

Trustees Annual Report  
2<sup>nd</sup> Chelmsford (Springfield) Scout Group  
Registered Charity 268683

For the Period	01 April 2023	To	31 March 2024
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**Section A Reference and administration details**

Principal Address	Scout Centre		
	Lawn Lane		
	Chelmsford		
	Essex		CM1 7PP

Names of the Charity Trustees who manage the charity

	Name	Trustee Role	Type	Dates acted if not for whole year
1	Christopher Dear	Chair	Nominated	From 10/05/2023
2	Christopher Chapman	Group Scout Leader	Ex-Officio	
3	Karen Cooper	Assistant Group Scout Leader	Ex-Officio	
4	Richard Spencer	Treasurer	Elected	
5	Kris Reynolds		Elected	
6	Paul Wickers	Scout Leader	Ex-officio	
7	Rebecca Puvanendran	Beaver Scout Leader	Ex-officio	
8	Bruce Knight	Explorer Scout Leader	Ex-Officio	
9	Alison Hodgson	Secretary*	Elected	04/04/2023-12/09/2023

\*The role of Trustee Board Secretary is now provided by a non-Trustee Group Administrator (Sarah White - from 12/09/2023)

## 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.
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How the Charity is constituted	The Group is a trust established under its rules which are common to all Scouts.
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Trustee Selection methods	<ul style="list-style-type: none"> <li>□ Group Scout Leader (GSL) and Assistant Group Scout Leader are ex-officio as a consequence of their appointments</li> <li>□ Section Leaders and the Explorer Scout Leader have an option to be a Trustee and do so on an ex-officio basis.</li> <li>□ Group Chair is a nomination of the GSL</li> <li>□ Group Treasurer is elected at the AGM</li> <li>□ Other appointments can either be nominated by the GSL and others are elected by the Group Scout Council.</li> <li>□ Co-opted Trustees are appointed by the Group Trustee Board.</li> </ul>
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Additional governance issues	
<ul style="list-style-type: none"> <li>□ The Group is managed by the Group Trustee Board. The charity trustees 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.</li> <li>□ This Group Trustee Board exists to provide Governance of the charity and is responsible for:- <ul style="list-style-type: none"> <li>o Ensuring Group property is properly maintained and meets relevant Health &amp; Safety requirements;</li> <li>o The raising of funds and the administration of Group finance;</li> <li>o The insurance of persons, property and equipment;</li> <li>o Group public occasions</li> <li>o Appointing any sub committees that may be required;</li> <li>o Appointing Group Administrators and Advisors other than those who are elected.</li> </ul> </li> <li>□ All Trustees are subject to vetting processes and undertake training as proscribed by The Scout Association which includes Safety &amp; Safeguarding.</li> </ul>	

## Section B Structure, governance and management (continued)

### Risk and Internal Control

The Group Trustee Board 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.

Termination of Lease.

- The land on which the Scout Centre is built is subject to a 15 year lease from Essex County Council. The Group has maintained dialogue with ECC and there is no intention to break this. If the lease were terminated then an alternative base would be sought, as above.

Injury to leaders, helpers, supporters and members.

- All activities are subject to relevant Risk Assessments as prescribed by the Scout Association
- The Group through the annual membership fees contributes to the Scout Associations national Public Liability, accident insurance policy, and has its own personal injury policy with Unity Insurance for non-member adults.

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 adult volunteers.

- 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 adult volunteers 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.

### 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

#### The Purpose of Scouting

- ☐ Scouting exists to provide young people and young adults with Skills for Life by actively engaging 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:
  - o enjoy what they are doing and have fun
  - o take part in activities indoors and outdoors
  - o learn by doing
  - o share in spiritual reflection
  - o take responsibility and make choices
  - o undertake new and challenging activities
  - o make and live by their Promise.

### Summary of the main activities in relation to these objects

- ☐ Each youth section meets weekly during term time with a programme of activities organised by the section team in advance. Each youth section is encouraged to arrange at least one camp or sleepover per year. Other activities include handicraft, badge work, hikes, visits to museums and public services, and outdoor activities at our Riffhams woodland site. The Group participates in District and County scouting events.

### 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 Summary of the main Objectives and Activities

- Our youth membership remains strong which reflects the quality of the programmes being delivered at our weekly section meetings (plus the weekend activities and camping/sleepovers).
- We have a good level of reserves available to us which will enable the Group to fund further improvements (the main roof was replaced in 2022). The plans include:-
  - o replacement of the flat roof
  - o replacement doors
  - o external rendering
  - o internal redecoration
  - o improvements to the toilet facilities.
- In the meantime we have upgraded our WiFi coverage, installed CCTV and following a matching grant an external Defibrillator.
- Our fundraising team do an excellent job and in the past year raised nearly £9,000 through a schedule of 5 events during the year. This is a super contribution to allow us to keep membership fees as reasonable as possible as well as contributing to programme and the premises.
- As always Scouting does not happen without the dedication of our adult volunteers and the Trustees express their thanks for the work involved in planning and delivering exciting programmes.

## Section E Financial Review

Brief statement of the charity's policy on reserves	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 12 months running costs, circa £20K.
Details of any funds materially in deficit	There are no funds in deficit
Investment policy and objectives	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 deposits.

## Section F Other Information

Plans for future periods	<p>Transformation is a national programme to change the ways in which we work together as volunteers. It does not change the delivery of our section programme. There are implications for Trustee Boards (previously known as Executive Committees) some of which were implemented during the year and at our AGM in September 2023. There are further changes to Trustee Board structures coming in 2024 which will come in to play at our next AGM in September 2024.</p> <p>As outlined above we intend to continue to improve and maintain our building in the next financial year.</p>
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## Section G Declaration

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

Signed on behalf of the charity's trustees

Signatures		
Names	Richard Spencer	Chris Dear
Role	Treasurer	Chair
Date		

# 2nd Chelmsford (Springfield) Scout Group

## Receipts and Payments Account

Page 1 of 3

	Year start date		Year end date
For the year from	01-Apr-23	To	31-Mar-24

### Receipts and payments

	2023/24	2022/23
	£	£
<b>Receipts</b>		
<b>Subscriptions &amp; "Scouting" income</b>		
Membership subscriptions	9,585.52	8,680.00
Less: Membership subscriptions paid on (National/County/Area/District)	-5,148.00	-4,274.50
Net membership subscriptions retained	4,437.52	4,405.50
Gift Aid	1,979.11	1,162.80
Gang Show	140.00	137.00
Youth programme and activities excluding camping	1,821.71	1,594.00
Contribution to camp costs	2,149.25	980.00
<b>Sub total</b>	<b>10,527.59</b>	<b>8,279.30</b>
<b>Donations &amp; Grants</b>		
Donations from State Street volunteer time matching scheme	5,094.13	5,266.99
Essex County Scouts (Roof Grant)		5,000.00
Robert Mann Legacy		25,000.00
Other Donations	267.35	75.28
Other Grants	-	-
<b>Sub total</b>	<b>5,361.48</b>	<b>35,342.27</b>
<b>Fundraising (gross)</b>		
Jumble Sale	4,725.25	4,353.91
May Fayre Note 2	1,574.07	-
Christmas Bazaar / Christmas Raffle	2,180.59	1,977.74
September BBQ	96.00	230.65
Social Events	615.88	314.00
Other fundraising activities	40.96	138.35
<b>Sub total</b>	<b>9,232.75</b>	<b>7,014.65</b>
<b>Investment income</b>		
Bank interest	82.13	46.67
Income for use of hall	1,420.00	1,445.00
Other investment income	-	-
<b>Sub total</b>	<b>1,502.13</b>	<b>1,491.67</b>
<b>Total Gross Income</b>	<b>26,623.95</b>	<b>52,127.89</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>26,623.95</b>	<b>52,127.89</b>

# 2nd Chelmsford (Springfield) Scout Group

## Receipts and Payments Account

Page 2 of 3

Year start date

Year end date

For the year from	01-Apr-23	To	31-Mar-24
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### Receipts and payments

	2023/24	2022/23
	£	£
<b>Payments</b>		
<b>"Scouting" expenses</b>		
Youth programme and activities excluding camping	5,453.20	4,664.21
Contribution to camp costs	1,474.09	1,112.96
Gang Show	94.50	201.50
Materials and equipment	948.92	272.72
Adult support and training	-	-
Uniforms	-	-
<b>Sub total</b>	<b>7,970.71</b>	<b>6,251.39</b>
<b>Property expenses</b>		
Lease payment Note 5	400.00	400.00
Water and Sewerage	109.80	71.96
Electricity and Gas Note 6	2,983.78	1,536.72
Communications	330.65	346.67
Insurance	3,492.36	3,053.48
Repairs and Renewals	2,063.66	1,143.90
Roof Replacement		70,697.52
<b>Sub total</b>	<b>9,380.25</b>	<b>77,250.25</b>
<b>Charity running expenses</b>		
AGM and trustee expenses	-	-
General admin expenses	300.09	311.01
<b>Sub total</b>	<b>300.09</b>	<b>311.01</b>
<b>Fundraising expenses</b>		
Jumble Sale & Sundries	-	0.17
May Fayre	-	-
September BBQ	166.56	336.51
Christmas Bazaar	0.12	0.09
Social Events	49.88	32.71
Other fundraising costs	-	-
<b>Sub total</b>	<b>216.56</b>	<b>369.48</b>
<b>Total Gross Expenditure</b>	<b>17,867.61</b>	<b>84,182.13</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>17,867.61</b>	<b>84,182.13</b>
<b>Net of receipts/(payments)</b>	<b>8,756.34</b>	<b>- 32,054.24</b>
<b>Net assets from last year end</b>	<b>62,207.28</b>	<b>68,939.30</b>
<b>Net Assets this year end</b>	<b>70,963.62</b>	<b>36,885.06</b>



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

	31st March 2024	31st March 2023
	£	£
<b>Cash funds</b>		
Bank current account - Santander Note 1	9,695.76	20,940.76
Bank Current account - CAF Bank Note 1	64,733.47	42,275.88
Bank deposit account	-	-
The Scout Association Short Term Investment Service	-	-
Group Cash Account	295.78	251.63
Section Petty Cash	1,046.37	1,187.01
<b>Total cash funds</b>	<b>75,771.38</b>	<b>64,655.28</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Land and buildings Note 3	-	-
Scouting equipment, furniture etc Note 4	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Expenses incurred but not invoiced - Lease payments Note 5	-2,800.00	-2,400.00
SATNANDER uncleared cheques	-39.98	-48.00
Underpayment to Octopus for energy Note 6	-1,967.78	-
Other liabilities	-	-
<b>Sub total</b>	<b>-4,807.76</b>	<b>-2,448.00</b>
<b>NET ASSETS</b>	<b>70,963.62</b>	<b>62,207.28</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on \_\_\_\_\_ and signed on their behalf by:

Signature

Print Name

*Chris Dear* date 10/9/2024  
*Richard Spencer* date 10/9/2024

Chris Dear, Chair  
 Richard Spencer, Treasurer

**Notes**

Note 1: A one off transfer of £30000 was made from the Santander to CAF bank, to take advantage of interest payments

Note 2: There was no May Fayre in 2022 due to Covid.

Note 3: The Group benefits from a lease dated 29th September 2016 between Essex County Council and The Scout Association over land to the east of Lawn Lane, Springfield. The term of the lease is till 29th September 2031. The lease is subject to various restrictive covenants which essentially restrict the value of the lease and buildings thereon to the current purpose only. On 17th October 2023 the insured value of buildings was £777,000 - this value was validated with a new buildings survey through the insurers Unity. The Group also owns the freehold on woodland at Riffhams, Danbury. The woodland is overseen by English Nature and subject to restrict its use to the current purpose only. Therefore no monetary value is attributed in the accounts and any expenditure is not capitalised.

Note 4: The Group holds camping and other equipment which the Trustees consider necessary to achieve its aims. Due to the relatively specialised nature of the equipment the Trustees have decided not to attribute any monetary value in the accounts and any expenditure is not capitalised. The equipment is currently insured on a new for old basis £31,886

Note 5: The annual £400 lease payment due under the lease has not been invoiced by the Freeholder but has been expensed through the accounts each year.

Note 6: The Group received Electricity and Gas from Bulb, which went into administration during FY2022-23. Payments remained the same, until the account was acquired by Octopus. A catch up payment due during for 2023-24 was levied in April 2024 so is shown as a liability.

## **Independent Examiner's Report to the Trustees of the**

2<sup>nd</sup> CHELMSFORD (SPRINGFIELD) SCOUT GROUP (Charity Number 268683)

I report on the accounts of the Group/District/County/Area for the year ended 31<sup>st</sup> March 2024  
which are set out on pages 3 to 6

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:

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, or
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's/District's constitution have not been met.



Name: Rob Lyon

Qualification: B.Ed (Hons) MA Adv DipFA ALIBF

Address: 72, Fourth Ave Wickford Essex SS11 8RH

Date: 17/07/2024

LT700006 (1<sup>st</sup> February 2017)