



**Bourne Scout Group**

**Annual Report**

**Year ended 31 March 2025**

**Section A: Reference and Administration Details**

Charity Name	Bourne Scout Group
Other names the charity is known by	None
Registered Charity Number	1196062
HQ registration number	41089 – 10015173
Charity's Principal address	18, Hazlewood Drive, Bourne, PE10 9SZ

Names of Trustees who manage the charity		
Trustee Name	Office (if any)	Dates if not acted for the year
Ray Dennis	Chair	
Debbie Galloway	Adminstrator	
David Bower	Treasurer	
Daniel Day	Group Lead Volunteer (GLV)	
Georgia Galloway	Team member	
Carolyn Greig	Trustee	
Tony Everitt	Trustee	
Andi Rushworth	Trustee	Resigned at 2025 AGM
Nick Legge	Trustee	Resigned June 1st
Mark Tupholme	Trustee	
Cliff Gillis	Trustee	Resigned July 1st
Jane Mulhern	Trustee	Resigned at 2025 AGM

# Bourne Scout Group Annual Report

Leadership Team		
Role	Name	Section
Team Leader	Georgina Day	Chestnut Squirrel Drey
Team Member	Debbie Camfield	Chestnut Squirrel Drey
Team Member	Alistair Cobbold	Chestnut Squirrel Drey
Team Leader	Nicola Day	Wellhead Beaver Colony
Team Member	Aaron Mayhew	Wellhead Beaver Colony
Team Member	Emma Fisher	Wellhead Beaver Colony
Team Leader	Sarah Haine (Resigned May 2024)	Elsea Bridge 234 Beaver Colony
Team Leader	Georgina Day	Elsea Bridge 234 Beaver Colony
Team Member	Hannah Green	Elsea Bridge 234 Beaver Colony
Team Leader	Carolyn Greig	Ringstone Beaver Colony
Team Member	Ann Warren	Ringstone Beaver Colony
Team Member	Emma Strickson	Ringstone Beaver Colony
Team Leader`	Carolyn Greig	Pillarwood Cub Pack
Team Member	Helen Medhurst	Pillarwood Cub Pack
Team Member	Tracy Sawyer	Pillarwood Cub Pack
Team Member	Ann Warren	Pillarwood Cub Pack
Team Member	Benjamin Greig	Pillarwood Cub Pack
Team Leader	Sarah Cummins	Elseawood Cub Pack
Team Member	Jon Purvis	Elseawood Cub Pack
Team Leader	Stuart Bowell	Shippon Scout Troop
Team Member	Agnieszka Pawluk	Shippon Scout Troop
Team Member	Debbie Camfield	Shippon Scout Troop
Team Leader	Carolyn Greig	Abbey Scout Troop
Team Member	Jon Mitchell	Abbey Scout Troop
Team Member	Chris Gordon – Stables	Abbey Scout Troop
Team Member	Viv Page	Abbey Scout Troop

## Bourne Scout Group Annual Report

Leadership Team		
Role	Name	Section
Team Leader	Emily Giddings (From July 2024)	Elsea Park Scout Troop
Team Member	Lee Giddings	Elsea Park Scout Troop
Team Member	Alice Birchenall	Elsea Park Scout Troop
Team Leader	Gary Ridgway	Willoughby Scout Troop
Team Member	Kate Ridgeway	Willoughby Scout Troop
Team Member	Sally-Anne Sherwin	Willoughby Scout Troop

## **Section B: Structure, governance and management**

### **Structure / Governance**

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 (POR) of The Scout Association. The Group has adopted the constitution, as set out POR 5.2.1.1

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 Trustee Board, the members of which are the 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 GLV and meets every 3 months.

Members of the Trustee Board complete Scout Association complete the relevant training for Trustees.

This Group Trustee Board exists to support the GLV 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.
- Compulsory on going learning compliance

## **Risk and Internal Control**

The Group Trustee Board has identified the major risks to which they believe the Group is exposed. 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. 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 membership fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. 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 policy to ensure that insurable risks are covered

## **Section C: 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.

Our main activities during the year have been running our Squirrel Drey, Beaver Colonies, Cub Packs and Scout Troops.

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

## **Section D:**

### **Chairs Report**

The Group finishes the year in a strong position, as you will read further into the report.

We continue to operate under the model constitution contained in section 5.4 of Policy Organisation and Rules (POR). This is the first year where the Trustee board have concentrated on the governance of the group. We have introduced a governance risk register and completed a Safe Premises Audit, for the facilities at Morton.

Thanks to a dedicated Leadership Team, the Group offers Scouting in 3 venues across the Town, with the addition of a Squirrel Scout Drey at the Shippon Barn. Work continues at 5 Acre Field with 3 sections meeting at this venue. Scouting, in one form or another is offered on four evenings and a Saturday morning each week.

Unfortunately, our President, Bob Ling (Skip) passed away this year after almost forty years' service with the Group and we remain grateful to him for his commitment to Bourne Scouts.

Three long standing Trustees of the Group stood down this year, we are still able to function as a Board, however we are on the lookout for people experienced in H&S and accountancy to join the board. Of course, if you would just like to become a Trustee and help out you will be welcome.

In conclusion my thanks go to everyone involved in supporting the Group, some on a weekly basis providing excellent activities for our Young People and in order for this happen and equally important number of backroom workers who facilitate the work of the Group.

### **Group Lead Volunteers Report**

#### **Census**

At the end of January 2025 we have 172 active members within the group this is 10 more than this time last year. This is following the opening of our successful Chestnut Squirrel Drey on a Saturday Morning.

#### **Transformation**

During the year The Scout Association entered a period of 'Transformation'. We have now taken on a 'Team' based approach instead Leaders and Assistant Leaders.

Here are some changes that have taken place:

Online Systems for Adult Membership including DBS Checking has now moved from Compass to Digital Tools

#### *Role Titles*

Group Scout Leader is now Group Lead Volunteer

Section Leaders are now Team Leaders (Section)

Assistant Leaders are now Team Members (Section)



### *Training System*

The training system has also been overhauled and this is now referred to as 'Learning'

### **Issues identified by the leadership team -**

Not everything can always run smoothly within the group these are some current issues identified within the group:

- Leadership Team Members are Scouting within multiple sections - Not only does it mean more the same people are volunteering more of their time to keep sections open, this increases strain when it comes to activities within the wider group as it becomes more difficult to fulfil ratios to safely run the activity.
- Regular changes to team members - Unfortunately members come across changes in circumstances that means they are no longer to volunteer on a regular basis or at all. This leads to further strain to try and keep all our sections running but can lead to last minute cancellation of meetings through absence.
- Little or no support to parent rotas - Where a section has experienced many changes to the team due to circumstances it becomes essential to have parental support to along with any remaining team members to keep the section open.
- Reluctance to support activities - A larger scale event for example a sleepover or activity weekend takes many months of preparation including working out of costings and also how many young people is needed to make the trip viable. We try to make the payments as small as possible for accessibility but we still notice that there is many 'no responses' on OSM. Going forward this makes organising trips much more difficult as the risk factor increases and the group can not be liable for cancellation fees due to further risks this can cause within the group financial structures.
- Growing waiting lists due to the amount of members within the leadership team - Squirrels and Cubs both have a list of over 20 potential members each. This is the equivalent of another Drey or Pack but currently not possible without further leadership team members.

The Group Lead Volunteers would like to thank all our leadership team, young leaders and the Trustee Board for their support during this year. We look forward to planning the next Scouting year.

### **Five Acre Field Sub Committee Report**

Five Acres continues to serve as a meeting place for Ringstone Beaver colony, Pillar Wood Cub pack, and Abbey Scout Troop for their sessions on Thursdays and Fridays. This year has seen several developments and improvements, ensuring the site remains functional and welcoming for its users.

Richardsons has continued their commitment to maintaining the field, cutting the grass fortnightly to keep it at an ideal and usable length. Their efforts ensure that the field remains in excellent condition for all ongoing activities.

During the winter months, the final stages of painting were completed in the storeroom. During this process, a previously unnoticed hole leading to the outside was found and filled. This has significantly improved the storeroom making it more feasible to keep resources on site.

An upgrade to the car park was made in early spring, with Lincolnshire County Council extending the gravel to include the entrance road area. This enhancement has resolved the persistent problems of vehicles getting stuck in the mud during entry and exit. The improvement has benefited meeting evenings by providing a more reliable and accessible parking solution. Special thanks go to Martin Siddle for his hard work in making this project a reality and for arranging for sufficient road plainings to ensure the car park can be patched if necessary, moving forward.

Significant progress has been made in enhancing outdoor facilities. The Scaffold Company generously constructed two outdoor sinks, reclaimed from various renovation projects. While these sinks have already proved useful for outdoor activities, they still need to be plumbed into the hot and cold water supply. Securing a plumber to complete this work remains a priority. Thanks to Duncan Robinson and his team for their outstanding contributions to this initiative.

In the spring, pest activity was noted in the roof of the building. Despite our initial efforts to address the issue, professional pest removal services have been employed to resolve the problem. As of this report, no further activity has been seen. However, the insulation in the roof has been significantly damaged and will need removing and replaced.

Morton Town Lands Charity is waiting for nesting season to end to remove three large ash trees along the western hedge adjacent to Haconby Lane, affected by Black fungus or Ash dieback. Some wood from these trees will benefit the field.

Future plans for Five Acres include clearing out containers for effective equipment storage now that most building work is complete. The field received donated archery equipment from Mark Tupholme, who plans to further develop this resource. We also plan to reshape the soil spoil heap behind the containers into a campfire circle with a fireproof centre to prevent grass damage and provide a designated area for fires for future campers.

Two people who have been present from the start of the project stood down this year, so thanks go to Cliff Gillis and Paul Mead for all their hard work on this project.

This year has been one of growth, challenges, and notable improvements at Five Acres. The continued dedication of volunteers, local contributors, and supporting organisations ensures that the site remains a thriving hub for scouting activity. We look forward to building on these achievements in the coming year

## **Section E: Financial Review**

### **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 Trustee Board considers that the group should hold a sum equivalent to 4 months running costs, circa £3000

The Group reserves continue to be above this amount. This is above the level required for operating expenses and is influenced by the low face to face activity, caused by the Pandemic.

## Investment Policy

All funds are held at the Nat West Bank in current or deposits accounts.

## Financial Report

	2024-25	2023-24	2022-23	2021-22	2020-21
<b>Opening cash</b>	£22,367.46	£23,594.50	£25,225.25	£20,037.31	£13,462.61
Operational Surplus/deficit	£3,296.05	-£1,218.04	-£1,630.75	£2,552.32	£6,574.70
<b>Closing Cash</b>	<b>£25,672.51</b>	<b>£22,367.46</b>	<b>£23,594.50</b>	<b>£25,225.25</b>	<b>£20,037.31</b>
Current Account	£5,137.44	£1,651.25	£2,259.59	£0	£3,410.91
Deposit Account	£20,355.07	£20,725.21	£21,334.91	£25,225.25	£16,626.40
Cash	£0	£0	£0	£0	£0
<b>Total funds</b>	<b>£25,672.51</b>	<b>£22,376.46</b>	<b>£23,594.50</b>	<b>£25,225.25</b>	<b>£20,037.31</b>

## Section F: Other Optional Information

Our priorities for the next year are to:

- Continue to support the wider community in Bourne
- Develop the facilities at Morton Field
- Recruit additional leaders for all sections

## Section F: Statistical Information

Section Name	Team Leaders / Team Members	Young Leaders	Young people
Chestnut Squirrels (4-6)	4	2	13
Elsea Bridge 234 Beavers (6-8)	2	0	20
Ringstone Beavers (6-8)	3	1	15
Wellhead Beavers (6-8)	3	0	19
Elseawood Cubs (8-10.5)	2	0	16
Foxwood Cubs (8-10.5)	4	0	14

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Pillarwood Cubs (8-10.5)	3	3	17
Abbey Scouts (10.5-14)	4	0	18
Elsea Park Scouts (10.5-14)	4	1	15
Shippon Scouts (10.5-14)	3	0	15
Willoughby Scouts (10.5-14)	2	1	10
<i>Total Membership (Young People Only)</i>			172

*This data is from the annual Scout Association membership census, as at January 31<sup>st</sup> 2025*

### Declaration

The Trustees declare that they have approved the trustee's report above

Signed on behalf of charity's trustees

Signatures	<i>Ray Dennis</i>	<i>Daniel Day</i>
Full Names	Ray Dennis	Daniel Day
Position	Chair	Group Lead Volunteer
Date	2 <sup>nd</sup> July 2025	2 <sup>nd</sup> July 2025

Bourne and District Scout Executive  
Year to 31.3.25

	Year March 2025	Year March 2024
<b>Income</b>		
Camps	17884.03	3798.00
Subs	16570.29	16457.00
Events	2807.60	3889.86
Garments	80.75	75.56
Gift Aid	3061.68	2052.71
Grants	0.00	750.00
Donations	248.35	2054.60
Morton Field	2304.52	1831.55
Fundraising/ Sale of Trailer	295.10	445.10
Interest	355.95	300.03
<b>Total Income</b>	<b>43608.27</b>	<b>31654.41</b>
<b>Payments</b>		
Camps	13889.57	5130.58
Event Out	1777.44	1711.46
Costs General	2011.34	1379.38
Capitation	11266.00	10043.00
Clothing and Badges	1599.58	2662.91
Stores and Equipment	2245.22	428.55
Repairs	110.00	0.00
Rent	3680.28	2390.00
GoCardless	1372.75	758.33
Insurance	784.70	869.47
Leaders Meal	39.00	0.00
International	0.00	1705.00
Field	1536.34	5793.77
<b>Total Costs</b>	<b>40312.22</b>	<b>32872.45</b>
<b>Surplus/Defecit</b>	<b>3296.05</b>	<b>-1218.04</b>
<b>Represented By</b>		
Opening Capital	22376.46	23594.50
Surplus	3296.05	-1218.04
<b>Closing Cash</b>	<b>25672.51</b>	<b>22376.46</b>
<b>Nat West Current</b>	<b>5317.44</b>	<b>1651.25</b>
<b>Nat West Deposit</b>	<b>20355.07</b>	<b>20725.21</b>
	<b>25672.51</b>	<b>22376.46</b>
<b>International Fund</b>	<b>Opening Balance</b>	<b>9435.63</b>
	<b>From Subs etc</b>	<b>2012.93</b>
	<b>Costs</b>	<b>0.00</b>
	<b>11448.56</b>	<b>9435.63</b>
<b>Other Reserves</b>		
<b>Morton Field</b>	<b>979.76</b>	<b>211.58</b>
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<b>Free Funds</b>	<b>13244.19</b>	<b>12729.25</b>

**Scrutineer's Report to the Trustees of the Bourne Scout Group**

I report on the accounts of the Group/District for the year ended 31<sup>st</sup> March 2025

**Respective responsibilities of Trustees and Scrutineer**

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 1993 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

**Basis of Scrutineer's Statement**

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts

**Scrutineer's Statement**

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: .....Robert Parker  
Address: .....7 Great Leighs  
.....Bourne



Date: .....15<sup>th</sup> June 2025

Bourne and District Scout Executive  
Year to 31.3.25

	Year March 2025	Year March 2024
<b>Income</b>		
Camps	17884.03	3798.00
Subs	16570.29	16457.00
Events	2807.60	3889.86
Garments	80.75	75.56
Gift Aid	3061.68	2052.71
Grants	0.00	750.00
Donations	248.35	2054.60
Morton Field	2304.52	1831.55
Fundraising/ Sale of Trailer	295.10	445.10
Interest	355.95	300.03
<b>Total Income</b>	<b>43608.27</b>	<b>31654.41</b>
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Field	1536.34	5793.77
<b>Total Costs</b>	<b>40312.22</b>	<b>32872.45</b>
<b>Surplus/Defecit</b>	<b>3296.05</b>	<b>-1218.04</b>
<b>Represented By</b>		
Opening Capital	22376.46	23594.50
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	<b>Costs</b>	<b>0.00</b>
	<b>11448.56</b>	<b>9435.63</b>
<b>Other Reserves</b>		
<b>Morton Field</b>	<b>979.76</b>	<b>211.58</b>
	<b>979.76</b>	<b>211.58</b>
<b>Free Funds</b>	<b>13244.19</b>	<b>12729.25</b>

**Scrutineer's Report to the Trustees of the Bourne Scout Group**

I report on the accounts of the Group/District for the year ended 31<sup>st</sup> March 2025

**Respective responsibilities of Trustees and Scrutineer**

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 1993 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

**Basis of Scrutineer's Statement**

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts

**Scrutineer's Statement**

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: .....Robert Parker  
Address: .....7 Great Leighs  
.....Bourne



Date: .....15<sup>th</sup> June 2025