

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 0

to end date

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## Section A

## Reference and administration details

Charity name

3rd Newbury Scout Group

Other names the charity is known by

Registered charity number (if any)

1 0 9 1 1 9 3

HQ registration number

1 0 0 1 1 3 3 9

Charity's principal address

Scout Hut

Poplar Place

Newbury

Postcode

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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	Adam Osmond	Chairman	01.04.20 - 20.07.20
2	Mark Taylor	Chairman	20.07.20 - 31.03.21
3	Laura Iaschi	Secretary	
4	Jan Large	Treasurer	
5	David Elliott	GSL	01.04.20 - 31.12.20
6	David Elliott	Co-opted	05.03.21 - 31.03.21
7	Pete Jeffreys	Acting GSL	01.01.21 - 31.03.21
8	Tom Seward	AGSL	
9	Paul Elliott	Scout Leader Chandos	01.04.20 - 25.03.21
10	Adam Elliott	Scout Leader Dolman	
11	Nicholas Pass	Scout Leader Dolman	01.04.20 - 20.07.20
12	Mark Batehup	Cub Leader Chandos	01.04.20 - 19.04.20
13	Elsa Charrua	Cub Leader Chandos	20.04.20 - 31.03.21
14	Jason Cutts	Cub Leader Dolman	
15	Michelle Elliott	Beaver Leader Chandos	
16	Amanda Batehup	Beaver Leader Dolman	

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
Bank	Barclays	23-26 Park Way Newbury RG14 1AY
Solicitor	S. Durrant, Gardner Leader	20-24 Market Place Newbury RG14 5BA
Independent Examiner	M Herring Jacaranda	New Road Newbury RG14 7RY

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The Group's governing documents are those of the 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 (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

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.

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 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 2 months.

Members of the Executive Committee will complete *'Essential Information, Trustee Induction, Safety, Safeguarding, and GDPR training'* within the first 5 months of joining the committee.

This Group Executive Committee 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;
- Appointing Group Administrators and Advisors other than those who are elected.

**Risk and Internal Control**

The Group Executive Committee 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, community centre and other Scout Groups. Similar reciprocal arrangements exist 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 undertaken before all activities.

The Corona Virus has resulted in reduced income from fund raising. However this has been more than compensated by generous Government Grants. The group has also had loyal support from the parents and our subscriptions have not suffered greatly with the lockdown. The group also holds reserves to support activities if required. We also have the option to increase subs in the future as ours are one of the lowest in the District.

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. Lockdown has presented challenges and we have suffered a reduction in the number of leaders. However plans are in place to bring new leaders on board and our remaining leaders are working hard to offer a complete programme to all members. If leader numbers reduced 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.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 14. 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. We have seen some reduction in numbers with COVID but we also have healthy waiting lists.

**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 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> 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> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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.</p>
Summary of the main activities in relation to these objects	<p>It has been a challenging year and our leaders have worked hard to offer an interesting and inclusive online programme. This has taken a lot of imagination and determination. When possible the sections have met outdoors, following the advice from TSA. The workload has been increased because of the need for extra risk assessments. We are fortunate to have had such a loyal and committed team of leaders and helpers. We have lost some of the leadership team and are working hard to replace them, whilst at the same time continuing to offer a varied programme</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	<p>3rd Newbury Scout Group has been fortunate to also have a steadfast band of volunteers, including but not exclusively in the Group Executive . They have supported the group throughout this difficult year. We are also very grateful to our young members and their parents for their loyalty and generosity. The group has also been fortunate to receive many grants from the government via the local council. All together this means that we are coming out of lockdown on a firm financial footing.</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

This year our leaders rose to the challenge of lockdown scouting . Our beavers achieved an amazing 8 Chief Scout Bronze badges. When possible they met for visits to the Fire Station and survival hikes at Snelsmore Common. Lots of Zoom games : code breakers, bingo duck racing and monster drawing. They had Sleep ins, Bake Offs and helped the community by collecting and distributing hampers. They carved soaps and sent them with encouraging notes to local care homes. Our Cubs also supported the community with backpacks for the homeless via Loose Ends containing essential items. They visited 4 Kingdoms online with Zoom and demonstrated that " Cubs Got Talent" There were 2 Chief Scout Silver Awards handed out. Our scouts have been working on mental health, hiking and ran a pirate themed programme. Quizzes and Camp ins. Remembrance day and the 75th Anniversary of VE Day were celebrated. 148.5 kg of foods were collected, providing 312 meals for the local food bank. Ready Steady Cook , virtual water fights and the fun Friday Night Live. Our members and leaders came together to celebrate scouting in imaginative and innovative ways.

**Section E****Financial Review**

Brief statement of the charity's policy on reserves

**Reserves Policy**

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 Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £6K. However this year we are holding more in reserves as we did not need the extra reserves we held last year for Covid as we had generous government grants. We have had to return deposits for camps and activities, we also need to spend on the maintenance of the den in preparation for face to face scouting.

Quantify and explain any designations

We will be spending on repairing and replacing the main doors and outside work . It will also be prudent to hold some reserves until we know the full extent of members who will not return to scouting after lockdown ceases. It is inevitable that there will be some reduction in numbers which has been evidenced by the latest census. There will be capitation of £7K to come out early April 2021 . We hold Badge stock of £1297, and the den continues to be written down over 75 years and is currently showing on the books at a value of £198,391.

Details of any funds materially in deficit (circumstances plus steps to eliminate)

None to our knowledge

## Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);

Our principle source of funding is our member's subscriptions. We have lost some subscriptions but overall have been generously supported by the parents. However this year we have also been fortunate to receive government grants during lockdown.

- how expenditure has supported the key objectives of the charity;

Having our own den and a long lease has enabled us to continue scouting this year and maintain a healthy bank balance. We have funds in place to do any necessary maintenance to ensure we are fully equipped to return to face to face scouting. The Group Executive regularly monitors the levels of bank balances to ensure we get maximum value from our banking arrangements.

- investment policy and objectives;

### Investment Policy

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

## Section F

### Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

3rd Newbury Scout Group is looking forward to returning to more normal scouting and accepts that there will be challenges ahead. We have lost some section leaders and volunteers . However we have funds to invest in equipment and training. We are working hard to find and train new section leaders and to continue to support our existing volunteers , all of whom have worked so hard during such difficult times. We are lucky to have such a loyal and caring team.

## Section G

### Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Mark Taylor	Jan Large
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Position (eg Secretary, Chair)

Chair	Treasurer
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Date

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# 3rd Newbury Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01.04.20	To	31.03.21
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## Receipts and payments

	2020/21			2019/20
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	11,331	-	-	11,331
Less: Membership subscriptions paid on (National/County/Area/District) <span style="color: red;">enter figures with a minus sign</span>	- 6,872	-	-	- 6,872
Net membership subscriptions retained	4,459	-	-	4,459
Donations	170	-	-	170
Legacies	-	-	-	-
Gift Aid	2,948	-	-	2,948
Trailer Use / Electricity Refund	104	-	-	104
<b>Sub total</b>	<b>7,681</b>	<b>-</b>	<b>-</b>	<b>7,681</b>
<b>Grants</b>				
COVID grants from WBC	20,241	-	-	20,241
WBC Rates Discretionary Rates Relief	159	-	-	159
<b>Sub total</b>	<b>20,400</b>	<b>-</b>	<b>-</b>	<b>20,400</b>
<b>Fundraising (gross)</b>				
Activities	-	-	-	-
Camps	240	-	-	240
Uniform, Badges, Section Income	101	-	-	101
Other fundraising activities	1,057	-	-	1,057
<b>Sub total</b>	<b>1,398</b>	<b>-</b>	<b>-</b>	<b>1,398</b>
<b>Investment income</b>				
Bank interest	5	-	-	5
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Property Rent income	-	-	-	-
Other investment income	-	-	-	-
<b>Sub total</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>5</b>
<b>Total Gross Income</b>	<b>29,484</b>	<b>-</b>	<b>-</b>	<b>29,484</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>29,484</b>	<b>-</b>	<b>-</b>	<b>29,484</b>

# 3rd Newbury Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01.04.20	To	31.03.21
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## Receipts and payments

	2020/21			2019/20
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
<b>Payments</b>				
<b>Charitable Payments</b>				
Youth programme and activities inc Beaver, Cub and scout Activities	253	-	-	899
Adult support and training	-	-	-	-
Rent and Rates	659	-	-	409
Water and Sewerage	79	-	-	94
Electricity and Gas	712	-	-	1,030
Insurance	1,998	-	-	1,917
Repairs and Renewals	1,713	-	-	11,733
Materials and equipment	-	150	-	46
Printing and photocopying, stationery and website	421	-	-	111
Contribution to camp costs	-	-	-	-
Uniforms and Badges	801	-	-	2,016
AGM and trustee expenses	31	-	-	164
Other costs: Cleaning	190	-	-	406
Other costs detail 2	-	-	-	-
Other costs: Donations	-	-	-	100
<b>Sub total</b>	<b>6,857</b>	<b>150</b>	<b>-</b>	<b>18,925</b>
<b>Fundraising expenses</b>				
Activities	233	-	-	4,313
Camps	8,954	-	-	17,193
Detail 3	-	-	-	-
Other fundraising costs	-	-	-	758
<b>Sub total</b>	<b>9,187</b>	<b>-</b>	<b>-</b>	<b>22,264</b>
<b>Total Gross Expenditure</b>	<b>16,044</b>	<b>150</b>	<b>-</b>	<b>41,189</b>
<b>Asset and investment purchases, etc.</b>				
	-	-	-	-
<b>Total payments</b>	<b>16,044</b>	<b>150</b>	<b>-</b>	<b>41,189</b>
<b>Net of receipts/(payments)</b>	<b>13,440</b>	<b>- 150</b>	<b>-</b>	<b>- 1,786</b>
<b>Transfers between funds</b>	-	-	-	-
<b>Cash funds last year end</b>	<b>22,535</b>	<b>150</b>	<b>-</b>	<b>24,471</b>
<b>Cash funds this year end</b>	<b>35,975</b>	<b>-</b>	<b>-</b>	<b>22,685</b>



# Statement of assets and liabilities at the end of the year

	31st March 2021			31.03.20	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Cash funds</b>					
Bank current account	20,519	-	-	20,519	14,193
Bank deposit account	15,456	-	-	15,456	8,492
Building society account	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Cash/Floats	-	-	-	-	-
<b>Total cash funds</b>	<b>35,975</b>	<b>-</b>	<b>-</b>	<b>35,975</b>	<b>22,685</b>
<b>Other monetary assets</b>					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance claim	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>					
Badge stock	1,297	-	-	1,297	1,859
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings	198,391	-	-	198,391	201,185
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	558	-	-	558	968
Other - trailer	-	-	-	-	-
<b>Sub total</b>	<b>200,246</b>	<b>-</b>	<b>-</b>	<b>200,246</b>	<b>204,012</b>
<b>Liabilities</b>					
Accounts not yet paid	-	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loan - detail	-	-	-	-	-
Other liabilities	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on May 7th 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Mark Taylor Chair
	Jan Large Treasurer

I report on the accounts of the Group/District/County/Area for the year ended 31 MARCH 2021

which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages.....

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They 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 procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District 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 (other than that disclosed below \*):

1. which gives me reasonable cause to believe that in, any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the Charities Act ;and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn 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

Name: MRS MARJORIE HERRING

Qualification: FMAAT

Address: JACARANDA NEW ROAD,  
GREENHAM, NEWBURY, BERKSHIRE RG14 7RY

Date: 7<sup>th</sup> MAY 2021