



## 1st Shelford & East Bridgford Scout Group

Trustees' Annual Report for the period from 1 April 2023 to 31 March 2024

### Section A: Reference and Administration Details

Charity name: 1<sup>st</sup> Shelford & East Bridgford Scout Group

Registered charity number: 1202093

Scout Association registration number: 10014555

Charity's principal address: The Scout HQ, Butts Close, off Kneeton Road, East Bridgford, Nottingham, NG13 8PG.

During the period to 31 March 2024, the trustees who managed the charity were:

- |                      |                                            |
|----------------------|--------------------------------------------|
| • Chris Evans        | Chair                                      |
| • Elizabeth Meylan   | Treasurer                                  |
| • Stephen Cumberland | Group Scout Leader                         |
| • Francis Meylan     | Assistant Scout Leader and Explorer Leader |
| • Alan Tivey         | Trustee                                    |
| • Becky Pennick      | Trustee                                    |
| • Richard Povey      | Trustee                                    |
| • Stephen Day        | Trustee                                    |
| • Dianne Perry       | Trustee                                    |

Other advisors:

- |                |                                      |
|----------------|--------------------------------------|
| • Alec Hampson | Independent examiner of the accounts |
|----------------|--------------------------------------|

### Section B 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 (POR) of the Scout Association. The Group is a trust established under these rules which are common to all Scout Groups. The trustees are appointed in accordance with the POR of the Scout Association.

The Group is managed as an educational charity by its Trustee Board, the members of which are the charity trustees. As 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 Trustee Board consists of the Chair, Treasurer and eight other trustees. The Trustee Board meets a minimum of six times a year, with additional meetings as needed to arrange specific events such as fundraising.

Members of the Trustee Board are elected or appointed at the Annual General Meeting of the Group Scout Council, which includes all adult and associate members of the Scout Group (including the parents and guardians of young members) and all our Leaders, and representatives of Rushcliffe District Scout Council.

All new members of the Trustee Board must complete training in accordance with the Scout Association POR, including completing the Trustee Induction training within five months of joining the Board. All members of the Board, along with all adult volunteers having contact with young people on a repeated basis, or on nights away activities, are DBS checked.

The Trustee Board exists to ensure that the charity is well managed, risks are assessed and mitigated, equipment is in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that give young people skills for life.

### Risks and Internal Controls

The Trustee Board has identified, and periodically reviews and monitors the main risks to which they believe the Group is exposed. The main areas of concern include:

**Injury to leaders, helpers, supporters and members:** The Group contributes to the Scout Association's national accident insurance policy through capitation fees and takes out additional insurance if needed. We provide accident and injury insurance for adult helpers who are not uniformed leaders. Risk assessments are undertaken before all activities.

**Damage to or loss of equipment:** The Group maintains sufficient insurance to mitigate against the risk of loss or damage to our equipment.

**Income from fundraising:** The Group relies on income from fundraising to purchase and maintain our headquarters and equipment, and to subsidise the cost of participation in scouting where needed. Subscriptions are charged and these can be paid monthly. Quarterly, half yearly or annually, but these cover only the routine running of the group, such purchase of badges, consumables for meetings, etc. For events and camps, we charge fees to cover the immediate costs. We aim to keep the subscription and event fees as low as possible, to ensure scouting is accessible to everyone.

Our main fundraising activities are a twice yearly Soup,n,Spud morning, a family quiz night, providing refreshments at the annual East Bridgford Show and Fire Work display and letting our premises for small family occasions such as birthday and anniversary celebrations.

The group holds a reserve to ensure we would be able to continue our activities, or wind them down in an orderly manner, should there be a major reduction in income. We could also raise the level of subscription fees, should that become necessary, either as a temporary or permanent measure.

The Group relies entirely on volunteers to run and administer the activities of the Group. Most importantly, we need a certain number of uniformed leaders to be able to continue to operate our four sections (Beavers, Cubs, Scouts, and Explorers) at full strength. Many of these volunteers are drawn from among the parents of the young people who join the group. The commitment required is substantial, and understandably, leaders often wish to move on or step down after a few years. This is perhaps the greatest risk that the Group faces and is one that requires constant attention from the Leaders and Trustees to ensure that we are constantly recruiting and developing new leaders.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. All payments require the approval of both the Treasurer and one other Trustee. The Group has comprehensive insurance policies to ensure that insurable risks are covered.

### **Section C Activities**

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

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.

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

take part in activities indoors and outdoors; • undertake new and challenging activities;

learn by doing; • share in spiritual reflection; • take responsibility and make choices; • enjoy what they are doing and have fun.

All members of the Scout Group, whether young people or adult volunteers, make a Scout Promise in which they promise to do their best to help other people and to be trusted, loyal, friendly and considerate, to have courage in difficulty, to have self-respect and to respect others.

The Group arranges a programme of weekly meetings during school term times, with indoor or outdoor activities and challenges for young people of all ages between six and eighteen. The Group holds weekly meetings in term times for Beavers (aged 6 to 8), Cubs (8 to 10.5), Scouts (10.5 to 14) and Explorer Scouts (14 to 18).

The Group also organises weekend and holiday activities that include camps, hikes, and other outdoor adventure activities. The Group also participates in programmes of events that are organised at District, County, or National levels.

Young people in scouting can earn badges in recognition of skills learned, challenges met, and activities carried out. Our regular programmes and our camp activities are designed to meet the requirements for these badges. Young people who participate fully in the Group's activities will complete enough activities and challenges to be rewarded with the Chief Scout's Award, which they can wear on their uniform with justified pride.

To help young people in their personal development, if and when our leaders judge that they are ready for the challenge, they may be given a position of responsibility. For example, at age nine or ten, a young person may be promoted to the role of "Sixer" or "Second" within the Cubs section, with responsibility for a group of five or six Cubs. The Scout troop is organized in Patrols, and young people take responsibility as Patrol Leaders and Assistant Patrol Leaders. Later, as a teenager in the Explorer

section, as well as taking responsibility for planning the activities of their own section, they may choose to join the Young Leaders programme and assist adult volunteers in the planning and running of programmes for a younger section.

#### **Public Benefit Statement**

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. Subscription fees are set at a level that covers only the immediate running costs of the Group and the capitation fees to the Scout Association, to ensure they remain as low as possible and do not unduly restrict membership. We admit members primarily from the local community in the immediate area around East Bridgford.

As charity trustees, members of the Trustee Board pay due regard to the Charity Commission's public benefit guidance where relevant to our decision making.

#### **Section D Achievements & Performance**

During the period from April 2023 to March 2024, the group continued to provide a full range of scouting activities, including overnight, weekend, and multi-day camps, for young people of all ages from six to seventeen.

Throughout the year, our adult volunteer team organized a really exciting and varied programme of meetings and events.

The group's membership numbers grew slightly from the previous year. Beaver numbers increased, the cub section ran at a slightly smaller headcount, until our adult volunteer team is strengthened in numbers and experience. Scout and Explorer numbers remained roughly at their previous levels

We continue to try to spread the workload by recruiting parents onto parent rotas, particularly for Beavers and Scouts, so the uniformed leaders don't have to do everything.

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

##### **Reserves Policy**

The maintenance of available funds, excluding known commitments and contingent liabilities, equal to a minimum of 6 months budgeted income. The reserves can be used should there be a fall in the Group's annual income.

This reserve policy will be reviewed annually at the Board of Trustees meeting prior to the Annual General Meeting.

The Group also aims to build up additional cash reserves over time, to ensure that any essential work to our headquarters can be completed without delay or other significant capital cost items needed by the group.

##### **Investment Policy**

The Group does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has adopted a low-risk strategy to the investment of its funds. All funds are held in cash, using only mainstream banks or building societies.

The Trustee Board regularly monitors the level of bank balances and interest rates received to ensure the Group obtains maximum value from its banking arrangements. The Trustees would carefully consider the Group's cash flow requirements before entering into any arrangement that requires a period of notice before funds can be withdrawn. At present, all funds are held in accounts with instant access to funds.

## **Section F Other Information and Future Plans**

The Scout Association has recently introduced Squirrels, a section for four- and five-year-olds. We are assessing the feasibility and desirability of establishing a Squirrel section, which would require a new team of adult volunteers to run it.

The Scout Group was very fortunate with considerable community support to have been able to acquire the freehold of the ex-WI Hut on Butts Close in October 2022. The building dates from 1988 unlike our previous rented building, a 130-year-old corrugated iron 'tin hut' behind the village hall.

Since acquisition grant applications and fund-raising has been carried out to upgrade and repair the brick cladding, external windows and doors. the lighting and improve the kitchen. This was ongoing throughout the period of this report and continues into the next year.

The freehold of Scout HQ is registered with the land registry with four named Trustees. The Board of Trustees will be considering changing the four holding Trustees to the Official Custodian for Charities who would hold the land on behalf of the charity. At present if a trustee resigns a new trustee will have to be registered with the land registry. Using the official custodian would mean this is unnecessary.

Lastly the Board of Trustees wishes to see continued and increasing use of the Scout building by other community groups / individuals, maintaining the ethos of the building being a real community asset.

## **Section G Declaration**

The trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees:



Elizabeth Meylan, Treasurer



Stephen Cumberland, Group Scout Leader

January 2025

# 1st Shelford & East Bridgford Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2023	To	31/03/2024
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### Receipts and payments

		2022/23 Unrestricted funds £	2023/24 Unrestricted funds £
<b>Receipts</b>			
<b>Donations, legacies and similar income</b>			
Membership subscriptions		6,140	6,538
Donations	1	102,607	5,854
Loan - Rushcliffe Scout Dist towards new Scout HQ	2	20,000	-
Donation towards WSJ 2023		-	-
Legacies		-	-
Gift Aid	3	-	3,973
Youth programme and activities		979	2,287
HQ Building Hire and Donations for use		-	920
<b>Sub total</b>		<b>129,725</b>	<b>19,573</b>
<b>Grants</b>			
Maintenence grant		-	-
RBC & NCC Councillor Grants, EBHS Grant		3,049	-
Grants towards HQ Building Repair / Improvement	4	-	26,660
<b>Sub total</b>		<b>3,049</b>	<b>26,660</b>
<b>Fundraising (gross)</b>			
Quiz Night - Feb 2023		2,357	-
Quiz Night - Feb 2024			2,521
Soup n'Spud - Nov 2022		746	-
Soup n'Spud - Nov 2023			733
Soup n'Spud - March 2023		542	-
Soup n'Spud - March 2024			480
EB Village Show - June 2022		236	-
EB Village Show - June 2023			794
Frog Race - March 2023		662	-
WSJ 2023 Fundraising		537	

BBMF Talk - Dec 2023			345
EB Open Gardens - June 2023		-	886
EB Fireworks - Nov 2023		-	1,157
EB Garden Centre - Nov 2023		-	226
OAP Tea - Dec 2023		-	29
<b>Sub total</b>		<b>5,079</b>	<b>7,171</b>
<b>Investment income</b>			
Bank interest		84	357
Beavers Dormant Bank Account - Paid by Nat West to Group		-	61
The Scout Association Short Term Investment Service		3	29
<b>Sub total</b>		<b>87</b>	<b>446</b>
<b><i>Total Gross Income</i></b>		<b>137,940</b>	<b>53,850</b>
<b>Asset and investment sales, etc.</b>		-	-
<b><i>Total receipts</i></b>		<b>137,940</b>	<b>53,850</b>

# 1st Shelford & East Bridgford Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2023	To	31/03/2024
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### Receipts and payments

		2022/23 Unrestricted funds £	2023/24 Unrestricted funds £
<b>Payments</b>			
<b>Charitable Payments</b>			
Membership paid to district/ area etc		3,862	4,158
Youth programme and activities		1,290	997
WSJ 2023 Grant to Participants		800	-
OSM (& Adult support and training)		192	192
Rent old Scout Hut		500	420
Electricity old Scout Hut		337	437
HQ Building Purchase	5	117,967	-
HQ Building Loan Part-Repayment	2	-	8,000
HQ Building maintenance and consumables		1,943	2,105
Electricity, Gas and Water - Scout HQ		569	1,463
HQ Building - Non-Domestic Rates		72	11
Insurance Equipment/Building/Members		1,810	2,377
Insurance for Supporters		52	52
Equipment and materials		181	423
Remembrance Sunday, Group Admin		28	114
Uniforms / Badges		334	517
GSL expenses		189	51
AGM and trustee expenses		-	-
Fire Precautions		142	211
Field Lease	6	800	3,600
Field Maintenance		80	80
Field Fence Replacement		1,471	-
<b>Sub total</b>		<b>132,618</b>	<b>25,208</b>
<b>Fundraising expenses</b>		-	-
Quiz Night - Feb 2023		857	-

Quiz Night - Feb 2024		-	1,121
Soup n'Spud - Nov 2022		185	-
Soup n'Spud - Nov 2023		-	142
Soup n'Spud - March 2023		178	-
Soup n'Spud - March 2024		-	145
EB Village Show - June 2022		0	-
EB Village Show - June 2023		-	55
Frog Race - March 2023		417	-
WSJ 2023 Fundraising		544	47
BBMF Talk - Dec 2023		-	17
EB Open Gardens - June 2023		-	296
EB Fireworks - Nov 2023		-	874
OAP Tea - Dec 2023		-	142
<b>Sub total</b>		<b>2,180</b>	<b>2,837</b>

***Total Gross Expenditure***

**134,798**

**28,046**

**Asset and investment purchases, etc.**

-

-

***Total payments***

**134,798**

**28,046**

***Net of receipts/(payments)***

**3,141**

**25,805**

**Cash funds last year end**

**7,561**

**10,702**

***Cash funds this year end***

**10,702**

**36,507**

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

		2022/23	2023/24
		Unrestricted funds	Unrestricted funds
	Notes	£	£
<b>Cash funds</b>			
Bank current account		-	-
Bank deposit account		8,460	34,357
Bank HQ Building account		-	920
The Scout Association Short Term Investment Service		1,023	-
The Scout Association Short Term Investment Service - Closed Dec 2023 - balance of £1051.12 (incl. £28.52 interest) to Group bank account		-	-
Cash/Floats		1,220	1,231
<b>Total cash funds</b>		<b>10,702</b>	<b>36,507</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>Investment assets</b>			
Investment property - detail		-	-
Quoted investments		-	-
Other investments - detail		-	-
<b>Sub total</b>		<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>			
Badge stock		-	-
Shop stock		-	-
Other stock		-	-
Land and buildings	7	117,944	117,944
Motor vehicles		-	-
Scouting equipment, furniture etc	7	21,700	21,700
Other		-	-
<b>Sub total</b>		<b>139,644</b>	<b>139,644</b>
<b>Liabilities</b>			
Subscriptions not yet paid		-	-
Loan - Rush Scout District for new HQ		20,000	12,000
Other liabilities		-	-
<b>Sub total</b>		<b>20,000</b>	<b>12,000</b>

## **Notes to the accounts**

- 1 The group received various donations to secure the purchase of a new HQ building in 22/23.**
- 2. A loan fom Scout District was also provided of which £8000 was repaid in the year to March 2024.**
- 3.A Gift aid reclaim have been received this year for the first time in several years.**
- 4. The group has received various grants to improve the new HQ this year.**
- 5. Purchase cost including all fees.**
- 6. A storage field with a short lease was leased and most of this expense refers to legal costs.**
- 7. Depreciation is not charged on the building or Equipment at the present time.**

# Independent examiner's report to the trustees of 1st Shelford & East Bridgford Scout Group

I report to the trustees on my examination of the accounts of the 1st Shelford & East Bridgford Scout Group for the year ended 31 March 2024.

## Responsibilities and basis of report

As the charity trustees of the 1st Shelford & East Bridgford Scout Group, 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 1st Shelford & East Bridgford Scout Group, 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 1st Shelford & East Bridgford Scout as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Sign



Name: Alec Hampson

Relevant professional qualification or membership of a professional body : ACA 7528759

Address: 18 College St, East Bridgford, Notts. NG13 8LE

Date: 20/01/2025