



Scouts

4th Uckfield (Holy Cross) Scout Group

Charity no: 291658

Trustees' Annual Report (1 April 2022 to 31 March 2023)

Reference and administration details:

Charity Name: 4th Uckfield (Holy Cross) Scout Group

Registered charity number: 291658

During the period to March 2023, the Trustees who managed the charity were:

- | | |
|-------------------|--------------------|
| • Andrew Lees | Chair |
| • Nicholas Gibson | Secretary |
| • Gill Huxley | Treasurer |
| • Chris Weller | Group Scout Leader |
| • David Brown | Trustee |
| • Claire Howarth | Trustee |
| • Greg Richards | Trustee |
| • Adrian Thomas | Trustee |
| • Clare Gooch | Trustee |
| • Roxanne Emm | Trustee |
| • David Munn | Trustee |

Structure, Governance and Management:

Governance and Management

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 (POR) of the Scout Association. The Group is a trust established under these rules which are common to all Scout Groups. The Trustees are appointed in accordance with the POR of the Scout Association.

The Group is managed by its Trustee Board, the members of which are the charity trustees. As 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 Trustee Board consists of three independent representatives: Chair, Treasurer and Secretary, together with the Group Scout Leader, Section Leaders (Beavers, Cubs and Scouts) and parent representatives. The Trustee Board meets a minimum of six times a year, with additional meetings as needed.

Members of the Trustee Board are elected or appointed at the Annual General Meeting of the Group Scout Council, which includes all adult and associated members of the Scout Group (including the parents and guardians of young members)

All new members of the Trustee Board must complete training in accordance with the Scout Association POR, including completing the *Trustee induction* training within five months of joining the Board. All members of the Board along with all adult volunteers having contact with young people of a repeated basis, or on night's away activities, are DBS checked.

The Trustee Board exists to support the Group Scout Leader in meeting the objectives of the charity and is responsible for:

- The maintenance of Group property
- Raising funds and the administration of Group finances
- The insurance of persons, property and equipment
- Arranging the Annual General Meeting and other Group public occasions
- Assisting in the recruitment of leaders and other adult support
- Appointing any sub committees that may be required

Risk and internal controls

The Trustee Board periodically reviews and monitors the main risks to which they believe the Group is exposed. The main areas of concern include:

Injury to leaders, helpers, supporters and members: The Group contributes to the Scout Association's national accident insurance policy through capitation fees, and takes out additional insurance if needed. We provide accident and injury insurance for adult helpers who are not uniformed members. Risk assessments are undertaken before all activities.

Reduced income from fundraising: the Group relies on income from membership fees (subscriptions). Subscriptions are charged each term and we aim to keep them as low as possible, to ensure scouting is accessible to everyone.

The Group holds a reserve to ensure we would be able to continue our activities, or wind down in an orderly manner, should there be a major reduction in income. We could also raise the level of membership fees, should that become necessary, either as a temporary or permanent measure

Reduction or loss of leaders: The Group relies entirely on volunteers to run and administer the activities of the Group. Most importantly, we need a certain number of uniformed leaders to be able to continue to operate our sections (Beavers, Cubs and Scouts) at full strength. Many of these volunteers are drawn from among the parents of the young people who join the Group. The commitment required is substantial, and understandably, leaders often wish to move on or step down after a few years. If we are unable to maintain the necessary level of leaders, we might have to reduce the size of a section or close it altogether. In the worst case, we might have to close the entire Group. This is perhaps the greatest risk that the Group faces, and is one that requires constant attention from the Leaders and Trustees to ensure that we are constantly recruiting and developing new leaders.

Reduction or loss of members: At the end of the period, The Group had a waiting list of around 53 young people. Many of our young members originally joined as Beavers and have worked their way up through the sections but, where space is available, we also have young people who join at older ages, either new to Scouting, or transferring from another Group. However, if there were to be a substantial reduction in the membership of a section, then we might have to reduce the size of a section or close it altogether. While our Beavers and Cub sections are fully subscribed, we tend to lose some young people as they get older, because of other commitments.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. All payments require the approval of two members of the Trustee Board including the Treasurer. The Group has comprehensive insurance policies to ensure that insurable risks are covered.

Objectives and activities:

The purpose of Scouting is to actively engage and support young people in their personal development, powering them to make a positive contribution to society.

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.

Scouting takes place when young people, in partnership with adults, work together based on these values:

- take part in activities indoors and outdoors
- undertake new and challenging activities
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- enjoy what they are doing and have fun

All members of the Scout Group, whether young people or adult volunteers, make a Scout Promise in which they promise to do their best to help other people and to be trusted, loyal, friendly and considerate, to have courage in difficulty, to have self-respect and to respect others.

The Group arranges a programme of weekly activities during the school term times, with indoor or outdoor activities and challenges for young people of all ages between six and fourteen. There are three Beaver sections for young persons between 6 and 8 years who meet on a Monday, Wednesday and Thursday evening. There are three Cub sections for young people aged between 8 and 10½ years and meet on a Monday, Tuesday and Wednesday evening. There are two Scout sections for young people aged between 10½ and 14 years and meet on a Thursday and Friday evening.

The Group also organises weekend and holiday activities that include camps, hikes and other outdoor activities. The Group also participates in programmes of events that are organised at District, County or National levels.

Young people in scouting can earn badges in recognition of skills learned, challenges met, and activities carried out. Our regular programmes and our camp activities are designed to meet the requirements of these badges. Young people who participate fully in the Group's activities will complete enough activities and challenges to be rewarded with the Chief Scout's Award, which they can wear on their uniform with justified pride.

To help young people in their personal development, if and when our leaders judge that they are ready for the challenge, they may be given a position of responsibility. For example, at age 9 or 10 a young person may be promoted to the role of "Sixer" or "Seconder" within the Cub section, with responsibility for a group of five or six Cubs. The Scout troop is organised in Patrols and young people take responsibility as Patrol Leaders and Assistant Patrol Leaders.

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. Membership fees are set at a level that covers only the immediate running costs of the Group and the capitation fees to the Scout Association, to ensure they remain as low as possible and do not unduly restrict membership.

As charity trustees, members of the Trustee Board pay due regard to the Charity Commission's public benefit guidance where relevant to our decision making.

Achievements and Performance:

The period from April 2022 to March 2023 saw the resumption of normal scouting activities, following a period of restrictions due to COVID-19. The Group ran a full range of indoor and outdoor activities, including overnight, weekend and multi-day camps. Members also took part in hikes and competitions organised by District and County.

Whilst the number of uniformed leaders remained stable, continued recruitment of new leaders, especially for the Beaver sections, remains a priority. The Trustees continue to support the leaders.

No fundraising events were organised for this financial period however discussions for future fundraised events continue to be put forward.

Financial Review:

Reserve Policy:

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the Group, or at the very least to conduct an orderly wind-down of the Group should income and fundraising activities fall short. The Trustee Board considers that the Group should hold a sum equivalent of at least 12 months of essential running costs, including maintenance of premises, insurance, utilities, but excluding capitation fees and other items covered directly by membership fees. We have agreed to maintain cash reserves of at least £11,000

Income for the year totalled £62,061.89 which included membership fees, hall hire income, income from Gift Aid claimed, income for proposed 90th anniversary camp and income to sections for camps and activities.

Expenses for the year totalled £64,942.39 which included maintenance and upkeep of scout hut and grounds, replacement camping equipment and section expenses.

At year end there was £21,854.12 in the Group bank account and £11,077.96 in the saving account

Investment Policy:

The Group does not have sufficient funds to invest in longer-term investments such as stocks and shares. All funds are held with the Group CAF bank accounts and all receipts and payments are made on-line

The Trustee Board regularly monitors the level of bank balances in accordance with the Group's financial policy, which is reviewed annually. All payments are made via BACS with the authorisation of two members of Trustee Board who are named on the bank mandate.

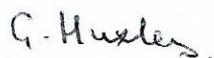
Declaration:

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees:



Andrew Lees – Chair



Gill Huxley – Treasurer

Income Apr 2022 to March 2023

Income to Group from subs

Manitoba	£	1,105.00
Yukon	£	1,475.50
Saskatoon	£	1,599.00
Kipling	£	2,489.50
Mafeking	£	1,657.50
Martlets	£	1,613.00
Alpha	£	1,800.50
Phoenix	£	2,795.00
Total subscriptions	£	14,535.00

Other income to Group

Hall hire	£	8,279.00
90th camp income	£	2,916.00
Donations and other income	£	948.58

Total other income £ 12,143.58

Income from Gift Aid

Group	£	2,068.22
Manitoba	£	35.00
Yukon	£	73.50
Saskatoon	£	63.00
Kipling	£	164.50
Mafeking	£	101.50
Martlets	£	73.50
Alpha	£	148.25
Phoenix	£	224.00
Total Gift Aid	£	2,951.47

Section income - subs

Manitoba - subs	£	585.00
Yukon - subs	£	794.50
Saskatoon - subs	£	915.00
Kipling - subs	£	1,320.50
Mafeking - subs	£	918.50
Martlets - subs	£	847.00
Alpha - subs	£	969.50
Phoenix - subs	£	1,505.00
Total section income - subs	£	7,855.00

Section income - other

Manitoba - other income	£	840.28
Yukon - other income	£	438.00
Saskatoon - other income	£	500.00
Kipling - other income	£	3,993.20
Mafeking - other income	£	3,125.75
Martlets - other income	£	3,330.80
Alpha - other income	£	3,520.00
Phoenix - other income	£	8,714.00
Total section income - other	£	24,462.03

Interest received on Current accou £ 39.29

Interest received on Gold account £ 75.52

Total income £ 62,061.89

CAF Current Account 01.04.22 £ 24,810.14

CAF Gold Account 01.04.22 £ 11,002.44

Total £ 97,874.47

Expenditure Apr 2022 to March 2023

Group expenses

Electricity	£	1,584.00
Wealden DC rates	£	550.40
Water rates	£	460.00
Bin collection	£	1,033.94
Cleaning and cleaning products	£	2,382.60
Maintenance	£	884.87
Grass cutting	£	1,692.00
WDC licence and lease	£	823.00
OSM payments	£	216.83
National Trust membership	£	53.35
QM expenses	£	3,172.04
Leaders uniform	£	20.00
Capitation to District	£	10,285.00
Insurance	£	2,647.54
Health & Safety	£	201.61
Christmas Tree festival	£	35.00
Donations	£	283.28
Uckfield Volunteer Centre	£	33.96
Group badge and scarf purchase	£	1,168.45
CAF bank fees	£	72.00
Admin expenses	£	139.67
Group 90th camp	£	936.00
Equipment for hut	£	26.97
Work day expenses	£	5,013.73

Total Group expenses £ 33,716.24

Section expenses

Manitoba	£	1,074.21
Yukon	£	1,132.51
Saskatoon	£	778.04
Kipling	£	5,624.65
Mafeking	£	5,101.44
Martlets	£	3,489.66
Alpha	£	3,505.06
Phoenix	£	10,520.58

Total section expenses £ 31,226.15

Total expenditure £ 64,942.39

CAF Current Account 31.03.23 £ 21,854.12

CAF Gold Account 31.03.23 £ 11,077.96

Total £ 97,874.47

Ledger balances - 31.03.23

Group	£	6,926.73
Manitoba	£	1,531.52
Yukon	£	949.20
Saskatoon	£	1,606.08
Kipling	£	1,299.24
Mafeking	£	1,131.73
Martlets	£	2,095.08
Alpha	£	1,985.52
Phoenix	£	2,369.02
90th Camp	£	1,960.00
Total	£	21,854.12

Signed: *Gill Huxley*

Gill Huxley - Group Treasurer

Date: 9/8/23

AUDIT CERTIFICATE:

From the books and papers exhibited, I am satisfied that these accounts represent a true record of the Group's finances for the year ended 31.03.2023

Signed: *Gerald Baker*

Gerald Baker FMAAT

Date: 9/8/2023

Independent Examiner's report to the Trustees of 4th Uckfield (Holy Cross) Group Scout Council

I report to the trustees on my examination of the accounts of the 4th Uckfield (Holy Cross) Group Scout Council (The Trust) for the year ended 31st March 2023

Responsibilities and basis of report

As the charity trustees of the Trust 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 giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- the accounts do not accord with those records;

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.

Signed: 

Name: GERARD BAKER FMAAT

Relevant professional qualification or membership of professional bodies (if any):

Address: 13 Lashbrooks Road, Uckfield, TN22 2AY

Date: 9th August 2023