the meeting that this was incorrect procedure and that MiW must be elected to the role. (item 11).</li> <li>• Proposed by BJ.</li> <li>• Seconded by PR.</li> <li>• MiW re-elected unanimously.</li> </ul>	
13.	<p><b><u>To formally record those Section Leaders who have opted to be members of the Trustee Board.</u></b></p> <p><u>The following Section Leaders agreed to join the Board:</u></p> <ul style="list-style-type: none"> <li>• Jean Allen</li> <li>• Ryan Heath</li> <li>• Rachel Smith</li> <li>• Andrew Mitchell – agreed by email prior to the meeting.</li> <li>• Luke Branfield agreed however DeB informed the meeting that this was incorrect procedure and that Luke must wait until his change of role from Assistant Scout Leader to Section Leader is confirmed.</li> </ul>	
14.	<p><b><u>To appoint an independent examiner of the accounts for the coming year.</u></b></p> <ul style="list-style-type: none"> <li>• Lorna Ellis has agreed to the position for the coming year.</li> </ul>	
15.	<p><b><u>Chair's closing remarks.</u></b></p> <ul style="list-style-type: none"> <li>• PR gave his thanks to all Leaders who had attended the meeting for their hard work. He asked for this to be conveyed to those who were unable to attend. He pledged his support for any ongoing changes.</li> <li>• MaW was thanked and presented with gifts on standing down as Scouter-in-Charge. She stated that she was pleased to hand over to BJ.</li> <li>• DB presented a Scout Association award to PR. Steve Kitchener, Dylan Farrier and Andrew Mitchell were also in receipt but not at the meeting.</li> </ul>	
16.	<p><b><u>To close meeting.</u></b></p> <ul style="list-style-type: none"> <li>• The meeting closed at 7pm.</li> </ul>	

The above minutes were approved by the Trustees as an accurate record of the proceedings on 26th June 2024 and signed on their behalf by:

Chair

Peter Reeve



Dated.....26/06/24.....

Group Lead Volunteer Ben Johnstone



Dated.....26/06/24.....

The above Trustees Annual Report was considered and accepted on behalf of the 2<sup>nd</sup> Malvern Scout Council at the Trustee Board meeting on the 26<sup>th</sup> June 2024 and signed to that effect by the above - Peter Reeve (Chair) and Ben Johnstone (Group Lead Volunteer).



## 2<sup>nd</sup> MALVERN GROUP SCOUT COUNCIL

Registered Charity Number: 1044413

### Receipts and Payments Account

<b>Receipts and Payments Account</b>	2024	Designated		
<b>Year ended 31 March 2024</b>	General	Equipment	2024	2023
	Fund	Fund	Total	Total
	£	£	£	£
<b>Receipts - Income</b>				
Subscriptions Non Gift-Aid	0.00	0.00	0.00	0.00
Subscriptions with Gift-Aid (2023 - 2024)	12,077.83	0.00	12,077.83	13,898.00
Hall Hire	2,142.00	0.00	2,142.00	1,832.00
Pathway service charge	10,200.00	0.00	10,200.00	10,250.00
<b>Sub Total</b>	<b>24,419.83</b>	<b>0.00</b>	<b>24,419.83</b>	<b>25,980.00</b>
Interest Received (Cash Account)	56.31	0.00	56.31	149.55
Interest Received (Gold Account)	344.58	0.00	344.58	0.00
Gift Aid	2,512.95	0.00	2,512.95	0.00
Grants	0.00	0.00	0.00	0.00
Donations	5.00	0.00	5.00	362.99
Fund Raising	785.22	0.00	785.22	968.50
Camp and Activity Fees	6,223.19	0.00	6,223.19	5,839.00
Water	57.73	0.00	57.73	0.00
<b>Sub Total</b>	<b>9,984.98</b>	<b>0.00</b>	<b>9,984.98</b>	<b>7,320.04</b>
<b>Total</b>	<b>34,404.81</b>	<b>0.00</b>	<b>34,404.81</b>	<b>33,300.04</b>
<b>Outgoings - Pathway</b>				
Rent to MHDC	250.00	0.00	250.00	250.00
Insurance	3,661.12	0.00	3,661.12	3,574.04
Water	878.13	0.00	878.13	408.98
Electricity	5,160.79	0.00	5,160.79	2,024.34
Gas	1,861.52	0.00	1,861.52	2,961.16
Telephone and Broadband	918.96	0.00	918.96	810.94
Fire and Building Alarm	522.00	0.00	522.00	91.20
Safety or Service Inspections	214.32	0.00	214.32	0.00
Carpark Maintenance	0.00	0.00	0.00	0.00
PRS, PPL & TV Licence	330.64	0.00	330.64	1,532.12
Cleaner	1,431.49	0.00	1,431.49	1,549.00
Consumables (stationary, cleaning materials & toilet rolls)	139.26	0.00	139.26	306.56
Building Maintenance (light bulbs, paint & repairs)	1,783.02	0.00	1,783.02	370.26
External Maintenance (fuel for mower, tools, site repairs)	661.49	0.00	661.49	18.06
	<b>17,812.74</b>	<b>0.00</b>	<b>17,812.74</b>	<b>14,418.06</b>
<b>Outgoings - 2nd Malvern Scout Group Only</b>				
Go Cardless Fees	737.78	0.00	737.78	763.05
Subscriptions to Scout Association	4,581.60	0.00	4,581.60	9,214.50
Badges, Scarves & Uniforms	247.60	0.00	247.60	961.83
Web Page, OSM & IT Fees	288.68	0.00	288.68	286.06
Leader Training	0.00	0.00	0.00	0.00
Equipment Expenditure	495.93	0.00	495.93	2,501.26
Donations	5.00	0.00	5.00	0.00
Fundraising Expense	138.13	0.00	138.13	912.91
Camp and Activity Expenses	10,729.12	0.00	10,729.12	5,600.58
Section Expenses ( requested section funds - running costs)	386.96	0.00	386.96	2,036.85
	<b>16,873.02</b>	<b>0.00</b>	<b>16,873.02</b>	<b>22,277.04</b>
<b>Total Payments</b>	<b>34,685.76</b>	<b>0.00</b>	<b>34,685.76</b>	<b>36,695.10</b>
<b>Net Receipts / (Payments) for the Year</b>	<b>-280.95</b>	<b>0.00</b>	<b>-280.95</b>	<b>-3,395.06</b>
<b>Balance b/fwd at 1 April 2023</b>	<b>42,848.49</b>	<b>0.00</b>	<b>42,848.49</b>	<b>46,243.55</b>
<b>Balance c/fwd at 31 March 2024</b>	<b>42,567.54</b>	<b>0.00</b>	<b>42,567.54</b>	<b>42,848.49</b>



## 2<sup>nd</sup> MALVERN GROUP SCOUT COUNCIL

Registered Charity Number: 1044413

### Receipts and Payments Account

<b><u>Assets Retained (Fixed Asset) Summary</u></b>				
HQ Building				
Write Off over remainder of lease - 22 years from 1 April 2009				
		Restricted	Unrestricted	Total
Cost				
01 April 2023		211,336.07	34,080.00	245,416.07
Additions		0.00	0.00	0.00
31 March 2024		211,336.07	34,080.00	245,416.07
Depreciation				
01 April 2023		134,349.29	21,687.00	156,036.29
Charge		9,606.19	1,549.09	11,155.28
31 March 2024		143,955.48	23,236.09	167,191.57
Written Down Value		67,380.60	10,843.91	78,224.50





## 2<sup>nd</sup> MALVERN GROUP SCOUT COUNCIL

Registered Charity Number: 1044413

### Receipts and Payments Account

#### Statement of Assets & Liabilities

As at 31 March 2024

<b>Cash And Bank Accounts</b>		£			
CAF Gold Account 0009757 - Savings Account		16,056.15			
CAF Cash Account 00032605 - Day to day Account		25,749.45			
<b>Bank Current Accounts, Sections</b>					
Scouts 71235036		0.00			Closed
Scouts (Lloyds - On Line) 82415768		761.94			
Cash in hand, Sections and Group		0.00			
		42,567.54			
<b>Assets Retained for the Charity's Own Use</b>					
HQ Building at Written Down Value		78,224.50			
		120,792.04			
Represented by:					
<b>Funds</b>		£			
General Fund		42,567.54			
Designated Equipment Fund		0.00			
		42,567.54			
HQ Building Restricted Fund	67,380.60				
HQ Building Unrestricted Fund	10,843.91				
		78,224.50			
		120,792.04			

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 26th June 2024 and signed on their behalf by:

2nd Malvern Group Treasurer .....   
V. Steventon

2nd Malvern Group Chair .....   
P. Reeve

## **Independent examiner's report to the trustees of 2<sup>nd</sup> Malvern Group Scout Council**

I report to the trustees on my examination of the accounts of the 2<sup>nd</sup> Malvern Scout Group for the year ended 31<sup>st</sup> March 2024.

### **Responsibilities and basis of report**

As the charity trustees of the 2<sup>nd</sup> Malvern Scout Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 2<sup>nd</sup> Malvern Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect the accounts do not accord to 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.

I provide my statement without acceptance of any responsibility whatsoever and disclaim all liability to you. Any use you wish to make of the information is, therefore, entirely at your own risk.

Signed:



Name: Sarah Medcalf ACA

Registered with the Institute of Chartered Accountants in England and Wales

Membership No.: 4401682

Address: 19 Warren Close  
Churchdown  
Gloucester  
GL3 1JP

Date: 21 June 2024