



# 1<sup>st</sup> Corsham Scout Group

## Trustee's report for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024

### Section A – Reference and administration details

Charity name: 1<sup>st</sup> Corsham (Lord Methuen's Own) Scout Group

The Group is registered with the Charity Commission, registration number 1059288.

The Charity's principle address is:

Corsham Scout and Guide Headquarters  
The Laggar  
Corsham  
Wiltshire  
SN13 0DE

The Charity may be contacted through the Chairman as follows:

Chris Hyde  
3 Potley Lane  
Corsham  
Wiltshire  
SN13 9RY

Throughout the year being reported on, the following have acted as Charity Trustees:

Chris Hyde - Chair  
Roger Tigwell - Treasurer  
Gayle Lui - Secretary  
Drew Tigwell – Group Scout Leader  
Sarah Ball, Beaver Section Leader  
Martin Lancashire – Scout Section Leader

### Section B – Structure, governance and management

The Group is run as a Charitable Trust under the rules of The Charities Commission.

The Group's governing documents are currently those of the Scout Association. They consist of a *Royal Charter*, which in turn gives authority to the *Bye Laws of the Association* and the *Policy, Organisation and Rules* (POR), specifically Rule 5.4, of the Scout Association.

A proposal, agreed by the Trustee Board, to continue to adopt the Group's governing documents (Constitution) to be in line with those contained in Section 5.4 of the *POR* of the Scout Association is included in the Agenda for the Group AGM to be held on 25<sup>th</sup> September 2024.

The Trustees are appointed in accordance with the rules of The Charities Commission and Rule 5.4 of the *Policy, Organisation and Rules* of the Scout Association.

A Trustee Board acts as the governing body for the Charity, 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 all charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Trustee Board consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader and individual Section Leaders. It meets six times per year.

The Trustee Board exists to support the Group Scout Leader in meeting the responsibilities of the appointment and is responsible for:

- The maintenance of property owned by the Group;
- The raising of funds and the administration of Group finance;
- The insurance of person, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub-committees that may be required; and
- Appointing Group Administrators and Advisors other than those who are elected.

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

With effect from April 2024, there have been a number of changes and clarifications to section 5.4 of the POR relating to the appointment of Trustees, the role of the Trustees, how the Trustees manage the Trust and greater separation of Trust management from the day-to-day management of the Group. These changes are being phased in during 2024 and 2025.

### **Section C – Objectives and activities**

The objectives of the Group are as a unit of the Scout Association.

The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

The Group meets the Charity Commission's public benefit criteria through both of:

- The advancement of education; and
- The advancement of citizenship or community development.

### **Section D – Achievements and Performance**

The Group continues to provide Scouting opportunities for young people in each of the available age-ranges, catering for young people aged 6-14 years. It works in close partnership with the North Wiltshire District Explorer Scout Unit, which means that the full range of scouting provision is available locally. The Group provides the necessary infrastructure for this wide-ranging provision, including running two separate building locations and providing support and training for adult leaders.

The three sections continue to operate at or near capacity and provide a strong, progressive programme of adventurous and other activities. There is a bias towards water activities in the Scout section, as it is a designated Sea Scout Unit.

Despite being one of the largest in the area the Group continues to find itself unable to meet all of the potential demand for places for young people at the Beavers and Cubs levels. The Trustee Board has concluded that at present due to the hall and other facilities being in use by various sections on each weeknight it is not possible

to extend the size of the sections or create additional ones. The Trustee Board will keep the situation under review. In the meantime enquiries where the Group is unable to provide a place are referred to other local Scout Groups. The Group has sufficient capacity to meet demand for Sea Scouts.

All of the activities of the Group are enabled through the hard work of a significant number of volunteers, fulfilling a diverse range of roles. There are no paid staff and the activities of the Charity would not be possible without this significant voluntary contribution.

## **Section E – Financial Review**

The Group held total funds of approximately £28,240, including the required reserves, at the year-end. This is a slight increase on the previous year (FY2023/24 - £24,225) due mainly to timing differences as a result of income for camps and trips received at the end of 2023/24 with related expenditure happening early in 2024/25.

All three Sections (Beavers, Cubs and Sea Scouts) have been meeting normally throughout the year (including attending camps and going on trips) and normal membership subscriptions are in place. Although income levels are at usual levels, it has been necessary to waive or reduce membership subscriptions in a few cases, where families have been struggling under the current economic conditions. The Trustee Board has sanctioned these on the basis that financial conditions should not be a barrier to young people to prevent them having the opportunity to benefit by the activities the Scout Group can provide. Even though the Group itself is suffering from increased operation costs, based on the budgets and forecasts prepared for the last year and the coming year, the current level of annual income is sufficient to maintain normal operations and maintain the necessary reserves.

The Board's policy on reserves is to hold sufficient resources to continue the charitable activities of the Group should income and fundraising activities fall short. The Trustee Board considers that the Group should hold a sum equivalent to at least 6 months running costs - approximately £12,000. A sum equal to this is held in a notice term deposit account, to maximise earnings on the reserves held.

As part of a review of the existing building infrastructure, the Trustee Board has signed off on a necessary renewal of elements of the main hall fire alarm system and electrical system, as identified by external experts. These works will take place during the next fiscal year. This expenditure will come from the funds remaining from the Council Covid grants received in 2020/21 and 2021/22.

## **Section G – Declaration**

The Trustees declare that they have approved the Trustee's report above at the Trustee Board meeting held on 4<sup>th</sup> September 2024.

Signed on behalf of the Trustee Board on 4<sup>th</sup> September 2024:



Chris Hyde - Chairman



Roger Tigwell - Treasurer

# Charities Commission Accounts Submission - Year Ended 31st March 2024

## Section A Receipts and Payments

-	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year
-					
<b>A1 Receipts</b>					
<b>Membership</b>					
Membership subscriptions	13,760			13,760	13,114
less paid	(4,806)			(4,806)	(4,565)
<b>Total Membership</b>	<b>8,954</b>	<b>0</b>	<b>0</b>	<b>8,954</b>	<b>8,549</b>
<b>Investment Income</b>	420			420	47
<b>Fundraising General</b>	241			241	0
<b>Donations/Grants</b>					
Guides contribution towards HQ running costs	4,674			4,674	3,999
Activity charges	11,350			11,350	9,892
donations and grants	500			500	620
Gift Aid	2,695			2,695	2,538
<b>Sundry Receipts</b>					
Hire of hall	2,791			2,791	2,087
Sundries	62			62	305
<b>Sub-Total</b>	<b>31,688</b>	<b>0</b>	<b>0</b>	<b>31,688</b>	<b>28,037</b>
<b>A2 Asset and Investment sales</b>					
Asset sale	0	0	0	0	0
<b>Total Receipts</b>	<b>31,688</b>	<b>0</b>	<b>0</b>	<b>31,688</b>	<b>28,037</b>
<b>A3 Payments</b>					
<b>Premises</b>					
Ground rent	50			50	50
Heat, light, water, etc.	3,357			3,357	2,342
Insurance	3,299			3,299	2,984
Cleaning	3,351			3,351	3,194
Repairs and renewals	3,471			3,471	12,507
<b>Miscellaneous</b>	751			751	731
<b>Insurance</b>					
Boats	1,228			1,228	1,208
Leaders	42			42	42
<b>Equipment</b>					
Purchase	191			191	4,918
Repairs	11			11	274
<b>Training</b>	177			177	1,075
<b>Activities Expenditure</b>	11,744			11,744	9,868
<b>Sub-Total</b>	<b>27,673</b>	<b>0</b>	<b>0</b>	<b>27,673</b>	<b>39,193</b>
<b>A4 Asset and Investment Purchases</b>	0	0	0	0	0
<b>Total Payments</b>	<b>27,673</b>	<b>0</b>	<b>0</b>	<b>27,673</b>	<b>39,193</b>
Net of Receipts/(Payments)	4,015	0	0	4,015	(11,156)
A5 Transfers Between Funds	0	0	0	0	0
A6 Cash Funds Last Year End	24,225			24,225	35,381
Cash Funds This Year End	28,240	0	0	28,240	24,225

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Group Accounts	28,240	-	-
		-	-	-
	<b>Total cash funds</b>	<b>28,240</b>	<b>-</b>	<b>-</b>
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Headquarters Building		-	1,010,000
	Boathouse Building		-	130,000
	Boats and Contents		-	134,650
	Note - values shown above represent insured values		-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

1ST CORSHAM (LORD METHUEN'S OWN)  
SCOUT GROUP

On accounts for the year  
ended

31/03/2023

Charity no  
(if any)

1059288

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023

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 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~ \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- 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 an independent examination.

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

\* Please delete the words in the brackets if they do not apply.

Signed:

*Christopher Watchman*

Date:

10/08/23

Name:

CHRISTOPHER WATCHMAN

Relevant professional  
qualification(s) or body

CHARTERED CERTIFIED  
ACCOUNTANT (FCCA)

(if any):

Address:

**WATCHMAN ACCOUNTANTS LIMITED**

48 The Causeway, Chippenham

Wiltshire SN15 3DD

Company No: 13600516

Email: [chris@watchmanaccountants.com](mailto:chris@watchmanaccountants.com)

Tel: 01249 658059

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.