1st/4th Addlestone (St. Paul's) Scout Group

Annual Report and Accounts 2021/2022

Scouts

Registered Charity No. 279333

Scouts

1ST / 4TH ADDLESTONE (ST PAUL'S) SCOUT GROUP

The Group Executive Committee of 1st/4th Addlestone Scout Group
Welcome you to their Annual General Meeting
Saturday 17th October 2022

AGENDA

1. Welcome and opening prayer
2. Apologies for absence
3. Minutes of the 2021 Annual General Meeting
   Matters arising
4. To receive and consider the Annual report and adoption of the Accounts for the year ended 31st March 2022
5. Appointment of an Independent Examiner for the accounts
6. GSL
7. To endorse the GSL's nomination for Group Chairman for 2022/2023
8. Group Chairman
9. To endorse Group Chairman's recommendation for Group President for 2022/2023
10. Election of Group Treasurer, Group Secretary to the Executive Committee
11. Election of members of the Group Executive Committee
12. DC
13. Presentations and awards

Your attendance at our AGM is most appreciated by the Committee

Scouts

1ST / 4TH ADDLESTONE (ST PAUL'S) SCOUT GROUP

Minutes of AGM 16th October 2021

The meeting commenced with a welcome from Group Chairman George Kerr to our all of guests and a moment of reflection.

Attendees:

Linda Baxter	Adam Liddell	Nick Coxhead	Ken Geere
Shabeena Geere	Peter Reynolds	Lyn Taylor	Dale Hicks
Victoria Coombs	Kevin Coombs	Heather Lane	Karen Robson
Steve Barrett-Jolley	Penny Lympany		

Beaver section: Erin
Cub section: Jamie, Aidan, Toby, Athi, Akshaya
Scouts: Sam, Leo

A special welcome to Richard Mason, District Treasurer

1. Apologies were noted from John Neale, James Coxhead, Emily Morris, Mike Wilson.

2. The minutes of the AGM 2020 were reviewed and there being no questions or amendments, they were accepted by a show of hands.

3. The accounts for 2020/21 were reviewed. The balance remains healthy, partly due to government grants received during the Covid lockdown. Also noted was the insurance payment to replace the floor due to flood damage. Gift Aid has now been collected and up to date. Nick Coxhead noted that the water payment was low, Peter Reynolds informed the meeting that this was due to receipt of invoice during the next financial year.

   Special thanks were given to Peter Reynolds for all his work as Group Treasurer.

   Acceptance of the Annual Report and Accounts for 2020/2021 was proposed by Kevin Coombs, seconded by Victoria Coombs.

4. Mahamood Nuckchady was proposed as Independent Examinder for 2021/2022 by Steve Barrett-Jolley, seconded by Linda Baxter.

5. Steve Barrett-Jolley (GSL) then thanked all the leaders and non-uniformed members for all their work during the year and the contributions each person has made to the success of the group.

He thanked in particular George Kerr for his work as Group Chairman and Peter Reynolds for his work as Treasurer and with general maintenance and Ken Geere for his help with maintaining and cleaning the HQ. Last but not least he thanked all the members of the committee and also the parents and young people for all their support during the year.

The group is continuing to do well but membership was impacted by the pandemic due to some young people not being comfortable with Zoom meetings, and generally not being able to recruit new members. However, since face to face Scouting has recommenced, numbers have improved.

Steve also noted that 1st/4th Addlestone now hosts a nursery school 5 days a week, which is also a boost to our finances in the absence of jumble sales.

6. Steve Barrett-Jolley then asked George Kerr if he would be willing to stand again as Group Chairman. George agreed and this was accepted by a show of hands.

7. George made a short speech thanking everyone for their contribution to the group, particularly Peter, Dale and Ken. George announced to the group that this would be his last year as Chairman, having been in the post since September 2010. He encouraged everyone present to think about possible candidates for the role, and also for assistance in the sections to help support the current leadership team.

8. George Kerr confirmed the appointment of Mike Wilson as Group President.

9. Appointment of officers of the executive committee:

   Peter Reynolds was proposed as Group Treasurer by Steve Barrett-Jolley and Seconded by Dale Hicks.
   It was announced that sadly Terry Henshaw is standing down for personal reasons. She was thanked for her contribution over a number of years, and will be missed. The group extended all best wishes to her for the future.

   Accepted with a show of hands.

10. Co-opted members of the Group Executive Committee:
    Lyn Taylor, Dave Smith, Mark White, Heather Lane, Kevin Coombs
    (Proposed by Steve Barrett-Jolley and seconded by Linda Baxter).

11. Penny Lympany, as District Commissioner, gave a short speech thanking all the leaders and exec committee for their contributions to Scouting – pointing out that Scouting is team activity and everybody's contribution makes it happen. She highlighted the huge improvement in numbers in the group since the January 2021 census figures – which is due to the programme offered and the enthusiasm of the group. She spent a few minutes asking the young people what they enjoy about the programme.

12. George then asked for any other business and two items were raised –

    Nick announced that he is stepping down as Section Assistant in the Scout Section with immediate effect. This is due to future commitments and a proposed move away from Surrey. Steve and George both thanked Nick for all he has done within the group and he will be missed. Nick also reminded those present that this would mean finding a replacement volunteer to look after the group website.

Dale Hicks noted that as it is unlikely that jumble sales will be held in future, that the group should find a way to thank the volunteers who have helped over a large number of years and contributed significantly to the finances of the group as a whole. We should also thank those who have regularly attended the sales, and therefore contributed to the group.

13. Penny Lympany as DC then made some presentations to the leaders for their service, some inabsentia. These were:

James Coxhead	5 years
Victoria Coombs	10 years
Steve Barrett-Jolley	20 years
Keith Whitman	20 years
Peter Reynolds	30 years
Mike Wilson	40 years
Dale Hicks	40 years
David Smith	40 years
Frank Gaylard	50 years

Her final presentation and with huge congratulations was to George Kerr who received his 60 years service award.

It is hoped that it will possible to present these personally at some point the near future.

The meeting closed with George Kerr thanking all for attending and wishing everyone well for the coming year.

Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	04	2021	To	31	03	2022

Reference and administration details

Charity name	1st/4th Addlestone (St. Paul's) Scout Group
Other names charity is known by	
Registered charity number (if any)	279333
Charity's principal address	Fleur de Lys Scout Centre, Spinney Hill
	Addlestone
	Surrey
	Postcode KT15 1AD

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr. M. Wilson	Group President	
2	Dr. P. Lympany	Cub Scout Leader	
3	Miss V. Coombs	Beaver Scout Leader	
4	Mr. K. Coombs	Assistant Beaver Scout Leader	
5	Mrs. E. Morris	Cub Scout Leader	
6	Mr. P. Reynolds	Group Treasurer	
7	Mrs. S. Geere	Beaver Scout Leader	
8	Mr. D. Hicks		
9	Mrs. E. Taylor		
10	Mr. D. Smith		
11	Mr. S. Barrett-Jolley	Scout Leader/Group Scout Leader	
12	Mr. G. Kerr	Group Chairman	
13	Mr. M. White	Quartermaster	

Names and addresses of advisers (Optional information)

Type of advisor	Name	Address
Bankers	Lloyds Bank plc	Addlestone
	The Scout Association Short Term Investment Service (COIF)	EC4, London

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.
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 (Optional information)

You **may choose** to include additional information, where relevant, about:

- Policies and procedures adopted for the induction and training of trustees.
- The charity's organisational structure and any wider network with which the charity works.
- Relationship with any related parties.
- Trustees' consideration of major risks and the system and procedures to manage them.

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 Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders and parents' representation and other nominated by the Group Scout Leader. The committee meets every 4 months.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment which are to:

- Comply with the Policy, Organisation and Rules of The Scout Association
- Protect and maintain any property and equipment owned by and/or used by the Group
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-Committees.
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group
- Open, close and amalgamate Sections in the Group as necessary
- The Executive Committee also:
- Appoints Administrators, Advisers, and Co-opted members of the Executive Committee
- Approves the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; files a copy with the District Executive Committee and with the Charity Commission (if appropriate).

- Maintain confidentiality with regard to appropriate Executive Committee business.

The Group Executive Committee 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.

- Injury to leaders, helpers, supporters and members. The Group contributes to the Scout Association's national accident insurance policy through the capitation fees. 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 members. The Group provides activities for all young people aged 6 to 14. 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.

Objectives and activities

Summary of the objects of the charity set out in its governing document	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. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.
Summary of the main activities in relation to these objects	Subscriptions are charged for membership to cover the immediate running costs of the Group and these do not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions or fees charged for camps or outings.

Additional details of objectives and activities (Optional information)

Two key principles demonstrate that Scouting's aims are for the public benefit are that through the Scout method, young people develop towards achieving their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously and the benefits Scouting activities provide far outweigh the risks. Any private benefits from Scouting are incidental, other than those as a beneficiary.

Achievements and performance

Summary of the main achievements of the charity during the year

Once again 1st/4th Addlestone (St. Paul's) Scout group is pleased to report a successful and active year. As I am sure you all remember, 2021 was a 'recovery' year, having previously been having mainly 'ZOOM' meetings. During this period our numbers had dwindled, however, with the reintroduction of face-to-face meetings we began to regain members, having 'lost 'only 9 members, which could be attributed to normal member movement. This is a testament to the hard work and commitment shown by all our leaders to engage our members during those difficult times. On restarting our regular meetings, we started with 96 members. As the Country returned to 'normal' each Section has shown growth throughout the year, ending the year with 119 members. This trend has continued to increase as we now have 125 members.

All Sections have maintained a varied and lively programme and have, when able, included trips and camps as well as badge work

In addition to the Group activities, our Sections have taken part in several of the District and County events, supplementing the programme.

As always, the Sections rely on Leaders, Helpers and parent support to make possible the regular weekly meetings, outings, events and camps. We would like to thank everyone who has helped in this way – with the number we have, it is impossible to single any one person out.

Our attendance at all our meetings and at these events would not be possible without the support of the lay members and fund raisers who willingly give up their time to help to maintain the building etc.

The Group constantly has vacancies for anyone who is willing and able to give even an hour of their time when they can. Please think about coming and joining us – it is rewarding and fulfilling but most of all great fun.

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 Executive Committee considers that the Group should hold a sum equivalent to 24 months running costs, circa £22,000 plus an additional £8,000 to cover emergencies relating to the building (£5000) and for equipment (£3,000).

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

Investment Policy

The Group's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies, Charities Official Investment Funds or The Scout Association's Short-Term Investment Service.

The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the Group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

Other optional information

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	(signed) G Kerr	(signed) P. Reynolds
Full name(s)	Mr. G. Kerr	Mr. P. Reynolds
Position (e.g. secretary, chair, etc)	Group Chairman	Group Treasurer

Date	16/10/2022

1st/4th Addlestone (St.Paul's) Scout Group
Receipts and Payments Account

For the year from	1st.April 2021	To	31st.March 2022

Receipts and payments

	.2021/2022 Unrestricted funds £	.2020/2021 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Group Subs	16083.27	1711.56
Membership subscriptions	0.00	0.00
Less:Membership subscriptions paid on (National/County/District)	3718.75	5475.25
Net membership subscriptions retained	12364.52	-3763.69
Donations and grants	11917.07	21947.36
Telephone/Internet Refund	0.00	0.00
Gift Aid tax refund	0.00	8358.32
Insurance Claim	0.00	34544.00
Sub total	24281.59	61085.99
Youth programme and activities		
Explorers	0.00	0.00
Group Activities + Archery	0.00	196.51
Beavers/Cubs/Scouts	1808.11	359.69
Training	100.00	0.00
Uniform Sales	48.10	0.00
Sub total	1956.21	556.20
Fundraising (gross)		
Jumble Sales/Car Boot	0.00	621.81
Nursery School	7600.00	0.00
Scout Shop	34.50	16.62
Other fundraising activities	322.00	0.00
Sub total	7956.50	638.43
Investment income		
Bank interest	0.00	0.00
Building Society interest	0.00	0.00
The Scout Association Short Term Investment Service/ COIF interest	32.49	60.47
Property Rent income	0.00	0.00
Other investment income	0.00	0.00
Sub total	32.49	60.47
Sundry Receipts	0.00	0.00
Total Gross Income	34226.79	62341.09
Asset and investment sales, etc.	0.00	0.00
Total receipts	34226.79	62341.09

1st/4th Addlestone (St.Paul's) Scout Group
Receipts and Payments Account

For the year from	1st.April 2021	To	31st.March 2022

Receipts and payments

	.2021/2022 Unrestricted funds £	.2020/2021 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	3581.37	417.35
Adult support and training	240.00	0.00
Insurance Claim Replacement Hall Floor	0.00	38863.20
Water and Sewerage	0.00	24.66
Electricity and Gas	3165.95	2604.72
Insurance	2115.14	1728.40
Materials and Equipment	4074.31	3090.94
Electrical & Gas Certification	2055.60	660.33
Refunds on cancelled activities	50.00	615.50
Donations	0.00	25.00
Uniforms (Scout Shop)	464.95	67.75
Solicitors fees for Nursery School agreement.	802.80	0.00
Telephone/Internet	441.93	417.34
Sundry Payments	154.67	405.72
Purchase of Badges	647.75	91.06
Sub total	17794.47	49011.97
Fundraising expenses		
Jumble Sales/Car Boots	0.00	0.00
Waste Paper/Cardboard	0.00	0.00
	0.00	0.00
Other fundraising costs	0.00	0.00
Sub total	0.00	0.00
Total Gross Expenditure	17794.47	49011.97
Asset and investment purchases, etc.	0.00	0.00
Total payments	17794.47	49011.97
Net of receipts/(payments)	16432.32	13329.12
Cash funds last year end	75768.86	62439.74
Cash funds this year end	92201.18	75768.86

Statement of assets and liabilities at the end of the year

		31st.March2022 Unrestricted funds £	31st.March 2021 Unrestricted funds £
Cash funds			
Bank current account		6145.19	24612.12
Bank deposit account		0.00	0.00
Building Society Account		0.00	0.00
The Scout Association Short Term Investment Service/ COIF		85994.78	50962.29
Cash/Floats		61.21	194.45
Total cash funds		92201.18	75768.86
Other monetary assets			
Tax Claim (Estimated)		0.00	0.00
Debts due to group. (Paper recycling claim)		0.00	0.00
Events Paid for in advance.		0.00	0.00
Sub total		0.00	0.00
Investment assets			
Investment property - detail		0.00	0.00
Quoted investments		0.00	0.00
Other investments - detail		0.00	0.00
Sub total		0.00	0.00
Non monetary assets for charity's own use (basis of valuation)			
Badge stock		246.80	246.80
Shop stock		0.00	0.00
Other stock		0.00	0.00
Land and buildings	Insurance value	859322.00	781202.00
Motor Vehicles (Ride on Lawnmower)	Insurance value	4669.00	4372.00
Scouting equipment, furniture etc	Insurance value	65624.00	61446.00
Camping Equipment	Insurance value	11368.00	10644.00
Sub total		941229.80	857910.80
Liabilities			
Accounts not yet paid		0.00	0.00
Expenses incurred but not invoiced		0.00	0.00
Subscriptions not yet paid		0.00	0.00
Loan - detail		0.00	0.00
		0.00	0.00
Sub total		0.00	0.00

Contingent liabilities and future obligations

The above receipts and payments together with the statement of assets and liabilities were approved by the trustees on the 27th.July 2022 (the date of the executive meeting at which these were approved) and signed for on their behalf by :-

	Print Name	
(signed) G.Kerr.	G.Kerr	Chairman
(signed) P.Reynolds.	P.J.Reynolds	Treasurer

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Independent Examiner's Report to the Trustees of the

1st/4th ADDLESTONE (ST.PAUL'S)

.....SCOUT GROUP

I report on the accounts of the Group for the year ended ...31st.March 2022 which comprise the Receipts and Payments Account and Statement of Assets and Liabilities set out on pages ...1. to ...3.....

This report is made solely to the trustees in accordance with Section 144(2) of the Charities Act 2011 (the 2011 act) 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 trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the 2011 Act.
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 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 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 2011 Act ;and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed: .....

Name: Mahmood Nutchady

Qualification: Chartered Accountant

Address: 53 Queen Annes Grove

Enfield, EN1 2JS, Middlesex

Date: 27 July 2022

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