

**1st Haywards Heath Scout Group**  
**Annual Report and Accounts**  
**2023 / 2024**



# Trustees' Annual Report

## 2023 / 2024

Year start date                      Year end date

From 01 April 2023 to 31 March 2024

### Section A

### Reference and administration details

<b>Charity name</b>	1st Haywards Heath Scout Group
<b>Registered charity number</b>	267349
<b>Charity's principal address</b>	The Vic Forster Scout Centre
	Franklands Village
	Haywards Heath
	RH16 3RS

### Names of the charity trustees who manage the charity

Trustee Name	Office (alphabetically)	Dates acted if not for whole year
Sue Graham	Beaver Scout Leader	
Vacant	Beaver Parent Representative	
Sarah Blackwell	Cub Scout Leader	
Vacant	Cub Scout Parent Representative	
Alan Dyke	Acting Group Chairman	
Robin Springer	Group Scout Leader	01.07.23
Vacant	Group Secretary	
Nicky Searle	Group Treasurer	01.07.23
Mike Searle	Group Quartermaster	
Vacant	Scout Leader	
Vacant	Scout Parent Representative	

### Names and addresses of advisors

Type of advisor	Name	Address
Scrutineer	Jason Blackman	BN8 5NS
Group Adviser	Chris Searle	RH16 3NH

### Section B

### Structure, governance and management

#### Description of the charity's trusts

#### Type of governing document

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.

## Section B

### *How the charity is constituted*

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

### *Trustee selection methods*

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

### *Additional governance issues*

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, the Chair, Treasurer and Secretary together with the Group Scout Leader, individual Section Leaders and parent's representation and meets regularly.

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; and

### *Risk and Internal Control*

The Group Executive Committee has identified the major risks to which they believe the Group is exposed. These risks have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

1. Damage to the building, property and equipment. In the event of a total loss the Group would request the use of buildings, property and equipment from neighbouring organisations such as other Scout Groups. The Group has sufficient buildings insurance in place to mitigate against permanent loss.
2. Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Association's national accident insurance policy. Additional insurance has been taken out for non-member helpers and supporters. Risk Assessments are undertaken before all activities.
3. Reduced income. The main income streams are from Hut rental, Hall hire and subscriptions. 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.
4. 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. The worst-case scenario would be the complete closure of the Group.
5. Reduction or loss of members. The Group provides activities for all young people from Beavers through to Scouts. If there was a reduction in membership in a particular Section or the Group as whole then there would have to be a reduction in the programme of activities being offered.



## Section C

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.

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

### Our Values

As Scouts, we're 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

Our development of young people takes place when the 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.



#### *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.

#### **Section D**

##### **Other Optional Information**

This year we saw our long-standing Chairperson and GSL/Cub leader, Dave and Julie Cornick leave the group and relocate. This has left us short of a chairperson, a position covered temporary by the District's Chair, Alan Dyke. We have seen Sarah Blackwell take on the role of Cub Leader and Robin Springer take on the role of GSL. Our Scout section is run collectively by Charly Dixon, Emily Buckman, Manuel Meirinhos, Izzy and Nathan Searle.

We redecorated our hut with the help of Robin Springer and his company, Collins Aerospace. We have improved the look at the building by taking down the window bars and shutters, replacing them with roller blinds. The outside area was upgraded and we now have a new fire area. We have named the hall 'The Kenny Butler Hall' (a long standing Cub leader of the 1<sup>st</sup>) and had a plaque put up. We continue to improve the facilities. We are still short of a Secretary and parent reps for each section and welcome volunteers.

#### **Section E**

##### *Brief statement of the charity's policy on reserves*

###### **Reserves Policy**

The Group's policy is to hold sufficient resources to continue the charitable activities of the Group for an extended period, should income and fundraising activities fall short.

##### *Further financial review details*

The Group has 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**

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

We are looking to reduce our energy consumption and costs by updating the insulation of the building. We are applying for grants to cover the majority of this expenditure. We are also looking to update our tents. These will be funded by the ongoing tenancy of Treetops Nursery during the working week.

We hope that as many Scouts as possible will be able to attend WS25 in Ardingly

We are looking for volunteers to help with the up keep of our outside areas.

#### Section G

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

Signature(s)

~~Nicky Searle~~

*A.P. Dyke*

Full name(s)

~~Nicky Searle~~

ALAN PAUL DYKE

Position (e.g. Secretary, Chair)

~~Treasurer~~

CHAIR

Date

~~21.8.24~~

9.8.24

# 1st Haywards Heath Scout Group Receipts and Payments Account

For the year from 01 April 2023 to 31 March 2024

## 2023-2024

### Income

Bank Interest	361.97
Donation	401.10
Events - Cubs	706.99
Events - Scouts	2,269.21
Fundraising	28.03
Membership Fees	4,330.00
Rent	22,920.00

### Expense

Activity Equipment	31.97
Admin	3,430.24
Badges	500.00
Camping Equipment	698.61
Events	82.34
Events - Cubs	918.00
Events - Scouts	3,123.32
Insurance	2,750.48
Meetings - Beavers	40.00
Meetings - Cubs	136.91
Meetings - Scouts	175.40
Membership Costs	50.00
Utilities	8,126.04
Venue Maintenance	7,633.31

### Account balances

1st Haywards Heath Scout Group	7,656.75
1st Haywards Heath Savings	30,427.38 ✓

### Summary

Current account brought forward	4,698.04
Savings Account balance brought forward	30,065.41
Total income	31,017.30
Total expenditure	27,696.62
Net income	3,320.68
Account balance carried forward	38,084.13



N.B. The categories of income and expenditure are those taken from Online Scout Manager, so are not the same as those used previously. The Bank statements are carried forward

## Scrutineer's Report to the Trustees of the 1st Haywards Heath Scout Group

I report on the accounts of the 1st Haywards Heath Scout Group for the year ended 31 March 2024.

### *Respective responsibilities of Trustees and Scrutineer*

As the charity trustees of the 1st Haywards Heath Scout Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). You have decided that neither the audit nor independent examination requirements of the Act apply.

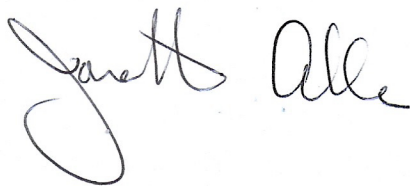
It is my responsibility without carrying out an audit or independent examination to scrutinize the accounts and to report to you.

### *Basis of Scrutineer's Statement*

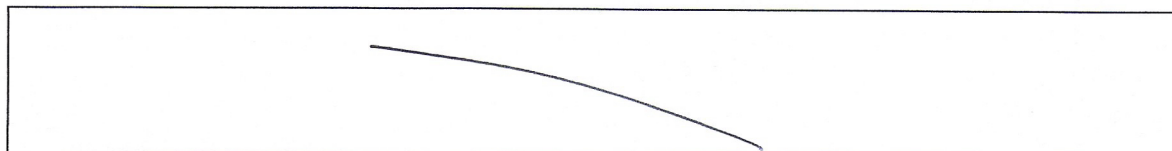
In accordance with the directions given in the 1st Haywards Heath Scout Group's constitution, I have scrutinized the records and the accounts set out on pages 7 to 10.

### *Scrutineer's statement*

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



*Disclosure (delete if no matters of concern)*



Name

JONATHAN ALLEN

Qualification

Address

Date

# **1st Haywards Heath Scout Group**

## **Notes to the Accounts - For the Year Ending 31 March 2022**

### **1. Basis of Accounting**

Charities registered in England and Wales that are not companies are allowed under section 133 of the Charities Act 2011 to prepare receipts and payments accounts, provided the charity's gross income (receipts) is not over £250,000. The Group has decided to prepare the financial statements on the more simplified basis of receipts and payments. This consists of a summary of cash movements, a statement of assets and liabilities together with these accompanying notes.

The examination of the accounts is subject to a review by a Scrutineer as the gross income (receipts) of the Group was less than £25,000.

### **2. Nature and Purpose of the Fund**

All of the Groups funds are unrestricted (or general) funds. These are funds that the Group may spend for any purpose in accordance with the constitution of the Group.

There were no endowment or restricted funds received by the Group. The unrestricted funds were therefore also the total funds.

### **3. Trustee Remuneration**

The Trustees did not receive any remuneration.

### **4. Related Party Transactions**

The Group has a duty to disclose any material transactions between the Group and the Trustees. This would include payments received by themselves, relatives or employers for goods and services provided to the Group.

None of the Trustees have had transactions with the Group.

### **5. UK Headquarters Membership Fees ('Capitation')**

The UK Headquarters membership fee is paid annually to the UK Headquarters to contribute to the costs of supporting Scouting UK-wide, including insurance for its members. In addition, a fee is paid to both the County and District Scouts to contribute to the costs of supporting Scouting locally.

As these membership fees are "paid on", i.e. collected by the Group on behalf of the District, County and Headquarters, they have been deducted from membership subscriptions collected and shown net in the Receipts details. This is in accordance with the principles established by The Scout Association and is because the fees paid out are in effect being held by the Group as agents before being passed on.

### **6. Non-domestic (Business) Rates**

The Scout Group benefits from 80% charitable business rate relief for the Scout premises.

A discretionary rate relief application was made for the remaining 20%. Mid-Sussex District Council have granted a discretionary relief for the remaining 20% due, meaning there were no rates payable.

### **7. General**

- a) In last year's accounts, a figure of £292.30 was included as a monetary asset, being the amount loaned for the establishment of the Rifle Club. This club did not run during the pandemic and to enable its re-start /re-establishment the Scout Group has written off the loaned amount. This figure is therefore no longer included as a monetary asset.
- b) The Scout Group has received monies this financial year to the sum of £455, for events that are taking place and will be paid for next financial year. As these accounts are prepared on a receipt and payment (non-accrual) basis, these have been recorded as receipts in this year's accounts.

### **8. Event refunds**