

# Trustees' Annual Report

For the period

From (start date) 0 1 0 4 2 4

to end date 3 1 0 3 2 5

## Section A

## Reference and Administration Details

Charity Name

1st Felpham Sea Scouts

Known As

1st Felpham Sea Scout Group

Registered Charity Number

1 0 5 6 3 6 5

HQ Registration Number

1 0 0 1 0 6 4 1

Principal Address

The Scout Hall

Vicarage Lane

Bognor Regis

Postcode

P O 2 2 7 D Z

Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr. Alan Hobbs		
2	Mrs. Amanda Lewis	Treasurer	
3	Miss Debbie Camp	Secretary	
4	Mrs. Janet Ramsdale		
5	Mrs. Janice Poupart		
6	Mr. Oliver Lewis		
7			
8			
9			
10			
11			
12			

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

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

Type of Advisor	Name	Address

## Section B

## Structure, Governance and Management

### Description of the Charity's Trusts

Type of governing document

(e.g. trust deed, constitution)

The Group's governing documents are those of the Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

How the Charity is Constituted

(e.g. trust, association, company)

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

Trustee Selection Methods

(e.g. appointed by, elected by)

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

### Additional Governance Issues

Policies and procedures adopted for:

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

The Group is managed by the Group Board of Trustees, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every two months.

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

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

- The maintenance of Group property;
- The raising of funds and the administration of Group finance;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;

**Section B****Structure, Governance and Management (continued)****Risk and Internal Control**

The Group Board of Trustees has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

**Damage to the building, property and equipment.** The Group would request the use of buildings, property and equipment from neighbouring organisations such as the Church, Village Hall and other Scout Groups. Similar reciprocal arrangements would be managed with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

**Injury to leaders, helpers, supporters and members.** The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are also undertaken before all activities.

**Reduced income from fundraising.** The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

**Reduction or loss of leaders.** The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

**Reduction or loss of members.** The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and Activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b></p> <p>Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b></p> <p>As Scouts we are guided by these values:</p> <p><b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.</p> <p><b>Respect</b> - We have self-respect and respect for others.</p> <p><b>Care</b> - We support others and take care of the world in which we live.</p> <p><b>Belief</b> - We explore our faiths, beliefs and attitudes.</p> <p><b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b></p> <p>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> <li>- enjoy what they are doing and have fun</li> <li>- take part in activities indoors and outdoors</li> <li>- learn by doing</li> <li>- share in spiritual reflection</li> <li>- take responsibility and make choices</li> <li>- undertake new and challenging activities</li> <li>- make and live by their Promise.</li> </ul>
Summary of the main activities in relation to these objects	<p>The Group and its Leaders provide a full and balanced program to our Young People in order to help them grow and develop as Scouts.</p>
Additional Details of the Objectives and Activities	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grant making;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	<p>The Groups Trustees consider any grant making decisions on a case by case basis to ensure best use of the Charitable Funds.</p> <p>The Groups investment policy is referred to later on in this document.</p>
Public benefit statement	<p>The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.</p>
Section D	Achievements and Performance
Summary of the main achievements of the charity during the year	<p>The Trustees have worked hard to streamline a number of internal process including establishing a communication system across the Group, this has been primarily the introduction of the email system. Our Accounts have also been reformatted to bring them into line with current best practices.</p> <p>Furthermore, fundraising efforts have resumed with a Gift Aid Claim, Clothing Bin and applying for local Grant Aid from the Parish Council.</p>

Section E	Financial Review
Brief statement of the charity's policy on reserves	<b>Reserves Policy</b> The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Board of Trustees considers that the group should hold a sum equivalent to 12 months running costs, circa £5000
Quantify and explain any designations	The Group held reserves of approximately £5000 against this at year end. This is at the level required for operating expenses.  The Group has traditionally operated Sectional Accounts, therefore each Sections Funds are appropriately designated for its use. These funds are overseen by the Trustees and reported upon in line with POR.
Details of any funds materially in deficit (circumstances plus steps to eliminate)	None

Further financial review details (optional information)

You <b>may choose</b> to include additional information, where relevant, about: <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives;</li> </ul>	<b>Investment Policy</b> The Group's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or The Scout Association's <u>Short Term Investment Service</u> .  The Group Board of Trustees regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Board of Trustees considers the cash flow requirements.
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Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	The Trustees are supporting the addition of Paddle Sports to the Group's Activities. The Group will utilise the Royal Navy Training and Equipment Grants to support this venture. It is hoped that this will attract new members for the Scout Section in particular.

Section G	Declaration	
The trustees declare that they have approved the trustees' report above		
Signed on behalf of the charity's trustees		
Signature(s)	A.Hobbs	D.Camp
Full name(s)	Mr. Alan Hobbs	Miss Deborah Camp
Position (eg Secretary, Chair)	Group Scout Leader	Secretary
Date	<div>2</div> <div>3</div> <div>0</div> <div>8</div> <div>2</div> <div>5</div>	

**1st Felpham Sea Scout Group**  
**(Registered Charity: 1056365)**  
**Receipts and Payments Account**

	Year start date		Year end date
For the Year:	From	01 April 2024	To 31 March 2025

**Receipts and Payments - Amalgamated Group Accounts**

	2023/2024	2024/2025
	Unrestricted Funds	Unrestricted Funds
	£	£
<b>Receipts</b>		
<b>Donations, Legacies and Similar Income</b>		
Membership Subscriptions (All Sections)	11,568	13,758
Donations	57	471
Gift Aid	3,433	-
<b>Sub Total</b>	<b>15,058</b>	<b>14,230</b>
<b>Grants</b>		
Other Grants	493	-
<b>Sub Total</b>	<b>493</b>	<b>-</b>
<b>Fundraising Events</b>		
Fundraising Activities (Section Based)	39	138
Fundraising Activities (Group Based)	141	569
<b>Sub Total</b>	<b>180</b>	<b>707</b>
<b>Scout Hut Income</b>		
Hire of Building	596	404
Hire of Equipment (Not Boats)	100	-
<b>Sub Total</b>	<b>696</b>	<b>404</b>
<b>Group Water Activity Provision</b>		
Fundraising Activities inc Grants & Donations	1,648	3,526
Boat Fund Income from Usage by Members etc	762	135
<b>Sub Total</b>	<b>2,410</b>	<b>3,661</b>
<b>Group Camping Events (Receipts at Group Level)</b>		
Centenary Camp - Gilwell	10,300	-
<b>Sub Total</b>	<b>10,300</b>	<b>-</b>
<b>Other Group Based Income</b>		
Capitation (from Sections)	10,020	10,267
Sundry	167	-
Transfer from Savings Account to Current Account	5,062	8,500
Transfer from Current Account to Savings Account	14,673	9,926
<b>Sub Total</b>	<b>29,922</b>	<b>28,693</b>
<b>Other Sectional Based Income</b>		
Uniform, Badges & 1FSS Branded Clothing	366	612
Activities - Camps	2,551	8,290
Sectional Evening Activity	995	1,478
Other Sectional Outing / Activity	1,406	1,501
Sectional Water Activities	587	949
Centenary Camp	5,450	340
Sundry	2,839	2,120
<b>Sub Total</b>	<b>14,194</b>	<b>15,289</b>
<b>Investment Income</b>		
Bank Interest	68	148
<b>Sub Total</b>	<b>68</b>	<b>148</b>
<b>Total Gross Income</b>	<b>73,321</b>	<b>63,132</b>
<b>Asset and Investment Sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Less Internal Transfers between Group Accounts</b>	<b>40,217</b>	<b>31,296</b>
<b>Total Receipts</b>	<b>33,104</b>	<b>31,836</b>

**1st Felpham Sea Scout Group (Registered Charity: 1056365)**

**Receipts and Payments Account**

		Year start date			Year end date
For the Year:	From	01 April 2024	To	31 March 2025	
<b>Receipts and Payments - Amalgamated Group Accounts</b>					
		2023/2024		2024/2025	
		Unrestricted Funds		Unrestricted Funds	
		£		£	
<b>Payments</b>					
<b>Charitable Payments - Group Based</b>					
Membership Subscriptions Paid On (National/County/Area/District)		5,062		7,794	
1FSS Branded Clothing		-		575	
<b>Sub Total</b>		<b>5,062</b>		<b>8,369</b>	
<b>HQ Payments</b>					
Rates		197		87	
Insurance		756		672	
Ground Rent		464		224	
Electricity		2,468		294	
Water (Supply & Waste)		429		969	
Repairs & Maintenance		220		420	
Improvements & Developments		571		1,200	
Cleaning & Supplies		243		64	
<b>Sub Total</b>		<b>5,349</b>		<b>3,930</b>	
<b>Group Activities &amp; Camping Events</b>					
General Activities		28		28	
Centenary Camp - Gilwell		7,790		-	
<b>Sub Total</b>		<b>7,817</b>		<b>28</b>	
<b>Group Water Activity Provisions - General Payments</b>					
Food		20		89	
Equipment		-		619	
Training		-		53	
<b>Sub Total</b>		<b>20</b>		<b>761</b>	
<b>Group Water Activity Provisions - Dinghy Fleet</b>					
Chandlery		-		550	
<b>Sub Total</b>		<b>-</b>		<b>550</b>	
<b>Group Water Activity Provisions - Powerboat Fleet</b>					
Consumables (Oil/Petrol etc)		72		381	
Servicing, Repairs & Maintenance (inc Trailers)		3,382		860	
Equipment		607		131	
Insurance		576		630	
Other		13		-	
<b>Sub Total</b>		<b>4,650</b>		<b>2,003</b>	
<b>Section Based Payments (Youth Program &amp; Provisions)</b>					
Badges		1,359		1,298	
Uniform & 1FSS Branded Clothing		312		631	
Evening Activities		2,426		3,698	
Outing / Activity		1,238		1,923	
Water Activities		507		197	
Camps		2,368		7,020	
Centenary Camp		6,900		100	
Capitation Payments to Group		10,020		10,267	
Equipment Purchases		131		254	
Sundry		3,742		2,530	
<b>Sub Total</b>		<b>29,004</b>		<b>27,918</b>	
<b>Adult Leader Support (Group &amp; Sections)</b>					
Training		-		62	
Uniform		31		52	
Other		31		35	
<b>Sub Total</b>		<b>62</b>		<b>149</b>	
<b>General Expenses (Group &amp; Sections)</b>					
Stationery		16		292	
Software Subscriptions		10		25	
Bank Charges		90		-	
Sundry		217		647	
Fundraising		-		112	
Transfer from Savings Account to Current Account		5,062		8,500	
Transfer from Current Account to Savings Account		14,673		9,926	
<b>Sub Total</b>		<b>20,068</b>		<b>19,503</b>	
<b>Total Gross Expenditure</b>		<b>72,032</b>		<b>63,209</b>	
<b>Asset and Investment Purchases, etc.</b>					
		-		-	
<b>Less Internal Transfers between Group Accounts</b>		<b>40,217</b>		<b>31,296</b>	
<b>Total Payments</b>		<b>31,815</b>		<b>31,914</b>	
<b>Net of Receipts/(Payments)</b>		<b>1,288</b>		<b>78</b>	
<b>Cash Funds Last Year End</b>		<b>17,384</b>		<b>18,673</b>	
<b>Cash Funds This Year End</b>		<b>18,673</b>		<b>18,595</b>	

**1st Felpham Sea Scout Group**  
**(Registered Charity: 1056365)**  
**Receipts and Payments Account**

	Year start date		Year end date
For the Year:	From	01 April 2024	To 31 March 2025

**Statement of Assets and Liabilities as at Year End**

	30 March 2024	31 March 2025
	Unrestricted Funds	Unrestricted Funds
	£	£
<b>Cash Funds</b>		
Bank - Current Account (Group Account)	3,403	587
Bank - Current Account (Beaver Colony)	1,258	669
Bank - Current Account (Monday Cub Pack)	1,092	814
Bank - Current Account (Wednesday Cub Pack)	529	1,360
Bank - Current Account (Scout Troop)	2,711	3,912
Bank - Group Savings Account	9,679	11,253
Cash/Floats	-	-
<b>Total Cash Funds</b>	<b>18,673</b>	<b>18,595</b>
	(Agree Balances with Receipts and Payments Account)	ok
<b>Designation of Cash Funds</b>		
Unrestricted & Undesignated Funds, Less Liabilities (Group Accounts)	13,082	587
Ringfenced Funds (Grants for Paddle Boarding)	-	6,259
Ringfenced Liabilities	-	-
Sectional Funds (Beaver Colony)	1,258	669
Sectional Funds (Monday Cub Pack)	1,092	814
Sectional Funds (Wednesday Cub Pack)	529	1,360
Sectional Funds (Scout Troop)	2,711	3,912
Group Savings Account	-	4,994
<b>Total Cash Funds</b>	<b>18,673</b>	<b>18,595</b>
	(Agree Balances with Cash Funds and Designation of Cash Funds)	ok
<b>Total Net Assets</b>	<b>18,673</b>	<b>18,595</b>

The above Receipts and Payments Account and Statement of Assets and Liabilities were approved by the Trustees of  
1st Felpham Sea Scout Group on 5th January 2026 and signed on their behalf by

Signature	Print Name
<i>C.YOUELLE</i>	(Claire Youdell) Chair
<i>A.LEWIS</i>	(Amanda Lewis) Treasurer



**Independent examiner's report to the trustees of the  
1<sup>st</sup> Felpham Sea Scout Group (RN51) Group Scout Council  
Charity Number 1056365**

**Responsibilities and basis of report**

As the charity's trustees 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 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 which gives me cause to believe that in, any material respect:

1. The accounting records were not kept in accordance with section 130 of the Charities Act; or
2. The accounts did not accord with the accounting records; or
3. The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of my independent examination.

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

Signed



Dated 27<sup>th</sup> January 2026

N.K. Poupart, Retired Former Solicitor – Independent Examiner