

# Trustees' Annual Report for March 24 to March 25

From	01/03/2024	To	31/03/2025
Section A		Reference and administration details	
Charity name	1st Southwick Scout Group		
Other names the charity is known by	First Southwick Scout Group		
Registered charity number (if any)	277465		
Charity's principal address	7 Sandown Road Southwick West Sussex BN42 4HB		

Names of the charity trustees who manage the charity and are registered with Charity regulator

Trustee Name	Position
Emily Nemth	Chair/Trustee
Angela Rawson	Treasurer/Trustee
Mark Noakes	Group Team Leader/Trustee
Julia Brown	Secretary/Trustee
Veronica Pratt	Deputy Treasurer/Trustee
Kenneth George	Trustee

## Section B Structure, governance and management

Type of governing document	The charity's governing documents are those of the The Scout Association. They consist of a Royal Charter, which gives authority of the Bye Laws of the Association. The Policy, Organisation and Rules managed by The Scout Association are the rules each group must follow.
How the charity is constituted	The charity is a trust established under its rules which are common to all Scouts.
Trustee selection methods (e.g. appointed by, elected by)	<p>The 'trustees' are appointed in accordance with the Policy, Organisation and Rules (POR) of The Scout Association.</p> <p>The 'trustees' are made up of elected officials in 'standard roles' Chair, Treasurer, Secretary, plus non role specific trustees. All these individuals are elected via a members vote at the AGM and can remain in the role for 3 years without the need to be re-elected.</p>

<p>Additional governance information</p>	<p><b>Team Leader</b></p> <p>Apart from the standard trustees roles we also have the 'Team Leader' role. The person assigned this role is automatically given a 'trustee' position.</p> <p>The 'Team Leader' is responsible for the successful running of each of the 'sections', of which there are four; Squirrels, Beavers, Cubs and Scouts. Each section is run by a group of adult volunteers, called 'Team Members'.</p> <p>The 'Team members' meet regularly to discuss programme activities, the risk assessments associated to them, the costing of events and payment methods, organising activities and transport. They also discuss any safeguarding concerns, accidents/near misses plus anything else relevant to the successful running of each of the sections.</p> <p>It is the role of the 'Team Leader' to share any relevant information ascertained within these meetings with the rest of the trustees for their consideration.</p> <p><b>Trustees</b></p> <p>The charity trustees are responsible for complying with legislation applicable to charities and making returns to the Charity Commission as appropriate. It is the role of the trustees to ensure;</p> <ul style="list-style-type: none"> <li>- the safeguarding of members and adults</li> <li>- the maintenance of group property</li> <li>- oversight of the group's finance</li> <li>- the insurance of persons, property and equipment</li> <li>- representing the group at public occasions</li> <li>- governing the management of member records</li> <li>- assisting in the recruitment of leaders and other adult support</li> <li>- ensuring the groups is compliance with all external rules and regulations</li> </ul>
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Risk and Internal Control	<p>The Trustees have identified the major risks to which they believe the charity 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:</p> <p><b>Damage to the building, property and equipment.</b> The charity 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 charity has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p><b>Injury to leaders, helpers, supporters and members.</b> The charity through the capitation fees contributes to the Scout Association's national accident insurance policy. Risk assessments are undertaken before all activities.</p> <p>If a 'member' has an accident, which doesn't require immediate professional medical intervention, then they are given a wristband to highlight to their carers/parents of an accident. This is to notify them so additional information can be shared.</p> <p><b>Reduced income from fundraising.</b> The charity is primarily reliant upon income from subscriptions and fundraising. The charity holds a reserve to ensure the continuity of activities should there be a major reduction in income to allow time to reassess needs and actions.</p> <p><b>Reduction or loss of Team leader or Team members.</b> The charity is totally reliant on volunteers to run and administer the activities of the group. If there was a reduction in the number of team members/leader 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 charity. The charity has a continuous recruitment process and team members help across multiple sections.</p> <p><b>Reduction or loss of members.</b> The charity provides activities for all young people aged between 4 and up to 18. If there was a reduction in membership 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 charity. The group has a waiting list for members.</p> <p><b>Financial Mismanagement</b> The charity has in place systems of internal controls defined within our Financial and Expenses policy that are designed to provide reasonable assurance against material mismanagement or loss, by setting different approval levels depending of the expedient and a comprehensive insurance policies to ensure that insurable risks are covered.</p> <p><b>Safeguarding</b> All Team members/leaders require an up to date DBS certificates and completion of The Scouts Association mandatory training. Failure of either of these will result in the Team member/leader to be suspended until they are compliant.</p>
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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. We are an educating charity.</p> <p><b>The Values of Scouting</b> 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 cooperate 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, these are; - 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>Children attend weekly term time section meetings where they get the opportunity to work on the tasks required to complete the criteria associated with a badge. These criterias are defined within The Scout Association and are age appropriate. Once the child meets the all the criteria they are presented with the badge which is displayed on their uniform.</p> <p>A number of external events, outings, overnight stays and camping trips are arranged throughout the year for the young people to partake in.</p>
Public benefit statement	The charity 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	Achievements and performance
Summary of the main achievements of the charity during the year	<p>The membership is growing, with an increase of 15% from last year. There are 104 invested members this includes the Young Leaders.</p> <p>The number of team members has also increased. An additional 6 adult volunteers have been recruited this year. The charity therefore consists of 1 Team Leader, 19 Team Members and 5 Trustees - Total of 25 adult volunteers.</p> <p>Had air conditioning units installed so that the hall's temperature can be controlled allowing a much more pleasant environment for the children, this was partly funded by Adur District Council via their local community grants scheme.</p> <p>Had fundraised for the purchase of two heart defibrillators which were installed into the local community this year.</p> <p>The charity now hosts a regular community based social fundraising event. This is allowing us to raise additional funds for either ourselves or good causes within the wider community.</p> <p>The charity financial period became out of step with the rest of the Scouting Association, so this year it ran a 13 months financial period to correct this.</p>

Section E	Financial Review
Brief statement of the charity's policy on reserves	The charity's policy on reserves is to hold sufficient resources to continue the charitable activities should income and fundraising activities fall short. The reserves have been set at £3000.
Details of any funds materially in deficit (circumstances plus steps to eliminate)	<p>No outstanding loans/debts All bills are made on time No issue to report regarding cash flow</p>

<p>Additional Financial Information where relevant, about:</p> <ul style="list-style-type: none"> <li>• the charity's principal sources of funds (including any fundraising);</li> <li>• how expenditure has supported the key objectives of the charity;</li> <li>• investment policy and objectives;</li> </ul>	<p><b>Income</b> The income is mainly via membership subscriptions and fundraising activities.</p> <p>The Income and Expenditure has increased sufficiently in recent years, however our net assets have remaining quite small as we believe in investing the funds back into the Group. Therefore longer-term investments are not necessary. The charity 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.</p> <p><b>Asset Management</b> The property as shown in Section A has been valued with a resale amount of £350-£400K based on current market conditions and has a rebuild value estimated of £500K. (as at 2024)</p>
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Section F	Other Optional Information
Plans for future periods	<p><b>HQ Equipment</b> Increase our security by installing CCTV cameras</p> <p><b>HQ Maintenance</b> Re-decorate the interior of the property</p> <p><b>Fundraising</b> To purchase another defibrillator for the community, to be housed along Windmill Parade.</p> <p><b>Property</b> Appoint the Scout Association Trust Corporation (SATC) to hold our land deeds for safekeeping and remove the naming of trustees on this documents as this carries a risk of becoming out of date and is costly.</p> <p><b>Membership Arrears Process</b> Introduce a robust process with assigned roles and responsibilities for consistent membership subscription avoidance as defined in the 3.7.2 POR rule, sub rule 3.7.2.1 b) 'Ending membership, [when] there is a failure to pay the UK Headquarters, Country, County, District or Group membership subscriptions.</p> <p><b>Young Leaders</b> Revisit Young Leaders financial contribution to the charity.</p>

Section G			Declaration
The trustees declare that they have approved the trustees' report above			
Signed on behalf of the charity's trustees as at 2025			
Full Name	Role	Signature	Date
Emily Nemeth	Trustee - Chair		
Mark Noakes	Trustee - Team Leader		
Angela Rawson	Trustee - Treasurer		
Julie Brown	Trustee - Secretary		
Veronica Pratt	Trustee - Vice Treasurer		
Kenneth George	Trustee		