

# Trustees' Annual Report for the period

Period start date

Period end date

From 1 1 2020 To 31 12 2020

## Section A Reference and administration details

Charity name 2<sup>nd</sup> St Ives (Hunts) Sea Scout Group

Other names charity is known by 2<sup>nd</sup> St Ives Sea Scout Group

Registered charity number (if any) 279852

Charity's principal address Holt Island, Church Street

St Ives

Cambridgeshire

Postcode PE27 6DG

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

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rob Taylor	Group Scout Leader		
2	John Davies	Group Chairman		
3	Claire-Joanne Stewart	Group Secretary		
4	Jo Taylor	Group Treasurer		
5	Mike Leasure	Scout Leader		
6	Harvey Ferries	Cub Leader		
7	Linda Moore	Beaver Leader		
8	Alison Marshall			
9	John Hladkiwskyj			
10	Simon Flanagan			
11	Simon Margot			
12	Peter Sullivan			
13	Guy Kiddle			
14	Francesca Megicks			

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
The Scout Association Trust Corporation in respect of the Lease for Holt Island from Huntingdonshire District Council	



### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Observer	John Taylor	51 Kent Road, Huntingdon, PE29 7JG

### Name of chief executive or names of senior staff members (Optional information)

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## 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 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 an educational charity, established under rules which are common to all Scout Groups.

The Group is managed by the Group Executive Committee, the members of which are also the Charity Trustees.

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment and is responsible for:

- Maintenance of the Group's property;
- Raising funds and administration of the Group's finances;
- Insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult supporters;
- Appointing any sub committees that may be required; and,
- Appointing Group Administrators and Advisors other than those who are elected.

The Committee comprises three independent representatives – Chair, Treasurer and Secretary – together with the Group Scout Leader, individual Section Leaders (if they opt to take on the responsibility), elected members, nominated members and co-opted members.

The Group Executive Committee meets 5/6 times a year.





Trustee selection methods

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

#### Additional governance issues

a) The induction and training of trustees;

Members of the Executive Committee are required to complete a programme of mandatory training within the first 5 months of joining the committee. They are also cleared for working with children by the Disclosure and Barring Service.

b) trustee' consideration of major risks and the systems and procedures to manage them

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**

This is assessed as a **Medium** risk with **good controls**. The building is equipped with fire detectors, alarms and extinguishers. In the event of damage, 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, except for that due to flooding.

##### **Injury to leaders, helpers, supporters and members**

This is assessed as a **Medium** risk with **good controls**. All Leaders are trained to minimise injury to themselves and others. Written Risk Assessments are undertaken before all activities and a process of dynamic risk assessment is continued during activities. Through annual membership fees, The Group contributes to the Scout Association's national accident insurance policy.

##### **Reduced income from fund raising**

This is assessed as a **Medium** risk with **reasonable controls**. The Group is primarily reliant upon income from membership subscriptions and fundraising. The Group holds a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee has the option to raise subscription fees to increase the income to the group on an ongoing basis, either temporarily or permanently.

##### **Reduction or loss of leaders and other adult volunteers**

This is assessed as a **Medium** risk with **reasonable controls**. 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, there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, this could result in the complete closure of the Group. The Group is always actively recruiting for additional Leaders.



### **Reduction or loss of young members**

Based on the predicted growth of St Ives and the demand for scouting, this is assessed as a Low risk. The Group provides activities for all young people aged 6 to 18. 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 could result.

### **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 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 actively engage 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:

- 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.





Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

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.

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.

#### Additional details of objectives and activities

Policy on Grant Making;

The Group does not make grants to other bodies, however it does occasionally make donations to other scouting charities.

Contribution made by volunteers;

The Group could not function without the contributions of its volunteers: Young Leaders, Adult Leaders, Managers, Trustees and Supporters. All are unpaid but reasonable expenses are reimbursed.

Policy on investments;

The Group does not currently invest any of its reserves

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

2020 has been a challenging year for everybody. Face-to-Face meetings ceased at the end of March and, apart from a short period where we were allowed to meet outside, stayed suspended all year. Our Leaders rose to the challenge and immediately started to deliver scouting using virtual meetings.

The general response was extremely positive and we are confident that continuing to deliver the programme contributed to the mental well-being of our young people, and Leaders.

As we continued to deliver scouting, we were able to continue collecting subscription fees – though we did ensure all parents were able to make use of our hardship funding where it was needed.

We were also forced to close the premises to all users and lost the planned income.

We were eligible for government grants – which mitigated the loss in income.

With the closure of the facilities were able to commence the building of the new Scout Hut – demolition of existing and 'like for like' replacement



## Section D

## Achievements and performance

Overall, we managed the difficult circumstances very well – mainly due to the support of our parents and the exceptional contribution of our Leaders.

## 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. Additionally, due to the nature of Holt Island, the Group holds reserves to fund maintenance and repair work as required. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, plus £10,000 circa £16,000.

Quantify and explain designations

If the reserves at year end are significantly above this, the Group Executive may designate an amount towards the Hut Fund project.

Details of any funds materially in deficit

None

### Further financial review details (Optional information)

The charity's principle source of funds (including any fundraising);

The Group's primary sources of funding are membership subscriptions from young members, fundraising, donations, grants and the hire of island facilities to other Scout and youth groups.

For the bulk of 2020, none of our sections were able to meet face-to-face, however most continued to operate virtually. Subscription income was reduced with some young members leaving the group and not inviting new members to join during this period.

The group was unable to fundraise during 2020.

After March, the premises were closed to all users therefore no funds were generated from hire.

Fortunately, we were able to claim support grants from the various government schemes and this made up for the shortfall.

How expenditure has supported the key objectives of the charity;

Most income is spent on:

- running the programme;
- maintaining and operating the buildings and facilities;
- insurances and other required costs;

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 using only mainstream banks or building societies.





## Section F

## Other optional information

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

2021 will be a year of consolidation and recovery. All sections have resumed Face-to-Face meetings, with plans to fill vacancies in our sections from the large waiting lists.

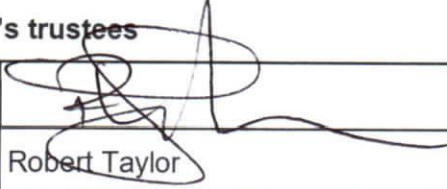

Completion of the construction of the new Scout Hut

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Robert Taylor	Claire-Joanne Stewart
Position (eg Secretary, Chair, etc)	Group Scout Leader	Group Secretary

Date

21/04/2022







CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Receipts and payments accounts

CC16a

For the period  
from

01-Jan-20

To

31-Dec-20

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
<b>MEMBERSHIP &amp; GIFT AID</b>					
Membership Subscriptions	11,092	-	-	11,092	9,417
Less: Membership subscriptions paid on	3,744	-	-	3,744	3,441
Less Explorer Subs	3,036	-	-	3,036	-
Net Membership subscriptions retained	4,312	-	-	4,312	5,976
Gift Aid	-	-	-	-	-
Sub Total	4,312	-	-	4,312	5,976
<b>INVESTMENT INCOME</b>					
Bank Interest	-	36	-	36	50
Sub Total	-	36	-	36	50
<b>DONATIONS/GRANTS</b>					
Nuli secundi Explorer Unit	-	-	-	-	-
Bags for Scouts	-	-	-	-	-
Easy Fundraising	-	-	-	-	-
Virgin Money	-	365	-	365	-
LRSB HDC Grant	10,000	-	-	10,000	-
New Hut	-	4,190	-	4,190	-
Poppy Donations	133	-	-	133	-
Other Donations	500	-	-	500	2,596
Sub Total	10,633	4,555	-	15,188	2,596
<b>YOUTH PROGRAMME AND ACTIVITIES</b>					
Cub annual Camp	-	-	-	-	4,566
Sailing	-	-	-	-	870
Beaver Activities	-	-	-	-	-
Beaver Camps	-	-	-	-	126
Cub Camps	3,619	-	-	3,619	-
Cub Activities	-	-	-	-	399
Scout Camps	1,436	-	-	1,436	5,134
Group Activities	239	-	-	239	-
Group Camps	-	-	-	-	156
Sub Total	5,294	-	-	5,294	11,251
<b>ISLAND INCOME</b>					
Island Hire	1,568	-	-	1,568	3,333
Canoe Hire	-	-	-	-	-
Sub Total	1,568	-	-	1,568	3,333
<b>FUNDRAISING (GROSS)</b>					
Sub Total	-	-	-	-	-
<b>SUNDRY RECEIPTS</b>					
Group Clothing	-	-	-	-	116
RateRebate	82	-	-	82	-
E'On Refund	95	-	-	95	-



	-			-	
Sub Total	177			177	116
6	21,984	4,591	-	26,575	23,320

**A2 Asset and investment sales,  
(see table).**

	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-

<b>Total receipts</b>	<b>21,984</b>	<b>4,591</b>	<b>-</b>	<b>26,575</b>	<b>23,320</b>
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**A3 Payments**

<b>YOUTH PROGRAMME AND ACTIVITIES</b>	-	-	-	-	-
Sailing		-	-	-	520
Beaver Activities	112			112	295
Beaver Camps				-	
Cub Camps	365	-	-	365	5,073
Cub Activities	392			392	1,244
Scout Camps	1,165	-	-	1,165	4,360
Scout Activities	500			500	1,240
Group Camps				-	
Group Activities	82			82	111
OSM - All Sections				-	
Sub Total	2,616	-	-	2,616	12,843
<b>PREMISES</b>					
Rent/Rates	229			229	198
Water and Sewerage	25			25	182
Electricity and Gas	1,775			1,775	1,350
Buildings and Property Insurance	902			902	894
Repairs and Renewals				-	
Refuse	123			123	250
Crossfire Protection	96			96	66
Other Premises Costs				-	
Refund of Island Hire	710			710	
Campsite and Ground maintenance	32			32	2,040
Sub Total	3,892	-	-	3,892	4,981
<b>FUNDRAISING EXPENSES</b>					
Group Events Fundraising Expenses				-	
Sub Total	-	-	-	-	-
<b>GROUP EXPENSES</b>					
Materials and Equipment				-	459
Adult Training	114			114	
Uniforms	-			-	
Badges	605			605	694
Group Clothing	264			264	696
Mini Bus Running Costs	1,453			1,453	902
Boat Insurance	691			691	
Refreshments				-	
Miscellaneous Covid	3,862			3,862	140
Mini Bus Insurance	634			634	634
New Hut Costs	761	77,897		78,658	
Accountancy Fees				-	600
Sub Total	8,384	77,897	-	86,282	4,126





	-	-	-	-	-
<b>Total Gross Expenditure</b>	<b>14,892</b>	<b>77,897</b>	<b>-</b>	<b>92,790</b>	<b>21,949</b>

<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>14,892</b>	<b>77,897</b>	<b>-</b>	<b>92,790</b>	<b>21,949</b>
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<b>Net of receipts/(payments)</b>	<b>7,091</b>	<b>- 73,307</b>	<b>-</b>	<b>- 66,215</b>	<b>1,371</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>4,603</b>	<b>100,498</b>	<b>-</b>	<b>105,101</b>	<b>103,729</b>
<b>Cash funds this year end</b>	<b>11,695</b>	<b>27,191</b>	<b>-</b>	<b>38,886</b>	<b>105,100</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Current Account	11,695	-	-
	Bank Deposit Account	-	27,191	-
		-	-	-
	<b>Total cash funds</b>	<b>11,695</b>	<b>27,191</b>	<b>-</b>

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Details Fund to which asset belongs Cost (optional) Current value (optional)



**B4 Assets retained for the charity's own use**

Badge Secretary Stock	1500	-	-
Uniform and Clothing	2242	-	-
Land & Buildings Not owned by the Scout Group		-	-
Motor Vehicles	3000	-	-
Boats and Water Equipment	10000	-	-
Scouting Equipment & Furniture	6500	-	-
New Hut	78658	-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

**Restricted Fund Projects**

Hut Replacement (Raise the Roof)

Cash Funds



Equipment

Restricted Funds to nearest £

£ 27,191.00

£ 27,191.00

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ROBERT TAYLOR	21/04/22
	Louisa Jones	21/04/22





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
2<sup>nd</sup> St Ives Sea Scout Group

On accounts for the year  
ended

31<sup>st</sup> December 2020

Charity no  
(if any) 279852

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

Responsibilities and  
basis of report

As the charity's trustees, 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 Trust's 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

\* Please delete the words in the brackets if they do not apply.

Signed:

*P. M. Barlow*

Date:

26/4/22

Name:

Peter Barlow

Relevant professional  
qualification(s) or body  
(if any):

ICAEW / ACCA

Address:

15 Station Road



St Ives
Cambs. PE27 5BH

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**