

1st Bungay (School) Sea Scout Group

ANNUAL REPORT & ACCOUNTS 2024

ANNUAL GENERAL MEETING

Friday 13th September 2024 at 8 pm
to be held at
The boathouse, The Staithe, Bungay Suffolk

AGENDA

See Page

1. **Welcome and Safety**
2. **Apologies for absence**
3. **Governance topics**
 - a. To approve the Minutes of the A.G.M. held on 8/09/2023 3-5
 - b. Adopt the model constitution from Policy, Organisation and Rules 12
 - c. Note the Group's financial year (1st April 2024 to 31st March 2025)
 - d. Approve appointed and community members of the Group's Scout Council
 - e. Agree the number of members that may be appointed to the Trustee Board
 - f. Agree the quorum for future meetings of the Group's Scout Council
4. **Review of the previous year** 11
 - a. The Group Lead Volunteer's review of Scouts in the Bungay Scout Group
 - b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts 6-10
5. **Making appointments**
 - a. Appoint the Group's Chair, following recommendation from the open selection process initiated by the Group Trustee Board
 - b. Appoint the Group Treasurer (as above)
 - c. Appoint members of the Group Trustee Board (as above)
 - d. Appoint the Auditor
6. **Presentations**
7. **Closing remarks**

1st Bungay (School) Sea Scout Group

Minutes of the Annual General Meeting **held on 8th September 2023**

Welcome: David Balls (Waveney District Chairman) opened the meeting.

Present: David Balls, Anne Pritchard, Hilary Prior, Adam Yates, Luke Ramm, Lucy Seary, Andy Garner, Susan Black, Chris Rickards, Andy Symonds, Amanda Heggarty, Lyndon Bertram, Georgina Hirst, Rebekah Allen, Peter Jermy, Gary Fenn, Graham Pritchard

Non-leaders/helpers: Paul Seary, Owen Seary, Simon Wren, Alex Beveridge, Alaina Ratcliffe, Nigel Ratcliffe, David Smith, Peter Edwards, Rosie Symonds

Apologies: Robert Cator, Mike Walker, Steve Denton, Jackie Ball

Minutes: The Minutes of the previous Annual General Meeting held on Monday 3rd November 2022 were read, agreed and signed as a true record.

Matters arising: There were no matters arising.

Chairman's Report: As printed and there was nothing further to add.

Financial & Treasurer's Report: The accounts were formally adopted and agreed unanimously.

Secretary's Report: Included in the treasurer's/chairman's report.

GSL's Report: Included in the chairman's report.

Section reports: As previously printed.

Nomination of Officers David took the Chair in place of Hilary Prior (DC)

Adam Yates was elected as Treasurer.

Anne Pritchard was elected as Secretary.

Trustees: Previous Trustees were asked if they were willing to continue, all agreed.

Appointment of Scrutineer: Ms Lesley Alexander has agreed to act as Scrutineer for next year and was duly elected.

District Commissioner's Closing Remarks: Hilary thanked everyone for all their hard work.

Presentations: None.

AOB: David Smith wished to thank all leaders and the group for their hard work which was much appreciated.

Date of the next Annual General Meeting: TBA at the Boathouse, The Staithe, Bungay.

Group Volunteer Lead

Date 13th September 2024

1st Bungay (School) Sea Scout Group

Trustees' Annual Report and Accounts for the year ended 31st March 2024

TRUSTEES: *ex-officio*

Group Chairman	Hilary Prior (ADC)
Group Treasurer	Adam Yates
Group Secretary	Anne Pritchard
Group Scout Leader	Hilary Prior (ADC)
Scout Team Leader	Luke Ramm
Cub Team Leader	Robert Cater
Beaver Team Leader	Andy Symonds

TRUSTEES: *elected*

S Black	G Pritchard
Peter Jermy	Mike Walker
Andy Garner	Amanda Hegerty
David Balls	Gary Fenn

Nominated/Co-opted

Simon Wren	Alex Beveridge
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Structure, governance and management

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.

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

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

The Group is managed by the Group Executive Committee, 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, Chairman, Treasurer and Secretary together with elected and co-opted/nominated trustees, and meets monthly. Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

This Group Executive Committee exists to support the Group Section Leaders 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;

Appointing Group Administrator and Advisors other than those who are elected.

Risk and Internal Control

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.

FINANCIAL REPORT

Objectives and activities

The Purpose of Scouting

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Values of Scouting

As Scouts we are guided by these values:

Integrity - We act with integrity; we are honest, trustworthy and loyal.

Respect - We have self-respect and respect for others.

Care - We support others and take care of the world in which we live.

Belief - We explore our faiths, beliefs and attitudes.

Co-operation - We make a positive difference; we co-operate with others and make friends.

The Scout Method

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

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

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Reserves Policy

The Groups' policy on reserves is to hold sufficient resources to continue the charitable activities of the Group should income and fundraising activities fall short.

BANKERS

HSBC
3 Newmarket,
Beccles
NR35 1LL

Lloyds Bank PLC
Market Place
Beccles

CHARITY NUMBER: 1073136

REPORT COMPILED BY: Adam Yates, 33a Hillside Road, East,
Bungay, Suffolk

for the year ended 31st March 2024

As with everyone we too have been affected by the cost-of-living increase. Having said that we managed this year with a lower deficit than last (outside of restricted funds), in part due to generous donations and fund raising.

We succeeded in securing several grants this year to upgrade our facilities, replace canoes and help with summer camp.

Organising for NorJam 2025 has started and payment plans and deposits have been set up to spread the cost over the calendar year, so are therefore across two financial years.

Towards the end of the year, we were very fortunate to be donated £50,000 by Peter Hinsley on his unfortunate passing. This is a restricted fund and has been put into saving accounts, the interest to be used for future income.

The next year will see more financial obstacles, having seen more price rises and census charge increases. To cover this, I'm recommending an increase in the subs payments. This will also bring us more in line with other groups in the area.

Finally thank you to Jonny van Dijk for auditing our financials.

Adam Yates
Group Treasurer

CHAIRMAN'S REPORT

The group continues to thrive despite the difficult post pandemic economic conditions.

All sections are currently at capacity with long waiting lists. A true testament to the strong and dedicated leadership team that continue to go above and beyond each week to deliver a programme to the local youngsters. Beavers struggled throughout with the lack of leadership support for Andy however he now has Callum on a weekly basis to be able to continue to grow.

This year saw activity days taking place at Eaton Vale, Flixton Aviation Museum and Gravity. A joint camp in August 2023 at Herringfleet was a fantastic experience for Scouts and Cubs, giving the Scouts the responsibility of being role models for the cubs. The year also marked the return of the group's fireworks, which despite being delayed a week due to the perils of the river was fabulous success, both for the group and the local community.

Thanks to the diligent security of community funds the group has managed in these testing times to keep subs low, however with inflation vastly increasing our costs 2023/24 sees the group expenses much higher than income. Unfortunately it will be the same story for 2024/25. Thanks to Adam securing various grants this is not as drastic as it could have been.

This along with the increase in capitation for next year has led to the necessary decision to increase subs for next year to 11 months at £12 per month. This will bring us in line with the methods and higher subs of the rest of the district.

Finally, a big thank you to all at Bungay for your support and welcoming into the role of Group Lead Volunteer.

Amanda Hegarty
Group Lead Volunteer

SECRETARY'S REPORT

Included in Treasurer's/Chairman's report

CONSTITUTION

The 1st Bungay (School) Sea Scout Group constitution follows the Scout Association's Policy, Organisation and Rules (POR). The constitution can be found on the Scout Association web site (scouts.org.uk/POR) in section 5. See Rule 5.4 sub sections 5.4.1 – 5.4.9.

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2024

FOR

FIRST BUNGAY (SCHOOL) SEA SCOUT GROUP



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FIRST BUNGAY (SCHOOL) SEA SCOUT GROUP
Charity Number: 1073136**

I report on the accounts of the First Bungay (School) Sea Scout Group for the year to 31 March 2024 which are set out on pages 2 and 3.

Responsibilities and basis of report

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act
- to state whether particular matters have come to my attention

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention 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.



J van Dijk FMAAT
van Dijk Accountants Limited
11 Trinity Street
Bungay
Suffolk NR35 1EH

13 August 2024

FIRST BUNGAY (SCHOOL) SEA SCOUT GROUP
Charity Number: 1073136

RECEIPTS AND PAYMENTS ACCOUNT
For the year to 31 March 2024

	2024			2023
	£	£	£	£
Receipts	Unrestricted	Restricted	Total funds	Last year
Events	3,485		3,485	2,706
Membership fees	6,196		6,196	4,525
Donations	6,097	50,000	56,097	1,078
Fundraising	2,414		2,414	62
Interest received	64		64	-
Total Receipts	18,256	50,000	68,256	8,371
Payments				
Activities	1,507		1,507	5,370
Badges	560		560	-
Camping equipment	95		95	2,733
Event expenses	5,618		5,618	-
Meeting expenses	703		703	-
Membership costs	2,842		2,842	2,688
Admin	3,673		3,673	1,663
Room hire	550		550	1,374
Utilities	1,623		1,623	1,024
Boathouse maintenance	862		862	296
Bank charges	60		60	72
Accountancy fee	-		-	100
Scouting equipment	3,207	112	3,319	-
Total Payments	21,300	112	21,412	15,320
Surplus/(deficit) for the year	(3,044)	49,888	46,844	(6,949)

FIRST BUNGAY (SCHOOL) SEA SCOUT GROUP

Charity Number: 1073136

CASH FUNDS**At 31 March 2024**

		2024		2023
	£	£	£	£
Cash funds	Unrestricted	Restricted	Total funds	Last year
Lloyds Account	2,234	10,638	12,872	-
Lloyds Account Instant savers	13,064		13,064	-
HSBC Account	-		-	20,054
Stripe	1,120		1,120	-
Lloyds Account Fixed term		40,000	40,000	-
Cash in hand	-		-	158
Balance carried forward	16,418	50,638	67,056	20,212

Movement During Year	Unrestricted	Restricted	Total funds	Last year
HSBC Account	(20,054)		(20,054)	(6,786)
Lloyds Account	2,984	9,888	12,872	-
Lloyds Account Instant savers	13,064		13,064	-
Stripe	1,120		1,120	-
Lloyds Account Fixed term		40,000	40,000	-
Cash in hand	(158)		(158)	(163)
Net Movement	(3044)	49,888	46,844	(6,949)

Summary movement**Cash funds**

Cash b/f

20,212

Net movement in year

46,844

Cash c/f

67,056

FIRST BUNGAY (SCHOOL) SEA SCOUT GROUP

Charity Number: 1073136

STATEMENT OF NON CASH ASSETS AND LIABILITIES**At 31 March 2024**

		2024		2023	
		£	£	£	
Closing Assets and liabilities		Unrestricted	Restricted	Total funds	Last year
Scouting equipment		5,665		5,665	5,665
Additions		3,319		3,319	-
Boathouse improvements	Note 1	35,398		35,398	36,904
Stock	Note 2	675		675	675
Accruals	Note 3	(420)		(420)	-
Balance carried forward		44,637	-	44,637	43,244

Restricted funds		Total funds	Last year
Canoe training and equipment		638	750
Equipment and building maintenance		50,000	
		50,638	750

Note 1 Boathouse improvements

Boathouse improvements are being depreciated over the life of the lease which expires in 2048 and amounts to £1,506 per year.

Note 2 Stock

Stock represents badges, scarves etc at cost.

Note 3 Accruals

Accruals reflects the annual accountancy charge for independent review

The financial statements were approved by the trustees and signed on its behalf by:



A Yates
Treasurer

~~13 August 2024~~

5 September 2024